

JOB DESCRIPTION

Job title:	Analyst, Asset Planning
Position number:	
Salary grade:	8
Reports to:	Chief Operating Officer
Date:	January 2020
Location:	Point Edward, Ontario

SUMMARY:

Reporting to the Chief Operating Officer (COO), this position will lead the implementation of the Federal Bridge Corporation Limited (FBCL) Asset Management Program (AMP) to meet the requirements set in the FBCL Asset Management Framework Policy. The scope of work includes developing and implementing asset management policies, strategies, decision frameworks, processes and tools in alignment with FBCL's long term goals and vision. The position will also collaborate with internal teams and manage contracted consulting services to complete various types of projects.

This newly created position demands a candidate who can coordinate projects, can take both a big picture view of business needs and a deep dive understanding of processes and details, bring diverse internal groups and stakeholders together to achieve goals, and understands the alignment of how this positions helps FBCL serve it's mandate to Canadians.

DUTIES AND RESPONSIBILITIES:

Under the direction of the COO, the Analyst, Asset Planning contributes to the overall strategic direction and results of FBCL and is responsible for:

- Developing decision frameworks, business processes and tools that incorporate capital and operating budget development, prioritization, risk analysis, levels of service and life cycle costing;
- Developing, implementing and reviewing strategic and departmental asset management plans in collaboration with the asset management network team;
- Coordinating various projects including condition assessments, lifecycle analysis and forecasts, operations and maintenance practices development, capital and operating budget forecasting and to roll out an asset management software solution;
- Documenting current asset management processes, including gathering information and input from stakeholders, and recommend improvements to processes;
- Supporting the implementation of asset management software solution and data management strategies;

- Preparing and presenting analysis related to asset management planning and capital budgeting to internal stakeholders;
- Maintaining FBCL's asset inventory and databases to support asset management planning;
- Coordinating financial analysis that includes, but is not limited to development of total lifecycle costs, and short and long range capital expenditure plans by linking level of service targets, asset performance, and risk assessment;
- Drafting terms of reference for the development of studies, reports, analysis, policies, and guidelines which may involve hiring consultants, technical professionals or other external resources as required in delivering identified project outcomes within scope, schedule and budget;
- Consulting with operational units, other divisions and departments, and operating partners, as necessary, to ensure appropriate representation and to build consensus for the strategies, technical solutions and decision-support tools developed by the AMP;
- Maintaining the AMP by coordinating working group and steering committee meetings;
- Developing and preparing a variety of written documents, including technical reports, staff reports, work plans, business cases, terms of reference and newsletters;
- Building positive working relationships with co-workers, other FBCL staff, and operating partners using principles of good customer service and active listening; and
- Providing support to the departmental capital budgeting process.

ESSENTIAL QUALIFICATIONS:

Education:

- A bachelor degree from a recognized university Business Administration, or Engineering, or Finance/Accounting and/or an equivalent combination of education and experience. A professional designation in a related field would be considered an asset.

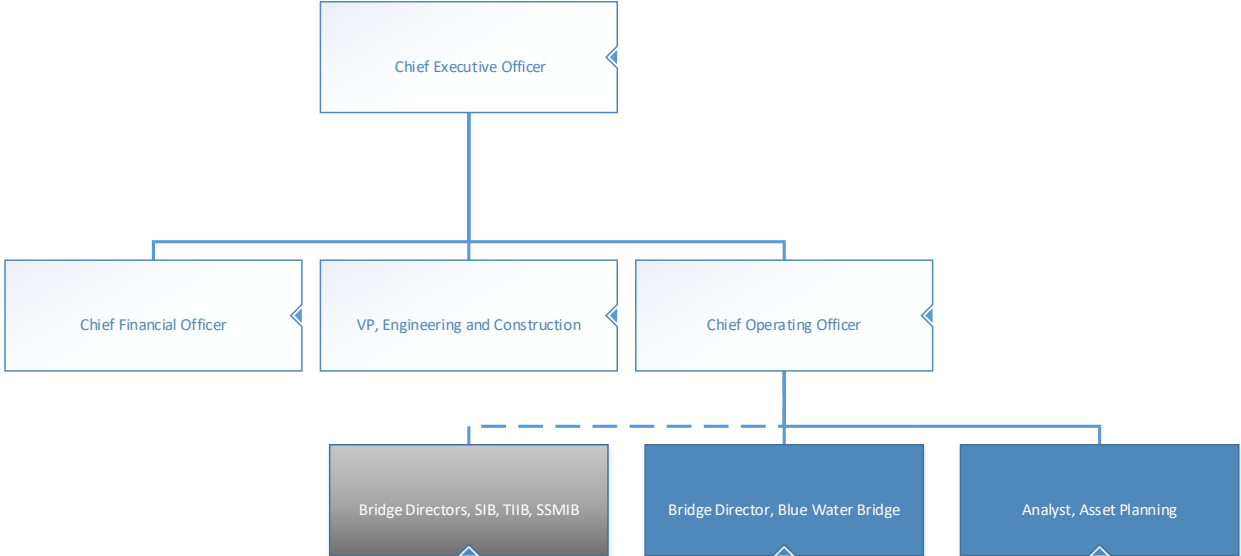
Experience:

