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External Job Vacancy

Posting Title:	Co-ord-Facilities Asset Mgmt	Department:	Facilities Management - Admin
Status:	Regular, Full-Time	Salary Range:	\$49,012.00 - \$76,874.00
Grade:	C6	Open Positions:	1
Job ID:	303778	Additional Info:	See Below
Open Date:	2023-03-16	Close Date:	2023-04-05

Are you multiskilled with data analysis, asset management and customer service experience looking for a challenging new position with growth opportunity? Are you looking to make the next step in your career? If so, apply below and join Peel Regional Police – one of Canada's most progressive police services!

As a **Co-ordinator-Facilities Asset Management** within our Facilities Management Bureau, you will be responsible for operating the work order management system and asset management database, ensuring data integrity of the system with continuous updates, data entry and validation. Additionally this position acts as the primary customer service representative for the Facilities Management Helpdesk and co-ordination of such with Facilities Operations Staff.

What will your typical day look like?

- Receives and validates Facilities related work requests received in person, via telephone, work order web portal and/or email from various client groups; converts work requests to work orders upon validation of information; inputs and assigns work orders to appropriate staff and updates assets in the Enterprise Asset Management System (EAM), ensuring proper creation, updating and closure. Validates information entered into system by Operations staff, e.g. labour hours, material used, work performed upon closure of work order in the system. Liaises with clients group(s) to validate service quality and completion of work.
- Acts as the primary customer service representative for Facilities Management service requests, maintaining positive interactions with stakeholders requesting service, and routinely co-ordinates with Building Supervisors and Operations Staff in order to keep stakeholders updated providing a high level of customer service.
- Enters data into the Enterprise Asset Management System (EAM) for new or revised asset information, e.g. asset ID, condition, quantity, description, location, attributes, current replacement value, capital projection date and risk quantification criteria; updates database with new asset condition information submitted by Operations, Planning, Design and Construction, and Security teams as well as Building Condition Assessment reports.
- Creates and/or modifies drawings using AutoCAD in support of the Enterprise Asset Management System to identify assets on floorplans for visual aid in the work order management system, and as assets are modified.
- Generates weekly reports using the EAM system for management review, including reports on work order information for shared spaces with external stakeholders (e.g. GTAA & Fire Departments) for submission to Finance.
- Assists the Supervisor-Facilities Asset Management with the process of procuring consulting services and conducting condition assessments for all building infrastructure assets.
- Assists the Supervisor-Facilities Asset Management with developing annual Capital renewal plans.
- Performs additional duties as assigned.

Enough about us, let's talk about you

You are someone with:

- A College Diploma in Architectural Technology/Building Science, or an equivalent combination of education and experience
- A minimum of two years related experience in Asset Management
- Demonstrated intermediate knowledge of AutoCAD required
- Demonstrated knowledge of building systems and components
- MS Excel - Advanced
- MS Word - Intermediate
- MS Access - Intermediate
- MS Outlook
- Demonstrated planning and organizational skills
- Effective oral communication and interpersonal skills
- Demonstrated written communication skills

Applicable tests:

Applicants will be required to successfully complete the following tests:

- MS Access
- MS Excel
- Grammar
- MS Outlook
- Spelling
- Vocabulary
- MS Word

What we offer

The salary range for this **permanent, full-time** position is **\$49,012.00 - \$76,874.00** per annum. Peel Regional Police offers a highly competitive compensation package; applicants will be considered for the top end of the range (\$67,265.00 - \$76,874.00) based on experience. The salary is complemented with a comprehensive benefit

program, including employer-paid Health/Dental and Life Insurance after a six (6) month waiting period; and the OMERS Pension Plan effective upon hire. Remote work is not available for this position.

Peel Regional Police is committed to providing resources and development opportunities for continual growth of staff. This includes (but is not limited to) providing internal opportunities, tuition reimbursement for continuing education, free on-site learning/training programs and providing any required equipment to support the safe and effective delivery of services.

Peel Regional Police is committed to ensuring the health and wellness of its employees and offers many programs and services in support of work-life balance and both personal and professional wellness. From wellness protection for you and your family, to state-of-the-art fitness facilities available to you free of charge, to structured programs to nurture your intellectual, physical and emotional wellness, we've got you covered.

About us

Peel Regional Police, the second largest municipal police service in Ontario, polices the cities of Mississauga and Brampton, with a population of almost 1.4 million residents, and Pearson International Airport, which saw an estimated 12.7 million people pass through in 2021. We are committed to our Vision of 'A Safer Community Together'. Everything we do is driven by our Mission, Vision and Values and we pride ourselves in being accountable to our community.

Peel Regional Police is acknowledged as one of Canada's most progressive police services. A proactive approach to problem-solving, a dedication to professional excellence and a reputation for making the community a better place in which to live and work – these are the hallmarks of Peel Regional Police.

The next step is yours!

Shortlisted applicants will be contacted via email. Check your inbox regularly, including junk mail. No agency contact and/or referrals, please.

Applicants in consideration for hire shall be subject to a thorough background investigation that includes, but is not limited to, police checks with local, provincial and out-of-country law enforcement agencies, if required, education credentials, credit and financial inquiries, and personal and work reference.

Please note that an hour long virtual (WebEx based) meeting is being hosted for anyone who is interested in learning more information about this vacancy. Please click the link below on Thursday March 30th, 2023 at 1200 hrs (noon-EST) to join this information session.

<https://peel.police.webex.com/peel.police/j.php?MTID=m6decf17b36cc74ed13c9cba69e96ce3a>

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