



**Asset Management Coordinator**  
(up to 12 months with possible extension)  
(35 hours/week)

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site, and has many beautiful heritage buildings and recreational facilities.

Under the direction of the Director of Corporate Services/Treasurer, you will form part of a team in our Corporate Services Department. The Asset Management Coordinator will play a lead role in the continued development and ongoing maintenance of corporate asset management plans and GIS databases, including the maintenance, monitoring, reporting and recording of the Town's tangible capital asset (TCA) accounting program, consolidation of various departmental databases and ensuring compliance with the Public Sector Accountant Board (PSAB) standards, applicable legislation and Town policies and procedures. This position requires the ability to work well with others in a team atmosphere with minimal supervision.

**Key Duties and Responsibilities:**

- Assists in the development, implementation and on-going maintenance of the Town's Corporate Asset Management Plan and related policies and procedures
- Completes analysis and maintains the asset and geomatics database in addition to performing life cycle analysis relating to the rehabilitation or upgrade of the Town's various infrastructure assets.
- Maintain the relevant parts of the asset registry through, asset data collection, and proficient use of the Town's asset management software systems (e.g., Citywide, GIS, Excel etc.).
- Work with municipal departments to establish risk management and performance measurements.
- Track and monitor Capital Infrastructure project(s) completion, payment certificates in respects to remaining budget and funding.

**Skills and Qualifications:**

- Post-secondary diploma or degree from a recognized college or university with a concentration in finance/accounting, geographical information systems (GIS) and/or a civil engineering-based program.
- Experience in a municipal finance or engineering related environment, focused on capital infrastructure, project management or contract administration.
- Applied knowledge of GIS programming, web-based GIS technologies, spatial database modelling, municipal infrastructure data management including experience in engineering planning, design and implementation of tailored spatial databases and systems.
- Proficiency in asset management software such as Citywide, geographic information systems (ArcGIS), Microsoft Office, and related database software would be beneficial.
- Strong communication and interpersonal skills along with the ability to effectively explain financial/technical job components to users of varying subject knowledge.
- Efficient multi-tasking skills along with an established ability to prioritize and adjust plans
- Valid and satisfactory Police Records Check; and
- Valid Ontario G Driver's License at all times during employment.

**Position Type:** Full-time, Contract Position

**Wages:** Band I of the pay grid system (\$37.58-\$43.70) per hour

Benefits include a comprehensive benefit package, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).

Qualified applicants are invited to submit their resume by **Friday May 3, 2024 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at [hr@smithsfalls.ca](mailto:hr@smithsfalls.ca)

*The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.*