



## 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](http://www.belleville.ca)

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

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**Position Type:** Permanent Full Time

**Number of Positions:** One (1)

**Department:** Finance Department

**File Number:** SV26-12

**Location:** 31 Wallbridge Crescent, Belleville, ON

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

**Employee Group:** Union - CUPE

**Salary:** Jurisdiction A – Grade 7 \$31.05-\$35.69 per hour (Under Review)

**Closing Date:** Tuesday, July 14, 2026 at 4:30 PM

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### PURPOSE AND SCOPE:

Reporting to the Asset Management Supervisor, the Asset Management Analyst is responsible for collecting, analyzing, maintaining, and reporting on asset data related to the City's drinking water, wastewater, stormwater, and other environmental systems, including but not limited to water and wastewater facilities, equipment, stormwater ponds, and both underground and above-ground linear infrastructure such as watermains, sanitary sewers, force mains, and related appurtenances.

The role supports the strategic planning, optimization, and lifecycle management of the above-noted systems, ensuring they are effectively tracked, assessed, and maintained to promote long-term service delivery, sustainability, and fiscal responsibility.

Additionally, the 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, update, and expand the corporate asset inventory for water, wastewater, stormwater, and other environmental infrastructure, ensuring data is accurate, complete, and consistent across asset management, GIS, and financial systems.
- Coordinate and support condition assessments and inspections for relevant assets, and analyze results to identify asset conditions, risks of failure, lifecycle stages, and renewal needs.
- Analyze asset performance, risk, and lifecycle data to support the prioritization of capital renewal, rehabilitation, and replacement projects for relevant assets.
- Support tracking, monitoring and integration of relevant asset maintenance programs, capital projects, development projects, and special projects.
- Forecast asset lifecycle costs and replacement or rehabilitation timelines for relevant assets. Provide data-driven inputs to long-term capital plans, asset management plans, and financial strategies.
- Prepare technical and analytical reports, dashboards, and presentations related to asset condition, performance, risk, levels of service, and investment needs for management, senior leadership, and Council.
- Provide analytical support for the preparation of capital and operating budgets.
- Support the implementation and ongoing refinement of the City's asset management policies, strategies, and plans, ensuring compliance with Ontario Regulation 588/17 and alignment with municipal strategic objectives.
- Support compliance with applicable legislation and regulations, including the Safe Drinking Water Act and other relevant provincial and federal environmental requirements, such as the Municipal Drinking Water License and Environmental Compliance Approval System.
- Working closely with the Environmental Services Department, collaborate with Engineering, Transportation & Operations, and other City departments to ensure alignment of asset data, capital planning, and reporting related to relevant infrastructure.

- Assist with the implementation and/or maintenance of asset management software and work order systems. Develop and maintain workflows for inspections, work orders, and maintenance activities to support consistent data collection.
- Collaborate with GIS staff to ensure alignment and integration of asset data across relevant systems.
- Monitor and analyze key performance indicators (KPIs), risk assessments, and lifecycle data to support the development and ongoing monitoring of levels of service.
- Assist with the preparation of grant applications, progress reports, and funding claims related to Environmental Services' infrastructure projects.
- Investigate, compile, and transcribe relevant asset records through collaboration with operational staff, review of drawings and specifications, analysis of information systems, and completion of site visits.
- Contribute to the development, maintenance, and updating of standard operating procedures (SOPs) related to asset management practices.
- Communicate professionally and effectively with internal and external stakeholders, including regulatory agencies, consultants, contractors, and the public, as required.
- Perform all duties through the lens of Equity, Diversity, and Inclusion, ensuring fairness, accessibility, and respect for diverse perspectives.
- Perform other related duties as assigned.

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

#### **EDUCATION/TRAINING/SPECIALIZED SKILLS:**

##### Minimum Qualifications:

- Two (2) to three (3) years Post-secondary Degree or Diploma in an Environmental or Civil field.
- Valid Class G Driver's license with safe driving record, to be held and maintained.
- Current Satisfactory Criminal Record Check ("CRC") 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, Certified Engineering Technologies (CET), Professional Engineer (P.Eng), Ontario Association of Architects (OAA), and other trade certificates

## **WORK EXPERIENCE:**

### Required Qualifications:

- Minimum of two (2) years of experience with water, wastewater, stormwater, and other environmental systems as it relates to asset management.
- Knowledge of asset lifecycle management, maintenance planning, and capital forecasting principles.
- Experience with asset management software.
- 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 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.
- Self-motivated and able to work independently with minimal supervision.
- Demonstrated experience with Microsoft Office Suite, specifically outlook, teams, excel and word.
- Performing all tasks and responsibilities through the lens of Equity, Diversity, Inclusion, ensuring commitments to fairness, representation, accessibility, and respect for diverse perspectives and cultures in all aspects of work.

### 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.
- Proficiency in asset software systems.

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## **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.

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## HOW TO APPLY:

[www.belleville.ca/careers](http://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.

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).