



Employment Opportunity

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| Position: | Asset Management Coordinator- Interim |
| Division: | Operations & Facilities |
| Commencing: | August 2020 |
| Annual Salary: | \$65,728 to \$80,496 |
| Deadline: | Friday August 7, 2020 at 4:00pm Central |

Please submit your application, cover letter and resume to the attention of Jordan Forbes, Human Resources Manager, in one of the following ways:

By email to jforbes@fortfrances.ca in the form of one (1) PDF file (Preferred).

Application forms are available online at:

<http://fortfrances.ca/town/human-resources/employment-opportunities>

To learn more about this opportunity, please contact Travis Rob, Division Manager, Operations and Facilities at (807) 274-9893.

This opportunity is available to fill in for an employee who is absent and will terminate upon the return of the absent employee.



Position Description

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| Position Title: | Asset Management Coordinator |
| Supervisor: | Operations & Facilities Division Manager |
| Employee Group: | Operations & Facilities |

Position Summary

- The main objectives of this position are to maintain and implement the Town's Asset Management Plan and ensure that all related regulatory requirements are met.
- Working with the Division Manager, and Superintendents, this position will document, and arrange for preventative maintenance activities in all facilities, including maintenance projects, and capital works.
- This position will provide internal quality assurance auditing of the Safety Management System at the Fort Frances Airport.

Direction Received

- The incumbent reports to the Operations & Facilities Division Manager

Direction of Others

- The incumbent will provide work orders, identify maintenance priorities, and track the status of work orders relating to facility maintenance activities.
- The incumbent may provide task direction to the Town's tradesperson through the work order system.

Revenue, Asset and Expenditure Scope

- While the incumbent does not have a direct budgetary scope, they are responsible for documenting the condition of municipal assets and entering the information into a web-based database application.
- The incumbent provides detailed asset condition and risk information to support and direct short-term and long-term capital planning activities.

General Responsibilities

- Provides necessary information to assist the Corporation to maintain, repair, purchase, and dispose of its tangible capital assets.
- Provides information, and supporting documentation to assist with capital planning, as well as, short- and long-term financial planning for the Corporation.
- Prepares and maintains register of assets for the entire Corporation.
- Completes facilitates asset condition rating to provide asset data within the Town's Asset Management Plan.
- Maintains and updates the asset database on an ongoing basis.
- Provide updates to Mayor and Council annually or as required.
- Prepare estimates for capital projects to be included in annual budget, and outline annual facility maintenance, and capital requirements for Division Managers prior to the annual budget process.
- Maintains a maintenance management and work order system for the entire organization.
- Prepares tenders for maintenance contractors and provides contract administration.
- Ensures all safety standards and regulations as outlined under the occupational health and safety act and applicable legislation are followed at all times.
- Manages and implements the Town's Energy Conservation and Demand Management Plan in accordance with applicable regulations.
- Other duties as assigned.

Education and Qualifications

- Degree or post-secondary diploma in civil engineering, or equivalent education and related experience.
- A background in project management is an asset.
- Experience with procurement including purchasing, Request for Proposal (RFP), and preparation of Tender documents is an asset.
- A working knowledge of financial accounting is an asset.
- Joint Health and Safety Committee (JHSC) Certification is an asset.
- Demonstrated proficiency with common office software applications, including word processing, and spreadsheet applications.
- Ability to work independently without direct supervision.
- Excellent written and verbal communication skills.

Effort

- Cataloguing assets and data entry requires concentration for moderate periods of time.

- Physical demands relate primarily to musculoskeletal strain while performing data-entry from a seated position. Incumbent alternates from seated to standing position.
- The incumbent may be exposed to disagreeable indoor and outdoor conditions, including noise, heat, and cold on occasion.
- The incumbent works a 40-hour workweek during regular business hours. Additional hours average up to 10% in excess of the regular workday.

Conditions of Employment

- Employment is conditional upon a satisfactory Criminal Background Check, and Vulnerable Sector Screening.