

## County of Lambton Position Description

**Position Title:** Asset Management Analyst

**Division:** Infrastructure &  
Development Services

**Group:** CUPE 2926

**Immediate Supervisor:** Manager, Asset Management

### Position Summary

Asset Management Analyst is responsible for supporting the development and implementation of the Corporate Asset Management Plan. The Analyst plays a significant role in the development and implementation of lifecycle strategies for County owned assets such as roads, bridges and buildings. Key responsibilities will include asset inspection/condition assessments, asset performance monitoring, life cycle analysis and forecasting, risk management and financial forecasting.

### Job Duties and Responsibilities

#### **Asset Management:**

- Assist in the development and implementation of the County's Asset Management Plan in compliance with Provincial legislation and deadlines with a focus on, but not limited to, County owned roads, bridges and/or buildings
- Analyze and maintain the County's asset inventory and databases to support asset management planning and forecasting
- Create asset management processes and policies for gathering information and keep asset inventory and databases up to date
- Complete various projects including condition assessments, lifecycle analysis and forecasts, operations and maintenance practices development and data gap assessments
- Determine current and proposed levels of service and risk through technical analysis, regulation, and public input
- Make recommendations on the timing of infrastructure maintenance, rehabilitation and replacement needs using methodologies, calculations, priority rankings, conditions ratings, level of risk, level of service, key performance indicators, maintenance records, decision models and life cycle evaluation
- Assist in the development of financial strategies to execute lifecycle events.
- Work collaboratively with various County staff to implement and update the strategic asset management policy and support the preparation of the strategic asset management plans as required by legislation
- Exposure to highly sensitive and confidential issues
- Prepare internal and external reports as required including reports to Council

**General:**

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by the incumbent in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

**Supervision Requirements**

**Direct Supervision:** Not applicable

**Indirect Supervision:** Not applicable

**Functional Authority:** Not applicable

**Credentials Required**

**Minimum Formal Education**

- College diploma or University degree in Architecture, Engineering, Finance, Accounting, or a related discipline

**Experience**

- Prior work experience in facility or infrastructure asset management is considered an asset
- Training in Asset Management or other relevant designation (i.e., CAMP) is considered an asset
- Knowledge related to industry best practices, asset management principals, level of service framework, risk assessment, lifecycle strategies and financial strategies.
- Knowledge of relevant legislation (i.e., ISO 55000, Ontario Regulation 588/17).
- Working technical knowledge of roads, bridges and/or buildings
- High level of proficiency in computer applications (i.e., Microsoft Office Suite – Excel, Outlook, Word, Access, PowerPoint)
- Strong analytical, investigative, research skills and problem-solving skills
- Strong written and verbal communication skills
- A valid Ontario driver's license and use of a vehicle

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