- Minimum of three years progressive experience in municipal government preferably in finance, engineering, planning, project management, or analytical studies in accounting;
- Experience related to industry best practices, asset management business principles, lifecycle costing, level of service framework, risk assessment, infrastructure renewal costing and priority setting;
- Experience understanding civil and IT infrastructure including buildings, linear utilities, and fleet equipment;
- Experience with establishing capital and operating budget requirements;

Knowledge and Skills:

- Ability to oversee the management of consultants, development of terms of reference or requests for proposals, interpretation of reports and studies;
- Ability to develop and maintain infrastructure inventory databases, and infrastructure condition assessments;
- Knowledge of condition assessment, inspection, rehabilitation and reconstruction techniques for civil infrastructure;
- Knowledge of and relevant working experience with computerized maintenance/work order management systems, and Geographic Information Systems;
- Excellent interpersonal skills, with the ability to communicate, coordinate and collaborate with a range of stakeholders and multi-disciplinary teams on a variety of issues;
- Strong attention to detail and the ability to analyze data, identify trends and develop recommendations;
- Strong computer technical skills enabling data manipulation;
- Excellent organizational, decision-making and problem-solving skills;
- Excellent verbal, written and presentation skills, relationship building and engagement skills; and
- Works well under pressure and meeting deadlines with the ability to keep things moving despite potential challenges and obstacles.

REPORTING RELATIONSHIPS



**Additional Information for Job Evaluation Purposes
Analyst, Asset Management**

WORKING RELATIONSHIPS

Contact	Purpose/Result of Contact	Frequency
Board of Directors, Board Committees, President and Chief Executive Officer	To provide information, respond to enquiries and report on matters related to asset management.	Semi-annually
Chief Operating Officer	Reporting relationship, guidance and oversight of responsibilities and accountable for results	Weekly
Vice-President, Engineering and Construction; Bridge Director, Blue Water Bridge	Peer collaboration and need for high engagement, great level of interaction to achieve common objective	Weekly
Department managers	Peer collaboration and input; coordination needed to set objectives and achieve results	Monthly
Professional consultants/ auditors/suppliers		As required
U.S. partners and bridge managers at senior management level	Peer collaboration and input; coordination needed to set objectives and achieve results	Monthly / Quarterly
External contractors	Independent assessments of specific asset and/or project planning and oversight	As required

WORKING CONDITIONS

i) Physical Effort

Minimal X
Moderate
Rigorous

Prolonged sitting at desk, but free to move around.

ii) Physical Environment

Minimal X
Moderate
Rigorous

Office environment, with regular exposure to computer monitor.
Travel within Ontario

iii) Sensory Attention

Minimal
Moderate
Rigorous X

Visual attention to review a broad range of high volume and often sensitive and/or urgent, documents (audits, communications, personnel documents). Listening skills to respond effectively and negotiate with government officials, media enquiries, union officials, suppliers, etc.

iv) Mental Stress

Minimal
Moderate
Rigorous X