

**Cavan Monaghan
Job Description**

Position: Asset Management Technician

Reports to: Director of Public Works

This Job Description is effective: September 2024

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Job Summary

Under the supervision of the Director of Public Works, the Asset Management Technician will assist with projects, initiatives, and day-to-day tasks involved with the Public Works Department for the Township of Cavan Monaghan. The Technician will be required to have knowledge and experience related to municipal infrastructure including roads, sewers, and watermains. The Technician will conduct field visits and inspections, prepare reports, and maintain databases as they relate to the Township's Asset Management Plan.

Duties and Responsibilities

1. Maintains and provides updated fixed asset information on municipal infrastructure pertaining to condition and performance ratings, state and inventory of infrastructure, expected levels of service, and other physical attributes related to the Asset Management Plan.
2. Coordinating, reviewing, and entering asset information provided from various internal/external sources into the Township's Citywide program. This includes asset inventory data, condition assessment and field inspection information.
3. Completing field inspections of assets for the purposes of data collection.
4. Preparing annual preventative maintenance programs for infrastructure assets and identifying repair or maintenance needs based on inspection and condition assessment information.
5. Provide technical support with capital projects including construction and maintenance projects.
6. Assist the Director with new developments in relation to asset inventory.
7. Develop and maintain records and documents related to equipment.
8. Maintains water customer information. Updates and maintains water and sewer reading routes.

9. Participates in the development of procedures and processes to collect and maintain data records.
10. Participates in database development by gathering information for assets and other new and old data and information needed to allow end-user reporting tools to function effectively.
11. Ensures that "as built" conditions are reflected in drawings, files, and system operating maps for all equipment and projects as assigned.
12. Assists the Director in preparing, issuing, reviewing, and recommending for award Requests for Proposal (RFPs) and Tenders for projects to be completed by outside contractors.
13. Incorporates appropriate asset replacement/upgrade plans into the annual Capital programs.
14. Respond promptly and effectively to all internal & external inquiries.
15. Produces capital budget update documents and summary reports. Monitor, maintain, and modify annual capital budgets.
16. Participates and supports the Director with maintenance programs and related studies.
17. Assists in the development of Departmental policies, procedures and manuals.
18. Coordinates maintenance of the stormwater management system, performs inspections, organizes cleaning and obtains necessary permits.
19. Assists the water/wastewater technician in completing bimonthly readings, complete billings and resolve customer queries or complaints. This includes correspondence with customers regarding outstanding balance and payment on accounts related to water & wastewater.
20. Assists in overseeing the bulk water station including payments, tracking maintenance, operations and total amounts sold per annum.
21. Provides background information related to user fees and charges. Provides technical support for updates on these.
22. Additional duties and special projects as assigned based on department needs.

Supervision

This position does not provide direct supervision. The position may attend in the absence of the Director, meetings with other Departments and outside agencies as required.

Working Conditions

Exposure to normal business environment of 35 hours per week in an office setting. In addition, this position is exposed to outside elements and site visits. Visual acuity and mental concentration with respect to details are required.

Job Knowledge

- College diploma or degree in a technical field such as Civil Engineering or a related discipline is required.
- Minimum 3 year experience in an asset/infrastructure management position, municipal experience in this field is preferred.
- Strong research and analytical skills, summarize findings and present recommendations.
- Knowledge of asset management tools and techniques.
- Excellent oral and written communication skills and report writing experience.
- Proven ability to read construction drawings and technical documents.
- Completion of formal asset management training would be an asset, however not required. Examples PMP designation, IAM Certification, OACETT certification.
- Proficient with Microsoft Office suite.
- Strong multitasking skills and ability to prioritize tasks.
- Must hold a valid Class G driver's license.
- Strong organizational and time management skills.

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.