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## Employment Opportunity Available

### **Asset Management Coordinator Permanent, Full-Time Position**

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The municipality is currently recruiting for a full-time **Asset Management Coordinator**.

Reporting to the Director of Public Works the **Asset Management Coordinator** is responsible for implementing the Township of Springwater's asset management program, providing support for the ongoing management of operational and capital improvements of real property and infrastructure owned and operated by the Township of Springwater.

#### **Primary Responsibilities**

- Responsible for the development and continual update of the Township's Asset Management plan and its integration into existing long-term capital forecasts, including associated databases.
- Develops and implements asset condition programs, as well as performance metrics for existing infrastructure assets, with risk-based evaluation and prioritization for replacement or rehabilitation activities.
- Works collaboratively with all departments to ensure the Asset Management Plan satisfies all applicable requirements.
- Provides oversight and responsibility for the planning, administration and implementation of field data collection programs related to municipally owned infrastructure.
- Provides recommendations for capital upgrades, operational improvements and preventive maintenance for municipal infrastructure.
- Prepares reports to council on infrastructure and asset management related matters.

#### **Qualifications**

- Successful completion of a college program (3 year engineering technology program) or an equivalent combination of education and experience.
- Minimum two (2) years of progressive database or asset management experience, including the creation of forms, queries, tables and reports.

- An understanding of the principals of asset management.
- Good organization, problem-solving and decision making skills.
- Ability to multi-task, organize, prioritize and be flexible.
- Strong interpersonal abilities combined with written and verbal communication skills.
- Specialization in GIS technology would be an asset.
- Knowledge of municipal account procedures is considered as asset.
- The position requires a valid Ontario Class "G" in good standing
- Ability to work independently or part of a team.

As a condition of employment, the successful candidate will be required to pass a Criminal Record Check before commencement of this position.

**Salary range and hours of work:** Level 6A - \$68,902.36 to \$77,830.03 (2019 rate) per annum based on a 35 hour work week, plus a comprehensive employee benefit plan.

Resumes will be accepted until **12:00 noon on Friday, April 12, 2019**. Resumes can be faxed, mailed, dropped off or emailed to the following:

**Asset Management Coordinator/Competition**

Attention: Jennifer Marchand  
Manager of Human Resources  
Township of Springwater  
2231 Nursery Rd.  
Minesing, ON L9X 1A8  
[recruitment@springwater.ca](mailto:recruitment@springwater.ca)

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Please contact the municipality for availability of accommodations for applicants with a disability.