

EMPLOYMENT OPPORTUNITY NOTICE EO17-298

THE CITY OF GREATER SUDBURY

requires a

CORPORATE ASSET MANAGEMENT CO-ORDINATOR REPORTING LOCATION: TOM DAVIES SQUARE

PERMANENT POSITION

START DATE TO FOLLOW SELECTION PROCESS

The Assets and Fleet Services Section, Finance, Assets and Fleet Division, Corporate Services Department of the City of Greater Sudbury, requires a Corporate Asset Management Co-Ordinator. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$3,048.18 to \$3,588.46 bi-weekly (subject to review).

QUALIFICATIONS:

EDUCATION AND TRAINING:

Degree or diploma in Engineering, Finance, Accounting or a related field.

Professional designations in a related discipline will be considered an asset.

Certification with the Institute for Asset Management (IAM) is an asset.

EXPERIENCE:

Minimum of five years of related experience preferably in a municipal environment.

KNOWLEDGE OF:

CGS's priorities.

Working knowledge of federal, provincial and municipal legislation and regulations.

Asset Management principles and applications including risk assessment, capital budget planning, levels of service and life cycle cost analysis.

Change management.

Best practices within areas of responsibility.

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www.greatersudbury.ca
www.grandsudbury.ca

**EMPLOYMENT OPPORTUNITY EO17-298
CORPORATE ASSET MANAGEMENT CO-ORDINATOR
(PERMANENT POSITION)**

ABILITIES TO:

- Bring excellence to internal or external clients by focusing efforts on discovering and meeting their needs.
- Communicate effectively and concisely, both orally and in writing.
- Seek and build internal/external relationships, collaborations with or for clients to advance business relationships.
- Lead by example, demonstrating integrity, creativity and enthusiasm in achieving results.
- Organize, make decisions and solve problems.

PERSONAL SUITABILITY:

- Mental and physical fitness to perform essential job functions.
- High tolerance for change and ambiguity.
- Personal commitment to address demands from internal and external stakeholders.

LANGUAGE:

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.

OTHER:

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

MAIN FUNCTION:

The position is responsible to the Director of Assets and Fleet Services for the development of policies, standards, best practices, and technology improvements to build, implement, maintain and continuously refine a corporate asset management system.

DUTIES: UNDER THE GENERAL DIRECTION OF THE DIRECTOR OF ASSETS AND FLEET SERVICES:

1. Lead the development of the corporate asset management strategy and policies across the organization.
2. Ensure asset management data is consistently collected, stored and analyzed in compliance with the corporate Asset Management Policy and updated as required.
3. Monitor trends and developments in asset management legislation and technology and direct the implementation of improved policies, procedures and software.
4. Develop and update financial planning and investment strategies to define asset levels of service, service risks and life cycles to support capital infrastructure planning and implementation.
5. Develop and maintain levels of service framework to reflect Council direction.
6. Coordinate the development of options, recommendations and reports for senior management and Council.
7. Present reports to Senior Management and Council on matters concerning asset management.
8. Provide input on corporate business plans, capital budgets and strategic planning initiatives based on the needs of the corporate asset management strategy.
9. Consult with the business units across the City that manage assets and build strong relationships.
10. Act as an advocate for sustainable municipal infrastructure funding based upon asset management principles; represent CGS at asset management user group meetings, workshops, seminars and conferences.
11. Lead specialized studies or projects involving external consultants and internal staff. Provide expertise and technical supervision to staff project teams.
12. Participate in hiring committees and represent the Employer in disciplinary matters.
13. Liaise, coordinate and collaborate regularly with assigned Finance Division staff.
14. Provide leadership, expertise and support to cross-departmental teams to implement the corporate asset management strategy.
15. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
16. Perform other related duties as required.

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LEADERSHIP COMPETENCIES:

Tactical Implementation (II)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Innovation	Take a creative approach to problems or issues, "think outside the box", go beyond the conventional, and explore creative uses of resources.	4	Takes action to innovate
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	3	Develops alternatives before making complex decisions
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one's area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	3	Monitors and improves quality of customer service
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one's own and other organizations.	3	Understands climate and culture
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	4	Plans and executes broad implementation efforts
Aligning People & Teams			
Developing Others	The genuine intent to foster the long-term learning or development of others by recognizing and supporting their developmental interests and needs, and encouraging opportunities for learning.	3	Provides feedback to encourage ongoing development
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	4	Acts to address performance issues
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	3	Obtains resources and takes care of the team
Enhancing Personal Effectiveness			
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	3	Adapts approach
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	4	Makes insightful assessments
Managerial Courage/Integrity	Acting with integrity, ensuring one's actions are consistent with City of Greater Sudbury's values and expectations.	3	Is honest and candid with managers, peers or external parties
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	4	Demonstrates resilience

For more information on leadership competencies, please refer to our website: www.greatersudbury.ca/jobs

Qualified candidates should submit their résumé in confidence by **FRIDAY, JULY 7TH, 2017 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO17-298**) on your resume. The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.