

Town of Wasaga Beach



JOB DESCRIPTION

Department: Treasury	Division: Administration
Effective Date: October 1, 2023	Revision Date: February 8, 2024
Approved By: Manager of Finance	Wage Range: \$40.85 - \$47.79
Hours of Work: 35 Hrs	Value Group: Group 6

JOB TITLE:

Asset Management Coordinator

REPORTS TO:

Manager of Finance

SUBORDINATE POSITIONS:

None

JOB PURPOSE:

To provide support to the Treasury Department in asset management activities and other treasury related duties.

TASKS:

% of Time

- 1. Asset Inventory and Management** **50%**
 - Maintains the asset management inventory and related asset information in the Asset Manager and Maintenance Manager databases using Citywide software
 - Reviews incoming and existing data on a regular basis using quality assurance and quality control principles
 - Develops, updates, and maintains best practice, and quality assurance and quality control process for ensuring a high degree of accuracy and completeness in Asset Manager and Maintenance Manager databases
 - Ensures appropriate distinction of new assets by asset classification and component for Asset Manager inventory and Financial Information Return (FIR) reporting
 - Works collaboratively with all departments through regular communication, and data collection to ensure all applicable records and plans are accurate, verified, and complete

- Trains municipal staff on Asset Management processes and their role in collecting and using the data
- Directly involved in integration between the asset management software, Geographic Information Systems (GIS), and financial system from an asset data perspective
- Reviews, updates, and documents related protocols such as method for determining useful service life, calculation of amortization, and calculation of replacement costs
- Reviews and analyzes the Finance Public Sector Accounting Board (PSAB) continuity schedule for the Financial Information Return (FIR)

2. Asset Management Policies and Procedures 30%

- Assists in the development, implementation, and maintenance of asset management policies and procedures; provides recommendations based on industry standards, best practices, collaboration with departments, and other research
- Acts as the corporate asset management subject matter expert to coach others to create awareness and understanding as it relates to interpretation and implementation of the Town's Asset Management Policy and its application
- Ensures ongoing stakeholder engagement for the Town's AM program and policy
- Maintains up-to-date knowledge regarding asset management regulatory requirements and ensures compliance with the Ministry of Infrastructure's Asset Management Regulation (O.REG 588/17) and other applicable regulations.
- Provides recommendations to enhance, change, and/or update asset management programs as technologies, regulations, and budgets evolve

3. Capital Planning 10%

- Develops and maintains various reports on infrastructure condition, age, and performance
- Reviews statistics and prepares ad-hoc statistical analysis and data to support management reports related to service levels, work productivity, asset life cycle, condition and performance of assets, along with metrics and benchmarks that are provided to the appropriate departments
- Tracks, updates, and manages the inventory assessment and statistical records for the Towns' Capital Plan
- Assists in the preparation of the Capital Plan based on life cycle analysis, risk analysis, conformance to current standards
- Provides asset management information to the Chief Financial Officer/Treasurer to be used for the development and maintenance of the asset management financing strategy
- Assists in the budget processes from an asset data perspective in collaboration with other Town staff

4. Other 10%

- Provides research support for Treasury Department

- Assists in the preparation of the Treasury Department staff reports as required
- Provides administrative support as required to Treasurer, Deputy Treasurer, and Finance Manager
- Provides support for Treasury Records Management System
- Works with the Grants Specialist/Treasury Assistant to support grant and funding applications
- Undertakes other special projects as assigned

QUALIFICATIONS / EDUCATION:

- Completion of a three (3) year college or specialized program in Business, Accounting or related discipline;
- Knowledge of municipal infrastructure assets (pavement, sidewalks, sewers, culverts, facilities, parks etc.) and quality assurance/quality control practices.
- Preference for candidates with Citywide Asset Management Software experience.
- Good interpersonal and public relations skills;
- Proven analytical and problem solving skills;
- Good attention to detail and strong organizational skills;
- Computer skills in Microsoft Office (Excel and Word) and financial applications;
- Competent written communication skills to prepare e-mails/correspondence;
- Ability to provide an appropriate criminal records check;
- Ability to work with and contribute positively to a service oriented team.

PROFESSIONAL DESIGNATION:

- N/A

EXPERIENCE:

Three (3) years previous related job experience, three (3) years total relevant experience.

ACKNOWLEDGEMENT OF RECEIPT:

Please print and sign name.

Employee

Date

HR/Manager

Date

Department Head

Date