



## ***Project Manager Asset Management***

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

Reporting to the Manager, Engineering Division, you will lead, manage and support the Town's asset management initiatives. In particular, you will direct the development, implementation and sustainability of asset management practices and process.

As the ideal candidate you will possess a degree in engineering, accounting or computer science with three years of directly related experience in capital budgeting or asset management; an Asset Management Certification is preferred. You have experience in the areas of planning, design, construction of linear water and wastewater and/or transportation infrastructure. You possess advanced experience with ESRI GIS products and data management systems.

Compensation includes an annual salary of \$86,833 to \$104,208 comprehensive health and wellness benefits and flexible scheduling.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected community of choice***

The deadline for receiving application is 12:00 Noon on **Friday, October 4, 2019**.  
[Click here to apply.](#)

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background, credit and criminal record check. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

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**Department:** Infrastructure Services  
**Division:** Engineering Division  
**Reports to:** Manager, Engineering Division

## Position Objective

To lead, manage, support and coordinate the Town's asset management initiatives. As the asset management expert this position directs the development, implementation and sustainability of asset management practices and processes for the Town.

## Duties & Responsibilities

1. Manage the assets by developing, implementing and sustaining asset management practices and processes.
2. Submit annual reports and make recommendations to Council on overall asset management policy and strategy through Administrative Reports.
3. Organize and lead the implementation of project plans, business cases, and business process improvements to meet the Town's service standards, budget, timelines, policies and guidelines in alignment with the Town's Asset Management policy.
4. Share knowledge with staff at varying levels within the organization on concepts and systems to foster an improved understanding of corporate asset management.
5. Interpret laws, regulations, guidelines, and policies for compliance for either typical or non-routine situations.
6. Adhere to Corporate / Departmental Policies & Procedures, Generally Accepted Accounting Principles, Provincial / Federal regulations, and Municipal By-Laws.
7. Responsible for leading the delivery, and ongoing management, of an effective asset management plan for various operating departments within the Town, which includes a diverse group of assets.
8. Interact on a regular basis through formal and informal meetings with staff to thoroughly understand the ongoing operating and capital business needs.
9. Liaise with staff from Digital Services (IT), Planning and Development Services, Corporate Services (Finance) or other departments to discuss and address current and changing business needs by analyzing, recommending and implementing solutions and process enhancements as they relate to the effective recording use, management replacement and disposal of the Town's infrastructure assets.
10. Create and maintain an inventory of all Town assets. This inventory includes costs of asset, original service life, remaining useful life, current physical condition, and repair / maintenance history.
11. Identify, plan and execute condition assessments on assets following a regulated or industry best practice regime for all assets contained in the plan; ensure that information is received in a suitable format such that it can be housed in the Geographic Information System (GIS) system
12. Manage (including populating) spatial and non-spatial data in an ESRI GIS platform to support the Asset Management program.

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13. Lead the development and maintenance of the Town's 10+1-year rolling Capital Plan for the Infrastructure Services Department by:
  - Developing a defined program to sustain assets via planned maintenance, repair and replacement.
  - Developing options and recommendations for decision-makers to maintain the state of good repair program.
  - Presenting and recommending the priorities for the tangible capital assets while ensuring Council established municipal service levels are maintained.
  - Providing recommendations to prioritize infrastructure replacement, given the available financial resources and new infrastructure funding supported by optimized evidence based decision making.
14. Provide exceptional leadership, customer service, communication and strategic insight.
15. Collaborate with senior staff on the approaches for the management of and investment in the various assets.
16. Provide leadership and direct the development, implementation and management of the Town's Asset Management plan.
17. Lead the continual development of the asset management plan to build capacity for asset management planning and develop a strong internal knowledge base.
18. Provide pro-active strategic advice on critical issues, risk mitigation opportunities and recommend contingency plans.
19. Prepare, lead and manage procurements for professional and contractor services to support Asset Management plans. This includes the evaluation process as well as the management of the resulting endeavor.
20. Report directly to the Manager of Engineering to provide timely and relevant information to assess Town priorities, negotiate resources, communicate progress and submit deliverables. Also work closely with Managers of Parks and Facilities, Roads and Fleet and Water and Wastewater in a similar capacity.
21. Liaise, coordinate and collaborate regularly with operations and maintenance staff.
22. Negotiate, educate and facilitate Staff and Senior Staff toward resolution and direction on issues of infrastructure needs, asset management methodologies, and proposed directions.
23. Continuously review project direction and progress to provide subject matter expertise, well developed reporting and communication to key stakeholders and senior management.
24. Identify and establish networks and relationships with relevant associations, other municipal asset management staff and upper tier peers etc., to effectively leverage the work of others.
25. Provide stewardship through ongoing education and build awareness by providing training and advice to staff about the Town's Asset Management Strategy.
26. Perform an annual review of the Town's asset management planning progress and report findings to Council.

