



JOB DESCRIPTION

JOB OVERVIEW

JOB TITLE	Manager of Capital Assets and Bylaw Enforcement
DEPARTMENT	N/A
LOCATION	Town of Stewiacke – Town Hall
REPORTS TO	CAO

GENERAL JOB DESCRIPTION

Reporting to the Chief Administrative Officer (CAO), the Manager of Capital Assets and Bylaw Enforcement will be responsible for leading the development and ongoing maintenance of the corporate asset management program (AMP) for all Town of Stewiacke assets in accordance with Town policy, procedures, and guidelines. This position will lead our maintenance and building portfolio, the development and maintenance of the asset management database and related financial recording for tangible capital assets, work with GIS related data and lead the long-term capital financial plan for the Town of Stewiacke in accordance with the Municipal Act and Public Sector Accounting Board (PASB). In addition, this position will be responsible for the Towns’s bylaw portfolio and related enforcement.

DUTIES & RESPONSIBILITIES

The Town of Stewiacke is a growing and diverse community. The duties and responsibilities of the Manager of Capital Assets and Bylaw Enforcement will be, but not limited to:

Lead the development, implementation and communication of effective asset management plans for the Town, which includes the review and ongoing development of the Strategic Asset Management Policy

- Facilitate progress reporting and benefits tracking and coordinate internal and external benchmarking of Asset Management practices and concepts
- Establish processes for determining asset condition, criticality and risk assessments as well as set and prioritize the level of maintenance required, which includes the use of asset condition data for trend analysis to determine state of good repair levels and expected levels of service
- Champion the development of lifecycle cost strategies and prepare lifecycle evaluations for capital assets
- Analyze and recommend capital, lifecycle and asset renewal projects needed to sustain, enhance and renew physical assets
- Plan for and manage the regular maintenance for all Town capital assets including roads (water / waste water, paving, snow and ice removal, parks etc.
- Complete analysis including level of service to determine trigger points and validate need to move forward with recommended maintenance and replacement programs for capital works
- Recommend 5 and 10-year, and long range strategic capital planning budgets for all Town assets based, required for the sustained, integrated operation and management of Town operations

- Work with internal and external stakeholders to build capacity for asset management planning and develop a strong internal knowledge base, including participation in the development of Annual Corporate Asset Management plans.
- Collaborate with GIS staff to ensure accurate capture of infrastructure information data and GIS record Management.
- Ensure asset management databases are updated with current asset condition ratings and that documentation is maintained to provide support for infrastructure funding based upon specific asset management principles (all Town assets).
- Responsible for research, grant submissions, and development of corresponding internal policies and procedures.
- Manage employees in a manner consistent with Town values, policies and procedures, including selection, work scheduling, training and performance evaluation
- Communicate, inform and when required train other staff on policy and procedures related to the accurate reporting of tangible capital assets.
- Accountable for the safety and security of employees and workplaces and to ensure that employees work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the Town (Occupational health and safety plans and policies).
- Present AMPs and recommendations to senior management, standing committees and Town Council
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the Town.
- Perform other duties as assigned.

WORKING CONDITIONS:

Works mostly in an office environment but will be required to perform certain on-site duties such as site inspection of roads, bridges, culverts, water and wastewater facilities, other Town facilities/ assets, etc. Some undesirable conditions may be encountered at sites (i.e. outdoor weather, construction sites, noise, etc.)

- this will be a limited amount of time for this job/ not the normal working conditions encountered.
- Use of standard office equipment
- sitting for prolonged periods of time with focus on computer work, but has ability to take breaks as required.

Hours of work include scheduled daytime administrative office hours (Full time 35 hours weekly), and periodic travel to various meetings in and outside of the Town. Occasional after hours work may be required for Council / Committee meetings, during peak seasons / critical times such as completion of special projects, yearend, audits, and budget preparation.

Ability to handle uncertainty and ambiguity given the numerous deadlines and demands associated with this job.

SUPERVISION REQUIREMENTS

Positions Supervised Directly:

Oversee the daily work and management of a team comprised of permanent, temporary and / or summer student status. This individual is expected to be a subject matter expert and provide advice to staff and management in a number of departments in terms of the planning, maintenance and management of capital assets and bylaw.

JOB REQUIREMENTS SKILLS & ABILITIES

Education and Experience

University Degree or equivalent with a designation or certificate in Project Management, Asset Management or equivalent combination of education and experience

- Minimum five (5) preferably in a municipal environment
- Thorough knowledge of financial, purchasing, accounting and auditing principles and practices, applicable legislation/regulatory standards, provincial grant processes, local government functions and responsibilities
- Working knowledge of the Municipal Act and other legislation affecting municipalities

- Sound understanding of multi-disciplinary asset requirements to effectively develop and maintain asset policies and valuation methodologies in the operation, maintenance and upgrade of municipal infrastructure
- Demonstrated experience in strategic physical asset management (linear), project management and the development of prioritized, evidence based capital, operational and maintenance budgets via asset level condition, life cycle costing, risk & performance condition
- Proven ability to design and implement change and achieve performance objectives
- Sound research and analytical skills to assess findings, synthesize information, identify key issues, barriers and opportunities, and propose viable recommendations
- Strong communication, interpersonal, team building and coaching skill
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality
- Demonstrated technological proficiency in a wide array of programs familiarity with Asset Management Software and GIS is considered an asset
- Valid Nova Scotia driver's license some travel may be required.

Health and Safety

- Work in a safe manner that is in compliance with the Occupational Health & Safety Act and policies/ procedures of the Town;
- Ensure that employees work in compliance with the Occupational Health & Safety Act and Town health and safety policies and procedures;
- Ensure employees are familiar with the workplace hazards and controls;
- Participate in health and safety-related training and ensure employees are adequately trained and are competent to perform the work;
- Wear or use the required protective equipment, clothing and/or devices and ensure that any protective equipment, devices or clothing required for employees is maintained in good working order and used correctly;
- Report injuries, hazards, or equipment defects.

WORKING CONDITIONS

WORK ENVIRONMENT	Quiet work environment; open space office area and in office, may require lifting ; occasional work from home; occasional evening & weekend work (professional development, agency facilitated or supported conference or events). Evening and weekend work on occasions.
HOURS / SHIFTS	Full time (35 hours weekly)
SALARY	To be negotiated based on experience
VACATION	Vacation, plus statutory holidays and Town Hall closure days. To be negotiated.

To apply email your resume to employment@stewiacke.net or drop your resume off at Town Hall at 295 George St. Stewiacke, Nova Scotia, B0N2J0.