

The Town of Cobourg is seeking an Asset Management Coordinator within the Engineering Department. This position will be responsible for assisting in the development and implementation of all service area Asset Management Plans, ensuring legislative compliance with the Infrastructure for Jobs and Prosperity Act by updating the Corporation's Asset Management Plan, and maintaining the Asset Management registry utilizing applicable Geographical Information Systems (GIS) datasets.

This position will work closely with Engineering Staff to support the delivery and receipt of core infrastructure data and maintains a current infrastructure registry including condition, lifecycle, level or service and replacement values. They will perform analysis on various asset groups that support corporate wide capital and operational planning activities, including producing reports, statistics, summaries and maps. They will also assist with administration and support of Cityworks for internal staff as well as developing and updating custom reports using Crystal Reports for consumption in Cityworks.

The primary duties of this position include the following:

- Developing and maintaining the Town of Cobourg's asset register and associated databases to ensure completeness, accuracy, and availability of up to date information using ArcGIS suite of software and Cityworks.
- Update the asset registry annually with new data, condition and performance ratings, lifecycle analyses and recommendations collected from Staff across the Corporation.
- Responsible for providing technical support for the Town's asset management planning function, including the development and on-going maintenance of asset inventories.
- Ensuring legislative compliance with the Infrastructure for Jobs and Prosperity Act (Ontario Regulation 588/17) by updating policies and meeting reporting requirements
- Collaborate with staff in other departments for all asset management related projects and programs.
- Perform analysis on various asset groups that support capital and operational planning activities, including producing reports, statistics, summaries and maps.
- Perform research and analysis regarding Asset Management best practices.
- Develop and maintain relationships with other Ontario municipalities in order to share general information in the promotion of improved management of the Town's tangible capital assets (TCAs).
- Identifying and implementing continuous improvement measures for infrastructure and asset management planning.
- Act as the direct contact for Engineering with developers for providing and receiving infrastructure data requirements.
- Collaborate with staff in Engineering and Public Works to receive timely updates regarding new or replacement core infrastructure assets.
- Track status of development and reconstruction projects as it pertains to GIS data requirements for operations and asset management.
- Correspond with developers, consultants and general public on technical data enquiries.
- Responsible for metadata creation and updates for core infrastructure datasets.

- Assist with administration and support of Cityworks for internal staff. Including site configuration, creating users, assigning permissions, configuring inboxes for users and creating templates (work orders, service requests, inspections) per staff requests.
- Develop and update custom reports in Cityworks with available tools.
- Enhance GIS software programs, where functionality does not pre-exist, using client-server and web-based programming tools.
- Provide information to senior management in regards to the development, implementation, and maintenance of policies, standards, guidelines and procedures with respect to asset management based on users requirements and corporate objectives.
- Assist with the delivery of presentations, workshops or other training activities related to asset management and Cityworks.
- Assist with administration, training and troubleshooting of Cityworks software and communicating with Esri and IT department to resolve any technical issues.
- Provide input for recommendations in response to requests from Council, Senior Management, and staff.
- Promote GIS within the corporation and community for maximum utilization.
- Other duties as assigned.

The successful candidate will possess the following:

- Completion of a post-secondary education (university degree or college diploma) in Engineering, Asset Management, GIS or a related field of study
- A minimum of two (2) years' experience in asset management, GIS or engineering or a related field.
- A broad knowledge of software in is required with particular knowledge of ArcGIS Desktop, ArcGIS Server, SQL Server.
Advanced data management skills.
- Ability to work with a very high level of independence, prioritizing own work, identifying new initiatives/opportunities, improving personal effectiveness.
- Ability to work effectively in partnership with all levels of internal and external stakeholders and in a fast-paced, complex and dynamic work environment.
- Excellent interpersonal, written and verbal communication skills.
- Valid Driver's License with a satisfactory drivers record as deemed by the Corporation.

Preference will be given to those who possess:

- Ontario College Graduate Certificate in Geographic Information Systems (or must obtain within 24months of employment.)
- Engineering Technician (C.E.T. or C. Tech)
- Familiarity with ArcGIS Pro, ArcGIS Online, ArcGIS Portal, Cityworks and Crystal reports
- Project management experience

WORKING CONDITIONS AND HOURS OF WORK:

This position will work approximately 35 hours per week primarily in an office environment. Overtime, evening and weekend work may be required based on operational needs.



Job Posting 25-07

Asset Management Coordinator

WAGE:

The position sits on Grade 8 of Schedule B - Inside Workers of the Collective Agreement. The starting wage is \$32.21/hr. and will increase every 6months per the collective agreement until it reaches job rate of \$40.26/hr. at 24months.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than **March 20, 2025 at 4:00pm.** We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.