
JOB DESCRIPTION

<u>JOB TITLE:</u>	ASSET MANAGEMENT ANALYST	<u>SCHEDULE:</u>	B
<u>DIVISION:</u>	ASSET MANAGEMENT	<u>PAYGRADE:</u>	18
		<u>UNDER REVIEW</u>	
<u>DEPARTMENT:</u>	PLANNING & DEVELOPMENT		

JOB SUMMARY:

Reporting to the Asset Manager, and as a member of the Asset Management team, the incumbent assists with a variety of asset inventory, development, maintenance, analysis and reporting tasks related to the management of the City's infrastructure assets. These tasks typically involve the proficient use of a number of tools including, computerized maintenance management software, asset management software, Microsoft Office, financial software, and various reporting tools. The incumbent is knowledgeable of all aspects of the City's budget cycle including the development of the City's Operating, Maintenance and Capital budgets, and the funding for capital projects. Additional responsibilities include support roles related to the development of the City's asset management capacity including the training of staff in the use of the various asset management and finance tools and processes. The Asset Analyst is expected to work in a self-directed manner and display considerable initiative and independent judgement through interaction with asset Managers and their support staff. This position is expected to analyze data for quality, accuracy, and relevance. This position is required to help identify divisional needs, interpret results, and provide recommendations and solutions in support of organizational goals. Through the course of his/her duties, the incumbent may be privy to confidential information. Performs related duties as required.

MAJOR RESPONSIBILITIES:

Under the general supervision of the Asset Manager:

Assists the work of the division by:

- explaining and educating staff on the use of the various AM and Finance tools and business processes, through formal training, presentations, workshops and other educational material created by the incumbent or others;
- performing various financial, business, and asset management analyses and reporting on assets, including the use of dashboarding tools;
- creating, developing and maintaining enterprise-wide asset reporting functionality and training tools for end users;
- creating, developing and maintaining reporting and training related to asset performance metrics and levels of service. This includes external initiatives such as benchmarking with other organizations;
- performing analysis on a variety of capital and maintenance projects and activities; and

- supporting Finance where required to maintain the tangible capital assets inventories and complete PSAB reporting for City assets.

Participates in the development and maintenance of asset management systems by:

- entering and reporting of asset data to the various City systems;
- conducting quality control analysis of asset data and providing recommendations for revisions and implementation of corrective actions;
- participating in reviews and testing to current and proposed City systems and computer applications, including troubleshooting and providing recommendations to change or improve internal business processes and/or efficiencies;
- testing various software upgrades and troubleshooting systems problems. This position is required to sit on the Cityware (JD Edwards) Implementation Team;
- designing, creating, and generating a broad range of reports using a variety of methods and tools; and
- assisting in the identification, development and implementation of processes to fill data gaps and enhance work procedures;

Assists in the development of the City's Asset Management capacity by:

- developing and maintaining professional working relationships with a broad range of City staff and acting as a contact for AM support. This position is required to sit on the Cityworks Operational Committee as a Subject Matter Expert (SME);
- maintaining and utilizing a wide range of asset inventory and maintenance data;
- researching and developing solutions and processes to increase organization wide AM capacity and awareness;
- performing cost projections, forecasting and financial analysis;
- assisting with the creation of AM Plans using the National Asset Management System (NAMS) tools or alike;
- entering data, and creating and preparing organization wide reports, while liaising with user departments, other municipalities, and contract service providers; and
- creating, developing and maintaining business process mapping and related documentation for asset management activities.

QUALIFICATIONS:

Education: Completion of grade 12. Post-secondary Bachelor of Commerce degree in Finance or Business. Asset Management certification, either IAM or IPWEA is preferred.

Experience: A minimum of five years of related municipal asset management or municipal finance experience in the field of managing infrastructure assets and budgets. Knowledge of business process development and management.

Knowledge & Skills: Advanced knowledge of financial/engineering/operational planning and analysis. Knowledge and demonstrated expertise working with data including GIS, Financial ERP systems, infrastructure planning and modeling systems, dashboard/reporting tools, and computerized maintenance management systems. Advanced level of expertise with MS Office products. Knowledge and skills related to project management (PM) and PM tracking tools. Demonstrated initiative and the ability to function in a proactive, independent manner. Sound

problem-solving and decision-making abilities. Excellent organizational and time management skills. The ability to handle multiple tasks and projects, and effectively meet deadlines. Strong customer service orientation. The ability to function within, and contribute to, a collaborative team environment. The ability to keep abreast of a changing work environment, and remain current on workplace tools and asset management practices across Canada. The ability to openly and respectfully communicate in a manner that promotes understanding in both verbal and written form. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees and work with peer municipalities and contracted service providers. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. Discretion in handling confidential matters. The ability to make repetitive numerical calculations with speed and accuracy. Ability to maintain sustained attention to detail in preparing, recording and checking various transactions and analyses. Knowledge of and demonstrated skills with related computer applications pertaining to the work. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license:	Yes - Valid BC driver's license, Class 5
Vehicle Usage:	As outlined in the City Vehicle usage policy.
Police Information Check:	No.

Prepared by:	Blues/Emery
Date prepared:	April 2014
Date revised:	March 2023
Revised by:	Bobbie/Young