



POSITION VACANCY

Call Number:	2023 - 01
Position:	Asset Management Project Administrator
Type of Vacancy:	Eighteen (18) Month Contract
Work Schedule (hours & days):	8:30 am to 4:30 pm, Monday to Friday (35 hour work week)
Location:	Wayne Thomson Building 4343 Morrison Street, Niagara Falls, Ontario
Salary:	\$75,000
Date Posted:	January 9, 2023
Closing Date:	January 27, 2023 at 4:00 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, January 27, 2023**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

**POSITION DESCRIPTION
Municipal Works**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Asset Management Project Administrator

POSITION SUMMARY: Under the direction of the Asset Management Programs Supervisor, this position will be responsible for administering asset management related capital projects and or initiatives.

DIVISION: Asset Management

RESPONSIBLE TO: Asset Management Programs Supervisor

SUPERVISES: N/A

WORKING CONDITIONS: 85% office environment, 15% field work - site visits, construction sites, administrative space

RESPONSIBLE FOR:

1. Responsible for assisting with development and preparation of infrastructure planning and asset management projects/studies - which may include Requests for Proposals (RFP's), Requests for Quotes (RFQ) or Terms of Reference (TOR).
2. Aide in technical review, planning, scheduling and control of capital works projects, which includes the engagement and oversight of external consultants and internal staff. Manage and track Consultant invoicing.
3. Administer asset management related contracts. Co-ordinate consultants and contractors.
4. Provides technical assistance on infrastructure planning and asset management studies, projects, field investigations, and data surveys.
5. Liaise and coordinate projects with internal and external stakeholders.

6. An other related asset management duties assigned.

POSITION REQUIREMENTS: Minimum is a College diploma or Undergraduate Degree. Post Graduate Degree is considered an asset.

Asset Management professional designation would be preferred.

Excellent verbal and written communication skills required for engaging with a wide variety of stakeholders.

A minimum of two (2) years municipal and/or asset management experience.

Proficient in the use of [ArcPro](#), database management, Microsoft Office Products.

Experience in preparing technical and administrative reports, presentations, and other communication methods

Class "G" Drivers Licence

Revised: December 16, 2022