

THE CITY OF WATERLOO IS HIRING

Come work with us!



Facility Asset Analyst

Competition Number: 16276

Posting Status: Internal / External Job Posting

Number of Positions: 1

Job Status: Temporary, Full Time (up to 36 months)

Hours of Work: 35 hours / week

Primary Work Location: Waterloo Service Centre

Hourly Range: \$43.50 - \$54.37 (Band G)

Employment Group: Staff Association

Posting Release Date: March 6, 2025

Posting Closing Date: March 28, 2025

Why work with us:

The City of Waterloo is a rewarding place to work. Each day, you will support and/or participate in the delivery of services that impact residents of this city, making it a great place to live, work and play for everyone.

Home to two world-class universities, a top-ranked college, a tech ecosystem, entrepreneurs and small businesses, there is a readiness to do things differently in Waterloo. Our vision is to be a leader in sustainability and to build a future-ready community for all. We are committed to workplace wellbeing and providing an inclusive, safe and enjoyable work environment.

For more information about the City of Waterloo's **Strategic Plan, Vision, Values and Guiding Principles**, please click here: [City of Waterloo 2023-2026 Strategic Plan](#).

What we offer:

- Supportive and caring organization that promotes respect, inclusivity, health, safety and wellness;
- Dedication to the organization's commitment to Reconciliation, Equity, Accessibility, Diversity and Inclusion through ongoing training and access to related programs and workshops, opportunities to connect with others around topics of social justice and equity, and opportunities to be involved with the initiatives that guide this corporate journey;
- Certification as a Living Wage Champion;
- Defined Benefit Pension Plan (OMERS) eligibility for all employees;
- Flexible work schedules, paid vacation and personal days, and the opportunity to bank overtime*;
- Substantial internal and external training and development opportunities;
- Opportunities to get involved and give back to the community;
- Employee-wide events, activities, site visits, BBQs, etc.;
- Complimentary FitPass for City of Waterloo employees and family members for leisure, swim, and fitness drop-in programs; and,
- So much more!

waterloo.ca/careers



What you will do:

Reporting to both the Manager of Capital Program and Project Management in the Facilities Design and Management Services (FDMS) Division and the Manager of Asset Management in the Finance Division, the Facilities Asset Analyst will be responsible for the assessment, review, creation, and coordination of City facility asset data.

- Review asset information and conditions across all City facility equipment and systems.
- Visit City buildings to conduct quantity surveys, take-offs, and update assets based on site conditions.
- Update asset values through current tenders, invoices, market conditions, and construction cost estimating resources into the various Facility Asset Software.
- Further development of the City facilities master asset data set, working with project managers, maintenance supervisors and the Asset Management team.
- Implement the City's building condition assessment program and deliverables including updating Facility Asset Software.
- Support asset management projects lead by the Asset Management team, working with Asset Management. Work with project managers and maintenance supervisors to update asset data in the Facility Asset Software following capital construction projects ensuring integration with the Waterloo DSS.
- Manage projects with consultants and contractors, coordinating with City staff, to complete building condition assessment, detailed engineering/architectural studies, investigative studies and other building asset related projects.
- Complete construction cost estimations for capital planning and individual facility asset cost build-ups.
- Leverage facility asset data to create short and long term capital plans informed by the City's asset management system and available funding approved through the budget process.
- Update and work within Facility Asset Software to update building condition assessments.
- Work within the City's work tracking software (CMMS) to improve documentation of assets, locations, preventative maintenance plans, and information to support tracking of labour costs, material costs, and vendor costs.
- Work closely with the Energy Program Manager and an Asset Management Specialist to improve the data maturity (quality, quantity, and completeness) of facility infrastructure asset information and the integration of that information within the Waterloo Decision Support System (Waterloo DSS).
- Work with the Energy Program Manager including grants, incentives, capital/maintenance project alignment with GHG reduction strategies, and regulatory reporting.
- Work with the City's Asset Management team to update assets on a semi-annual basis.

What you will bring:

- Post secondary degree or three (3) year diploma in Applied Science (Engineering), Engineering, Architecture, or Architectural or Engineering Technology with three (3) years of relevant work experience; or an equivalent combination of education and experience.
- Licensed as a Professional Engineer (P.Eng), Certified Engineering Technologist (C.E.T), or licensed with the Ontario Association of Architects (OAA) is considered an asset.
- Professional Quantity Surveyor (PQS) designation is considered an asset.
- Diploma/certificate or equivalent training in asset management is considered an asset.
- Detailed experience in building design and construction, detailed engineering studies, project coordination/management, and formal construction cost estimating (Class A or Class B elemental cost estimates).
- Detailed building condition assessment experience is an asset if accompanied by other experiences highlighted.

- Data and analytical skills utilizing database driven software and experience with Computer Maintenance Management Systems (Maximo) and facility asset management software (Gordian VFA) would be considered a strong asset.
- High level of proficiency in Microsoft Office products.
- Experience using elemental classification for cost formatting and experience in navigating and interpreting construction specifications is considered an asset.
- Familiarity with building regulations, codes, and standards including Ontario Building Code, Ontario Fire Code, Electrical Code, ASHRAE, etc. is considered an asset.
- Demonstrated success working in both team environments and individual settings.
- Ability to complete work with people across a wide variety of disciplines, areas of focus, and expertise.
- A passion for promoting and maintaining a healthy and safe workplace and the ability to work respectfully and effectively in a team environment
- Strong commitment to delivering quality customer service with a proven history of being an action-oriented and goal-driven team member.
- Demonstrated commitment to Reconciliation, Equity, Accessibility, Diversity and Inclusion

What we will require:

- A Police Criminal Record and Judicial Matters Check satisfactory to the City
- Proof of your current and valid certificate(s), licenses and/or educational qualification, if applicable

Be You @ Waterloo (Our Commitment to Diversity, Equity, Inclusion and Belonging):

The City of Waterloo acknowledges that our work takes place on the traditional territory of the Haudenosaunee, Anishnaabe and Chonnonton Peoples, and is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. The City is dedicated to advancing the organization’s commitment to Reconciliation, Equity, Accessibility, Diversity and Inclusion and to reducing barriers to employment opportunities. Applications from members of historically underrepresented groups, including Black, Indigenous, racialized communities, women, persons with disabilities and members of 2SLGBTQIA+ are encouraged for positions at all levels within the organization. Candidates from historically underrepresented groups are encouraged to self-identify in their application.

Accommodations are available throughout all stages of the recruitment process in accordance with the Human Rights Code and other applicable legislation. We encourage applicants to access support(s) that may be needed. To request accommodation during the application process, please email recruitment@waterloo.ca, quoting the position and competition number. Applicants advancing to the next stages of the recruitment process will be provided with additional opportunities to make their needs known.

Staff Association: Qualified and eligible City of Waterloo Staff Association applicants will be considered first for this posting.