



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Asset Management Coordinator – Property Services	Reports to: Construction and Property Manager
Department: Office of the CAO – Property Services Division	Positions Supervised: 0
Effective: February 2021	Revised:

BASIC FUNCTION:

This position reports directly to the Construction and Property Manager and is responsible for the development, implementation and maintenance of the facilities asset management programme and plans.

PRINCIPAL RESPONSIBILITIES:

Under the supervision of the Construction and Property Manager, the Asset Management Coordinator - Property Services, has the following duties and responsibilities:

Asset Management Programme Development and Implementation:

- Develop and implement facility asset management strategies, aligned with corporate asset management policies, systems and practices.
- Develop and implement the Facilities Management (FM) Asset Management programme.
- Develop, implement and monitor the FM Asset Management database model and associated system configurations to support ongoing facilities asset data management.
- Analyse, develop or redesign business processes to align with the FM Asset Management programme. Identifies gaps, opportunities and risks related to Facilities Asset Management programme and develops strategies with a goal of quality assurance and continuous improvement.
- Facilitate and monitor the continuous cycle of data collection, quality assurance, maintenance, analysis, modelling and reporting to enable data driven decisions.
- Create policies and procedures to meet long-term asset management goals.
- Develop and implement tools and resources for FM staff to facilitate asset inventory collection and integration with business processes and systems.
- Train and support staff in FM and other divisions to ensure consistency and integrity of information.
- Liaise with key internal staff that support the overall programme.

- Facilitate consultation with stakeholders to build consensus for the strategies, technical solutions and tools developed for facility asset programme.
- Analyse and synthesize information from multiple sources to support decision making related to budgeting and financial management, business planning, daily operations and strategic projects to achieve optimal return on investment and effective deployment of the County's facility and/or equipment portfolio.
- Collaborate with staff and stakeholder to develop annual work plans and strategic and business plan priorities.
- Collaborate with staff and stakeholders to establish technical standards to meet legislated requirements and achieve or extend the lifecycle of assets.
- Analyse and document asset management related measures (lifecycle costs; level of service, risk etc.) to identify emerging issues and trends.
- Research and implement best practices and techniques related to monitoring, predictive modelling, analysis, rehabilitation methods and construction techniques for municipal facility infrastructure.

Capital Renewal and Planning:

- Conduct or arrange building condition assessments to determine asset condition, value and lifecycle options (i.e. repair/rehabilitate/replace).
- Create long-term asset management plans for specific facilities; and strategies for overall management of County owned building and site assets. Provides recommendations for project priorities, estimates and budgets.
- Develop and analyse asset plans to create budget estimates based on lifecycle risks and total cost of ownership models.
- Provide recommendations and input to the facility/site capital renewal programme based on assessment and maintenance programmes.
- Collaborate with FM colleagues to create and implement preventative maintenance strategies and programmes.
- Provide input to develop best practices for maintenance standards, service level agreements and performance measures.
- Forecast capital requirements using standard costing methods, maintenance history, and parametric modelling.
- Assist with other related duties as assigned.

CONTACTS:

Internal: County staff in all departments

External: Various asset management support services

MINIMUM QUALIFICATIONS:

- Two year college diploma in construction, building science or a related field.
- Minimum four years of experience or equivalent in a related field.
- Knowledge of asset management programme planning and implementation, facility lifecycle costing and planning.

- Thorough knowledge of related legislation, policies and codes (e.g. Ontario Building Code; Fire Code; Technical Standards and Safety Authority; Electrical Standards Authority; Green Energy Act, etc.).
- Knowledge of computerized maintenance management systems (CMMS) and associated report writing tools.
- Analytical, organizational and strategic skills to plan and implement a comprehensive property and facility asset management plan.
- Demonstrated oral and written communication skills to prepare and present reports and information; ability to use and interpret technical and specialized vocabulary; ability to read and interpret drawings, schematics, and specifications.
- Possess a valid driver's licence (minimum G2 Class) and a satisfactory driver's abstract.

SKILLS AND COMPETENCIES:

- Demonstrated project management skills with the ability to collaborate with stakeholders and colleagues, build trusting relationships and foster effective decisions.
- Ability and skill to analyze manage and maintain complex data and ensure the integrity of data sets.
- Ability to address emerging priorities and develop strategic responses which align with corporate business and fiscal objectives.
- Ability to work in an independent and self-directed manner and as a member of a team and meet deadlines and overall goals and objectives.
- Ability to support and project values compatible with the organization and participate as an effective team member.

OTHER:

- Location: Administration Centre, 74 Woolwich Street, Guelph.
- Regular Hours of Work: 37.5 hours per week, Monday to Friday from 8:30 am to 4:30 pm. Flexibility of hours may be required.