



## ASSET MANAGEMENT SPECIALIST (CONTRACT)

JD#: M432

Job Number: J1123-0425

Job Title: Asset Management Specialist (Contract)

Department:

Infrastructure Planning and Corporate Asset Management Department

Job Type: Contract

Job Category: Government

Number Of Positions: 1

Date Posted: November 20, 2023

Closing Date: December 11, 2023

Salary: \$87,994.00 - \$104,751.00/Year

Hours of work: 8:30 am - 4:30 pm

Schedule: Monday - Friday

Union: Non-union

Working Conditions: Inside

Contract Duration: 2 Years

Vaughan is one of Canada's fastest-growing cities. Its emerging downtown, the Vaughan Metropolitan Centre; Canada's first smart hospital, the Cortellucci Vaughan Hospital; and the 900-acre North Maple Regional Park continue to generate momentum and excitement. Be part of something amazing and build your career at the City of Vaughan!

The City is an equal-opportunity employer and a forward-looking municipality that is committed to fostering a dynamic workplace that is diverse, inclusive and welcoming. As an award-winning organization for its employment and diversity and inclusivity practices, the City is focused on providing its employees with a thriving professional environment that leverages flexible work arrangements, a family-focused benefits package emphasizing work-life balance, learning and growth opportunities, and a place where collaboration and teamwork are valued.

Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

### Position Overview

Reporting to the Manager of Corporate Asset Management procedurally, the Asset Management Specialist provides a lead role in the development, implementation, and administration of a lifecycle management plan including a long term capital forecast for all major lifecycle expenditures for City assets; Develops and implements asset management policy and procedures; works in partnership with City departments to acquire an asset management work plan that is corporately integrated for City assets, in consideration of the capital budget reserve fund including risk management analysis of capital funding requirements for City assets. Establish risk management practices in life cycle cost analysis and performance engineering, to prioritize expenditures in collaboration with the Manager of Corporate Asset Management. Provide technical support on the management and maintenance of the municipal infrastructure and reports on the state of local infrastructure on an annual basis.

### Qualifications and Experience

- Successful completion of a three (3) year College Diploma in Technical/Engineering e.g. CET Architectural, Estimating or Quantity Surveying, or related field of study or suitable equivalent.

OR

- A University Degree or College Diploma in Landscape Architecture, Planning, Landscape Technology/Technician or suitable relevant field with full membership or eligibility for membership in the associated professional designation.

- Minimum of five (5) years multi-disciplinary experience in asset management related projects and activities. Preferably within a municipal environment.

- Knowledge of Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, Planning Act and associated Acts, By-Laws and Regulations.

- Must possess an understanding of multi-disciplinary asset requirements to effectively develop and maintain asset policies and valuation methodologies in the operation,

maintenance and update of municipal infrastructure.

- Knowledge of financial planning and procurement processes and practices, including capital and operating budgeting and cost estimation required.
- Knowledge in and the ability to apply project management tools and methodologies.
- Proven proficiency and application in utilizing computer equipment related software applications, i.e. Microsoft Office Suite, Excel, Word, etc.
- Demonstrated technical competence utilizing asset management related technologies, both hardware and software solutions.
- Demonstrated experience in cost benefit analysis and risk management analysis processes.
- Excellent organizational, analytical, problem solving skills, including the ability to organize and analyze data and information from a variety of sources and compile into recommendations and information from a variety of sources and compile into recommendations for action with the potential for corporate and long-term impact.
- Demonstrated and effective oral/written communication skills and the ability to produce comprehensive reports and recommendations based on detailed analysis for varied audiences (eg. with staff, elected officials, external agencies, facility users and elected officials).
- Ability to deal effectively and courteously with various groups, including but not limited to the general public, staff and other levels of government, consultants, contractors, facility users and elected officials
- Knowledge of and demonstrated ability in the City's core competencies and relevant functional competencies.
- A valid Ontario Class "G" Driver's License in good standing.
- Ability to work outside normal business hours, as required.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.