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March 1, 2023

## **Town of Parry Sound - Job Posting Asset Management Coordinator Intern**

Located amidst the 30,000 islands of Georgian Bay and a 2.5 hour-drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life. Join us as our **Asset Management Coordinator Intern** in this **One-year Contract position**.

### **Position Summary:**

The **Asset Management Coordinator Intern** will aid in the implementation of the Town's Strategic Asset Management Policy and completion of the Town's updated asset management plan for all assets. The intern will coordinate and catalog assets, lifecycle activities/maintenance, data entry for the enhancement of the asset management program. The intern will help to finalize condition assessment protocols, guidelines, and manuals. They will assist in the implementation of the Town's new work order system to provide work orders, identify maintenance priorities, and track the status of work orders relating to facility maintenance activities.

Please see the complete job description below:

### **Eligibility Requirements:**

**Northern Ontario Heritage Fund Corporation (NOHFC) funding for the position requires the following:**

- Are new entrants into the work force, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Have not previously participated in a NOHFC-funded internship.
- Are at least 18 years of age; and
- Reside, and be legally entitled to work, in Canada.

### **Job Specific Knowledge, Skills, and Abilities:**

- Degree or diploma in civil engineering (equivalent education) or accounting.
- Background in accounting and project management is an asset.
- Strong attention to detail.
- Experience working with asset management databases or tangible capital assets.
- Ability to work independently with minimal supervision.
- Excellent written and verbal communication skills.

- Cataloguing assets and data entry requires concentration for moderate periods of time.

**Benefits:**

This is a full-time 35 hour/week, one-year contract intern position at a salary of \$45,500/year.

**Response:**

Please submit by e-mail only and in one document, your cover letter and resume, confirming your eligibility, and providing details of your education, training, and experience by no later than March 15, 2023 to: Pamela Langevin, Human Resources Manager, at [plangevin@parrysound.ca](mailto:plangevin@parrysound.ca). This position will be posted until filled.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require an accommodation, we will work with you to meet your needs.

We thank in advance all applicants for their interest. We will contact those applicants selected for an interview.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here

<https://link.edgepilot.com/s/3a75f03f/VoMwVb2DbUawJAwtZR3OJQ?u=https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>



# The Town of Parry Sound – Position Description

January 2023

## **Position Title:**

Asset Management Coordinator Intern

## **Reporting Relationship:**

Reports to and works under the direction of the Manager of Accounting.

## **Purpose of the Position:**

The Asset Management Coordinator Intern will aid in the implementation of the Town's Strategic Asset Management Policy and completion of the Town's updated asset management plan for all assets.

## **Scope of the Position:**

Works within policies and procedures established by Council and directed by the Director of Finance.

## **Responsibilities:**

### **Administration**

- Aid in the implementation of the Town's Strategic Asset Management Policy.
- Refine and finalize the condition assessment protocols/guidelines/manuals.
- Coordinate and collect new condition assessments for all assets.
- Refine and collect asset attribute data identified as outstanding or missing through the gap analysis prepared.
- Assist in the connection and coordination of the data with the Town's GIS.
- Assist in the completion of the Town's updated asset management plan for all assets.
- Assist in the implementation of the Town's new work order system to provide work orders, identify maintenance priorities, and track the status of work orders relating to facility maintenance activities.
- Coordinate and catalogs assets, lifecycle activities/maintenance, data entry for enhancement of the asset management program/activities and updates the asset database.
- Provide necessary information to assist the Corporation to maintain, repair, purchase, and dispose of its tangible capital assets.
- Provide information, and supporting documentation to assist with capital planning, as well as, short- and long-term financial planning for the Corporation.
- Works within a variety of systems including PSD Citywide Asset Manager/Maintenance Manager, and Great Plains Dynamics Capital Asset Module.

## **Other:**

1. Perform other related duties as assigned.

## **Working Relationships and Contacts:**

### **1. Manager of Accounting:**

- Receive assignments and general direction and guidance and discuss plans and priorities respectfully and professionally.

### **2. Department Managers:**

- Works with managers to collect and document asset condition and lifecycle activities in the implementation of the Town's Strategic Asset Management Policy. The incumbent will provide work orders, identify maintenance priorities, and track the status of work orders relating to facility maintenance activities.

### **3. Other Staff:**

- Courtesy, cooperation, and teamwork with all Town staff. Carry out duties in compliance with applicable legislation and corporate policy.

## **Education, Knowledge, and Skill:**

- Degree or diploma in civil engineering, accounting, or other equivalent education.
- Background in accounting and project management is an asset.
- Familiar with GIS systems and functions.
- Familiar with the Municipal environment.
- A team player with excellent organizational skills.
- Strong attention to detail.
- A valid Class G driver's license in good standing with satisfactory driving record.
- Demonstrated interpersonal, organizational, analytical and communication skills and the ability to handle a number of ongoing projects at one time.
- Proficiency with various technology packages including MS Office, MS Excel, MS PowerPoint, Google programs, internet, email, social media and web-based applications.
- Working independently and within a team environment.
- Problem-solving and decision-making skills, with the demonstrated ability to handle and resolve situations, utilizing knowledge of policies, practices, and procedures. Complex issues will be deferred to the Manager of Accounting.
- Knowledge of office management and computer systems/programs.
- Helpful, professional, and positive attitude towards community and businesses expected at all times.

**Impact of Error:**

Misinformation/factual errors provided to the Manager of Accounting, other staff, could impact the integrity of the financial system and/or cause financial loss.

**Physical Demands:**

Work is primarily in a seated position at a computer performing data entry, occasional standing at a counter, occasional lifting of record boxes.

**Sensory Demands:**

Work involves cataloguing assets and data entry requires concentration for moderate periods of time. Physical demands relate to sensory strain while performing data-entry from a seated working position.

**Working Conditions:**

Usual public office conditions: Subject to deadlines and may visit other sites to co-ordinate the collection of information and facilitate cooperation.

**Control:**

Generally supervised, including direct supervision on non-routine or special assignments, by the Manager of Accounting.