

Invites applications for the position of
Asset Management/GIS Analyst
Permanent Full Time

The Town of Ingersoll is seeking a precision-focus problem solver, delivering impactful results as the Asset Management/AIS Analyst to join our dynamic team. Located in Oxford County in Southwestern Ontario, Ingersoll offers urban living with small-town values yet enjoys easy access to larger cities. Surrounded by farms and nature, Ingersoll is home to a diversity of thriving industries and commercial businesses and is host to many special events, athletic and recreational amenities and excellent schools. For more information on the Town, please visit our website at www.ingersoll.ca.

Position Overview

The Asset Management / GIS Analyst works under the general direction of the Director of Operations, Development and Infrastructure (Town Engineer) to develop and maintain systems and business processes for the Municipality's Asset Management System and works with all departments to research, analyze and develop decision frameworks and tools that incorporate capital and operating budget development, prioritization, asset acquisition, level of service and life cycle costing relating to sustainability of assets in accordance with industry practices, Public Sector Accounting Board (PSAB), Generally Accepted Accounting Principles (GAAP) and applicable legislative regulations (O.Reg. 588/17), and maintains the Town's GIS mapping information while playing a key role in the development of a strategic and sustainable long-term and capital plan.

- Leads the development and ongoing maintenance of corporate asset management program and related databases. Develops, recommends and supervises long-term asset management strategies and prepares presentations for staff and Council as required.
- Collect and analyze asset acquisition data, including specification, lifecycle requirements, replacement cost, operation and maintenance data, funding strategy.
- Review and update operational and maintenance strategies within the current asset management plans to appraise condition assessments, and evaluate options to extend/replace/dispose of assets
- Identify impacts of asset life extension, decommissioning and disposal actions and identify risk costs and impacts in accordance with environmental and legislative requirements.
- Understanding and leveraging data to support asset management activities such as asset life-cycle costing, development, implementation and maintenance of service levels metrics, computing replacement costs and rehabilitation costs.
- Compiling data and preparing reports for Provincial Infrastructure reports as required.
- Receiving information from, providing information to, and in general, coordinating with Oxford County in preparing/updating maps related to infrastructure, land improvements, facilities and other related mapping elements.
- Regularly assess and update the strategic asset management process to define, prioritize and optimize the asset management objectives and ensure compliance with legislative requirements per O.Reg. 588/17
- Assist in ensuring that asset performance is reviewed and improved over time. This includes monitoring and reviewing asset condition and performance against current and future objectives.
- Take a primary role in the maintenance of asset data used by all departments.
- Work with all departments to understand the various uses of asset data to ensure compliance.
- Responsible for ensuring the accuracy of asset data in the Town's Citywide asset management software, including changes to assets and the inclusion of new assets.
- Directly involved in linkages between the asset management software, GIS system, financial system, and budgeting processes from an asset data perspective, in collaboration with other Town staff.
- Assists in the development, implementation, maintenance, and improvement of the Town's asset planning

process.

- Attends asset management meetings, seminars and participates in learning opportunities in order to assist the Town with asset management planning, including new trends and developments in the industry.
- Makes recommendations on policies and procedures concerning asset management planning and researches best practices.
- Involved in the decision making process regarding use of the Town's asset management planning by producing asset acquisition business cases to appraise investment options by applying good asset management planning criteria (whole life costing, risk impacts, financial affordability, level of service impacts).
- Works closely with other Finance staff in recording and analyzing the Town's capital assets and inventory and maintains the capital asset register in accordance with PSAB 3150 accounting requirements.
- Developing infrastructure maintenance capital costs and long-term plans.
- Assists with capital asset year end working papers for audit purposes.
- Assist with internal capital reports and distributes to appropriate staff.
- Assist in preparation of capital reports presented to Council through discussions with Directors.
- Assist in developing and maintaining asset related financial reports and analysis for both internal and external users, for ad hoc projects or grant opportunities and interacting with staff for on-going review of the budget and financial performance to forecast year end results.
- Other duties as assigned by manager

Qualifications

Education:

- Post-secondary degree or diploma in Business Management, Business Administration or equivalent.
- Post-secondary College diploma or degree in Engineering, CET from OAECTT, GIS, Asset Management or equivalent.
- A post-secondary degree or diploma in GIS or related discipline and/or Certified GISP (Geographic Information Systems Professional) or have the ESRI Technical certification is considered an asset.

Experience:

- 3 or more years related experience in Asset Management and GIS, preferably in a government/institutional setting.
- Certification or qualification in Asset Management would be preferred.
- Must possess a working knowledge of the Acts, Regulations, By-laws and an understanding of municipal asset management planning.
- Advanced communication, written, verbal, interpersonal and tactful negotiation skills.
- Proficiency in Microsoft Office products, Word, Excel, Access and GIS software applications.
- Knowledge of CityWide Asset Management software would be preferred.

Other Qualifications:

- Must obtain a satisfactory Police Criminal Record Check
- First Aid/CPR
- Knowledge of PSAB requirements would be an added asset
- Must possess a valid class G Province of Ontario driver's license

Benefits

- We offer a competitive salary range of \$68, 759.60 - \$80, 439.01 yearly (based on 35 hours/week).
- There is the option to work a 4-day work week.

- This position includes extended health benefits, Defined Contribution Benefit Pension Plan (OMERS), the Employee Assistance Program, generous paid time off including vacation and sick time, and so much more!

Application Instructions

To explore this exciting opportunity further, qualified candidates are invited to submit their application in confidence, to the attention of Human Resources Department no later than **August 6, 2024**.

Human Resources Department
Town of Ingersoll
130 Oxford Street, 2nd Floor
Ingersoll, Ontario N5C 2V5
hr@ingersoll.ca

The Town of Ingersoll is an equal opportunity employer and will make accommodation available to applicants with disabilities upon request and throughout the entire recruitment process.

While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.