



The City of Owen Sound is seeking a dedicated professional to fill the full time permanent role of Asset Management Coordinator. The Asset Management Coordinator is responsible for leading all aspects related to the development and oversight of Corporate Asset Management.

Key Responsibilities include: developing, maintaining, and evaluating the Corporate Asset Management policies and procedures as well as recommending policy changes as needed; coordinating the creation, implementation, advancement, and ongoing updates of the Asset Management Plan (AMP); organizing the development and maintenance of corporate asset registries; coordinating the development of a corporate prioritization model to be used to ensure strategic infrastructure investments; working with external partners, to ensure corporate compliance with legislation and maintaining an awareness of best practices; and playing a key role in the development of a strategic and sustainable long-term capital plan.

The successful candidate will have a Degree or Diploma in Commerce, Economics, Business Administration, Civil Engineering or equivalent and three to five years of work related experience acceptable to the employer. Certification in Asset Management is an asset.

**Skills / Competencies Required:**

- Must possess a working knowledge of the Acts, Regulations, By-laws and an understanding of municipal asset management planning.
- Excellent interpersonal, communication, public relations and customer service skills with the ability to exercise tact, diplomacy and good judgement at all time.
- Strong research and analytical skills with the ability to problem solve.
- Demonstrated high level of accuracy and attention to detail.
- Ability to interact effectively at all levels and to develop effective working relationships.
- Ability to prepare and present written and verbal reports to Senior Management & City Council.
- Ability to remain discreet with dealing with sensitive information/situations.
- Ability to maintain confidentiality when required.
- Strong knowledge and understanding of asset management principals, processes and practices.
- Possess a demonstrated record of technical competence, customer focus, innovation/creativity, and team advocacy.
- Must understand multi-disciplinary asset requirements to effectively develop and maintain asset procedures and valuation methodologies in the operation, maintenance and upgrade of municipal infrastructure including but not limited to roads, water and waste water, bridges, facilities, parks.
- Demonstrated time-management skills with the ability to prioritize workload and meet deadlines, effectively, with minimal supervision; ability to deal with multiple demands.
- Ability to assist in the development, monitoring and projecting departmental budgets.
- Demonstrated proficiency in Microsoft Office, G.I.S., Asset Management Software, and other related software.

- Possess and maintain a valid Ontario Class “G” Driver’s License and reliable vehicle to use on City business.

The full job description can be viewed on the City’s webpage under the Employment tab. The salary range for this position is \$70,364 - \$85,811; To explore this opportunity further, we invite qualified applicants to forward their resume and covering letter by February 14, 2020 to:

Annie Reed  
Human Resources Manager  
City of Owen Sound  
E-mail: [hrjobposting@owensound.ca](mailto:hrjobposting@owensound.ca)

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection. We will accommodate the needs of qualified applicants under the Human Rights Code and the AODA in all aspects of the hiring process, upon request.