



## JOB DESCRIPTION

**JOB TITLE:** SPECIALIST - ASSET AND PROJECT MANAGEMENT

**REFERENCE NO:** 100525

**DIVISION:** STRATEGIC MANAGEMENT & ANALYSIS

**DEPARTMENT:** BUSINESS TRANSFORMATION OFFICE

**APPROVAL DATES:** BY: Rochelle Parcaost DATE: May 18, 2022  
MANAGING DIRECTOR – STRATEGIC MANAGEMENT & ANALYSIS

BY: Star Schwabert DATE: May 18, 2022  
CHIEF HUMAN RESOURCES OFFICER

### **GENERAL DESCRIPTION:**

This union position is responsible for supporting the Manager of Asset and Project Management Systems with the development and implementation of asset and project management processes and work standards for City of Medicine Hat. The AM/PM Specialist will contribute to the development of the City asset and project management systems including the collection and communication of data and support to program development and initiatives related to business operations and continuous improvement.

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports directly to the Manager of Asset and Project Management Systems.
- Works in cooperation with Specialist - Process Efficiency, and the Manager, Operational Technology Software and Intelligence.
- Work collaboratively with business units across the corporation to plan, develop, implement, maintain and continuously improve the corporate asset management program
- Internal and external relationships are maintained with operational businesses, Strategy & Analysis, and public stakeholder groups.

### **PRIMARY FUNCTIONS/ACCOUNTABILITIES:**

- Responsible for the stewardship of the organization's Asset and Project Management processes and methodology by working closely with operational business units.
- Assist in the development, implementation and maintenance of management policies and procedures.
- Performs quality assurance through the collection of project data, auditing business streams and compliance checks.
- Administers the development and implementation of an asset management/project management program which incorporates a comprehensive computerized work management system.
- Supports AM/PM policy and strategy to minimize total cost of ownership, increase reliability and meet performance standards throughout the organization working with Strategy & Analysis department.
- Monitor asset management performance measures, benchmarking, and maintenance standards. Support inventory record of municipal infrastructure assets, as required
- Work with the GIS team to maintain the accuracy of the asset information within the GIS systems.
- Assist in the annual review of the risk matrix and levels of service
- Work with Strategy & Analysis department to extract knowledge and insights from asset management data.
- Coordinate the annual review and update of the City's Strategic Asset Management Plan with departments.
- Coordinate departmental reviews and updates of the Asset-Specific Management Plans including the collection and maintenance of municipal infrastructure asset inventories.

- Assist departments to extract data for annual operating and capital budget requirements.
- Develop tools and dashboards to assist in the roll-up of the asset management data to the long-term capital and financial plans.
- Assist in training staff as required.
- Other related duties, as requested and required.

**REQUIRED COMPETENCIES:**

- Excellent business partner skills with strong organizational skills with a proven ability to successfully carry out projects from conception to completion.
- Proven ability as a business partner in bridging the gap between IT and the business by assessing processes, identifying requirements, and delivering data-driven recommendations.
- Demonstrated ability to understand and integrate the people, process, and technology elements of workflow in a way that drives sustainable change solutions and be a champion in stakeholder management.
- Able to work independently, as well as a member of a dispersed operational team and contribute to positive work relations in a constructive culture environment.
- Demonstrates ability to use a systematic approach and independent judgement to make sound decisions.
- Proven experience in ensuring professional accurate and timely communications, with strong verbal and written communication skills to effective communication to executives and all stakeholders.
- Demonstrate ability to be a transformational change agent for the organization and show resiliency, flexibility during change management and the awareness and prevention of change fatigue.
- Ability to provide analysis, advice and recommendations related to the implementation of new capital or operational projects, support and lead corporate initiatives with sound project management expertise to improve the knowledge and ability of the organization and to promote public/stakeholder engagement.
- Skilled in the use of Microsoft and other current office software in a network environment and ability to adapt to the current integrated ERP system and new city wide or specific applications.
- Knowledge, understanding and commitment to City's Corporate Safety standards, including Health, Safety and Environmental Management System.
- Ability to function effectively and efficiently in an environment of heavy workload. Must be capable of managing and organizing multiple projects and priorities.
- Ability to effectively identify and mitigate project risks and opportunities.

**REQUIRED QUALIFICATIONS:**

- Successful completion of a diploma in technology, finance, engineering, or related field with ability to become certified in Asset Management and/or Project Management, from a recognized post-secondary institution.
- Five (5) years asset/project management experience.
- Must have or have ability to obtain one of the following certifications within two years of hire:
  - Institute of Asset Management (IAM) Diploma level certification.
  - Project Management Institute (PMI) Project Management Professional (PMP) certificate.
- Valid Class 5 Alberta Driver's License with an acceptable driving record
- An equivalent combination of management approved training and experience may be considered.