



**Manager of Human Resources**  
**200 Broadway, 2<sup>nd</sup> Floor**  
**Tillsonburg, Ontario N4G 5A7**  
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**CORPORATION OF THE TOWN OF TILLSONBURG**

**INTERNAL/EXTERNAL**

**JOB POSTING**

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**POSITION: Asset Management Supervisor**

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**DEPARTMENT:** Operations

**LOCATION:** 200 Broadway

**STATUS:** Full Time (40 hours/week)

**REPORTS TO:** Manager of Engineering

**GRADE:** 11 (\$33.98/hour to \$41.19/hour)

**POSTING #:** HR 55.18

**POSTING PERIOD:** November 28, 2018 to January 2, 2019

**NOTE:** Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

## **GENERAL STATEMENT OF DUTIES:**

Working under the general supervision of the Director of Operations, this role performs a variety of asset management related duties including the long-term planning, management and work prioritization activities for all corporate assets. The role works collaboratively with all departments and stakeholders to develop and implement a Corporate Asset Management program. The role focuses on strategic asset management with consideration to budget constraints of each department.

## **QUALIFICATIONS:**

- Post-secondary education in Civil Engineering, Business or related discipline. Professional accreditation within applicant's area of expertise is required.
- Minimum three (3) years of progressive asset management experience, including developing and implementing strategic planning and capital programs, with one year of professional experience using CityWide or related programs.
- Knowledge of Canadian and international asset management standards and best practices with a focus on the municipal sector.
- Certification in Asset Management considered an asset.
- Thorough knowledge of all pertinent legislation, policies and design standards and a working knowledge of municipal governance, including provincial and federal levels.
- Valid Class 'G' License in good standing.
- Thorough knowledge of asset management including: asset condition assessments, prioritization of needs, funding estimates, and municipal budget processes.
- Experience in the preparation of Asset Management strategies and standards, policies and procedures, technical reports, responding to external agencies and community enquiries.
- Experience with grant funding applications to senior levels of government and/or other funding agencies.
- Familiar with Workplace Health and Safety policies, procedures and legislation.
- Excellent knowledge and skills in MS Office Suite (Word, Excel, Access, Outlook) and the ability to learn and adapt to new systems
- An ability to work independently and as a part of a team.
- Must have excellent oral and written communication skills
- Ability to interface with technical and non-technical staff.
- Work is subject to shifting priorities and peak periods requiring flexibility in scheduling and good time management.
- Is expected to attend meetings outside normal working hours on an as required basis.
- Frequently deals with internal and external stakeholders

## **POSITION RESPONSIBILITIES:**

- Responsible for the development and continual update of the Town's Corporate Asset Management Plan, and its integration into existing long-term capital forecasts.
- Manages the development of attributes for a comprehensive corporate asset inventory, including developing template structures and inventory building routines for each asset category.
- Assist with the development and implementation of a corporate wide asset GIS system, including database management for storm, roads, water, sanitary, fleet, facilities, parks, land and other municipal assets to help ensure continuous availability of accurate datasets for asset management analyzes.
- Develops and implements asset condition programs, as well as performance metrics for existing infrastructure assets, with risk-based evaluation and prioritization for replacement or rehabilitation activities.
- Works collaboratively with applicable Managers to ensure the Town's Corporate Asset Management Plan (AMP) satisfies the applicable requirements (i.e. Ministry of Infrastructure Guide for Municipal Asset Management Plans, Infrastructure for Jobs and Prosperity Act 2015, O.Reg. 588/17 Asset Management Planning for Municipal Infrastructure, PSAB and FIR reporting, etc.) including strategies, policies and procedures.
- Develop and enhance asset management decision frameworks, business processes and tools to incorporate forecasting, prioritization, risk analysis, and costing to develop service level standards, benchmark results and evaluate performance measures.
- Provides oversight and responsibility for the planning, administration and implementation of field data collection and assessment programs related to municipally owned infrastructure.
- Manages the study, evaluation, analysis and projection of the Towns future requirements of municipal infrastructure in order to provide required levels of service to the public, including the development of infrastructure life-cycle analysis and capacity analysis.
- Assists other management staff with the planning and design of maintaining, upgrading, and disposing of infrastructure assets.
- Maintains the Towns Work Order Management System, ensuring consistent processes are deployed across all departments for the inspection and maintenance of data logs for municipal assets including, but not limited to: roads, structures, equipment, facilities, parks, water, wastewater and stormwater infrastructure in cooperation with the applicable management staff.
- Provides recommendations for capital upgrades, operational improvements and preventative maintenance of municipal infrastructure to ensure risk to public health and safety and the environment are minimized.
- Prepares of reports to Council on infrastructure and asset management related matters.
- Gathers information and prepares business case to support funding applications.
- Assists with digital records management.
- Perform other duties as assigned.