



# Supervisor of Asset Management

Reporting to the Manager of Infrastructure & Asset Management, the Supervisor of Asset Management is the Corporate leader for asset management, accountable for the overall lifecycle management of all assets owned by the Town of Ajax.

## Key Duties

- Aligns infrastructure replacement/maintenance/rehabilitation projects with asset management plan and corporate priorities;
- Develops and implements infrastructure & asset management initiatives that are aligned with the corporate vision and strategic plan;
- Works with senior staff to establish supporting policy, governance model and an organizational framework for oversight of the Asset Management Plan and implementation process;
- Leading the preparation of Strategic Asset Management Policies to promote best practices and link asset management planning with budgeting, operations, maintenance, and other associated municipal planning activities;
- Prepares Corporate Asset Management Plans in accordance with Provincial Regulations and providing annual reports on the state of Town owned infrastructure;
- Oversees condition analysis of infrastructure asset inventories using industry accepted engineering practices and provides a summary of the condition of the assets;
- Detailed analysis of inspection reports, conditional assessments and consultant's reports on municipal assets to develop and maintain infrastructure asset condition and replacement indexes for individual assets based on the information, inspections and maintenance repair history for rehabilitation/replacement needs for all corporate assets;
- Analyzes, interprets and provides advice on best practices to maintain existing infrastructure in accordance with industry standards and emerging technology including: streetlights, trails, bridges and culverts, curb and sidewalks, playgrounds, pedestrian bridges, sports field improvements, park improvements etc.;
- Plans, prepares and manages capital and operating budgets in accordance with the Town's Capital Expenditure Control Policy, Corporate Asset Management Policy, Corporate Asset Management Plan, departmental priorities, and strategic direction and in alignment with the Town's Financial Sustainability Plan;
- Identifies and maintains a database of asset management priority recommendations to inform the development of current and long-range capital project budgets and legislated reporting requirements for assets;
- Establishes and recommends policies, procedures, processes, and schedules for updating and maintaining the asset management program, including financial reporting to meet corporate and legislative requirements.

## Qualifications/Skills

- Asset Management Certificate or Diploma from the Institute for Asset Management (IAM) or another accredited body is considered an asset.
- Minimum six (6) years progressive experience in the management of municipal assets with a minimum five (5) years supervisory experience or a combination of training, education and experience deemed equivalent.
- Certified Engineering Technologist (C.E.T.) designation from OACETT.

- Familiarity with standards for the management of physical assets such as PAS 55 and ISO 55000 and the International Infrastructure Management Manual (IIMM) is essential.
- Experience with municipal infrastructure assets, their life expectancy and rehabilitation options.
- Experience with asset operation and maintenance protocols.
- Excellent working knowledge of Occupational Health and Safety Act, Employment Standards Act, Ontario Traffic Manual, Highway Traffic Act, Municipal Act, Ontario Electrical Code.
- Superior customer service, organization, time management and planning skills
- Advanced skills in M365 (Work, Excel, PowerPoint, Outlook).
- Ontario Class G Driver's License with a clear driver's abstract.
- Able to provide a current Criminal Record Check that is satisfactory to the Town, upon being hired.

### Nice to Have

- Licensed by Professional Engineers Ontario as a Professional Engineer (P.Eng) or Licensed Engineering Technician (LET).
- Project Management Professional (PMP) designation is considered an asset.
- Working knowledge of GIS and ArcGIS Pro is considered an asset.

### What we offer to staff

- **Salary:** \$102,042 - \$127,553 per year
- **Hours of Work:** This is a non-unionized position that works a 35 hour work week.
- **Benefits** - The Town offers full-time staff a comprehensive benefit package with paid sick, vacation and personal leave days; Employee & Family Assistance Program; Health & Wellness Program, Town of Ajax Fitness Centre membership; plus a defined benefits pension (OMERS pension - <https://www.omers.com/>).
- **Hybrid Work Program:** A flexible work arrangement, including the option to partially work from home (3 days in the office and 2 days at home) is currently a possibility with this position, and can be discussed during the interview process.

### How to Apply

To apply for this exciting opportunity, please go to the Town of Ajax website at [www.ajax.ca/careers](http://www.ajax.ca/careers). The closing date for this position is **11:59 p.m. on January 14, 2024**.

### Equal Opportunity Employer

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected, and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources staff of any accommodation you may require during the process.