



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 assisting with asset management planning activities, including policies, procedures, data integration, levels of service analysis, life cycle analysis, and forecasting. The position is currently shared between the Township of Centre Wellington and the Township of Mapleton with the potential of assisting other lower tier municipalities in Wellington County.

**Key Major Responsibilities:**

**Asset Data Maintenance**

- Take a primary role in the maintenance of asset data used by all departments.
- Assist in establishing and maintaining controls, 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, GIS system, financial system, and budgeting processes from an asset data perspective, in collaboration with other Township staff.
- Other duties as required.

**Asset Management Planning**

- Assists in 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.
- Other duties as required.

**Capital Asset Analyst (for Accounting Purposes)**

- Works closely with other Finance staff in recording and analyzing the Township's capital assets and maintains the capital asset register in accordance with PSAB 3150 accounting requirements.
- Assists with capital asset year end working papers for audit purposes.
- Records annual capital asset transactions, such as asset additions, disposals, and amortization annually.
- Assist with monthly internal capital reports and distributes to appropriate staff.
- Assist in preparation of quarterly capital reports presented to Council through discussions with Managing Directors.
- Other duties as required.

**Qualifications and Requirements:**

- University Degree in Accounting, Business Administration, Civil Engineering, or related discipline.
- Minimum 2 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.
- 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:** \$64,456 - \$75,405

**How to Apply:** Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0  
via email to: [careers@centrewellington.ca](mailto:careers@centrewellington.ca)

**Deadline to Apply:** **October 14, 2021 at 4:00 p.m.**

Qualified applicants are invited to submit a resume and cover letter in one document in MS Word or .PDF format. Please include your first name, last name and the position title 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. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

*As the COVID-19 pandemic evolves, we continue to adjust recruitment practices based on the guidance provided by our local Public Health Unit. Assessment of candidates may be via video/remote interviews or physically distanced face to face interviews. We thank all those that apply; however only those candidates selected for an interview will be contacted.*

*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.*