## Education & Experience

- University Degree in Engineering, Accounting or Computer Science with three years of directly related experience in the areas of capital budgeting, asset management, planning, design, and construction of linear water and wastewater and/or transportation infrastructure is required or a Technologist Diploma in Civil Engineering, Building

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Construction, Accounting or Computer Science with six years of directly related experience in the areas of capital budgeting, asset management, planning, design and construction of linear water and wastewater and/or transportation infrastructure is required

- Asset Management Certification or equivalent preferred
- Advanced experience with ESRI GIS products and data management systems
- Member of Canadian Network of Asset Managers (CNAM) an asset
- Valid drivers' license with driving record acceptable to the Town

## Knowledge

- Applied, technical knowledge of computerized maintenance management systems
- Applied, technical knowledge in the principles and application of asset management concepts and practices specific to the municipal environment
- Applied knowledge of database and records management
- Applied technical knowledge of asset management including a strong understanding of what Level of Service (LOS) means in terms of how an asset should perform and what is the asset's minimum condition grade
- General knowledge of data collection methods and equipment
- General knowledge and understanding of municipal infrastructure, engineering, operations, finance and risk management, including Municipal Maintenance Standards (MMS) and applicable Legislation associated with MMS inspection requirements
- General knowledge of local government, or public sector, organization and protocols
- General knowledge of O. Reg. 588/17 Asset Management Planning for Municipal Infrastructure, the Municipal Act, the Safe Drinking Water Act, the Clean Water Act, the Places to Grow Act, O. Reg. 239/02 Minimum Maintenance Standards and the Planning Act as well as other related federal / provincial / municipal regulations and legislation is considered an asset.
- General knowledge of Occupational Health & Safety Act and workplace health and safety policies, procedures and requirements
- General knowledge of municipal tangible capital asset accounting
- General knowledge of municipal budgeting and financial planning

## Skills & Ability

- Demonstrated proficiency in MS Office Suite and , database applications
- Ability to foster an environment of trust, respect, diversity and inclusiveness
- Ability to effectively apply project management methodology and implement project strategies by researching, analyzing, and evaluating existing methods, procedures and protocols to ensure the Town's overall business needs are being addressed
- Ability to apply an extensive understanding of risk management, engineering, infrastructure, operations and program services to undertake risk assessments and determine asset criteria (asset levels of service) to support Program service delivery
- Demonstrated proficiency in ability to calculate replacement and annual cost estimates

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for the various assets in each category

- Possess infrastructure auditing skills to be able to assess system capacity, understand system management and the effects of operations / maintenance activities
- Excellent research skills using evidence informed decision making best practices, exercising a high degree of sound independent judgment and decision making with no clear guidance or precedent
- Ability to think strategically and look to the long term to identify issues and risks well in advance of them becoming critical
- Results oriented with attention to detail and concern for quality and standards
- Organizational, project planning, project and people management skills
- Excellent negotiation, facilitation and conflict resolution skills; highly adept at exercising tact and diplomacy
- Relationship and effective interpersonal skills to develop effective partnerships with operations, departmental and corporate staff
- Ability to work independently and as a member of a team
- Ability to build and lead teams with different expertise and interests toward common asset management objectives
- Effective time management skills and the ability to meet deadlines and juggle multiple priorities in a dynamic and changing environment
- Written and verbal communication skills to explain issues to ensure full understanding, discuss information and/or decisions
- Ability to articulate abstract concepts and ideas to senior staff, program staff, operations staff and other government agencies
- Ability to interpret and apply legislation and regulations
- Ability to research, prepare and present reports to all levels of the corporation and external partners and agencies

## **Supervision/Direction of Others**

No direct supervision, provides functional advice and direction to others.

## **Work Demands**

Generally office work but some field work to inspect and observe assets.

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## Position History

This Job Description/position was created in August 2019; the Job Description was within AODA compliance requirements

Approved by:

ORIGINAL SIGNED

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Chief Administrative Officer

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Date