

**Analyst - Asset and Maintenance Management
(Temporary with 12 months possible extension)**

The City of Guelph is a vibrant community with over 120,000 people located in the heart of Southern Ontario, just one hours driving distance from Toronto. Set in a picturesque natural setting, Guelph is known for its rich architectural heritage, growing economy and excellent quality of life - all good reasons to consider a career in this beautiful city.

Job Summary:

Resumes are being accepted for the temporary position of Analyst – Asset and Maintenance Management. Reporting to the Manager of Corporate Asset Management, this position will support the City’s program deployment and training for the Computerized Maintenance Management System (CMMS), to ensure successful and timely project completion, integration into operations, and operational continuity. You will work with operations and maintenance teams, corporate teams and external organizations to ensure a smooth project flow, timely work completion and that all requirements are met. You will provide support and strategic advice and expertise to the Manager of Corporate Asset Management for successful delivery of projects. This role will also include using your technical and interpersonal skill sets to facilitate training and workshops, assist with progress updates, document management, and preparing communications materials.

In addition, the position will be responsible for supporting the overall corporate asset management program, collaborating with internal teams and managing consulting services for the development of decision frameworks, business processes and tools that incorporate capital, maintenance and operating budget development, prioritization, risk analysis, levels of service and life cycle costing. Guided by the goals and objectives of the City of Guelph Corporate Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

Hours of work:

35 hours per week Monday to Friday between the hours of 8:30 am and 4:30 pm. This is a temporary position approximately 12 months in length with possibility for extension.

Duties:

- Deployment and training for the work management and Computerized Maintenance Management System (CMMS), to ensure successful and timely project completion, integration into operations, and to maintain operational continuity.
- Working with operations and maintenance teams, corporate teams and external organizations to ensure a smooth project flow, timely work completion and that all details relating to acceptance criteria are met.

- Provide support and strategic advice and expertise to the Manager of Corporate Asset Management for successful delivery of projects.
- Facilitation of training and workshops, assisting with progress updates, document management, and preparing communications materials.
- Developing decision frameworks, business processes and tools that incorporate capital, maintenance and operating budget development, prioritization, risk analysis, levels of service and life cycle costing.
- Contribute to the development, implementation and review of corporate asset management best practices; collaborating with asset managing business units across the organization.
- Document current asset and maintenance management processes, including gathering information and input from stakeholders.
- Support the implementation of asset information management technology and data strategies.
- Prepare and present analysis related to asset management, maintenance management and capital budgeting to internal stakeholders.
- Develop, review, revise, and implement maintenance procedures and program standards.
- Prepare required detailed reports, meeting minutes, and actionable items.
- Perform other related duties as assigned.

Qualifications:

- Experience related to the duties listed above, normally acquired through a University Degree in Engineering, Business, Maintenance Management or a related field and relevant experience implementing maintenance management systems, maintenance planning and scheduling. Candidates with an equivalent combination of education and experience may be considered.
- Previous experience with establishing maintenance requirements, understanding of the lifecycle and function of municipal linear and vertical infrastructure, management of consultants, development of terms of reference or requests for proposals, interpretation of reports and studies, and managing consultants working on behalf of the City.
- Good problem solving, planning, project management, analytical and research skills.
- Strong organizational skills to deliver projects as part of a team.
- Excellent interpersonal and communication skills for working with and providing support to staff, colleagues, clients, and management to ensure that all program and project requirements are addressed.
- Excellent oral and written communication skills to program and standards documents, and deliver training to operations and maintenance staff, administration, management, and CMMS super users.
- Strong knowledge of maintenance, reliability, condition assessment, inspection, rehabilitation and reconstruction techniques for linear and vertical infrastructure networks.
- Strong computer skills with knowledge of and relevant working experience with computerized maintenance/work order management systems, Geographic Information Systems and database application development.
- Experience using and administering municipal business and enterprise asset management systems, ideally Oracle Work and Asset Management or an equivalent solution.

- Knowledge of Structured Query Language, GIS tools, and Crystal Reports.
- Experience in infrastructure maintenance and asset management, including industry best practices and their strategic applications, asset management business principles, developing and maintaining infrastructure inventory databases, infrastructure condition assessments, lifecycle costing, risk assessment, infrastructure renewal costing and priority setting.
- Demonstrated knowledge of asset management principles and maintenance management.
- Strong understanding of maintenance practices and their application.
- Knowledge of the theories, principles, and practices related to the functional/plant areas of work in maintenance, operations, and administration.
- Knowledge of legislation related to maintenance, operations, and health and safety.
- Knowledge of project management principles/practices.
- Experience in producing training material and delivering courses, adult learning styles, software development life cycle, technology implementation project management, and mobile device operating systems and deployment.
- Periodic travel to various locations across the city is a requirement of this position
- Must possess a valid 'G' drivers' licence, access to a reliable vehicle and have a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their license is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.

Rate:

\$39.37 - \$49.21 (per hour)

How to Apply:

Qualified applicants are invited to apply using our **online** application system by **Sunday, March 26, 2017**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

To access the online application system, please visit the job posting listed on <http://guelph.ca/employment-careers/> and click on the "Apply for this job" icon. Instructions will follow.

The City of Guelph is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.
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