



Asset Management Analyst

People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Job Profile

There is an opening for the above position within the Asset Management & PMO Division, Infrastructure Services Department. Reporting to the Manager of Asset Management this position will be responsible for:

What you will be doing

- Leading and/or supporting variety of projects related to development and improvement of Asset Management systems / processes, such as capital planning, benchmarking, inventory, asset inspection
- Coordinating the development of decision frameworks, business processes and tools that incorporate capital and operating budget, prioritization, risk analysis, levels of service and lifecycle costing
- Performing computer modeling of infrastructure condition and performance to predict remaining serviceable life of assets and optimal rehabilitation strategies
- Preparing a rolling 10 year infrastructure renewal program, based on state of infrastructure, life-cycle analysis, risk analysis, conformance to current standards, customer complaints, repairs and maintenance records
- Preparing longer term operating and capital expenditure forecast for the rehabilitation, renewal and/or replacement of infrastructure assets. Identifying short and long term gaps in available funding
- Participate and provide various infrastructure renewal strategies and long term renewal needs to business unit for preparation of capital and operating budgets
- Participate and provide regular updates to Project Management Office, Asset Management Steering committee, Capital budget Working group and senior leadership team as required
- Extracting and reviewing asset management related database statistics and preparing statistical analysis, reporting and mapping to support management reports related to service levels, work productivity, asset life-cycle, costing, condition and performance of infrastructure assets, along with metrics, and benchmarks that are provided to the appropriate organizations for publication.
- Support the development or update of corporate asset management plan, including leading the development, implementation and review of service area based asset management plans and or master plans in collaboration with internal and/or external stakeholder groups
- Leading the identification and implementation of opportunities to improve the effectiveness of business procedures together with stakeholders. Preparing of business process flow charts including gathering information and input from stakeholders

- In coordination with Technology Services and external vendors, participates in the implementation of new technologies and upgrades of existing technologies that will minimize the disruption of staff and their ability to deliver services
- Preparing annual preventative maintenance programs for infrastructure assets and identifying repair or maintenance needs based on inspection and condition assessment information and issuing work orders to appropriate staff as required
- Maintaining the official record of the asset inventory and related information in the Asset Information Repository and performing quality control and data integrity of information within the system to identify issues with information in the repository or the physical information
- Working with staff at external agencies to compare and reconcile conflicts in information related to Cambridge infrastructure assets
- Preparing annual tenders for formal inspection and condition rating program of infrastructure assets, managing projects and providing project supervision, including preparation of work programs for contractors, progress payments, performing quality control of information provided by contractors and general contract administration
- Develop and prepare a variety of written documents, including technical reports, staff reports, work plans, business cases, terms of reference and grant applications.
- Prepare and lead presentations on asset management initiatives to internal and external stakeholder groups
- Attending and participating in presentations at industry workshops and seminars.

Education

Undergraduate degree (University) in Engineering or Business or Equivalent

Formal training in ESRI GIS (ArcMap or ArcGIS Pro)

Formal Asset Management training such as provided by IAM (Institute of Asset Management) or equivalent is preferred.

Experience and Knowledge

A minimum of three to four years of progressive experience in municipal asset / infrastructure management such as roads, water and sewer system, building facilities, parks and parks amenities, fleet. Proven superior analytical skills such as related to data analysis or capital planning, as well as problem solving abilities. Proficient in MS Office, especially MS Excel. Excellent GIS skills.

We will ask you for these items if you are hired

Proof of your current and valid certificate(s) and/or educational qualifications.

Valid G driver's license.

Worker Health and Safety Awareness Training Certificate from the Ministry of Labour

Your compensation

This position is within Grade 11 of the inside workers union Salary Schedule and has an annual salary range of \$84,275 to \$89,569. We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

Hours of work

The current regular hours of work Monday to Friday 8:30 a.m. to 4:30 p.m. (35 hours per week).

Advertisement expiration date

To apply please visit www.cambridge.ca/careers. This posting closes on October 9, 2023.

Accommodation needs and protection of privacy

The City of Cambridge recognizes and appreciates diversity and inclusion enhances our public value commitment.

We strive to create an accessible and inclusive experience and encourage all qualified people to apply, including and especially people from equity-deserving groups. Qualified applicants will receive consideration for employment with honour and respect toward their individual dimensions of diversity.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Contact HRServices@Cambridge.ca to make your needs known in advance.

For more information on our Employment Equity, please read our full [policy](#).

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.