



Asset Management Coordinator

Position Type: Permanent, Full-time (35 hrs/week, Monday to Friday, 8:30 am to 4:30 pm)

Location: Port Elgin, Ontario

Salary: \$71,035 to \$80,722 per year (depending on qualifications and experience)

Who We Are:

The Town of Saugeen Shores ("the Town") is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, located on the shores of Lake Huron, our waterfront and beaches, our community spirit and sense of pride, our inspired residents and valued visitors. We are guided by our vision - **Future Ready**: *a committed and focused team, working together to grow and continuously improve to better serve the community.* We work collectively, collaboratively and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

At the Town of Saugeen Shores, we value work-life balance and offer competitive compensation, comprehensive health and wellness benefits, flexibility in work and opportunities for career growth. Our goal is to attract, develop and retain a highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

What we can offer you:

- 10 paid personal days in addition to a generous number of vacation days annually
- Comprehensive extended health and dental benefits, including Employee and Family Assistance Plan
- Enrollment in the OMERS pension plan
- A passion for investing in our workforce through continuous learning and development

About the Role:

We are seeking an analytical and motivated individual to join our team. As the **Asset Management Coordinator**, reporting to the Manager, Engineering Services, you will be responsible for leading, planning and implementing corporate asset management. You will assist with strategic capital planning initiatives for the Town in collaboration with other departments, ensuring asset management activities are consistent throughout the organization and aligned with the organizational strategic plan.

Key Responsibilities:

- Assist in the development and implementation of the Asset Management policy and program(s), long term strategies including inventories and plans for all assets.
- Monitor trends, development and best practice in asset management including legislation and technology changes and propose improvements to policies, procedures and systems to the Manager.
- Implement the requirements for O. Reg. 588/2017 Infrastructure for Jobs and Prosperity Act.
- Provide day to day coordination, guidance and support to meet operational needs and corporate service standards.
- Develop, implement and monitor best practices for asset rehabilitation/renewal analysis including financial models, lifecycle analysis, condition assessments, inspection programs, service level standards and performance measures.
- Work with the key stakeholders to implement synergies in the Asset Management and GIS systems, focusing on accuracy of information, dates, conditions and ratings specifically.



Competencies and skills you bring to the role:

- **Adaptability:** You are able to adapt efficiently and effectively in response to new processes and changing circumstances.
- **Attention to Detail:** You have strong attention to detail by exhibiting thoroughness and accuracy in accomplishing a task. You are highly organized and have the ability to process detailed information effectively and consistently.
- **Analytical:** You have the ability to collect and analyze information and apply logic and rationale when solving problems and making decisions.
- **Communication:** You are able to effectively and confidently communicate with others and provide detailed reports that are professional, well researched and suited to the needs of the audience.
- **Collaborative:** You exhibit strong interpersonal skills and are effective at building relationships, networking, and facilitating and collaborating with others.
- **Confidentiality:** You respect and maintain confidentiality and exhibit professionalism in all interactions.
- **Resourcefulness:** You demonstrate a personal orientation toward action and accepting responsibility for the results. You respond to difficult situations or workplace requirements by using the available tools and information to support decisions and solutions.

Education/Specialized Training/Knowledge:

- Post-secondary degree or diploma in Business Administration, Geography, Finance, Engineering, or related field.
- A minimum of three (3) years of relevant work experience.
- Certification in Asset Management/GIS is an asset.
- Experience with GIS (ArcGIS) and AutoCAD is considered an asset.
- Experience in asset management, long term planning and capital budget.
- Working knowledge of the Acts, Regulations, By-laws and municipal asset management planning.
- Excellent knowledge of asset management and project management principles and practices
- Thorough understanding of municipal infrastructure, infrastructure planning, operations, municipal finance, and risk management considered as an asset.

Application Process:

If you're interested in joining our team, click the "Apply now" link below to submit your application. We thank all candidates for their interest; however only those selected for an interview will be contacted.

[Apply Now!](#)

Application deadline: November 18, 2022 at 4:30 pm

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially. All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.