



Richmond Hill is the third most populated municipality in York Region with close to 209,000 residents. It's Council and staff are committed to providing an exceptional quality of life for the community. Richmond Hill is an equal opportunity employer committed to attracting, retaining and developing a winning team that is committed to providing exceptional public service. Visit [RichmondHill.ca](http://RichmondHill.ca) to learn more about the place "Where people come together to build our community."

## **Manager, Asset Management Planning**

Environment & Infrastructure Services Department

Reporting to the Director, Environmental Services, the primary responsibility of this role will be to lead on-going implementation of the Town's Asset Management Plan, overseeing sustainability of the Town's \$1.85 billion in assets. Other areas of responsibility include, but are not limited to the following:

- Work with senior staff to establish supporting policy, governance model and an organizational framework for oversight of the Asset Management Plan and implementation process.
- Report annually on the state of infrastructure and update the Asset Management Plan every four years
- Strengthen existing Asset Management Process through a cross-departmental team that will regularly assess the condition of all Town assets; establish service levels and performance targets, assess risk, and develop strategies to ensure the sustainability of Town assets
- Analyze, interpret and provide advice to Town Departments on best practices and participate in special projects that directly impact asset management functions
- Expand the Town's first Asset Management Plan to include additional assets (e.g. green infrastructure)
- Improve Tools and Resources through the development of a 'center of excellence' for Corporate Asset Management which will also ensure the quality of the Town's asset database
- Meet all internal and external reporting requirements at the Provincial and Federal levels
- Implement Council mandates as well as corporate policies and procedures
- Represent the Town on required committees at the Regional, Provincial and Federal levels
- General administrative duties including staff supervision and preparation of annual workplans and budgets
- Provide presentations and staff reports to Council and senior leadership as required
- Provide advanced-level project management oversight
- Coordinate alignment among the Town-wide departments to deliver the asset management portfolio

The ideal candidate will possess:

- A degree in Engineering or Science
- Minimum of seven years progressive professional and/or management experience with demonstrated decision making responsibility in a diversified portfolio; or equivalent combination of education and experience
- Supervisory experience
- Familiarity with PAS 55, ISO 5500 and International Infrastructure Management Manual (IIMM) is essential
- Familiarity with municipal data management tools
- Experience with core corporate assets, their life expectancy, and rehabilitation options
- Experience with asset operation and maintenance protocols
- Strong administrative skills, preferably in a municipal environment
- Familiarity with financial forecasting methods, municipal experience will be considered an asset
- Strategic thinking, analytical and problem solving skills
- Excellent project management skills
- Excellent written and verbal communication skills, with proven ability to deliver information and presentations to senior management
- Experience working in diverse stakeholder environments and a comfort with public accountability, and familiarity with regulatory bodies
- Relationship-building skills, including team building, conflict resolution, negotiation, mediation and facilitation are required as are integrity and demonstrated fiscal responsibility
- Demonstration of the Town's corporate values of service, collaboration, care, and courage
- You must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated). You will be required to provide proof of vehicle insurance upon hire.

**Salary:** \$114,403. - \$130,037

Applications will be accepted up to **4:30 p.m., on September 28, 2017**. To apply visit our website at:

[RichmondHill.ca/Employment](http://RichmondHill.ca/Employment)

We thank all candidates for their interest, however, only those under consideration will be contacted.

The Town of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.