

Woolwich Township Job Posting



Date:	May 24, 2023
Position:	Asset Management Coordinator (Non-union, Permanent Full-time)
Positions Available:	One (1)
Department:	Infrastructure Services
Wage Rate/Grade:	\$68,177 - \$85,222 (Level 4)
Hours of Work:	35 per week

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Infrastructure Services is seeking one (1) Asset Management Coordinator.

Purpose of Position and Profile

Under the general supervision of the Director of Infrastructure Services, the Asset Management Coordinator will be responsible for the implementation and maintenance of the Township of Woolwich's Asset Management Plan (AMP), including developing and performing condition assessments on various assets, maintaining and updating the asset inventory database, developing long and short term capital forecasts, monitoring upper government funding programs and assisting in making grant proposals and requests, and assisting in the preparation of development charges background studies, development charges by-laws and amendments.

Responsibilities

- Manages the Township's asset inventory, including, but not limited to, the undertaking of studies, data acquisition, condition and performance ratings, risk assessments and identification of appropriate renewal, rehabilitation and/or disposal of assets
- Ensures that the AMP complies with applicable legislation and reporting requirements (i.e. O.Reg. 588/17, Infrastructure for Jobs and Prosperity Act 2015, Township's Canada Community Building Fund Agreement, etc.)
- Provides oversight and responsibility for the planning, administration and implementation of field data collection programs related to the Township's municipal infrastructure
- Prepares proposal calls and tenders including the preparation of terms of references, preliminary work plans, technical specifications, and reports to Council
- Assists with funding and grant applications and submissions to regulatory agencies including Federal and Provincial ministries, Conservation Authorities, utilities and other approval agencies
- Assists in the development of the Township's five (5) year capital forecast and annual operating budget based on the Township's Asset Management Plan
- Other duties as assigned

Qualifications, Knowledge, Skills and Work Requirements:

- Civil engineering degree or diploma from a recognized University or Community College
- Registered with Professional Engineers of Ontario (PEO) or Ontario Association of Certified Engineering Technicians and Technologists (OACETT)
- Formal Asset Management training by the Institute of Asset Management or equivalent, preferred
- Five (5) years relevant municipal experience; thorough knowledge of asset management including: asset condition assessments, prioritization of needs, funding estimates, and municipal budget processes
- Valid Class 'G' License in good standing and use of personal vehicle
- Thorough knowledge of local government, municipal engineering practices and procedures, and asset management processes
- Advanced technical knowledge of transportation, water distribution, wastewater collection, stormwater conveyance, stormwater management, infrastructure planning, engineering design, structural design, project management and construction, including knowledge of operational, maintenance and financial matters as they relate to infrastructure projects
- Experience in municipal procurement processes, including the preparation of tender documents, Requests For Proposals (RFP), Request for Quotations (RFQ), technical reports, legal agreements and evaluating responses to tenders and RFPs
- Excellent oral and written skills, with an ability to make presentations, with clarity, to Council, committees, interest groups, stake holders and the public
- Above average competence in computer skills including MS Office, MS SQL, Python, AutoCAD, ArcGIS, WorkTech and CityWide
- Ability to work and collaborate with multi-departmental Staff
- Adept at disseminating varying information and possess a propensity for nonlinear thinking
- Excellent analytical, organizational and communication skills with a strong aptitude for figures and attention to detail
- Demonstrated ability to work in a fast-paced, team environment with minimal supervision

Working conditions

- Minimum 35 hours per week during regular office working hours
- Generally works in an office environment at a computer work station
- Frequent site inspections and exposure to outside weather conditions in all seasons
- Must be physically fit and able to stand for long periods at a time
- Potential for exposure to typical construction hazards
- Occasional attendance at Council and Committee meetings

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Tuesday, June 6, 2023**. Please quote job posting 2023-24.

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.