



**Capital Asset & Risk Management Coordinator**  
**Contract Position – 5 to 6 months**  
**Job Posting #: 2025-02**  
**Closing Date: January 28, 2025**

The City of Owen Sound is seeking qualified and dedicated applicants for the 5 to 6-month Capital Asset & Risk Management Coordinator contract role. Reporting to the Manager of Corporate Services, the Capital Asset and Risk Management Coordinator will develop and implement changes and updates to the City's Asset Management Plan and Program in accordance with legislation that provides direction to long-range strategic capital planning. The Capital Asset and Risk Management Coordinator will prepare and report on Tangible Capital Assets in accordance with PSAB 3150. This position is also responsible for administrating the corporate liability insurance agreement, including annual renewal, necessary reporting, and recommendation of risk management and mitigation strategies.



Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately two hours north of Toronto and on the doorstep of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties, characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines. The City of Owen Sound municipal offices are in the City's historic downtown core. This welcoming, vibrant, growing community reconciles Urban convenience with a balanced lifestyle. Enjoy visits to galleries, theatres, museums, festivals, the library, local shopping, and dining right outside the doors of City Hall.

The successful candidate will have a university degree or college diploma in engineering, commerce, business, economics, or a related field and experience that is acceptable to the

employer. Three (3) to five (5) years of experience in asset management or a related field is required. Municipal experience is considered an asset.

**Additional Skills/Competencies/Requirements:**

- Must possess a working knowledge of the Acts, Regulations, By-laws and an understanding of municipal asset management planning.
- Experience in public infrastructure asset management, including industry best practices. Familiarity with ISO 5500 and Ontario Regulation 588/17 is required.
- Excellent interpersonal, communication, public relations and customer service skills with the ability to always exercise tact, diplomacy and good judgment.
- Strong research and analytical skills with the ability to problem solve.
- Demonstrated a high level of accuracy and attention to detail.
- Ability to interact effectively at all levels and to develop effective working relationships.
- Ability to prepare and present written and verbal reports to Senior Management & City Council.
- Ability to maintain confidentiality when required.
- Strong knowledge and understanding of asset management principles, processes and practices.
- Possess a demonstrated record of technical competence, customer focus, innovation/creativity, and team advocacy.
- Must understand multi-disciplinary asset requirements to effectively develop and maintain asset procedures and valuation methodologies in the operation, maintenance and upgrade of municipal infrastructure, including but not limited to roads, water and wastewater, bridges, facilities, and parks.
- Demonstrated time-management skills with the ability to prioritize workload and meet deadlines effectively, with minimal supervision; ability to deal with multiple demands.
- Ability to assist in the development, monitoring and projecting departmental budgets.
- Demonstrated proficiency in Microsoft Office, G.I.S., Asset Manager Software, and other related software
- A criminal record check is required of the successful candidate.

The wage rate for this position is \$77,987-\$95,113. The entire job description can be found below. To explore this opportunity further, we invite applicants to forward their resume and cover letter by January 28, 2025 at 4:30 pm to:

Human Resources  
City of Owen Sound  
E-mail: [hrjobposting@owensound.ca](mailto:hrjobposting@owensound.ca)

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act* in all aspects of the hiring process upon request. We thank all applicants for their interest; however, only those considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act*. It will only be used for candidate selection.

**Department:** Corporate Services

**Job Title:** Capital Asset and Risk Management Coordinator

**Employee Group:** Non-Union

**Direct Supervisor:** Manager of Corporate Services

**Revision Date:** February 2024

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**Position Summary and Scope:**

Reporting to the Manager of Corporate Services, the Capital Asset and Risk Management Coordinator will develop and implement changes and updates to the City's Asset Management Plan and Program, in accordance with legislation, that provides direction to long range strategic capital planning. The Capital Asset and Risk Management Coordinator will prepare and report on Tangible Capital Assets in accordance with PSAB 3150. This position is also responsible for administration of the corporate liability insurance agreement, including annual renewal, necessary reporting, and recommendation of risk management and mitigation strategies.

