

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT**

### **GENERAL MANAGER'S OFFICE-LOCATION – 100 KING ST. W**

### **JUNIOR PROGRAM ANALYST – CORPORATE ASSET MANAGEMENT**

#### **SUMMARY OF DUTIES**

Reporting to the Senior Program Analyst - Asset Management, the Junior Program Analyst – Asset Management is responsible for supporting industry best practice related to asset management. This role supports the development of asset management plans corporate wide. The role will also be responsible for assisting in the preparation of detailed analyses related to corporate asset management activities, such as level of service, risk management and lifecycle management.

#### **GENERAL DUTIES**

Under the general direction of the Senior Program Analyst – Asset Management, support the development of asset management plans which includes the following:

Participate in the development of individual asset management plans by asset category.

Assist with lifecycle cost analyses and level of service development.

Assist with analyses of asset data, productivity, and performance based upon available funding, risk and need.

Gather, compile and analyze asset specific data for the AM plans major elements which include demand, risk, cost, performance, lifecycle and continuous improvement planning.

Support informed decision making and planning with respect to sustainable levels of service, optimization of corporate assets while minimizing lifecycle costs and risk.

Involved in business process reviews, improvement initiatives, provides strategic and process improvement advice to support finance and business operations.

Makes recommendations for improvements to processes, including efficiency improvements, modification/elimination/development of tools, and the introduction and use of technology.

#### **Reporting:**

Support the provision of updates at regular intervals as required by Ontario asset management regulation O.Reg 588/17, or as requested by Council or senior leadership. Support the preparation of reports detailing the work performed, findings or conclusions and appropriate recommendations.

#### **General Activities:**

Monitor asset management and technology research, trends and developments with a focus on making recommendations to improve corporate asset management processes and practices.

Monitor and examine market conditions and emerging trends that impact the Municipal sector. Ensures compliance with Provincial and Federal statutes and regulations and Municipal bylaws and policies.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned with are directly related to the responsibilities of the position.

### **QUALIFICATIONS**

1. Education related to the duties outlined above, normally accompanied by a University Degree or College Diploma in Engineering, Planning, Commerce, Finance, Business, Economics or related field.
2. 0-2 years of experience in public infrastructure asset management, including knowledge of industry best practices.
3. Familiarity with ISO 55000 and Ontario Regulation 588/17 is considered an asset.
4. Proven ability to function as a member of a team.
5. Familiarity with ArcGIS or other database applications is considered an asset. Proficient with Microsoft Suite products especially Excel
6. Must possess excellent interpersonal skills, with the ability to communicate effectively both verbally and in writing.
7. Well-developed presentation skills with the ability to articulate messages clearly and effectively
8. Strong organization skills and excellent analytical and problem-solving skills.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**