



## TOWNSHIP OF MAPLETON

### **Asset Procurement Manager**

#### **1. JOB PURPOSE**

The Asset Procurement Manager will assist in the development and implementation of asset management strategies and frameworks, asset inspection/condition assessment, data analysis, assets performance monitoring, evaluation and reporting, deterioration pattern and lifecycle cost analysis, and Optimized Decision Making (ODM) to support rehabilitation and replacement planning for Municipal Facilities, Roads, Bridges, Water, and Wastewater assets. The procurement responsibilities of this position will include overseeing the Township's bidding processes, tenders, purchase orders and other contractual arrangements for both operating and capital requirements.

#### **2 Qualifications:**

- Successful completion of a University Degree in Civil Engineering or have approved equivalent combination of education and experience.
- Manage the procurement of goods and services for the Township, both operating and capital in nature, as per the Council approved Purchasing By-law as well as various related procedures.
- Manage all bidding processes and the administration of the process, ensuring an open, fair, and transparent process.
- Manages Township procurement related contracts and provides support to departments in the preparation of these contracts.
- Represents the Township at various Procurement organizations, groups, associations, and events.
- Familiarity with the development and implementation of asset management strategies and framework associated with Facilities, Roads, Bridges Water, and Wastewater Systems, and ability to establish Levels of Service (LOS), KPI indicators, baseline data requirements, and process to collect required data.
- Knowledge in developing condition assessment and inspection plans and programs, processes and protocols for data collection.
- Knowledge of Uniformat II Elemental Classification of Buildings
- Familiarity with asset data analysis, performance monitoring, evaluation and reporting, performance gap and failure mode analysis, risk assessment, deterioration pattern recognition and trending, determination of remaining asset lives, comparison of maintenance costs with remaining asset values, lifecycle cost analysis, and development of preferred capital investment alternatives and options.
- Knowledge in development of Optimized Decision Making (ODM) framework, process/flow chart, implementation in Capital Planning Tool, and generation of optimized capital improvement plans.
- Knowledge in developing optimal procurement strategies for both material & cost construction methods
- Knowledge in developing optimal green house gas reduction strategies.
- Knowledge of relevant legislation and regulatory requirements.



- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management and accountability, and flexibility/adaptability.
- Demonstrated report writing and project management skills to meet program objectives and work to tight deadlines.
- Demonstrated leadership skills to coordinate project teams.
- Computer literacy utilizing MS Office software applications,
- Ability to map data stored in various asset management software/tools and develop forms and templates.
- Ability to travel to off-site locations in a timely and efficient manner, as required.
- Ability to work outside normal business hours, as required.

### **3 Work Conditions**

Works in an office cubical setting. Work is performed in direct presence of some staff and occasionally in full view and direct presence of staff. Work is subject to frequent interruptions and background noise.

The Township of Mapleton recognizes the many benefits of hybrid work arrangements including flexibility and better work-life balance for our employees.

### **4. WORKING RELATIONSHIPS**

Reports to Director of Finance/Treasurer

### **5. Wages Pay Band 9 – Hourly Rate \$40.11 - \$47.18**

**To Apply:** Submit your resume and cover letter no latter than 4.30 p.m. on Friday April 7<sup>th</sup> 2023, clearly marked “Asset Procurement Manager” to.

By email to [jmorrison@mapleton.ca](mailto:jmorrison@mapleton.ca) or mail to  
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