

Job Information

Job title	Asset Management Advisor	Job Code: ASSETM	Pay Grade: Q
Title of immediate supervisor	Asset Management Program Manager		
Department/Division	Engineering Department		
Prepared by	Jacqueline Weston		
Date Created	April 29, 2024	Revised date	

Job Purpose

Reporting to the Asset Management (AM) Program Manager, this position is part of the AM Program Office which provides centralized AM functions for the organization under the District-wide AM Program, including the development and implementation of the AM Strategy. This position performs an advisory role as an AM subject matter expert for engineered and natural assets, and a project management role in delivering centralized AM projects. Fosters the development of consistent AM culture, systems, processes and practices across the organization in accordance with the AM Policy. Provides guidance and support to all Departments in the development and implementation of their AM Plans. Overall, this position supports continual improvement of AM practices towards the goal of sustainable service delivery.

Duties and Responsibilities

- Performs centralized AM functions in the areas of policy & strategy, data analysis, progress reports, guidance & support, and training & development.
- Provides guidance & support for the development and implementation of the District's AM Strategy.
- Plans and delivers centralized AM projects as identified in the AM Strategy, including the development and implementation of AM software systems.
- Analyzes AM Program data, information, business processes, workflows and performance measures, and develops recommendations for District-wide continuous improvement.
- Prepares and presents progress reports for the centralized AM Program.
- Advises staff in asset management positions across the organization.
- Provides guidance & support to all Departments for service delivery in accordance with industry best practices and in a consistent manner across the organization, including:
 - Planning & Analysis
 - Data management
 - Condition assessment
 - Levels of service
 - Risk assessment
 - Capital planning
 - AM Plans
 - Design & Construction
 - Capital program delivery
 - Development services
 - Operations & Maintenance
 - Data collection
 - Operations
 - Maintenance
- Provides technical advice & support to all Departments in developing formalized AM plans and programs, such as operational plans and preventative maintenance programs.
- Develops District-wide AM guidance documents for use by the Operational Units.
- Develops and delivers internal AM training to ensure consistent application of AM practices and fosters

- a positive culture of AM across the organization.
- Facilitates meetings and workshops with internal and external stakeholders.
- Shares progress and lessons learned with other local governments at meetings and conferences.
- Works collaboratively with internal and external stakeholders.
- Follows all policies, procedures and standards of the District.
- Performs other related duties as required.

Qualifications

- Bachelor's degree in business, commerce, computer sciences, engineering, or related field.
- Five years of work experience within the last 10 years directly related to the duties and responsibilities specified above.
- Sound knowledge of computerized data processing systems.
- Excellent communication, research, writing, presentation, and organizational skills.
- Valid Class 5 Driver's licence.
- Certificate or Diploma in asset management from IAM, IPWEA or other recognized institution is preferred.
- Certificate or Diploma in project management from PMI or other recognized institution is preferred.
- Experience with development and implementation of asset management software is preferred.
- An equivalent combination of education and experience may be considered.

Physical Requirements

Work is mainly in an office environment and is able to undertake the field inspections.

Working Conditions

Works mainly in an office environment and conducts site visits several times per week in an indoor/outdoor environment. May be required to work evenings or weekends for special events.