



ASSET MANAGEMENT ANALYST

The City of Belleville, known as the 'Friendly City', is located at the mouth of the Moira River where it meets the picturesque Bay of Quinte. Experience world-class fishing, boating, cycling, and walking along approximately 14 kilometers of waterfront trails. Situated between Toronto and Montreal, and less than one hour from the U.S. border, the City truly is at the center of it all.

Approximately 56,000 people make Belleville their home and over 220,000 live within 30 minutes of the City. We are in close proximity to Prince Edward County where you can discover award winning wineries and numerous beaches including Sandbanks Provincial Park. We are home to Loyalist College of Applied Arts and Technology as well as Albert College, Canada's oldest co-ed boarding independent private school. The historic downtown core provides numerous restaurants, shopping and live music and theater venues for an amazing cultural experience. Our inviting blend of small town warmth and big city amenities, quality of life and affordable housing make Belleville the perfect place to live, work and play. More information is available at www.belleville.ca

Currently, the City of Belleville has an exciting opportunity for a highly motivated, strategic, and dynamic individual to join our Community Services Department as an Asset Management Analyst.

Position Type: Permanent Full Time

Number of Positions: One (1)

Department: Community Services Department

File Number: SV25-147

Location: Quinte Sports and Wellness Centre (265 Cannifton Road, Belleville, ON)

Hours: 35 hours per week; Monday to Friday 8:30am – 4:30pm

Employee Group: Union - CUPE

Salary: Jurisdiction A – Grade 7 \$30.15-\$34.65 per hour (Under Review)

Closing Date: Friday, January 9, 2026 at 4:30 PM

PURPOSE AND SCOPE:

Reporting primarily to the Manager of Property and Facilities within the Community Services Department, and secondarily to the Asset Management Supervisor within the Finance Department, the Analyst is responsible for collecting, analyzing, and reporting on asset data to inform capital planning, maintenance strategies, and investment decisions.

The role supports the strategic planning, optimization, and lifecycle management of City facilities ensuring that buildings, mechanical systems, and other infrastructure are

effectively tracked, assessed, and maintained to promote long-term service delivery, sustainability, and fiscal responsibility.

This position contributes to the development and implementation of the City's asset management framework, policies and systems, and supports the integration of asset management into corporate planning and decision-making processes.

KEY RESPONSIBILITIES:

This position will:

- Maintain and expand the corporate asset inventory and building condition assessment data related to municipal facilities. Ensure all data integrated into asset management systems are accurate, complete, and consistent.
- Support coordination of building condition assessments and inspections; analyze results to identify capital and maintenance needs, lifecycle stages, and risks of failure. Recommend asset health indicators and assist in prioritizing repair and renewal projects.
- Assist the management in tracking and monitoring maintenance, capital projects, and special projects, providing related financial tracking, statistical summaries and reports.
- In collaboration with the Manager of Facilities, forecast asset lifecycle costs and estimating replacement or refurbishment timelines. Contribute data-driven insights for long-term capital planning and support the development of asset renewal strategies. Prepare reports and presentations on asset performance and needs for management.
- Provide key information to support the preparation of Capital and Operational budgets and maintain annual records and ensure integration with corporate financial planning.
- Support the implementation and refinement of the City's asset management policies, strategies, and plans ensuring alignment with municipal strategic goals, legislative requirements, and industry standards.
- Collaborate with other City departments to ensure alignment in data systems, planning, and reporting, participating in cross-functional teams to advance integrated planning and service delivery, including coordination of records related to Energy and Accessibility initiatives.
- Assist with the selection, implementation, and maintenance of asset management software and tools. Develop and maintain workflows for service requests and work orders to enable efficient data collection, work tracking, and documentation of asset maintenance activities. Generate dashboards, analytics, and reports from asset management databases.
- Monitor and analyze Key Performance Indicators (KPIs), risk assessments, and lifecycle Data to evaluate asset performance and support the development of levels of service. Support compliance with applicable legislation, regulations, and municipal

policies related to asset management. Provide analytical support for facility management reports, corporate asset management plans, and benchmarking activities, compiling and interpreting data to support evidence-based decision-making.

