



Asset Management Technician (Temporary approx. 2 years)

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 a Temporary opening for Asset Management Technician position within Asset Management and Project Management Office Division, Infrastructure Services Department. Reporting to the Manager of Asset Management this position will be responsible for:

What you will be doing

- Coordinating, reviewing, accepting, and entering/loading asset information provided from various internal/external sources into business system data repositories. This includes asset inventory data, condition assessment and field inspection information. Responsible for the quality control of information received by internal and external sources.
- Inspecting contractors or city assets and/or collecting data from city assets during on site / field visits.
- Assisting with preparing and coordinating contracts for data collection projects related to condition and performance of the City's infrastructure such as roads, sewer, water distribution system, parks, trails and facilities.
- 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.
- Assisting with identifying opportunities to improve the effectiveness of business procedures through use of features and functionality available within the implemented business applications and office tools. Preparing under direction business process flow charts. Working with staff to develop, maintain, and exercise alternative paper processes to maintain business continuity in the event of business system failures that would satisfy the needs of staff and management.
- In coordination with Technology Services and external vendors, participating in the implementation of new technologies and upgrades of existing technologies that will minimize the disruption of staff and their ability to deliver services. Assisting under direction with formal and informal training to office and field staff at all levels for the use of the maintenance management system, preparing under direction of training materials for use in training sessions and ongoing reference for staff.
- Assisting under direction with reviewing statistics and preparing ad-hoc statistical analysis, reporting and mapping to support management reports related to service levels, work productivity, asset life-cycle, condition and performance of infrastructure assets, along with metrics, and benchmarks that are provided to the appropriate organizations for publication.
- Working with the staff at external agencies to compare and reconcile conflicts in information related to Cambridge infrastructure assets.
- Attending industry workshops, seminars and formal asset management training.

- Supporting daily Asset Management activities by answering service requests, preparing maps and/or data files, preparing meeting minutes, etc.

Education

Three (3) year college diploma in technical field such as Civil Engineering or Geographical Information Systems or equivalent.

Experience and Knowledge

- A minimum of one (1) year experience in municipal asset/infrastructure management such as related to Building Facilities, Parks and Playgrounds, Fleet, Roads, Water and Sewer system.
- Formal training or experience with industry standard GIS products.
- Proven ability to read construction drawings and technical documents.
- Completion of formal asset management training would be an asset, however not required.
- Proficient with Microsoft Office

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. (may be obtained post offer)

Your compensation

- Annual salary range of \$64,137 to \$68,177 (Canadian Union for Public Employees Local 1882 Grade 6).
- Comprehensive benefits package included
- Enrolment in Ontario Municipal Employees Retirement System (OMERS) included

Location of position

This position is located at Cambridge City Hall, 50 Dickson Street, Cambridge, Ontario.

Hours of work

The current regular hours of work Monday to Friday, 8:30 am to 4:30 pm inclusive (35 hours per week).

Advertisement expiration date

Interested candidates should apply at www.cambridge.ca/careers. This posting will close on October 14, 2024.

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.