

Town of Caledon

make a difference



Job Title: Advisor, Asset Management

Closing Date: April 7, 2023

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 Supervisor, Corporate Asset Management this role is responsible for leading the management of effective departmental asset management plans for various operating departments based on assigned areas of responsibility which includes a diverse group of asset classes such as the Town's roads, bridges, culverts, stormwater, buildings, furniture and IT equipment, land improvements, machinery, equipment and vehicles. Based on the 2020 Asset Management Plan, the Town owns and operates assets with a replacement value of \$1.34 billion. 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 related to assigned asset classes 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:

- Developing, sustaining and updating an asset management plan (focused on assigned assets), including strategies, policies and procedures
- Coordinate service area departmental asset management plans (focused on assigned assets) 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
- Liaise with assigned asset class groups to improve confidence in asset inventory across all sub-asset categories, validate and record conditions and various other lifecycle updates in Citywide, and monitor and record levels of service
- Develop prioritized asset lifecycle management models and risk management models in order to ensure optimized evidence-based decision making.
- Ensure integration of GIS with Citywide and asset management (AM) for all assets.



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- Collaboration with finance on the tangible capital components linking the asset management plan to the financial results
- Continual review of best practices and compliance with all Provincial Asset Management requirements
- Collaborate with assigned operating areas to help integrate and maintain the work management process (work requests, work orders) to integrate maintenance management with the Town's asset management program
- Research and provide best practice input including the writing of various staff reports, contract documents, tendering, reviewing bids, recommending contract awards, and project management/working with external consultants and groups to help advance asset management at the Town.

The Ideal Candidate

We are seeking an Asset Management professional with a Bachelor's Degree/Technologist Diploma in Civil or Mechanical Engineering, Building Construction or equivalent combination of education and experience. This candidate will have a minimum of 3 years' experience in municipal asset/infrastructure management including extensive work with Enterprise Asset Management systems such as PSD City Wide or similar.

A Certificate or Diploma in AM, PMP or other relevant designations are considered an asset.

The successful candidate for this role will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$83,310.20 - \$102,097.99 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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