



## Manager, Asset Management

**Position Type:** Permanent Full-time (Monday to Friday, 8:30 am to 4:30 pm)

**Location:** Port Elgin, Ontario

### 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, 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.

### About the Role:

We are seeking a strategic and forward-thinking **Manager, Asset Management** to lead a new Asset Management division, to ensure the provision of the right information to make the right investment in the right place at the right time. As the Manager, reporting to the Director, Development Services, you will oversee 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 and the Town’s Asset Management Plan. You will oversee the Town’s existing and new assets (including facilities, Port Elgin Airport, fleet, projects, and properties) to deliver services to residents. You will lead the Asset Management Advisory Committee, oversee the Geographical Information Systems (GIS), and manage the design and construction of capital projects. You thrive on change and lead with passion and purpose, developing an empowered workforce through thoughtful leadership founded on principles of trust, respect, and teamwork.

### Key Responsibilities:

- As a member of the Management team, serve as a key strategic advisor to the Director, Development Services on the Town’s asset management plan and ensure effective service delivery of the Corporate Asset Management Strategy and Plans.
- Management/People Leadership: Provide overall leadership and management to the Asset Management team, including work planning, staff development, coaching/mentoring and conducting performance management reviews. Follow up and report on progress of Council directives, strategic initiatives, and projects, ensuring they are effectively moving forward and identifying opportunities to improve.
- Asset Management: Lead the development and maintenance of the asset management database and related financial recording for tangible capital assets, work with GIS related data and lead the long-term financial plan for the asset management program (AMP) in accordance with the *Municipal Act*, Public Sector Accounting Board (PASB) and Ministry guidelines.
- Property Management / Risk Management: Responsible for the complete project management from planning, designing, tendering to construction administration and



delivery of assigned municipal capital works projects in coordination with the Engineering Division.

- Represent the Town on Committees, attend meetings and provide input, participate in public meetings to explain the scope of projects, and obtain public input into the final design.
- Promote and uphold the organization's values and philosophy relating particularly to ethics, morality, and integrity.

### Skills you bring to the role:

- **Analytical:** You can collect and analyze information and apply logic and rationale when solving problems and making decisions.
- **Change Management:** You have a strong understanding of change management theory and proven ability to lead a change. You anticipate and actively manage the barriers to change and maintain positive direction to achieve desired outcomes.
- **Communication:** You can effectively and confidently communicate with others and provide detailed reports that are professionally researched and suited to the needs of the audience. You can facilitate presentations and information sessions for staff and Council.
- **Conflict Management:** You identify steps to resolve negative conflicts sensibly, fairly, and efficiently. You actively minimize negative outcomes of interpersonal conflict and promote positive outcomes of conflict to improve learning and effectiveness.
- **Initiative:** You demonstrate a personal orientation toward action and accepting responsibility for the results. You challenge the status quo and work proactively to achieve organizational goals rather than waiting for others to lead.
- **Legislative Comprehension:** You have a thorough understanding of municipal systems and applications, including knowledge of the *Ontario Municipal Act*, *Occupational Health and Safety Act*, Reg. 239/02 Minimum Maintenance Standards and specific related legislation surrounding planning, building, and engineering and asset management regulations.
- **People Management:** You exhibit strong people management skills and are effective at training, motivating, and directing employees to optimize productivity and promote professional growth.
- **Planning and Leadership:** You are forward thinking with a proven ability to lead a diverse department toward an advanced model of service delivery and respond to emerging trends.
- **Problem Solving and Decision Making:** You are passionate about solving problems, uncovering root causes, and proactively finding solutions to achieve organizational and departmental goals. You exhibit a strong understanding of corporate governance issues and the political environment in which you make decisions.
- **Project Management:** You have demonstrated ability to lead complex multi-stakeholder projects, delivering on outcomes on time and on budget with specific experience in asset valuation and estimates process.
- **Resourcefulness:** You demonstrate a personal orientation toward action and accepting responsibility for the results. You have excellent time management skills and can work autonomously and seek out resources independently with limited direction.
- **Strategic Thinking:** You effectively balance short and long-term planning and actions. You understand, analyze, plan, implement, and assess organizational strategy.



### **Education/Specialized Training/Skills:**

- Post-secondary degree/diploma in Engineering, CET, or Accounting.
- Asset Management Professional Certification, CET Designation through OACETT, PMP/CAPM designation, or other relevant designations are considered an asset.
- A minimum of three (3) to five (5) years of relevant progressive experience including two (2) to three (3) years of municipal management experience.
- 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.
- Possess familiarity and knowledge of the *Occupational Health and Safety Act, Highway Traffic Act, Ontario Water Resources Act, Public Transportation and Highway Improvement Act, Fisheries Act, Ontario Construction Act, On-Site and Excess Soil Management regulations, etc.*
- An understanding of the legislative government and decision-making processes
- Experience working within a public sector environment is considered a strong asset

### **What we can offer you:**

- Comprehensive extended health and dental benefits
- Enrollment in the OMERS pension plan
- Generous number of vacation days each year
- Flexible work arrangement
- Access to an Employee and Family Assistance Program.
- A passion for investing in our workforce through continuous learning and development

**Salary:** Under review

### **Application Process:**

Qualified applicants are invited to apply online at the Town of Saugeen Shores Careers section of our website at [www.saugeenshores.ca](http://www.saugeenshores.ca) by the application deadline. We thank all candidates for their interest; however only those selected for an interview will be contacted.

**Application deadline:** By 4:30 pm on Wednesday, June 29, 2022

The Town of Saugeen Shores encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process. Any information received relating to accommodation 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.

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