

EXTERNAL JOB OPPORTUNITY

POSITION:	MANAGER, ASSET PLANNING	JOB POSTING #:	2022-0001
POSTING PERIOD:	Thursday, January 6, 2022 at 8:30 AM to Friday, January 21, 2022 at 4:30 PM		
DEPARTMENT:	Asset Planning	UNION:	Non-Union
LOCATION:	Various	JOB CODE:	NU0634
POSITION STATUS:	Regular Full-time	GRADE/CLASS:	NU12
# OF POSITIONS:	1	RATE OF PAY:	\$86,244.13 - \$104,830.80 Annually
POSITION #:	00005806	SHIFT WORK REQ'D:	No
HOURS OF WORK:	35		

DUTIES:

Reporting to the Senior Manager of Asset Planning, this position will provide overall management for every aspect of the design, development and implementation of corporate-wide asset management program initiatives, defines the requirements and approach to meet organizational goals which is comprised of multiple inter-dependent work streams spanning software elements, new and changed business processes, changes to organizational structure and capabilities. Initiates and promotes cross functional working relationships with Asset Planning Steering Committee, senior management, vendor and key clients within the Corporation; Oversight of the corporate grant program; reporting to the Asset Planning Steering Committee on all projects and programs under this division; ensuring the City's AMP complies with O. Reg 588/17; development of the City's future AMPs; collaboration with the Financial Manager - Asset Planning to ensure use and allocation of capital funding as appropriate to align with Asset Management Plan as well as to determine annual reporting requirements to communicate these goals; collaborate with the Financial Manager - Asset Planning on annual reporting of capital investments as it relates to addressing current asset sustainability as well as growth and service enhancements as approved in various master plans; incorporates implications of various master plans and Stormwater Study on AMP; supervise and direct work effort of the Asset Coordinators. Will perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program. Will perform other duties as required.

QUALIFICATIONS:

- Must have a University Degree in Engineering, Planning, Business or Accounting and a minimum of four (4) years of experience in Project Management, Leadership and Planning skills;
- Must have the ability to travel to offsite locations in a timely & expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.
- Must perform effectively in a multi-disciplined, fast paced environment that requires a high degree of personal organization, motivation, initiative, problems solving techniques and highly developed project management skills.
- Must have proven success in implementing complex change projects.
- Must have demonstrated proficiency in use of project management methodologies, tools and their application.
- Must have proven leadership qualities and be both self motivated and a team player.
- Must have exceptional skills in the areas of organization, prioritization, planning, and problem solving.
- Must have strong interpersonal and consensus building skills.
- Must have excellent written, verbal, research and presentation skills.
- Must possess computer literacy skills utilizing the Microsoft Office Suite of Products including Outlook, Word, Excel and PowerPoint.
- Should have strong knowledge of municipal business and regulatory processes.

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- Should have knowledge of the Occupational Health and Safety Act, its regulation and knowledge of the hazards associated with the work.
- Will be required to complete and remain current, per the requirements of the Corporation's Management Certificate Program;
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset.
- Given that this job is a new position a Physical Demands analysis will be completed with the incumbent after approximately six months of occupying the position.

NOTE:

- **All City of Windsor employees are required to be fully vaccinated as a condition of employment in accordance with the City's [COVID-19 Vaccination Policy](#)**
- Only those applicants selected for an interview will be acknowledged
- We offer a smoke-free office environment
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.