



## POSITION VACANCY

*The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.*

Call Number:	<b>2024 - 36</b>
Position:	<b>Capital Planning Analyst</b>
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm (35 hours per week)
Location:	Wayne Thomson Building (4343 Morrison Street, Niagara Falls)
Salary Range:	\$79,854 to \$99,818 (2024 range under review) Plus, a comprehensive benefits package
Date Posted:	March 8, 2024
Closing Date:	<b>March 28, 2024 at 4:00 pm</b>

Further details on this position are attached.

To apply, please submit a cover letter and resume via [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs)

Applications must be submitted online and will be accepted until  
**4:00 pm on March 28, 2024**

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.

## **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.

<b>POSITION TITLE:</b>	<b>Capital Planning Analyst</b>
<b>DIVISION / DEPARTMENT</b>	Municipal Works / Engineering (Asset Management)
<b>RESPONSIBLE TO:</b>	Asset Management Programs Supervisor
<b>SUPERVISES:</b>	N/A
<b>WORKING CONDITIONS:</b>	Office environment (85%) and Outdoors (15% field work - site visits, construction sites, administrative space)

#### **POSITION SUMMARY:**

Under the direction of the Asset Management Programs Supervisor, this position is responsible for developing and maintaining the City's multi-year capital program and forecast.

#### **RESPONSIBLE FOR:**

1. Coordinate the development and implementation of asset management policies, strategies, decision frameworks, processes, and tools in alignment with the City's long terms goals and vision.
2. Coordinate the development of decision frameworks, business processes and tools that incorporate capital and operating budget prioritization, risk analysis, levels of service and life cycle costing.
3. Provide support to the departmental and corporate budgeting process and long-range financial planning forecast including the development and maintenance of the City's 10-Year capital forecast.
4. Document current asset management processes, including gathering information and input from stakeholders.
5. Support the implementation of asset management information system and data management strategies.
6. Prepare and present analysis related to asset management planning and capital budgeting to internal stakeholders.
7. Help maintain the City's main asset inventories and databases to support asset management planning.
8. Facilitate and consult with operational units, other divisions, and departments as necessary, to build consensus for capital planning strategies, technical solutions, and decision-support tools.
9. Develop and prepare a variety of written documents, including technical reports, staff reports, work plans, business cases, terms of reference, grant applications, etc.

**POSITION REQUIREMENTS / QUALIFICATIONS:**

- Undergraduate Degree in Business Administration, Geography Engineering, or Finance/Accounting.
- Minimum three (3) to five (5) years progressive experience in municipal government preferably in finance, engineering, planning, project management, or analytical studies in accounting.
- Diploma/certificate or equivalent training in Asset Management or other relevant designation preferred.
- Working knowledge of Geographic Information Systems (preferably Esri Products), and database application development. Spatial Data Analysis and use of geoprocessing tools preferred.
- Experience related to the duties listed above, including industry best practices, asset management business principles, lifecycle costing, level of service framework, risk assessment, infrastructure renewal costing and priority setting.
- Experience with establishing capital and operating budget requirements; interpretation of asset condition reports and studies.
- Understanding of the lifecycle and function of municipal infrastructure
- Ability to develop and maintain infrastructure inventory databases, infrastructure condition assessments.
- Excellent interpersonal skills, with the ability to communicate with a range of stakeholders on a variety of issues.