

Computerized Maintenance Management System (CMMS) Specialist, Corporate Building Maintenance

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;
- 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 highly skilled CMMS Specialist to join our Corporate Building Maintenance Division within the Facilities and Energy Management Department. Reporting to the Manager of Corporate Building Maintenance, the successful candidate will manage our computerized maintenance management system (CMMS) for the asset management program. This includes inventory, warranty, and maintenance scheduling processes. Additionally, you will support document control and manage a drawing filing system, striving for innovation and continuous improvement.

Key duties and responsibilities

- **Data Migration and Preparation:** Assist with the migration of data from the current CMMS, Oracle WAM, to the new CMMS system, including collecting and preparing data.
- **Asset Management Program:** Develop, implement, and manage the asset management program.

- **Asset Details Entry:** Create and enter new locations, buildings, equipment, and parts asset details, along with planned maintenance requirements into the CMMS.
- **Inventory Control and Warranty Programs:** Develop, establish, and manage the Corporate Building Maintenance Inventory Control and Warranty programs according to industry best practices.
- **Parts Inventory Management:** Set up parts storage locations, including creating min/max inventory levels and barcoding all parts inventory. Recommend inventory levels to meet forecasted repairs and maintenance needs.
- **Procurement and Replenishment Strategy:** Help develop a procurement and replenishment strategy, execute daily orders via the inventory/barcoding system, and generate inventory reports via CMMS.
- **Performance Analysis:** Provide analysis with key performance indicators (KPIs) for asset management, work order management, warranty program, and inventory management. Track and document trends and performance measures, including backlogs, preventative maintenance completion, schedule compliance, work delinquency, cost trending, and material outages.
- **Maintenance Planning:** Create preventative maintenance and major corrective work plans, including task descriptions, labor estimates by trade, material requirements, contract service requirements, and rental requirements.
- **Electronic Filing System Management:** Manage an electronic filing system ensuring facility drawings and specifications are up to date and compliant with CMMS.
- **SOPs and Work Instructions:** Develop SOPs and work instructions related to work management systems and asset management.
- **Contractor Safety Management:** Manage the division contractor safety management program.
- **Purchasing Assistance:** Assist the Manager in purchasing services required by CMMS, assets, locations, and inventory.
- **Asset Onboarding and Retirement:** Collaborate with other Facility and Energy Management Department divisions to capture/onboard new assets and retire assets through CMMS and the asset management program.
- **CMMS Accuracy:** Ensure CMMS is always accurate and up to date.
- **Consultation:** Consult with the central asset management team.
- **Budget Review and Reporting:** Assist the Manager and Supervisor with annual budget review and variance reporting.
- **Professional Representation:** Represent the Division professionally with internal and external contacts.
- **Compliance:** Comply with all internal policies and procedures and applicable external regulations and legislation.
- **Additional Duties:** Perform other related duties as assigned.

Qualifications and requirements

- Post-secondary education in in Asset management.
- Experience with inventory and preventative maintenance programs in a production and/or operational environment.
- Candidates with an equivalent education and experience may also be considered.
- Experience with Computerized Maintenance Management Systems (CMMS) such as Oracle WAM, IBM Maximo, Avantis etc.
- Excellent knowledge and experience setting up and managing an asset management program.

- Ability to develop and establish Inventory and Warranty Programs/Systems and work with inventory barcode systems.
- Experience with Microsoft Office (Word, Excel, Visio, and PowerPoint).
- Experience with AutoCAD, Rivet, SolidWorks.
- Experience with financial management systems such as JD Edwards.
- Knowledge of maintenance practices and procedures.
- Excellent problem-solving techniques and the application of good judgment consistent with industry's best practices.
- Excellent organizational skills with the ability to manage multiple priorities and timelines.
- Excellent communication skills with the ability to work effectively with a variety of stakeholders including all levels of staff, contractors and the general public.
- Experience preparing reports, training materials and delivering presentations.
- A PEMAC, Maintenance Management Professional Certification (MMP) or SMRP, Certified Maintenance & Reliability Professional (CMRP) Program, or Certified Engineering Technologist, or Technician (C.E.T. / C.Tech.) is considered an asset.
- A valid Class G driver's license with a good driving record. Successful candidates will be required to provide a current driver's abstract before their start date to confirm their license 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 they meet our requirements.

Hours of work

35 hours per week, Monday to Friday.

Pay/Salary

Non-union Grade: 4: \$75,289.76- \$94,112.20

How to apply

Qualified applicants are invited to apply using our **online** application system by **April 27, 2025**. 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.