




WELLINGTON
COUNTY



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Asset Management Analyst

Wellington County consistently ranks as one of the safest communities in Canada and is home to vibrant economies, active and inclusive communities, and beautiful landscapes.

We are committed to building and maintaining a respectful, inclusive and equitable workplace that is representative of the community we proudly serve. The County is looking for individuals who are committed to public service, enjoy collaborating with others and share the County's values. We value applicants with a diverse range of skills, experiences, and competencies, and are looking forward to welcoming new members to our talented team.

The County offers a generous compensation, benefits and pension package. We also offer ongoing career and development opportunities to our employees, with a commitment to health and well-being.

Posting ID: 518

Department: Treasury

Division: Financial Services

Position Type: Full Time Contract, 13 Month

Work Hours: Monday to Friday, 35 hours per week: regular schedule is 8:30 am-4:00 pm onsite/in-person; flexibility of hours may be required.

Work Location: Gaol Building (Admin Centre), Guelph. The County of Wellington is an employer that believes in providing service onsite.

Vacancies: 1

Application Deadline: 03/24/2023

BASIC FUNCTION

Under the direction of the Asset Management Programme Manager, the Asset Management Analyst will be responsible for conducting detailed analysis and forecasts for infrastructure planning and creating financing strategies in accordance with the County's Long-Term Financial Sustainability Strategy. The position will assist with the development and implementation of the County's Corporate Asset Management (CAM) programme and maintain the tangible capital asset registry in the system of record (CityWide Asset Manager). The position is also responsible for completing the annual capital asset accounting requirements and related financial reporting.

PRINCIPAL RESPONSIBILITIES

- Conduct detailed analysis and forecasting on infrastructure deterioration, risk, levels of service while integrating climate change impacts.
- Conduct financial analysis that includes, but is not limited to development of replacement and intervention costs, short and long range reinvestment forecasts, lifecycle analysis, and economic analysis.
- Support the development of a robust, transparent and defensible capital investment plan across all service areas by linking level of service targets, asset performance and risk assessment.
- Coordinates the development and implementation of the Corporate Asset Management Programme:
- Develops corporate asset management strategies including regular performance reporting and financing strategies.
- Creates and updates corporate template(s) for the County's Asset Management Plan, annual reporting activities and performance measurement.
- Completes updates to the corporate asset management plan.
- Completes the preparation and coordination of requests for information from County Service Areas. Consolidates information as required.
- Support the ongoing implementation of the CityWide software solution and data management strategies.
- Ensures the accuracy of the County's main asset inventories and databases to support asset management planning (includes additions, disposals, transfers, splits, replacement values, depreciation schedules, and insurance information)
- Prepares for and completes annual asset cost allocations and additions from capital and operating accounts for all County assets:
- Works with asset owners to prepare and document required details.
- Completes entries in CityWide Asset Manager Module.
- Completes capital asset related reporting requirements including applicable FIR schedules, year-end audited financial statement schedules and notes to the year-end financial statements.
- Administers the work order system and enters equipment rates into the financial system. Closes work orders when no longer required.
- Reviews and revises system documentation, standard operating procedures and policies related to capital asset accounting and asset management.
- Prepares and administers grant applications related to asset management funding.
- Prepares presentations, reports, and communications related to asset management planning and forecasting for staff as required.
- Provide user training and support to County staff with respect to asset management software, work order management and the financial system.
- Analyses data from the CityWide software solution to determine performance trends and reports to staff as appropriate.
- Maintain PSAB 3280 Asset Retirement Obligation and assist with policy and programme development and updates.
- Responds to internal requests related to asset information stored in the financial system (asset inventory listings, number of assets, average age). Maintains existing departmental spreadsheets and reports as required.
- Responds to requests from external municipalities, Statistics Canada, professional organizations and/or consultants as required to complete asset management related surveys and/or share information related to AM best practices.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Four year university degree in accounting, business or related field.
- Completion of courses towards the Chartered Professional Accounting (CPA) designation preferred.
- Completion of courses related to asset management or project management considered an asset.

- Minimum four years of experience or equivalent in a municipal financial setting preferably in asset management related projects and activities.
- Knowledge of financial planning including capital and operating budgeting.
- Knowledge of municipal financial reporting requirements.
- Knowledge in and ability to apply project management tools and methodologies.
- Superior customer service, communication and problem solving skills.
- Ability to work in a team environment with staff with a wide range of financial experience and knowledge.
- Excellent computer skills and experience dealing with CityWide software solution, financial software (Oracle JD Edwards Enterprise One would be considered an asset). Proficient user of Microsoft Office products.
- Experience using asset management related technologies and GIS software.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

Pay Range: \$45.00 - \$52.64 (2023 Non-Union Compensation Grid).

Benefits: Extended Health Care, Emergency Travel Assistance, Dental Care; mandatory enrolment, premiums 100% covered.

Pension: As a non-full-time (NFT) employee of an OMERS employer, you are eligible to elect to join the OMERS Pension Plan at any time. Enrollment in OMERS is voluntary.

Medical Responsibility Time: Prorated and accrues at 1 day/month.

Vacation: Accrues to start at three weeks/annum; increases based on length of service.

Parking: Provided; taxable benefit provisions apply.

Mileage: If applicable, as per CRA allowances.

Covid 19 Vaccination Policy: All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

The County of Wellington is committed to providing inclusive access and accommodations throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accessibility accommodation through the recruitment process, please let us know and we will work with you to meet your needs.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.

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