



Municipal Assets & Project Manager

Permanent, Full-Time

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Reporting to the Director of Infrastructure & Development, the Municipal Asset & Project Manager is responsible for all phases of design and construction of the Township's municipal infrastructure and all aspects of capital planning and asset management of municipal core infrastructure and corporate assets.

Qualifications:

- Post secondary education in Civil Engineering Technology or related discipline (ie Environmental or Geotechnical) or equivalent combination of education and experience
- Eligibility for a Certified Engineering Technician designation, or equivalent, an asset
- 2 – 4 years of relevant engineering design, construction and asset management experience related to municipal infrastructure or similar public works
- Proven understanding of civil engineering concepts and practices including design, construction and site inspection as applied to a range of roadway, bridge and culvert projects; strength and performance of construction materials; principles of hydrology and hydraulics as they relate to storm drainage; and principles of traffic/transportation planning and design
- Knowledge of asset management tools and techniques; municipal asset management and capital budget programming and process
- Knowledge and experience with asset management standards, regulations (Ontario Regulation 588/17), and best practices with a focus on the municipal sector
- Certification in Asset Management (through Ontario Good Roads Association and/or The Institute of Asset Management) would be considered an asset
- Project Management certification (PMP) and/or experience is preferred
- Strong computer skills relating to MS Office, GIS, AutoCAD, Blue Beam, and Asset Management Systems; experience with CityWide would be considered an asset
- Knowledge and experience with grant funding, an asset
- Excellent analytical, decision-making, problem-solving, project management, and research skills
- Excellent written and verbal communication in the form of reports, memos, and letters as well as presentations
- Ability to work independently to advance projects and tasks along with demonstrated interpersonal skills that can be applied to working in a team atmosphere with interactions involving clients, approval agencies, staff, council, and members of the public
- Possess valid "G" driver's licence and access to reliable personal vehicle
- Provide satisfactory Criminal Records Check

Responsibilities & Duties:

- Oversees all phases of the design and construction of a wide range of transportation projects related to roads, bridges, culverts, and drainage infrastructure
- Manages projects from inception planning, budgeting, through approvals, final design, contract preparation, tendering, and construction administration

- Prepares engineering and construction specifications, tenders, and request for proposals/quotations as well as funding grant applications for construction projects
- Leads in various studies and investigations for roads, bridges, and traffic safety, and receive, investigate, and respond to public requests and inquiries
- Prioritizes existing core municipal infrastructure and corporate assets, anticipates remaining service life and performs life cycle and cost benefit analysis investigations in support of capital planning, maintenance, and preventative maintenance prioritization processes
- Manages and maintains accurate inventory of newly acquired and existing asset registry as it relates to mapping, asset location, type, classification, age, replacement cost, renewal, or replacement schedule, etc. within municipal Asset Management System and related tools
- Assists in developing levels of service metrics for municipal infrastructure with input from departments, senior management, consultants, council, and the public
- Liaises with internal and external stakeholders to attain full understanding, including inspections of existing inventory and growth-related assets, value, compliance, accounting standards and reporting requirements
- Assists with gathering, creating and compiling data and technical reports for integration into Township's Geographic Information System (GIS), Maintenance Management System
- Supports the annual budget and long-range capital budgeting planning process for preservation, rehabilitation, and replacement of the Township's municipal assets
- Liaisons with project stakeholders to manage the Township's exposure to budget, schedule and liability risks
- Provides support on engineering design submissions for capital and development-related projects

Annual Salary Range: \$64,279 - \$80,348 (2022 rate) based on a 35-hour workweek

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

The Township of Adjala-Tosorontio has a COVID Vaccination Policy; however, that policy is currently paused. If pandemic circumstance and public health changes warrant it, this policy may be re-instated. In the interim, individuals are encouraged to follow all public health guidelines, monitor and self-screen for symptoms, use precautions including proper handwashing and sanitizing, and practice respiratory etiquette. In addition, individuals are encouraged to get their full vaccinations and booster shots against COVID-19 as advised by public health authorities (for more information please visit www.simcoemuskokahealth.org/)

Qualified candidates are requested to forward their resume by 4pm on December 2, 2022, to HR@adjtos.ca with "Municipal Asset & Project Manager" in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.