



TOWNSHIP OF NORTH STORMONT Job Description

Position Title: Asset Management Student, 4-month contract
Reports to: Public Works Superintendent & Director of Finance

POSITION SUMMARY:

The Asset Management Student will be responsible in assisting all municipal departments in matters relating to the collection and analysis of data pertaining to North Stormont's assets and entering this data into the Municipal Dataworks Program.

RESPONSIBILITIES:

1. Review and research O. Reg. 588/17: Asset Management Planning (AMP) Municipal Infrastructure as required, and all data sources available including master plans, studies, reports, and listings of Township infrastructure.
2. Update the Townships strategic asset management policy, enter all capital invoices and manage asset listing under the provisions of PSAB (Public Sector Accounting Board).
3. Create a comprehensive condition assessment and other attributes of core infrastructure through visual, non-destructive site assessments including a review of existing data and maintenance history.
4. Utilizing best practices, estimate the remaining useful life of assets based on construction, past maintenance, and the provided guidelines.
5. Prepare a listing of capital needs including estimates of any deficient conditions that are projected to be addressed in the short / long term.
6. Participate in MFOA's (Municipal Finance Officers' Association) "AMP it up 2.0" program.
7. Provide regular updates to the Senior Management Team including monthly Council reports, as required.
8. Perform other related duties as assigned.

QUALIFICATIONS:

- Completion or working towards a Post Secondary Diploma/Degree in Engineering, Architectural or related field. Education in Business Finance will also be considered.
- Familiarity with Asset Management, GAAP, and municipal legislation; preferred
- Demonstrated knowledge and skills with spreadsheets and database programs
- Strong organizational skills, public relations and communications
- Valid Ontario Class G Driver's Licence

WORKING CONDITIONS:

Work is performed in an office environment however site inspections may include personal vehicle transport (mileage will be reimbursed) and physical demands.

HOURLY RATE: \$20 - \$22 per hour; Monday to Friday, Office Hours: 8:30am – 4:00pm