

City of Pembroke

Asset Management Student Job Summary

Operations Department

Reporting to the Manager of Operations

Rate of Pay - Ontario Minimum Wage

Under the direction of the Manager of Operations you will perform a variety of asset management related duties to assist in long term planning and work prioritization activities for municipal assets.

Education, Skills, Abilities

1. College or University Student in the field of Engineering Technology, Architectural Technology, Asset Management, GIS.
2. Driver's License in good standing and use of own vehicle.
3. Solutions-orientated and equipped with excellent computer, written, verbal and interpersonal communications skills.
4. Capable of working with minimal supervision.

Responsibilities

1. Assist with asset management related measures (lifecycle costs, level of service, depreciation, etc) to identify emerging issues and trends.
2. Assist in the collection and entering of data into the City's GIS.
3. Provide support for the ongoing management of operational and capital improvements of real property and infrastructure.
4. Assist in identifying and implementing capital improvement projects.
5. Assist in the implementation of minor capital projects specific to sections.
6. Assist in the preparation, organization and maintenance of engineering field and office data, reports and systems.
7. Assist in preparation of necessary reports for management, Council and senior government.
8. Assist in the development of funding applications, requests for proposals and tenders for the various works of the Corporation.
9. Provide assistance to the Department Manager as may be required.

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.

As a condition of employment, candidates must maintain a valid Ontario driver's licence in good standing and will be required to sign a Confidentiality Agreement. Candidate must supply their own personal CSA approved steel-toed work boots and work clothes.