

ASSET MANAGEMENT COORDINATOR

Position ID: J0815-0778

Job Title: ASSET MANAGEMENT COORDINATOR

Job Type: Full Time

Department: Community Infrastructure

Number Of Positions: 1

Closing Date: September 10, 2015

Min Salary: \$67,946.00/Year

Max Salary: \$84,933.00/Year

The City of Airdrie fosters a culture of accountability and values open dialogue, innovation and entrepreneurial spirit, collaborative relationships, learning, ownership, and encouraging the heart. We are searching for another team member who will help us get to the next level.

Business Unit Information:

Asset Management is the combination of management, financial, economic, engineering, and other practices applied to all assets with the objective of providing the required level of service in the most cost-effective manner. It includes the management of the entire asset life cycle, construction/acquisition, commissioning, operating, maintaining, repairing, modifying, replacing and decommissioning/disposal of tangible and intangible assets.

Primary Accountabilities Include:

Leading the development of the Asset Management policy, standards, best practices and technology improvement across the organization
Document current asset management processes, including gathering information and input from stakeholders
Lead the development, implementation and review of corporate asset management best practices
Consult, advise, coach and mentor asset managing business units across the organization
Build consensus amongst stakeholders, influencing business planning and budget decisions with management and Council
Monitor and evaluate compliance with policies related to asset management and Tangible Capital Asset (TCA)
Monitor asset management and technology research, trends and developments with a focus on making recommendations to improve asset management processes/practices
Support the implementation of asset information management technology and data strategies
Prepare and present reports to senior management and City Council on any and all issues pertaining to asset management

Education/Experience Requirements:

The successful applicant must possess a degree in Engineering, Commerce, Business, Economics or a related field
Minimum five (5) years of experience in industry asset management best practices, their strategic applications and business principals
This position requires a firm understanding of asset management, information technology and organizational design concepts

Skills and Attributes:

Excellent analytical and problem solving skills with exceptional written and verbal communication skills
Proven presentation skills to a variety of audiences including formal presentations to council

Strong writing, technical skills and organizational skills is essential
Ability to interact effectively at all staff levels and to develop effective working relationships
Strong customer service and relationship building skills
Ability to work independently in a dynamic team environment

Additional Information:

This position is being reposted due to a status change from Term to Full Time (37.5 hours per week).

A comprehensive benefit and pension package is included.

Application Process:

Candidates are invited to apply online at www.airdrie.ca.