

# Enterprise Asset Management (EAM) Analyst (Temporary, 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

We are seeking a dynamic and knowledgeable Enterprise Asset Management (EAM) Analyst to join our Information Technology department on a temporary basis. Reporting to the Manager of Enterprise Resource Planning (ERP), the successful candidate will play a pivotal role in guiding the city's business areas through the modernization of their work processes and data practices, ensuring alignment with industry standards and best practices.

## Key duties and responsibilities

- Lead the modernization of work processes and data practices across various city business areas.
- Serve as a knowledge resource on regulatory requirements such as PS-3150, Ontario Asset Management Plans, ISO 55001, and FIR Reporting.

- Document and re-engineer business processes to fit within an EAM environment, eliminating paper tracking.
- Provide oversight and guidance to project staff, including ERP Business Analysts, ERP process analysts, and external contractors.
- Negotiate innovative business solutions that meet customer needs, adhere to architectural guidelines, and conform to security standards.
- Collaborate with team resources to develop integrated system solutions for single points of data entry.
- Solve detailed problems and develop solutions related to the overall EAM/ERP platform.
- Tailor solutions and designs to the unique needs of various city business areas.
- Map as-is and to-be processes with city business areas.
- Work with multiple stakeholders to assess the impact of proposed solutions, facilitate deployments, and minimize service disruptions.
- Support the IT Architecture function in preparing and communicating solution architectures, current state, and target state.
- Perform other duties as assigned.

## Qualifications and requirements

- Degree or diploma in Business Administration, Engineering, Computer Science, or a related discipline, or equivalent employment experience.
- Experience with industry standards and best practices for municipal enterprise asset management and work management processes.
- Proven experience in implementing work and asset management systems for municipalities.
- Ability to influence and communicate with all levels of staff and stakeholders.
- Excellent interpersonal, collaborative, and organizational skills with the ability to manage multiple tasks and priorities.
- Ability to work well under pressure, take initiative and work under minimal supervision.
- Discretion, good judgement, diplomacy and confidentiality in all aspects of work.
- Experience integrating work and asset management systems with other enterprise systems such as ERP, EAM, HR, GIS is an asset.
- Experience with IBM Maximo is an asset.

## Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

## Pay/Salary

Non-Union Grade 6: \$50.31 – \$62.89 per hour

## How to apply

Qualified applicants are invited to apply using our **online** application system. This posting will remain open until it has been filled. 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 City of Guelph [careers page](#) 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.