



Operations Department

Asset Management Coordinator

Under the direction of the Manager of Operations you will perform a variety of asset management and Capital Works related duties to assist in long term planning and work prioritization activities for municipal assets, lead the development and ongoing maintenance of the City's asset management program, maintain the asset management database and work with GIS related data; and assist with duties related to Capital Asset renewal.

The ideal candidate will possess:

- A post secondary diploma in Engineering Technology, Architectural Technology, Asset Management or GIS or an equivalent combination of education, qualifications and experience. Certification in Asset Management would be considered an asset.
- Working knowledge of regulatory requirements and asset management standards and O. Reg. 588/17
- Three (3) years of relevant asset management experience.

Hours of work: 40 hours/week, Monday to Friday with occasional overtime to meet operational needs.

Salary (2022 rate): \$63,039.31 to \$77,540.43 annually plus comprehensive benefit package.

Applicants are invited to submit in confidence a detailed cover letter and résumé by June 1, 2022 at 4pm (local time) to:

Mrs. Arin Crinnion
Human Resources Coordinator
City of Pembroke
1 Pembroke St. E.
Pembroke ON K8A 3J5
Fax: 735-3660
Email: [Human Resources Department](#)

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all candidates for their interest, however, only those selected for an interview will be contacted.



City Of Pembroke Job Description

Job Title: Asset Management Coordinator

Department: Operations

Reports to: Manager of Operations

Qualifications:

1. A post secondary diploma in Engineering Technology, Architectural Technology, Asset Management or GIS or an equivalent combination of education, qualifications and experience. Certification in Asset Management would be considered an asset.
2. An understanding of the principals of asset management
3. An understanding of municipal infrastructure including underground water, sanitary and storm systems, facility infrastructure, bridges and road infrastructure.
4. Proficient in Microsoft Word, Outlook, Excel, Access and GIS applications.
5. Working knowledge of regulatory requirements and asset management standards and O. Reg. 588/17
6. Three (3) years of relevant asset management experience.
7. Solutions oriented and equipped with excellent written, verbal and interpersonal communications skills.
8. Possession of a valid Ontario Class "G" Driver's Licence with reliable vehicle for use on City business.

General Scope of Responsibilities:

Under the direction of the Manager of Operations you will perform a variety of asset management and Capital Works related duties to assist in long term planning and work prioritization activities for municipal assets, lead the development and ongoing maintenance of the City's asset management program, maintain the asset management database and work with GIS related data; and assist with duties related to Capital Asset renewal.

General Scope of Duties:

1. Analyze and document asset management related measures (lifecycle costs, level of service, depreciation, etc) to identify emerging issues and trends.



2. Obtain input and requirements from other departments to maintain currency and relevance of the asset management database.
3. Provide support for the ongoing management of operational and capital improvements of real property and infrastructure.
4. Establishing and updating unit costs for assets where necessary using industry standard unit costs and service lives for all infrastructure components, taking into account variations due to unique local conditions.
5. Assist in the annual review of the risk matrix and levels of service related to Asset Management.
6. Assist in identifying and implementing capital improvement projects based on Asset Management Principles.
7. Assist in the preparation, organization and maintenance of engineering field and office data, reports and systems.
8. Assist in preparation of necessary reports for management, Council and senior government.
9. Assist in the development of requests for proposals, tenders and other procurement documents for the various works of the Corporation.
10. Assist in the development of a Multi Year Capital Construction Forecast (MYCCF) for long range planning and asset management including long term capital forecasting expenditures for City facilities.
11. Assist in the development of recommendations on costs, strategic planning, capital expenditures and designs.
12. Coordination, implementation and project management of minor capital projects
13. Assists with the City's Energy Management Plan, Financial Information Return, and compliance with PSAB requirements
14. Assist the Capital Works section with project management, Contract Administration and Field Administration on large scale Capital Projects.
15. Assist the Capital Works section with the preparation/review of tender documents, field inspections, contract administration, field administration and the collection of data necessary to update the City's GIS database and produce As Constructed documentation
16. Coordination of GIS data collection, ensuring database integrity and updating the collected data onto the GIS system
17. Assist in the preparation of reports on new methods and procedures designed to improve operations and minimize costs.



18. Review, update and track all project financial information in a database for review with the Project Manager and the Treasury department
19. Assist in developing and managing the annual Capital Budget.
20. Assist in the preparation of submissions for funding for infrastructure funding programs.
21. Assist in the implementation and continual updating of asset management, maintenance management systems and tools that are compatible with City of Pembroke systems.
22. Staff representative on the Climate Action Advisory Committee; and assist with the development and maintenance of the City's Climate Action Plan.
23. Perform other related duties as assigned.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

Hours of Work:

2080 hours per year (8 hours per day) Monday to Friday with occasional overtime to meet operational needs.

Salary Range:

(2022) \$63,039.31 to \$77,540.43 annually plus full benefits package

Updated May 2022

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During the recruiting process, accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of The Municipal Act, RSO 2001, and will be used in accordance with The Municipal Freedom of Information and Protection of Privacy Act for employment purposes.