

*As a leader in modernization, innovation, and creativity, East Gwillimbury is proud to be selected as one of Greater Toronto's Top Employers for 2025. Located along Highway 404 in northern York Region, East Gwillimbury is a premier centre for growth within the GTA and is also Canada's fastest-growing municipality (based on 2021 Census data). EG offers competitive wages and benefits and prioritizes the mental and physical well-being of its employees through social events, wellness programs, and fitness facilities. Employees also have access to more than 50 kms of trails to enjoy the beauty of EG while at work.*

*The Town of East Gwillimbury is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it is important our workforce reflects the citizens we serve. We respect, encourage, and celebrate our diversity. Join our team and see the EG difference!*

Reporting to the General Manager of Corporate Services and working with the Asset Management Steering Committee, the Asset Management Lead is responsible for developing, updating and implementing the Town's Asset Management strategy, and related policies, in compliance with provincial legislation. The Asset Management Lead will:

- Prepare Asset Management Plans and Policies in compliance with O. Reg. 588/17 Asset Management Planning for Municipal Infrastructure.
- Provide guidance and direction to users of Asset Management software, ensuring established procedures are followed.
- In collaboration with all departments, lead an annual asset condition assessment program.
- Provide advice to the General Manager on progress, potential roadblocks and risks, associated with the portfolio. Liaise with the town's strategic advisor and communications leads as necessary to advance the work.
- Develop and deliver training and training materials for business units on asset management systems, procedures, performance data and metrics, and governance.
- Negotiate contracts with vendors, and review invoices
- Oversee the Asset Management Plan capital budget
- Deliver Asset Management updates to the Senior Management Team, Extended Management Team, and Council.
- Prepare reports for Council and participates in public meetings, including presenting annual report.
- Participate on and lead multi-disciplinary cross-departmental teams to directly support business units in the detailed development and implementation of the asset management program and plan, including budgets, funding plans, reports, special projects, and data requirements.
- Liaise with Finance for the development and continuous improvement of the financial analysis component of the asset management plan and program.
- In cooperation with business units, maintain asset registry using asset management and other data management systems.
- Partner with IT/IM branch on the acquisition and distribution of digital data and mapping for internal and external stakeholders.
- Work with IT/IM branch and system vendors for software and data updates. Coordinate and execute issue resolution including liaising with IT/IM branch and software vendors.
- Communicate Asset Management Program updates with the Asset Management Steering Committee members, seeking input and validation through a collaborative process.
- Collaborate with business units, other municipalities, York Region and subject matter experts, to develop, implement, and review corporate asset management best practices.
- Research and share municipal asset management best practices with project teams and stakeholders. Exchange information with peer organizations.
- Monitor and report on asset management program performance: Prepare business intelligence and performance monitoring reporting for key stakeholders.
- Work with Communications and business units to develop and implement communications and engagement initiatives to promote the asset management strategy.
- Oversee capital and operating budgets associated with the Asset Management Program

- Provide direction and guidance, assign priorities, schedules, and work, and monitor progress of consultants and project team members.
- Develop and manage schedules and budgets.
- Provide support for capital and operating budget development.
- Develop strategies and frameworks for asset management to guide replacement and investment planning.
- Track relevant legislation and apply changes to the Asset Management Program

The ideal candidate will have a university degree in a relevant discipline (Business, Engineering), Asset Management training and Certification from a recognized Institute or College, proficiency with information systems (GIS, SCADA, CMMS, CRM, Financial Systems), coupled with three (3) years' experience in asset management planning, performance management, life-cycle management, and municipal and public works infrastructure operations and administration with a legislative/regulatory environment.

Other requirements include:

- Knowledge of current legislation and regulations
- Knowledge of project management techniques, system design, data modelling, business process re-engineering, performance management, business intelligence and analytics, and data management.
- Analytical, organization, implementation, and continuous improvement skills to develop project work plans and deliver projects on time, and within scope and budget; identify, assess, and mitigate risks; manage multiple projects simultaneously; and adapt to changing priorities and deadlines.
- Ability to read and interpret policies, procedures, technical design specifications, contract agreements, and legal documents. Ability to write clear, concise reports, training materials, work plans, business plan proposals, tender specifications, technical design briefs, and correspondence.
- Strong computer skills including Microsoft Teams and M365 (Word, Outlook, SharePoint, Excel, PowerPoint), Adobe, Power BI and ArcGIS Pro. Experience with PSD Citywide software would be an asset.
- Monitor and report on asset management program performance: Prepare business intelligence and performance monitoring reporting for key stakeholders.
- Solid understanding of the processes of municipal government, politics and the policymaking process at a local level.
- Strong project management, organizational and time management skills.
- Communication and interpersonal skills to promote principles, practices, and strategy; negotiate with contractors; provide feedback and recommendations to project teams and interested parties; conduct presentations; communicate complex technical information to staff with varied levels of technical understanding; and participate as an effective and inclusive team member.

**Salary Range: \$110,947 - \$130,532 (Band 8)**

**Deadline for applications is March 9, 2025.**

**For more information and to apply, please visit [www.eastgwillimbury.ca/careers](http://www.eastgwillimbury.ca/careers)**

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's People and Belonging staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.