



**GEORGINA**

## Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



# Specialist, Asset Management (CUPE 905.03)

(Job ID#2021.138)

|                            |  |
|----------------------------|--|
| <b>Department</b>          | Operations and Infrastructure                |
| <b>Location</b>            | Civic Centre                                 |
| <b>Status</b>              | Permanent Full-time                          |
| <b>Number of Positions</b> | 1  |
| <b>Wage Rate/Salary</b>    | \$36.85 (2020 rate; \$40.94 after probation) |
| <b>Date Closing</b>        | October 21, 2021                             |

### Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### Position Purpose

The Asset Management Specialist is responsible for managing, collecting and analyzing data and providing support in the development and implementation of the Town's Asset Management Plan; including its strategies, frameworks, business processes and tools to support capital and operating budget development and rehabilitation and replacement planning of the Town's infrastructure (i.e. Roads, Water, Wastewater, Stormwater and Bridges).

The Asset Management Specialist will maintain asset inventories and databases using GIS tools, service request and work order systems, financial reporting systems, asset management software, and other data management tools.

### Minimum Qualifications

- Three (3) year College Diploma or University Degree in a relevant discipline (Business, Engineering) from an accredited College or University or equivalent combination of education and experience
- Asset Management Training and Certification from a recognized Institute or College.
- Proficiency in the field of information management systems (i.e. relational databases, GIS, SCADA, Computerized Maintenance Management Systems, Customer Relationship Management systems, Financial Systems)
- Three (3) years of previous experience in public infrastructure asset management, industry best practices and their strategic applications, developing and maintaining infrastructure inventory databases, infrastructure condition assessments, lifecycle costing, risk assessment, infrastructure renewal costing and priority setting

For full details, please visit [georgina.ca/careers](http://georgina.ca/careers).

### How to apply

Qualified applicants are invited to submit a resume and cover letter, identifying the **Job Title** and **Job ID#**. Please apply by [georgina.ca/careers](http://georgina.ca/careers) by 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

### Committed to diversity and a barrier-free environment

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

**We thank all candidates for their interest, however only those being considered will be contacted.**

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1 (905) 476-4301*