Supervisor, Asset Operations Systems
Posting 202664

Reporting to the Manager, Facility Capital Projects, this position is responsible for the oversight, administration, governance and continuous improvement of the Town's Computerized Maintenance Management System (CMMS/CityWorks) and related operational asset management processes. The role supports operational maintenance service delivery through the development of standardized workflows, preventive maintenance programs, inspections, work order management processes, operational reporting and user adoption initiatives.Working in partnership with municipal service areas, this position advances the Town's Computerized Maintenance Management System (CMMS) by standardizing and digitizing maintenance practices, developing operational standards, and establishing procedures that result in reliable asset and operational data.

This position collaborates with the Supervisor, Corporate Asset Management & Capital Planning, GIS/ITS, and business units to maintain the Town's corporate asset registry, ensuring high-quality asset data through effective governance standards, workflows, and continuous data improvement initiatives. It is responsible for the administration and optimization of the Town's CMMS, including system configuration, implementation, program delivery, user support, training, and supervision of Asset Management Coordinators. The role also supports compliance with provincial asset management legislation while promoting effective asset information management and operational decision-making across the organization.

Accountabilities:

CMMS Program Management & Operational Enablement

- Lead the implementation, administration, governance, support, and continuous improvement of the Town's Computerized Maintenance Management System (CMMS) across all service areas.
- Develop and maintain CMMS roadmaps, work plans, system standards, workflows, user access controls, business rules, and change management processes.
- Drive the digitization and standardization of maintenance operations, including service requests, work orders, preventive maintenance, inspections, and asset history management.
- Partner with business units to translate operational requirements into system solutions through configuration, reporting, integrations, and process improvements.

- Establish performance measures, dashboards, reporting frameworks, and data standards to support operational planning and service delivery.
- Lead user training, support, communications, vendor coordination, system enhancements, upgrades, and application lifecycle management.

Asset Registry Support & Operational Data Management

- Support the maintenance and continuous improvement of the Town's corporate asset registry in collaboration with Asset Management and business units.
- Implement and maintain approved asset hierarchies, classifications, asset attributes, and data governance practices established through the Corporate Asset Management Program
- Develop and oversee processes for collecting, updating, validating, and managing operational asset data related to maintenance and lifecycle activities.
- Monitor data quality, identify issues impacting reporting and system functionality, and support enterprise data improvement initiatives.
- Ensure compliance with approved data governance policies, business rules, ownership responsibilities, and data management procedures.
- Collaborate with ITS/GIS and operational teams to support asset registry integration and effective use across corporate systems.

Asset Maintenance Process Governance

- Establish and maintain corporate standards, procedures, and best practices for preventive maintenance, inspections, service requests, and work order management.
- Standardize maintenance workflows, reporting requirements, performance measures, and key performance indicators (KPIs) across service areas.
- Monitor compliance with approved maintenance management processes and identify opportunities for operational improvement and efficiency.
- Develop and maintain dashboards and performance reporting tools to support maintenance oversight, accountability, and data-driven decision-making.

Shared Asset Data Governance & Technology Integration

- Participate in corporate asset data governance initiatives and support the development of consistent asset information standards.
- Ensure alignment and integration between GIS, Cityworks, Predictor, and other corporate asset management systems.
- Support enterprise-wide asset data quality and continuous improvement programs.
- Collaborate on system integrations, technology enhancements, and process improvements that strengthen asset management capabilities.
- Develop and maintain standard operating procedures to ensure consistency, reliability, and effective system use.
- Coordinate change management activities related to asset data, technology platforms, and business processes.

Leadership, Business Partnership & Continuous Improvement

- Provide leadership, supervision, coaching, and performance management for Asset Management Coordinators.
- Build strong partnerships with Asset Management, ITS, operational departments, vendors, and stakeholders to advance asset management and maintenance objectives.
- Serve as the primary liaison for CMMS, operational asset information, maintenance processes, and related technology initiatives.
- Lead cross-functional collaboration to resolve system and data issues, establish standards, prioritize improvements, and promote consistent practices.
- Monitor program performance, industry trends, emerging technologies, and best practices to drive continuous improvement and innovation.
- Prepare reports, analyses, recommendations, business cases, and presentations while supporting budget development, work planning, and strategic decision-making.

Qualifications & Experience:

- Bachelor's degree in Asset Management, Engineering, Engineering Technology, Business Administration, Public Administration, Geographic Information Systems (GIS), Information Technology, Facilities Management or a related discipline, or equivalent combination of education and experience
- Diploma or certification in Asset Management.
- Training in Project Management and/or Business Analysis is considered an asset.
- Project Management Professional (PMP) and/or Certification in Change Management are considered assets.
- 5 years' progressive experience in enterprise asset management systems, CMMS administration, business process improvement, infrastructure asset management, operational systems, or related municipal environments
- Experience administering or supporting Information Technology systems, including Cityworks, Brightly, GIS, or similar asset management or work management platforms considered an strong asset.
- Experience supervising staff and/or coordinating multi-disciplinary project teams is preferred.
- General understanding of facility and municipal asset operations is considered an asset. Experience documenting and improving operational business processes and workflows is considered an asset.
- Experience leading change management initiatives is considered an asset.
- General understanding of Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure with a strong understanding of municipal infrastructure operations and maintenance lifecycle management.
- Ability to motivate, inspire and engage staff.
- Demonstrated skills working with multi-disciplinary teams.
- 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 developing performance dashboards and asset reporting tools.

- Understanding of capital planning and long-range financial forecasting.
- 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 202664** 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.