- Recommend process improvements and innovations in asset management practices. Stay current with industry trends, technologies, and best practices in municipal asset management.
- Support the implementation of asset management strategies, including analyses of asset deterioration, lifecycle costing, and level-of-service assessments.
- Investigate and transcribe building equipment and facility asset management records through collaboration with operational and strategic stakeholders, interpreting drawings and specifications, analyzing information systems, and conducting site visits.
- Maintain Standard Operating Procedures (SOPs) documents and related documentation for Property and Facilities management activities.
- Communicate professionally and effectively with all departments and stakeholders, promoting a high standard of customer service.
- Assist with the preparation of grant applications, progress, and claim reporting directly tied to City facilities and related assets.
- Communicate with upper levels of government to provide requested information and assist in drafting, reviewing, or coordinating Council reports.
- Perform all tasks and responsibilities through the lens of Equity, Diversity, and Inclusion, ensuring fairness, representation, accessibility, and respect for diverse perspectives and cultures.
- Perform other duties as assigned.

Note: the above duties and responsibilities are not to be construed as all-inclusive.

EDUCATION/TRAINING/SPECIALIZED SKILLS:

Minimum Qualifications:

- Three (3) years Post Secondary Diploma in Engineering Technology, Architectural Technology or a Two (2) years certificate program in Facility Management.
- Valid G driver's license, clean driver's abstract to be held and maintained and access to a motor vehicle
- Satisfactory Criminal Record Check ("CRC") and Vulnerable Sector Screening prior to commencing work at the City of Belleville.

Preferred Qualifications:

- Three (3) years Post Secondary Degree in Finance, Business Administration,
- Certifications such as Asset Management Certificate, Facilities Management Professional (FMP), Certified Engineering Technologies (CET), Professional Engineer (P.Eng), Ontario Association of Architects (OAA), other trade certificates

WORK EXPERIENCE:Required Qualifications:

- Minimum of two (2) years of experience in facilities management as it relates to asset management.
- Knowledge of asset lifecycle management, maintenance planning, and capital forecasting principles.
- Understanding of relevant legislation, standards, and frameworks (e.g., Ontario Regulation 588/17 – Asset Management Planning for Municipal Infrastructure).
- Strong communication skills, both written and verbal with the ability to translate data into actionable insights for decision-making.
- Strong analytical skills and ability to work with large, complex data sets
- Demonstrated experience in project management.
- Demonstrated ability to provide reports related to lifecycle management and budgets.
- Demonstrated record keeping, time management, organizational skills.
- Strong business writing skills including ability to draft correspondence, meeting notes, and standard operating procedures.
- Strong oral communication skills including presentation to groups.
- Possess excellent interpersonal skills, customer service, diplomacy, organizational skills.
- Self-motivated and able to work independently with minimal supervision.
- Demonstrated ability to prioritize and complete tasks in a busy work environment with requests coming from multiple sources throughout the day.
- Demonstrated experience with Microsoft Office Suite, specifically outlook, teams, excel and word.
- Proven ability to work with professionalism and confidence with all levels of management and stakeholders.

Preferred Qualifications:

- Experience working in a municipal or public-sector environment, preferably in a union environment.
- Experience with Workorder software, Financial Software and GIS software programs.
- Experience with project oversight.
- Strong proficiency in asset software systems.
- Familiar with O. Reg 588/17 – Asset Management Planning for Municipal Infrastructure.

WHAT'S IN IT FOR YOU:

- Competitive market salary
- Competitive employer-paid extended health benefits
- OMERS Pension Plan
- Live, work, and play in the beautiful city of Belleville and experience all that it has to offer.

HOW TO APPLY:

www.belleville.ca/careers

We thank all applicants who apply but advise that only those selected for an interview will be contacted.

Please be advised that the City of Belleville uses email to communicate with their applicants for open job postings. It is the applicant's responsibility to include an updated email address that is checked frequently and accepts emails from unknown users. As we send time-sensitive correspondence regarding recruitments via email, it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the job posting.

Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).