

Town of Caledon

make a difference



Job Title: Advisor, Asset Management (Permanent Full-Time)

Closing Date: August 25, 2021; 11:59 pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Senior Analyst, Corporate Asset Management, this role is responsible for leading the management of effective departmental asset management plans for various operating departments which includes a diverse group of assets but focused mainly at the Town's roads, bridges, culverts and stormwater infrastructure. The scope of work includes coordinating the development and implementation of asset management policies, strategies, decision frameworks, processes, and tools in alignment with the Town's long terms goals and vision. This position will lead the implementation of the Town's Corporate Asset Management program to meet the Ontario Regulation 588/17 requirements (O.Reg. 588/17). As the Advisor, Asset Management, you will perform the following duties, including but not limited to:

- Coordinate service area departmental asset management plans and support the development and integration with the Corporate Asset Management Plan with Program stakeholders that will be used to guide the Programs' short term operational and long-term capital plans
- Guide key stakeholders and staff to implement various facets of asset management planning and systems
- Document current asset management processes, including gathering information and input from stakeholders
- Support and lead Citywide in asset information systems integration
- Lead and manage Requests for Proposals (RFP's) and relevant contract documents on the acquisition of professional services and/or solutions, including the evaluation processes
- Work with key stakeholders, and senior leadership to develop prioritized asset lifecycle management models in order to ensure optimized evidence-based decision making
- Provide training to staff at varying levels within the organization on asset management concepts and systems to foster an improved understanding of asset management



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COVID-19: In consideration of the current pandemic and Public Health orders, the Town of Caledon is providing limited in-person services as Town Hall is open to the public by appointment only. The successful candidate for Advisor, Asset Management will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

The Ideal Candidate

We are seeking an asset management professional with minimum education, training and/or knowledge in the above, normally acquired from a bachelor's degree in Civil Engineering, Finance, Planning, Project Management, Policy or approved equivalent combination of education and experience. Our ideal candidate has a minimum 3 years related experience in asset and portfolio management and/or transportation infrastructure specifically roads, bridges, culverts and stormwater rehabilitations and lifecycle management.

The ideal candidate will have demonstrated knowledge of developing asset management plans, including familiarity with asset data analysis, determination of remaining asset lives, comparison of maintenance costs with remaining asset values, and lifecycle cost analysis and development of preferred capital investment alternatives and options.

We are seeking an individual with superior time management skills and the ability to meet deadlines and juggle multiple priorities in a very dynamic and changing environment.

This position offers a salary range of \$71,552.88 - \$84,616.97 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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