



Job Title: Asset Management Analyst

Job Opening: # 42373

Location: Thorold, Ontario

Standard Hours: 35.00 / week, Temporary Full-Time

Salary Range: \$ 75,820.00 - \$89,200.00

Close Date: 2025-01-15

About Us

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

Temporary Duration :12 months

The Asset Management Analyst position is eligible for a Hybrid Work Option. Fully remote work is not available; candidate must be required to work on-site 50% of the time.

Job Summary

Reporting to the Manager, Asset Management Office, the Asset Management Specialist is responsible for the organizational asset data and asset information needs, assisting to find efficiencies and improvements in existing asset management processes and systems, and planning and implementing new systems and processes that help business units align with the Corporate Asset Management strategies.

Education

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

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

Knowledge

- 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.
- 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.
- Experience with data analytics, trend and forecast analysis.
- Demonstrated knowledge of project management methodologies and best practices
- Demonstrated knowledge in Asset Management and Functional System analysis 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 business process and procedures is preferred.
- Knowledge and understanding of financial principals, policies, procedures/processes, and reporting requirements is preferred.
- Designation or Certification in Asset Management, Accounting, Lean, Business Analysis and Project Management is preferred

Responsibilities

Provides asset management expertise and support for Engineering, Infrastructure Management and Information Management (25% of time).

- Use, support, analyze, assess and develop current asset management processes, including gathering information and input from stakeholders.
- Conducts detailed analysis and forecasting on infrastructure deterioration, risk, and levels of service.
- Compiles, collates, analyzes, interprets and reports on asset management data for lifecycle planning and decision-making
- Applies appropriate statistical and/or graphical methods to data sets.
- Develops tools and spreadsheet models for the simulation and analysis of complex asset condition, performance and investment scenarios
- Develops and maintains corporate asset registers and asset data including acquisition, maintenance management and valuations
- Understands and analyses information sources and maps the information and systems architecture in the Corporation and the systems and data types captured in each.
- Identifies methods, tools and solutions for sharing data and results and visualizing information easily and simply within the organization.
- Assists with development and/or improvement of data systems, controls, and processes to improve relevance, accuracy, access, timeliness, and presentation of appropriate data for asset management decision support.
- Conducts audits of data and systems and provides reports on compliance to industry or the Region's standards.

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 (25% of time).

- Assists with defining project scope, goals, business cases, project charters, success criteria and deliverables that support business goals in collaboration with management and stakeholders.
- Coordinates project activities, providing back-up support to Manager in planning, coordinating, communicating, and executing projects.
- Ensures that all project and task timetables are kept up-to-date and provides status reports.
- Produces written deliverables (requirements, fit-gap, work plans, functional specifications, testing plans and scripts, and user guides) as required.

Leads and facilitates business analysis activities under the direction of the Manager, 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 forecasting, risk management, and capital improvement planning, working with business area experts, managers, and senior managers from across the Corporation (15% of time).

- Contributes to the development, implementation and review of corporate asset management best practices; collaborating with business units across the organization.
- Conducts feasibility studies, develops systems designs, prepares use cases, assists system implementations, develops or recommends changes to business unit work methods and supports such initiatives.
- Identifies and documents problems and consults with key stakeholders to develop options to select and implement the most appropriate solutions
- Researches and recommends future systems to enhance compliance with Asset Management strategies and objectives,
- Develops and co-ordinates training for clients on new corporate asset management systems/procedures.
- Prepares end-user documentation as required to support asset management applications and increase understanding/acceptance of new processes.
- Develops and implements standardized business processes, policies and procedures , workflows, reporting structures including supporting system configurations

Prepares reports, memos, drafts, letters, and other correspondence and conducts presentations to meet the Asset Management Office's requirements (15% of time).

- Contributes to the development of strategic and implementation plans, ensuring that major initiatives are in line with the Asset Management Office and the Region's strategic direction. .
- Generate charts, maps and visual aids for analysis and reporting, analyses data, and develop quality control procedures to ensure accuracy, consistency and completeness of data; format data records and/or facilitate the transfer of files into asset database (s).
- Develop and prepare a variety of written documents, including technical reports, staff reports, work plans, business cases, and terms of reference.

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

- Provides feedback to and manages stakeholder/client expectations (10% of time).
- Develops strong working relationships with key staff members in departments across the corporation.
- Collaborates across the organization and with external partners to develop and participate in data and practices sharing initiatives and share information broadly within the asset management community.

Identifies opportunities to improve/enhance processes and business solutions with respect to Asset Management (10% of time).

- Reviews technical literature regarding system methodologies, development productivity tools and techniques.
- Interprets new or revised legislation and legal or policy decisions in order to make appropriate recommendations concerning the application of process changes or technology solutions to meet the Region's obligations arising from regulatory commitments.

Closing Statement

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

Let us know why you would be an excellent team member by submitting your online application at www.niagararegion.ca by May 15, 2025.

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.