

Asset Management Analyst

Join us to shape the future of St. Catharines!

About the City:

In the city of St. Catharines, we are committed to realizing the vision outlined in [The City of St. Catharines - Strategic Plan 2023 to 2027](#). Our goal is to cultivate a city that thrives on safety, innovation, sustainability, and caring, not just for today, but for generations to come. Join our team and be part of a meaningful journey to shape the future of our community, leaving a lasting impact that extends far beyond the present.

About the Role:

Do you have a passion for sustainable municipal services now and for future generations? Do you have experience with municipal asset management such as roads, water and sewer systems, buildings and facilities or parks? Do you have strong analytical skills needed for filling data gaps, conducting data cleanup, building formulas, and setting up queries? Are you fueled by innovation and thrive on problem solving? If so, we have an exciting opportunity for you!

We're seeking an Asset Management Analyst to join our team. In this role, you'll support the development and implementation of Asset Management strategies and frameworks, recommending new methodologies and process enhancements for asset monitoring, planning and reporting. You'll also conduct analyses on deterioration patterns and lifecycle costs and levels of service to meet O. Reg 588-17 requirements.

What You Will be Doing:

Asset Management Planning and Strategy Development:

- Maintain asset inventories and databases supporting planning, including reporting on infrastructure status, service levels, and life cycle planning.
- Assist in updating service-specific asset management plans as required by O. Reg. 588-17.
- Support development and maintenance of asset management frameworks, including coordination of decision-making, business processes, and tools for budgeting, prioritization, risk analysis, and lifecycle costing.

- Review infrastructure data and corporate plans, aligning asset management frameworks with strategic planning.
- Provide leadership to teams to develop condition assessment programs and asset inspections, ensuring continuous data flow to support asset management programs, and prepare analysis of asset management planning and capital needs to internal stakeholders for budget development.
- Leads departments to operationalize and establish Levels of Service (LOS) and Key Performance Indicators (KPI) for various asset classes; determine baseline data requirements, undertake gap analysis and design processes to collect required data.

Project Management and Process Improvement:

- Lead and/or support projects to develop and enhance asset management systems/processes, including capital planning, benchmarking, inventory management, and asset inspections.
- Identify and lead process improvements to advance asset management policies, strategies, and decision frameworks in line with long-term goals.
- Coordinate consolidation of assessments including condition, and replacement cost data for assets.
- Conduct maturity Assessment and recommend improvement strategies and assist in long-term continuous improvement activities, including monitoring and progress reporting.
- Assist in the continuous improvement of corporate asset management.

Data Analysis and Modeling:

- Perform computer modeling to predict asset condition, remaining serviceable life, and optimal rehabilitation strategies.
- Gather lifecycle cost information, model scenarios, and identify infrastructure gaps to inform decision-making.
- Coordinate enhancements to risk frameworks and provide data for risk assessments, budgeting, and capital plans.
- Review data requirements for various reports, corporate dashboards, and infrastructure renewal programs.
- Communicate data insights through visual depictions such as maps, charts, and dashboards for stakeholders.
- Provide data to support the annual budgeting, capital plans and master servicing studies across service area assets and assist departments in the preparation of rolling 10-year infrastructure renewal programs, based on state of infrastructure, life-cycle analysis, risk analysis, conformance to current standards, repairs and maintenance records.

Communication and Documentation:

- Develop and prepare a variety of written documents, including technical reports, staff reports, work plans, business cases, terms of reference, and grant applications.
- Prepare and lead presentations on asset management initiatives to internal and external stakeholder groups.
- Perform other related duties as assigned.

These responsibilities outline the principal functions of the position and serve as a guiding vision for the role's impact and contribution.

About You:

As part of our commitment to fostering inclusivity and equal opportunities, we welcome applicants with a diverse range of educational backgrounds and professional experiences. We recognize the value of various pathways to success and will consider individuals with equivalent combinations of education and experience.

Required Qualifications:

- A degree in a related field (e.g., Engineering, Digital Geography/GIS, Business Administration, Commerce, Finance), or an Asset Management certificate or diploma, or equivalent combination of education and experience.
- Five (5) years of progressive experience in municipal asset / infrastructure management such as roads, water and sewer system, bridges, facilities, parks and parks amenities, fleet, and green infrastructure.
- Expert Excel skills (pivot tables, formulas, queries).
- Municipal environment experience.
- Knowledge of Acts, Regulations, By-laws, and O. Reg 588-17.
- Valid “Class G” Ontario Driver’s licence

Preferred Qualifications:

- A certificate or diploma in Asset Management or other relevant designation related to data collection, statistical data analysis, or capital planning.
- D.O.T. or other decision support software.
- Experience creating ESRI and/or Power BI dashboards.
- ArcGIS Enterprise or ArcGIS Online.
- SQL, database structures, and modern programming languages.
- FME (Safe Software).

What’s in it for you:

- **Salary & Benefits:** Get a competitive salary plus health, dental, vision, and life insurance coverage.
- **Pension Plan:** Enjoy enrollment in the OMERS pension plan with matched contributions for a secure retirement.
- **Flexibility:** Achieve work-life balance with our hybrid work environment (for eligible positions).
- **Training:** Access training and development funds to support your career growth.
- **Make Your Mark:** Share your ideas, drive change, and leave a lasting impact through modernization efforts.
- **Great People:** Work with a supportive team and leadership focused on your success.

Other Job Details:

Salary Range: \$85,831 - \$100,409

Position Type: Full-time, Permanent

Work Mode: Hybrid

Work Location: City Hall - 50 Queen Street

Hours of Work: 35

Number of Openings: 1

Division: Engineering, Facilities and Environmental Service

Employee Group: Exempt

Requisition #: 2024-85

Posted Date: May 1, 2024

Application Deadline: May 19, 2024

Additional Information:

To ensure fairness and efficiency in our recruitment process, we kindly request that all applications be submitted through our official portal at www.stcatharines.ca/jobs. Applications received through other channels will not be considered. We also advise applicants to maintain up-to-date contact information and regularly check their spam and junk email folders, as important communications regarding their application may be directed there.

For applicable positions, the recruitment process will be conducted using video conference technology. Please note that for certain roles, in-person interviews may be required.

The City of St. Catharines does not use AI Technology in any part of the recruitment process.

Employment Equity, Inclusivity and Accommodation:

Dedicated to fostering an inclusive and accessible work environment, the City of St. Catharines is an equal opportunity employer committed to accommodating the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). We encourage applicants to inform the Human Resources Division of any accessibility needs to ensure they are accommodated throughout the recruitment and selection process.

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