



City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 168,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

Job Title: Coordinator, Asset Management

Posting Number: 002949

Department: Finance Services Department

Branch: Finance Services

Location: City Hall

Posting Start Date: 2021/02/18

Posting End Date: 2021/02/26 by 4:30pm

Employment Group: Exempt

Salary Grade: P-\$ 95,631- \$112,507 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Manager, Financial Reporting and Planning, the Coordinator, Asset Management is responsible for providing coordination and management of all aspects related to the development and oversight of Corporate Asset Management. The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

Key Responsibilities include:

- Overseeing the creation, development, and update of the Strategic Asset Management Policy (SAMP);
- Developing, maintaining, and evaluating the Corporate Asset Management policies and procedures as well as recommending policy changes as needed;
- Coordinating the creation, implementation, advancement, and ongoing updates of the Asset Management Plan (AMP);
- Organizing the development and maintenance of corporate asset registries;
- Coordinating the development of a corporate prioritization model to be used to ensure strategic infrastructure investments;
- Working with external partners, to ensure corporate compliance with legislation and maintaining an awareness of best practices;
- Leading the creation and distribution of annual reports;
- Playing a key role in the development of a strategic and sustainable long-term capital plan.

Job Requirements

- Knowledge and skills normally associated with completion of a four (4) year Business/Commerce degree and a CPA (Chartered Professional Accountant) designation plus five (5) years experience in a municipal environment with at least three (3) years at a supervisory level, or the equivalent combination of formal education and experience.
- Specific experience in municipal budgeting, strategic financial planning and asset management/fixed asset accounting.
- Familiarity and ability to interpret Municipal, Provincial, and Federal legislation and regulations relating to municipal accounting and asset management.
- Advanced skills and experience using PC equipment and related software applications (i.e. Word, Access, Excel, PowerPoint, PeopleSoft, etc.)
- Demonstrated supervisory, leadership skills and excellent administrative, numerical, reasoning, research, and analytical skills.
- Excellent customer service experience and interpersonal and communication skills to deal effectively, both orally and in writing, with staff, senior management, elected officials, external agencies, and the general public.
- Ability to work under pressure in order to meet deadlines.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Please apply to this position through our website: <https://oshawa.jobs.net/en-CA/search>

All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation. The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.