**Duties and Accountabilities:**

1. Establish and implement Asset Management standards, strategies and best practices with appropriate policies, procedures and processes to meet internal and legislated requirements, accountability, enhanced risk management and financial responsibilities.
2. Develop and implement standard processes/policies for collecting/updating/maintaining/managing asset infrastructure data, condition inspection, and mapping for improved stewardship, accountability, risk management, and financial efficiency.
3. Develop and implement asset condition and replacement models as appropriate. Recommend appropriate replacement value methodology for each capital asset in consultation with staff, consultants, and other outside resources.
4. Provides oversight and responsibility for the planning, administration and implementation of field data collection programs that inventory, measure and record the condition and performance of municipal infrastructure.
5. Plans, develops, and monitors implementation of goals and objectives for each group of assets and develop level of service recommendations. Ensure balanced service/price/quality of asset management frameworks in compliance with legislative requirements and consistent with the City's vision.

6. Support building consensus amongst asset owners across the corporation, encouraging collaboration.
7. Manages the identification of potential project specific risk factors for planned infrastructure works that may exist beyond the risk factors typically expected and provides recommendations for risk mitigation
8. Build consensus and support with asset managing business units, management, Council and external stakeholders.
9. Participate in business planning and budget decisions with management and Council.
10. Develop, coordinate and participate in communications and the education/training of staff, council and others related to the asset management program.
11. Research best practices in the field of municipal asset management and reevaluate and make recommendations for implementation in the City.
12. Prepare and provide presentations to senior management and City Council on any and all issues pertaining to asset management.
13. Leads, monitors, and collaborates in implementing the results of specialized, comprehensive, interdependent asset management studies, assignments and initiatives
14. Provides leadership, mentoring, and counsel to asset leads and stewards in the application of life cycle analysis, risk-based planning, financial forecasting, cost-benefit analysis and decision-making techniques to optimize asset life and provide acceptable and affordable service delivery.
15. Creates and reviews technical reports related to high-value or high-risk asset groups for presentation to senior leadership, committee and Council.
16. Administer the corporate insurance program and policies, including insuring assets; renewing policies ensuring appropriate coverage is in place to reduce overall risk to the City and stakeholders; paying premiums, and analyzing settlement decisions
17. Determine miscellaneous risk controls and insurance requirements for City events, and events on City property. Follow up on controls and insurance before events.
18. Recommend changes to policies and procedures when new risk exposures are identified or risk exposure increases due to an external change, such as new legislation or case law precedence.

19. 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 preparing reports detailing the work performed, findings or conclusions and appropriate recommendations.
20. Calculate, prepare and reconcile annual tangible capital asset addition, disposal and amortization entries in accordance with PSAB 3150.
21. Provide support to auditors for all PSAB 3150 transactions that took place each fiscal year.
22. Complete and reconcile the Ontario Financial Information Return schedules associated with Tangible Capital Assets, ensuring that all balances are supported, reconciled and agreed to the general ledger.
23. Undertake special projects and perform other related duties that may be assigned to support service area and corporate objectives.

### **Employee Health & Safety Responsibilities:**

Carry out work in a safe manner, preventing safety hazards to the incumbent and others;

Actively participate in all COS safety initiatives and trainings;

Report all hazards, incidents, accidents, near misses, injuries or illnesses promptly to your supervisor; complete all requested documentation.

Follow all COS policies and procedures and the Occupational Health and Safety Act.

For a detailed description of worker responsibilities, see the Occupational Health and Safety Act Part III Section 28.

### **Educational Requirements:**

University Degree/College Diploma

### **Details – Specialty, major etc.:**

A Degree in Civil Engineering or a College Diploma in Civil Engineering Technology or equivalent with at least 3 to 5 years of engineering work experience OR a degree/diploma in Commerce, Business, Economics or a related field and experience acceptable to the Employer.

