



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### ASSET MANAGEMENT TECHNICIAN PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Asset Management Technician is responsible for the maintenance of asset data, and coordinating asset management planning activities, including developing policies and procedures, data integration, managing analysis of levels of services and life cycles, and forecasting.

#### Key Major Responsibilities

Duties include but not limited to:

#### Asset Data Maintenance

- Take a primary role in the maintenance of asset data used by all departments.
- Manage the processes for establishing and maintaining controls and implementing policies and procedures on asset data maintenance.
- Work with all departments to understand the various uses of asset data to ensure compliance.
- Responsible for ensuring the accuracy of asset data in the Township's asset management software, including changes to assets and the inclusion of new assets. Directly involved in linkages between the asset management software, Geographical Information System (GIS), financial system, and budgeting processes from an asset data perspective, in collaboration with other Township staff.
- Train Municipal staff on asset management processes and their role in collecting and using the data.

#### Asset Management Planning

- Manages the development, implementation, maintenance, and improvement of the Township's asset management planning process as outlined in the Council approved Strategic Asset Management Policy.
- Member of the Township's Asset Management Committee.
- Participate as required in the County Wide Asset Management Group.
- Attends asset management meetings, seminars and participates in learning opportunities in order to assist the Township with asset management planning, including new trends and developments in the industry.
- Makes recommendations on policies and procedures concerning asset management planning and researches best practices.
- Involved in the decision-making process regarding use of the Township's asset management planning software.
- Develop, coordinate, communicate, and participate in the education and training of staff, Council, and other stakeholders as related to the asset management program.
- Other duties as required.

#### Capital Asset Analysis

- Works closely with other staff in recording and analyzing the Township's capital assets and maintains the capital asset register in accordance with PSAB 3150 accounting requirements.
- Research, analyze, produce, and present reports, memos, or other communication which provides decision makers with the information needed to prioritize, plan, and implement budgets and work plans while effectively and efficiently utilizing resources.
- Records annual capital asset transactions, such as asset additions, disposals, and amortization annually.
- Other duties as required.

### **Minimum Qualifications and Requirements:**

- University Degree in Accounting, Business Administration, Civil Engineering, or related discipline.
- Minimum 5 (five) years of applicable experience in asset data maintenance and/or asset management planning.
- Meticulous attention to detail and accuracy.
- Intermediate to advanced knowledge of the Microsoft Office suite, specifically MS Excel, MS Word, and MS PowerPoint.
- Experience working with CityWide asset management software and ArcGIS systems.
- Strong communication (written and verbal) skills.
- Strong organizational and problem-solving skills, ability to manage priorities and workflow (i.e., time management) and be self-motivated.
- Excellent internal and external customer service skills.
- Ability to liaise with various departments, influence decisions, and coordinate activities.
- Ability to maintain a high level of confidentiality.
- A valid "G" driver's license and access to a vehicle is required.

**Annual Salary:** \$71,361 - \$83,482 (2023 salary range)  
(under review)

**How to Apply:** Interested applicants are invited to submit their cover letter and resume in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **September 29, 2023, at 11:59 p.m.** Please quote job posting '2023-037' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at [www.centrewellington.ca](http://www.centrewellington.ca) and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.*