



## **THE CORPORATION OF THE TOWN OF PELHAM EMPLOYMENT OPPORTUNITY**

The Town of Pelham Corporate Services Department is now accepting applications for the following position:

### **Asset Management Analyst (1 year Contract)**

Reporting to the Treasurer/Director, Corporate Services, the Asset Management Analyst is responsible for the organizational asset data and asset information needs, assisting to find efficiencies and improvements in existing asset management processes and systems, and planning and implementing new systems and processes that help departments align with the Corporate Asset Management strategies.

#### **Duties Include:**

- Maintain core asset data for the Town's corporate assets, including capacity information, performance information and information required for financial reporting.
- Work in collaboration with Managers and Directors to establish the current state of infrastructure, condition rating criteria, desired level of service for each service area, needs identification and prioritization of rehabilitation or maintenance strategies, and a financial strategy using sound asset management practices and principles.
- Responsible for the creation and maintenance of geographic information systems (GIS) data.
- Assists with development and/or improvement of data systems, controls, and processes to improve relevance, accuracy, access, timeliness, and presentation of appropriate data for asset management decision support.
- Provides project management and project support, executing project management methodologies, in the delivery of projects and systems enhancements, to be delivered on time, within budget, and in adherence to project management standards aligned to the corporate strategic objectives
- Leads and facilitates business analysis activities under the direction of the Director, supporting the development of the Asset Management System, plans and strategies through analysis of levels of service, service demand, asset life cycle and asset maintenance strategies, financial forecasting, risk management, and capital improvement planning, working with leaders from across the Corporation
- Identifies and documents problems and consults with key stakeholders to develop options to select and implement the most appropriate solutions
- Researches and recommends future systems to enhance compliance with Asset Management strategies and objectives
- Develops and co-ordinates training for clients on new corporate asset management systems/procedures.
- Other duties as assigned

#### **The successful candidate will possess the following:**

- Post-secondary degree or diploma in Engineering, Commerce, Business Administration or equivalent combination of education and experience
- Post graduate certificate in GIS from a recognized college or university is preferred
- Formal training in asset management, business analysis, ITIL, project management or other similar discipline is preferred
- Designation or Certification in Asset Management, Accounting, Lean, Business Analysis and Project Management is preferred

- 3 years' experience in systems or infrastructure management planning, support, feasibility studies, and design experience in an organization of a complex and diverse nature.
- Demonstrated understanding of the full life cycle for asset information from multiple perspectives, including information systems and data, assets, asset systems and hierarchies, people and knowledge, business processes, and communication.
- Knowledge of business process modeling, structured analysis, design, programming techniques, lean practices and/or continuous quality improvement methods.
- Experience with data analytics, trend and forecast analysis.
- Demonstrated knowledge of project management methodologies and best practices
- Knowledge and understanding of financial principals, policies, procedures/processes, and reporting requirements is preferred.

**Salary:** \$53,452 - \$71,491 (35 hours per week). **Salary is under review.**

Resumes must be submitted directly to Brianna Langohr, Human Resources Coordinator at [hr@pelham.ca](mailto:hr@pelham.ca) by **9:00 am on October 16, 2020.**

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 315. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.