

Job Information

Job title	Recreation Asset Management Coordinator	Job Code: RECAST	Pay Grade: P
Title of immediate supervisor	Senior Manager, Recreation Services		
Department/Division	Parks, Recreation and Community Services		
Prepared by	Tiana Solares		
Date Created	June 7, 2024	Revised date	

Job Purpose

Develops and administers the Recreation Division asset management plans, complete with inventories, service level definitions, replacement timeline projections, and other support of the District Asset Management Strategy. Coordinates the planning, implementation and tracking of concurrent Recreation facilities projects. Provides functional and technical guidance to Recreation facility staff. Works collaboratively across departments.

Duties and Responsibilities

- Supports development and administration of asset management plans that include Recreation Division assets, consistent with Saanich-wide asset management goals and objectives.
- Collaborates with other asset management professionals in the District to ensure the delivery of the District's Asset Management Strategy.
- Leads gathering of input from Division on various components of asset management plans, including levels of service and risk assessment and supports the development of applicable Asset Management Plans.
- Contributes to the development of the Recreation annual capital work plan and 5-year Recreation capital budget.
- Defines the scope of Recreation capital projects in collaboration with stakeholders and project sponsor.
- Develops the schedule for project completion and monitors project deliverables, including budgets, reports, team agendas and team meeting minutes, etc.
- Defines key objectives, deliverables, and measures to evaluate the project upon completion for approval.
- Meets with staff, contractors, and consultants, and assists with procuring goods and services.
- Develops tools, systems, and plans to facilitate long term and short-term coordination of capital projects.
- Coordinates the work completed on multiple concurrent projects, including planning; preliminary and final design reviews; preparation of specifications; preparation of tender documents; analysis and tabulation of bids; review on insurance and bond documents; review of job cost allocations, change orders, resource assignment, and work sequences.
- Works in close consultation with site managers and supervisors to support building operations at all Recreation facilities, including providing guidance and technical assistance to staff.
- Inspects and analyses all phases of non-municipal works to ensure conformance and/or compatibility with permits, standards, design drawings, as-built drawings, and schedules and reports on same and recommends payment and/or deposit releases.
- Supports the ongoing development of operation procedures and programs, including preventative maintenance, workplace safety, and other related procedures and programs.
- Learns and demonstrates proficiency with new business practices, technologies, and software as they are introduced.
- Represents Recreation on multi-departmental facility-related committees and working groups.
- Performs other related duties as required.

Qualifications

- Bachelor's degree in planning, engineering, recreation or related discipline.
- Three years of practical experience related to facility management and project planning, preferably in a municipal setting, with demonstrable experience in asset management.
- Certified Associate in Project Management (CAPM).
- Proficiency in Microsoft Office Suite, Adobe, and Asset Management software (i.e.: FAMIS, ESRI, etc.).
- Recreation facilities experience considered an asset.
- An equivalent combination of education and experience may be considered.

Physical Requirements

Sufficient physical strength to perform the work and stamina to work varying shifts and conduct field inspections under varying conditions.

Working Conditions

Works in an office environment and visits Recreation facilities and construction sites.