



EXTERNAL

The Corporation of the City of St. Thomas, Environmental Services Department
has a temporary position for an:

ASSET MANAGEMENT SPECIALIST, Job Posting #78-11-16

Temporary – One Year Contract

The Environmental Services Department manages assets worth approximately one billion dollars that provide the critical infrastructure to keep St. Thomas moving. The diverse department oversees the water and sewer systems, pollution control, road network, engineering design and construction, parking, solid waste management, development, by-law enforcement, public transit, animal control, and fleet. With a focus on developing in-house expertise we strive to implement sustainable solutions.

POSITION SUMMARY

This unionized position, under the general supervision of the Manager of Capital Works, is responsible for aiding in the creation of an asset management plan, developing and performing condition assessments on various assets, maintaining and updating the asset inventory database, and developing long term capital plans.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Enrolled in the Engineering Intern Program with Professional Engineers Ontario or have a Diploma/Degree in Engineering, Business, or Asset Management together with one (1) year experience in a related field. Clear and concise technical writing skills. Knowledge of asset management basics including asset condition assessments, prioritization of needs, funding estimates, and municipal budget processes. Familiar with Workplace Health and Safety policies, procedures and legislation. Demonstrated ability to work with minimal or no supervision. Must be familiar with application of Microsoft Office (Word and Excel).

CONDITIONS OF EMPLOYMENT - May be required to work outside and beyond the normal hours of work. Valid Ontario Class G Driver's Licence. The use of a privately owned vehicle may be required.

The above is illustrative and not all inclusive. A detailed job description can be found on the City's website at www.stthomas.ca, under Employment.

Remuneration: \$27.39 per hour working 37.5 hours per week.

Interested applicants are invited to apply by submitting a cover letter and detailed resume outlining skills, qualifications and experience, ***quoting job posting number 78-11-16**, in confidence to:

**Human Resources Department, City of St. Thomas
City Hall, 545 Talbot St. (3rd Floor), P.O. Box 520
St. Thomas, ON N5P 3V7
Fax: (519) 633-9090; Email: hr@stthomas.ca**

Applications must be RECEIVED by 4:00 p.m., Friday December 16, 2016.

NOTE: Please quote Job Posting No.: 78-11-16. Failure to include the job posting number may invalidate your submission. Although we appreciate all applications received, only those selected for an interview will be contacted. Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.