### **Skills and Competencies at the working level:**

1. Must possess a working knowledge of the Acts, Regulations, and By-laws and an understanding of municipal asset management planning.
2. Experience in public infrastructure asset management, including industry best practices. Familiarity with ISO 5500 and Ontario Regulation 588/17 is required.

3. Excellent interpersonal, communication, public relations and customer service skills with the ability to exercise tact, diplomacy and good judgment at all times.
4. Strong research and analytical skills with the ability to problem solve.
5. Demonstrated a high level of accuracy and attention to detail.
6. Ability to interact effectively at all levels and to develop effective working relationships.
7. Ability to prepare and present written and verbal reports to Senior Management & City Council.
8. Ability to maintain confidentiality when required.
9. Strong knowledge and understanding of asset management principles, processes and practices.
10. Possess a demonstrated record of technical competence, customer focus, innovation/creativity, and team advocacy.
11. Must understand multi-disciplinary asset requirements to effectively develop and maintain asset procedures and valuation methodologies in the operation, maintenance and upgrade of municipal infrastructure including but not limited to roads, water and waste water, bridges, facilities, parks.
12. Demonstrated time-management skills with the ability to prioritize workload and meet deadlines, effectively, with minimal supervision; ability to deal with multiple demands.
13. Ability to assist in the development, monitoring and projecting departmental budgets.
14. Demonstrated proficiency in Microsoft Office, G.I.S., Asset Manager Software, and other related software.
15. Possess and maintain a valid Ontario Class "G" Driver's License and reliable vehicle to use on City business.

**Experience at the working level:**

**Previous Work Related Experience (# of years or months):**

3 to 5 years in asset management or a related field, Municipal experience is an asset

**Positional on-the-job training required (# of weeks or months):**

1 year

**Working Relationships:**

The Capital Asset and Risk Management Coordinator work with staff members, Management, members of City Council, Committee members, the General Public, External Agencies and all other staff of the organization.

This position may supervise students or part time employees.

The Capital Asset and Risk Management Coordinator will report to the Manager of Corporate Services.

**Independence of Decision Making:**

Has established policies & procedures: No

Supervisor or lead hand usually available: No

Problem solves within clear guidance and/or past practice: No

**Physical Demands:** Length of time/repetitions/weight in average working day.

Computer Use: 5-6 hours per day

Walking: up to 4 hours

Standing: up to 4 hours

Sitting: 5 to 7 hours per day

Lifting: up to 50lbs

Ladder Climbing: Yes

Exposure:

Other:

**Working Conditions:**

Hours of work: 35 hours per week

Shift length: 7 hours per day

Shift Schedule: Monday - Friday

Additional Comments: Flexibility of hours and overtime will be required.

**Consequence of Errors:**

Failure to properly develop, implement, and monitor asset management programs and processes could seriously jeopardize achievement of the City's long term financial plan, delivery on components of the City's strategic plan and damage the City's public image

Incorrect or incomplete assessment of infrastructure assets or incorrect assignment of priority capital work would increase the risk of failure resulting in damage to persons, property, and the environment. Significant loss in public confidence would result in addition to financial impact.

Incorrect or incomplete assessment of infrastructure and ineffective capital program recommendations may also lead to financial plans with insufficient funds to address actual needs and result in a slow degradation of service levels and reliability of services to the customers and significant backlogs in the order of millions of dollars.

Gaps or errors may produce metrics and reports that will misrepresent actual productivity and work records. The impact would be business decisions that were not fully informed, public embarrassment, and non-compliance with legislation such as DWQMS and MFIPPA resulting in court orders and fines along with loss of public confidence.

Errors made in the handling or analysis of information will impact decisions made at both operational and senior levels. Decisions often relate to short and long term financial and resource planning activities.

Errors made in the handling of insurance coverage could result in significant financial losses to the City and increase future liability.

Errors made in the recording of TCA entries in accordance with PSAB 3150 could result in a qualified audit opinion as well as additional time and costs associated with correcting and having new balances audited by our external audit firm.