Supervisor, Asset Management & Capital Planning
Posting 202663

Reporting to the Manager, Facility Capital Projects, the Supervisor, Asset Management & Capital Planning is responsible for the leadership, governance, implementation and continuous improvement of the Town's Corporate Asset Management (CAM) Program and to maintain the legislated Asset Management Plan. The position serves as the business owner of the Asset Management Software (Brightly Predictor) platform and provides strategic leadership for asset lifecycle management, risk management, levels of service, capital investment planning and long-range financial planning, and asset sustainability initiatives.

The position serves as the Town's Business Steward for corporate asset information, providing governance oversight of the corporate asset registry to ensure asset data supports operational, financial, and strategic decision-making. Working collaboratively with Finance, Facilities, Information Technology Services (GIS), Engineering, Public Works, Parks and Environment, and other service areas, the role develops and maintains asset management policies, standards, procedures, and governance frameworks that promote sustainable service delivery, informed infrastructure investment, and compliance with provincial asset management legislation. The position also leads the stewardship and long-term planning of municipal assets valued at approximately $3 billion, while supervising staff, managing consultants, and supporting corporate asset management initiatives across the organization.

Accountabilities:

Corporate Asset Management Program & Governance

- Lead the development, review and updates of the Town's Corporate Asset Management Program and legislated Asset Management Plan (AMP), ensuring compliance with Ontario Regulation 588/17.
- Develop and maintain corporate asset management frameworks, policies, standards, risk management strategies, levels of service, and governance procedures.
- Act as the Business Steward for corporate asset information by overseeing asset governance, data standards, asset hierarchies, classifications, and lifecycle information.
- Translate asset management strategies into operational and financial plans by aligning levels of service, lifecycle activities, maintenance programs, capital projects, and reporting requirements.
- Chair and support corporate asset management committees, governance groups, and cross-functional initiatives to promote consistent asset management practices.
- Supervise staff and consultants while providing asset performance, risk, lifecycle, and financial analysis to senior management and Council.

Asset Information Governance & Asset Management Software Administration

- Serve as the business owner and administrator of the Town's Asset Management Software (Predictor), leading system implementation, optimization, and organization-wide adoption.
- Lead the management and continuous improvement of asset information, corporate asset registries, and planning databases.
- Collaborate with operational and technology teams to ensure maintenance, inspection, work order, and performance data support lifecycle planning, risk assessment, and investment decisions.
- Provide strategic guidance and oversight on asset information management, data governance, business processes, and supporting technologies.
- Support user training, change management initiatives, and continuous improvement efforts related to asset management systems and practices.
- Develop business cases, technical reports, grant applications, procurement documents, forecasts, and asset management studies including condition assessments and lifecycle analyses.

Asset Lifecycle Modelling, Capital Planning & Financial Alignment

- Lead lifecycle modelling, asset forecasting, replacement planning, and risk-based investment strategies to support sustainable infrastructure management.
- Develop and maintain asset performance measures, lifecycle models, levels of service, and key performance indicators to inform decision-making.
- Lead capital investment prioritization and the preparation of annual budgets, long-range financial plans, and multi-year capital forecasts.
- Integrate asset condition, operational performance, maintenance history, and lifecycle analysis into financial planning and funding strategies.
- Ensure compliance with infrastructure funding programs and reporting requirements, including OCIF and other external funding opportunities.
- Produce reports, forecasts, and recommendations to support operational planning, capital investment decisions, and business unit objectives.

Shared Asset Data Governance & Technology Integration

- Collaborate with corporate stakeholders to maintain alignment and integration between GIS, Cityworks, Predictor, and other enterprise asset management systems.
- Participate in asset data governance initiatives and support the development of consistent corporate data standards and practices.
- Lead and support system enhancements, integrations, technology improvements, and business process optimization efforts.
- Promote enterprise-wide asset data quality, reliability, and consistency through governance and continuous improvement initiatives.
- Develop and maintain standard operating procedures, governance frameworks, and documentation supporting effective asset data management.
- Coordinate change management and stakeholder engagement activities related to asset management technologies and processes.

Leadership, Business Partnership & Continuous Improvement

- Provide leadership, supervision, coaching, and performance management for Asset Management Coordinators and assigned staff.
- Build and maintain collaborative partnerships with Finance, GIS, Asset Operations Systems, operational departments, consultants, and external agencies.
- Act as the key advisor and liaison on asset management planning, lifecycle management, risk management, asset governance, capital planning, and levels of service.
- Lead cross-functional working groups and governance committees to advance corporate asset management objectives and resolve asset-related issues.
- Monitor legislative requirements, industry best practices, organizational performance, and emerging technologies to drive continuous improvement and asset management maturity.
- Prepare and present reports, recommendations, business cases, and strategic analysis for senior management, committees, and Council, while supporting budget development and departmental work planning.

Qualifications & Experience:

- Bachelor's degree in Asset Management, Engineering, Engineering Technology, Business Administration, Finance, Planning, Public Administration, GIS, or a related discipline, or equivalent combination of education and experience
- Diploma/certificate or equivalent training in Asset Management or other relevant designation.
- Diploma/certificate in Project Management is considered an asset.
- 5 years progressive experience in municipal asset management, infrastructure planning, engineering, finance, GIS, capital planning, project management, or related fields
- Application of Change Management methodology and practices.
- Experience working with GIS-enabled asset registries and corporate asset information systems is considered an asset.
- Working knowledge of the Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure.
- Knowledge of condition assessment, inspection, rehabilitation and reconstruction techniques for linear and vertical infrastructure networks (such as transportation, stormwater management, fleet, parks and open spaces and facilities).
- Ability to apply asset management best practices, lifecycle costing, level of service framework, risk assessment, infrastructure renewal costing, and capital project priority setting.
- Excellent interpersonal skills, and effective communication skills with the ability to convey information precisely and concisely.
- Strong attention to detail, data analysis and problem-solving skills.
- Experience supervising staff or coordinating multi-disciplinary project teams is preferred.
- Ability to motivate, inspire and engage staff
- Strong planning and organizational skills to meet tight deadlines, working with minimal supervision and in a team environment.

Compensation:

The salary for this position (35 hours per week) is $97,722 - $116,335 annually.

Position Details:

This posting is for an existing vacancy

Location:

This position is remote or allows a blend of working onsite and remotely based on the needs of the business, in accordance with the Town's Work from Home Policy, and as subject to change.

Application:

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., November 16, 2026. Please quote **posting 202663** on your cover letter.

Application Form: Submit a Job Application

We thank all those who apply but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.