

Corporate Asset Management Analyst



We are Hiring

City of Kingston



Job Title:
Corporate Asset Management Analyst

Job Number:
J0324-0309

Job Code:
NU486

Job Category:
Professional

Department:
Corporate Asset Management & Fleet

Bargaining Unit:
Non-Union

Job Type:
Full Time

Employment Type:
New

Number of Positions:
1

Hours of Work:
35 hrs/wk

Salary:
\$77,064.00 - \$96,316.00/Year

Date Posted:
April 3, 2024

Closing Date:
May 7, 2024

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah- nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. Kingstonsians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members 2SLGBTQIA+ communities, to apply.

Position Summary

Reporting to the Director, Corporate Asset Management & Fleet, the Corporate Asset Management Analyst is responsible for the organizational asset data and asset information needs, review of financial information to ensure accuracy of financial data, reporting, and analyses. Assisting to find efficiencies and improvements in existing asset management processes and systems, detailed asset data analytics, and planning and implementing new systems and processes that help business units align with Corporate Asset Management strategies.

Key Responsibilities:

Provides asset management expertise and support

Provides project management and project support, executing project management methodologies, in the delivery of projects and systems enhancements, to be delivered on time, within budget, and in adherence to project management standards aligned to the corporate strategic objectives

Leads and facilitates business analysis activities under the direction of the Director, Asset Management Office supporting the development of the Asset Management System, plans and strategies through analysis of levels of service, service demand, asset life cycle and asset maintenance strategies, financial analysis, monitoring and forecasting, risk management, and capital improvement planning, working with business area experts, managers, and senior managers from across the Corporation

Prepares reports, memos, drafts, letters, and other correspondence and conducts presentations to meet the Asset Management Office's requirements

Manages relationships with internal/external stakeholders, client business units and project participants

Identifies opportunities to improve/enhance processes and business solutions with respect to Asset Management

Other duties as assigned

Qualifications, Competencies

Post-secondary diploma or degree in Engineering, Commerce, Business Administration, Computer Science or equivalent combination of education and experience

Minimum of 5 years systems or infrastructure management planning, support, feasibility studies, and design experience in a medium to large organization of a complex diverse nature

Experience with data analytics, trend and forecast analysis

Experience in working with multiple diverse stakeholders

Possess and maintain a valid "G" Ontario driver's license

Formal training in asset management, business analysis, ITIL, project management or other similar discipline is preferred

Direct experience related to the selection, configuration and implementation of solutions for infrastructure asset inventory, work management, budgeting, and related business processes is preferred

Project management experience and in depth experience developing software and business process testing scripts and procedures is preferred

Professional Engineer (P. Eng.), Chartered Professional Accountant (CPA), and or GIS certificates, considered an asset

Designation or Certification in Asset Management, Accounting, Lean, Business Analysis and Project Management is preferred

Core Competencies: Customer Focus, Teamwork, Results Orientation, Integrity

Skills, Abilities, Work Demands

Demonstrated understanding of the full life cycle for asset information from multiple perspectives, including information systems and data, assets, asset systems and hierarchies, people and knowledge, business processes, and communication

Knowledge of business process modeling, structured analysis, design, programming techniques, lean practices and/or continuous quality improvement methods

Demonstrated knowledge of project management methodologies and best practices

Understanding of asset management best practices, including life cycle strategies, risk considerations, service levels, and state of infrastructure reporting

Understanding of regulations associated with asset management, including Ontario Regulation 588/17

Advanced skills in Excel, Word and PowerPoint

Experience with ArcMap/GIS

Project Management and problem-solving skills

Strong data analytics, written and verbal communication skills

Good organizational skills and ability to meet deadlines

Ability to work on multiple projects simultaneously

Team player with effective interpersonal skills

Knowledge and understanding of financial principals, policies, procedures/processes, and reporting requirements is preferred

Demonstrated knowledge in Asset Management and Functional System analysis is preferred

Must obtain and maintain a satisfactory criminal record check (CPIC)

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

Are you interested in this job?

I am Interested



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