



**THE CORPORATION OF THE TOWNSHIP OF KING
JOB DESCRIPTION**

JOB TITLE: Strategic Policy and Asset Management Coordinator	CLASSIFICATION: Union, Full-Time
DEPARTMENT: Public Works	SALARY LEVEL: \$75,293.40 - \$83,665.40 (Grade 9; 2024 Rate)
LOCATION: Municipal Centre, 2585 King Road, King City	

JOB PROFILE:

Function:

Reporting to the Asset Management Supervisor, the Strategic Policy and Asset Management Coordinator is responsible for coordinating a variety of strategic planning and performance processes within the Public Works Department. This role provides project coordination and management support for the development, implementation and continuous improvement of the Public Works Department including the Asset Management Program, the Corporate Strategic Plan, Public Works policies, procedures, bylaws and key performance indicators, annual budget, and Health & Safety. The Strategic Policy and Asset Management Coordinator is also responsible for the maintenance and continual update of the Township's Asset Management plan, and its integration into long-term capital forecasts and budget preparations.

Reports to:

- Asset Management Supervisor

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Asset Management
 - Work collaboratively with all departments to ensure the Asset Management Plan satisfies all applicable requirements.
 - Review, update and maintain compliance with the Asset Management Policy.
 - Maintain compliance with Ontario Regulation 588/17 and other regulations pertaining to asset management.
 - Maintain, update and sustain the Citywide asset management software and its associated assessment tools for all township assets.

- Complete internal audits of the asset management information and collect and flag discrepancies, omissions and outliers for verification and correction by Departments.
- Continuously enhance proficiency in operating the township's integrated asset management software (Citywide) and provide training to other users as needed.
- Establish and recommend policies, procedures, processes and schedules for updating, and maintaining the asset management program.
- Work closely with the Finance department to coordinate appropriate budgets for asset management.
- Manage all asset-related tasks from the closed capital financial reports including importing new assets, disposal of assets, and asset additions in accordance with asset management and financial policies.
- Manage all asset-related tasks from assumptions including verifying data and completing the asset import into Citywide.
- Collaborate with staff to review inventories of all assets, identify data gaps and prioritize work to fill data gaps as required.
- Coordinate with departments to ensure that condition assessments are completed on a regular schedule and are entered into Citywide.
- Identify existing and future infrastructure rehabilitation and replacement needs using methodologies, calculations, priority rankings, condition ratings, level of risk, level of service, key performance indicators, maintenance records, decision models and life cycle evaluation.
- Prepare and present reports to Council on infrastructure and asset management related matters, and coordinate communication of asset management related matters to Council and the public.
- Research and investigate funding sources for capital projects through provincial and federal initiatives and works collaboratively with applicable service areas to prepare applications and manages grants.
- Manages procurement and consulting assignments associated with Asset Management.
- Strategic Planning and Project Management
 - Helps develop and assess program and policy options that meet identified corporate, department and community needs, and recommends viable solutions/implementation strategies.
 - Collaborate with management and staff in preparing budgets, strategic plans, communication strategies, policies and procedures and recommend and/or implement viable solutions and strategies to achieve departmental objectives in relation to policies and compliance.
 - Identifies and develops key performance indicators and metrics to evaluate and monitor effectiveness of projects/programs initialized.
 - Develops and maintains processes, guidelines, and templates for corporate use.
- Policy Research, Analysis and Performance Monitoring
 - Contributes towards production of analytical reports and process mapping

- of organizational workflows.
 - Analyzes performance data and recommend process improvements to enhance service delivery.
 - Researches policies and industry best practices.
 - Tracks, researches, analyzes, interprets, and evaluates the impact(s) of new and existing programs, legislation, initiatives, policies, and operational issues.
 - Compiles data, statistics, and information; conducts research and provides analysis.
 - Gathers, maintains, updates, and stores related literature and research material in accordance with the Township's Records Management policies.
 - Monitors analyzes and interprets legislation and related regulations, corporate and other township / Regional policies, and provide support and advice to management and department staff.
 - Prepares reports, briefing notes, background materials and presentations on a wide range of policies, programs and special projects, from a technical and operational perspective for management as required.
- Communication, Liaison and Internal Service Delivery
 - Assists the Supervisor in the development and implementation of communications strategies and tools.
 - In conjunction with department staff and corporate communications, develops communication strategies on emerging and developing policy issues, reviews development and implementation of department-wide communication.
 - Participates on internal and external committees, working groups, task forces and special projects as required.
 - Responds to inquiries and resolves concerns, as appropriate.
- Other
 - Liaises with all Township Departments involved in the processes of self-assessment and accreditation.
 - Oversees the implementation and monitoring of the Health and Safety Program for the Public Works Department, ensuring compliance with regulations and promoting continuous safety improvements.
 - Performs other duties as assigned, in accordance with division objectives.

Education/Experience:

- Successful completion of a University Degree in Public or Business Administration, Engineering, Commerce or a related field.
- A minimum of two (2) to three (3) years of experience in a related field including working knowledge of municipal infrastructure, and experience developing and implementing capital asset management plans/programs.
- Demonstrated proficiency in MS Office & O365 suite, including Outlook, Word, PowerPoint, Visio, MS Project, and SharePoint.
- Advanced proficiency in Excel, with the ability to perform intricate data manipulation, develop advanced formulas, and conduct thorough data analysis.

- Exceptional attention to detail for accurate data comparison, sorting, and error identification, crucial for effective asset management.
- Proficient in utilizing GIS databases for comparative analysis and detailed inventory creation.
- Demonstrated ability to maintain meticulous records ensuring the integrity and accuracy of critical information.
- Experience with utilizing Citywide for comprehensive asset tracking and data management.
- Ability to liaise with various departments and influence decisions related to rehabilitation and capital planning.
- Flexibility and a commitment to adapt to evolving and emerging technologies and changing practices and regulations.
- Superior organizational and administrative skills and the ability to multi-task and work to deadlines.
- Excellent knowledge of communications, policies, procedures and organizational flow mapping.
- Strong interpersonal skills that enable positive engagement with governments, consultants, management and township staff.
- Demonstrated writing skills for internal communication, document development and design and drafting reports, briefing notes, meeting minutes and presentations to communicate information to diverse audiences.
- Knowledge of and demonstrated ability in corporate core competencies, including customer service, communication, teamwork, initiative/self management, accountability, flexibility and adaptability.
- Excellent verbal and written communication skills required, along with good organizational skills.
- Ability to set goals, prioritize tasks and carry out responsibilities to achieve quality results.
- Ability to handle confidential information.
- Valid G Class Drivers License and reliable access to a personal vehicle is required.

Conditions of Employment:

- Work involves mental and visual concentration for long periods of time, without close supervision.
- Attendance at general Committee meetings and Council meetings as required.
- Ability to travel to offsite locations in a timely and efficient manner, as required.
- Ability to work outside regular business hours, as required.
- Must be legally authorized to work in Canada.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____