## Analyst - Asset and Maintenance Management (Temporary, approximately 2 years)

## Why Guelph?

## When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph’s vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

* Paid vacation days, increasing with years of service
* Paid personal days;
* Hybrid and flexible work arrangements;
* Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
* Extended health and dental benefits, including Health Care Spending Account;
* Employee and Family Assistance Program;
* Parental leave top up program;
* Learning and development opportunities including tuition assistance
* Employee recognition programs.

## Position overview

Resumes are being accepted for the temporary position of Analyst – Asset and Maintenance Management. Reporting to the Manager of Corporate Asset Management, this position will support the City’s program deployment and training for the Enterprise Resource Management (ERP) System to ensure successful and timely project completion, integration into operations, and operational continuity. You will work with operations and maintenance teams, corporate teams and external organizations to ensure a smooth project flow, timely work completion and that all requirements are met. In addition, the position will be responsible for supporting the overall corporate asset management program, collaborating with internal teams and managing consulting services for the development of decision frameworks, business processes and tools that incorporate capital, maintenance and operating budget development, prioritization, risk analysis, levels of service and life cycle costing.

## Key duties and responsibilities

* Deployment and training for the work management and Computerized Maintenance Management System (CMMS), to ensure successful and timely project completion, integration into operations, and to maintain operational continuity.
* Working with operations and maintenance teams, corporate teams and external organizations to ensure a smooth project flow, timely work completion and that all details relating to acceptance criteria are met.
* Provide support and strategic advice and expertise to the Manager of Corporate Asset Management for successful delivery of projects.
* Facilitation of training and workshops, assisting with progress updates, document management, and preparing communications materials.
* Developing decision frameworks, business processes and tools that incorporate capital, maintenance and operating budget development, prioritization, risk analysis, levels of service and life cycle costing.
* Contribute to the development, implementation and review of corporate asset management best practices; collaborating with business units across the organization.
* Document current asset and maintenance management processes, including gathering information and input from stakeholders.
* Support the implementation of asset information management technology and data strategies.
* Prepare and present analysis related to asset management, maintenance management and capital budgeting to internal stakeholders.
* Develop, review, revise, and implement maintenance procedures and program standards.
* Prepare required detailed reports, meeting minutes, and actionable items.
* Perform other related duties as assigned.

## Qualifications and requirements

* Completion of post-secondary education in Engineering, Business, Maintenance Management or a related field.
* Considerable experience implementing maintenance management systems, maintenance planning, and scheduling.
* Experience with establishing maintenance requirements and terms of reference/requests for proposals.
* Good problem solving, planning, project management, analytical and research skills.
* Excellent organizational skills to deliver projects as part of a team.
* Excellent interpersonal and communication skills for working with and providing support to staff, colleagues, clients, and management to ensure that all program and project requirements are addressed.
* Knowledge of maintenance, reliability, condition assessment, inspection, rehabilitation and reconstruction techniques for linear and vertical infrastructure networks.
* Excellent computer skills including experience with computerized maintenance/work order management systems, Geographic Information Systems and database application development.
* Experience with maintaining infrastructure inventory databases, infrastructure condition assessments, lifecycle costing, risk assessment, infrastructure renewal costing and priority setting.
* Knowledge of the theories, principles, and practices related to the functional/plant areas of work in maintenance, operations, and administration.
* Knowledge of legislation related to maintenance, operations, and health and safety.
* Knowledge of project management principles/practices.
* Experience in producing relevant training material and delivering courses.
* Must possess a valid ‘G’ drivers’ licence, access to a reliable vehicle and have a good driving record. Successful candidates will be required to provide a current driver’s abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements (Periodic travel to various locations across the city is a requirement of this position).
* Candidates with an equivalent combination of education and experience may be considered.

## Hours of work

35 hours per week Monday to Friday between the hours of 8:30 am and 4:30 pm.

## Pay/Salary

## Non-union Grade: 5: $44.77- $55.97

## How to apply

Qualified applicants are invited to apply using our **online** application system by **September 12, 2024.** Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on [our](https://guelph.ca/careers) City of Guelph [careers page](https://careers-guelph.icims.com/jobs/intro) and click on the “Apply for this job” button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.