

**Township of Cavan Monaghan
Job Description**

Position: Asset Management Technician (Contract Position)

Reports to: Director of Public Works

This Job Description is effective: February 2024

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Job Summary

Under the supervision of the Director of Public Works, the Asset Management Technician will assist with projects, initiatives, and day-to-day tasks involved with the Public Works Department. The Technician will be required to have knowledge and experience related to municipal infrastructure including roads, sewers, and watermains. The Technician will conduct field visits and inspections, prepare reports, and maintain databases as they relate to the Township's Asset Management Plan.

Duties and Responsibilities

- Maintain and provide updated fixed asset information on municipal infrastructure pertaining to condition and performance ratings, state, and inventory of infrastructure, expected levels of service, and other physical attributes related to the Asset Management Plan.
- Coordinate, review, and enter asset information provided from various internal/external sources into the Township's CityWide program. This includes asset inventory data, condition assessment and field inspection information.
- Complete field inspections of assets for the purposes of data collection.
- Prepare annual preventative maintenance programs for infrastructure assets and identify repair or maintenance needs based on inspection and condition assessment information.
- Provide technical support with capital projects including construction and maintenance projects.
- Assist the Director of Public Works with new developments in relation to asset inventory.
- Develop and maintain records and documents related to equipment.
- Participate in the development of procedures and processes to collect and maintain data records.
- Participate in database development by gathering information for assets and other new and old data and information needed to allow end-user reporting tools to function effectively.
- Ensure that "as built" conditions are reflected in drawings, files, and system operating maps for all equipment and projects as assigned.

- Assist the Director in preparing, issuing, reviewing, and recommending for award Requests for Proposal (RFPs) and Tenders for projects to be completed by outside contractors.
- Incorporate appropriate asset replacement/upgrade plans into the annual Capital programs.
- Respond promptly and effectively to all internal & external inquiries.
- Produce capital budget updates documents and summary reports. Monitor, maintain and modify annual capital budgets.
- Participate and support the Director with maintenance programs and related studies.
- Assist in the development of Departmental policies, procedures and manuals.
- Coordinate maintenance of the stormwater management system, performs inspections, organizes cleaning and obtains necessary permits.
- Ensures the confidentiality of all information in accordance with the Freedom of Information and Protection of Privacy Act.
- Assists with the maintenance of files in accordance with the Records Retention By-law.
- Additional duties and special projects as assigned based on department and organizational needs.

Supervision

This position does not provide direct supervision. The position may attend in the absence of the Director, meetings with other Departments and outside agencies as required.

Working Conditions

Exposure to normal business environment in an office setting. In addition, this position is exposed to outside elements and site visits travel within the Township is required. Visual acuity and mental concentration with respect to details are required.

Job Knowledge

- Post-Secondary education in a technical field such as Civil Engineering or a related discipline is required.
- Minimum 3 years experience in an asset/infrastructure management position, municipal experience in this field is an asset.
- Strong research and analytical skills, summarize findings and present recommendations.
- Knowledge of asset management tools and techniques.
- Excellent oral and written communication skills and report writing experience.
- Proven ability to read construction drawings and technical documents.
- Completion of formal asset management training would be an asset, however not required. Examples PMP designation, IAM Certification, OACETT certification.

- Proficient with Microsoft Office suite.
- Strong multitasking skills and ability to prioritize tasks.
- Strong organizational and time management skills.
- Must possess as a minimum a valid Class “D” Ontario Drivers Licence and maintain a satisfactory driving record.

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

Reviewed By:

Chief Administrative Officer

Date