



## ASSET MANAGEMENT SUPERVISOR

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 Supervisor.

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**Position Type:** Permanent Full Time

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

**Department:** Finance Department

**File Number:** SV26-13

**Location:** City Hall (169 Front Street, Belleville, ON)

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

**Employee Group:** Non-Union

**Salary:** Grade 8 (\$94,080.21 - \$112,001.45 per year)

**Closing Date:** Tuesday, March 10, 2026 at 4:30 PM

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### PURPOSE AND SCOPE:

Reporting to the Manager of Finance/Deputy Treasurer, the Asset Management Supervisor provides corporate leadership and strategic oversight for the City's asset management program in accordance with Ontario Regulation 588/17 Asset Management Planning for Municipalities. This position is accountable for advancing the maturity, integration, and continuous improvement of the City's asset management framework, ensuring that asset-related decisions are evidence-based, fiscally responsible, and aligned with long-term service delivery goals.

Working closely with Asset Management Analysts and related staff, departmental leadership, and cross-functional teams, the Supervisor leads the development and implementation of asset management policies, procedures, and analytical tools that strengthen planning, budgeting, and risk-informed decision-making. The role also oversees the integrity of asset data and systems,

supports major corporate initiatives, manages special projects, and administers the City's incoming grant programs and associated reporting requirements.

## **KEY RESPONSIBILITIES:**

This position will:

- Perform all tasks and responsibilities through the lens of Equity, Diversity, Inclusion, ensuring commitment to fairness, representation, accessibility and respect for diverse perspectives and cultures in all aspects of work.

### Asset Management

- Coordinate the annual review and update of the City's Asset Management Plan in collaboration with departments.
- Provide corporate leadership in the development, implementation, and review of asset management policies, strategies, and long-term asset management plans.
- Oversee the coordination, accuracy, and integration of infrastructure data across departments, ensuring alignment with approved asset management practices and regulatory requirements.
- Establish and monitor corporate processes for assessing asset condition, service levels, risk, and investment prioritization.
- Lead lifecycle costing, forecasting, risk assessments, and business case development to support transparent and defensible asset-related decisions.
- Track and report on departmental progress toward annual asset management work plans and deliverables and coordinate asset management performance reporting.
- Oversee and support special projects related to asset management, including condition assessment programs, cross-departmental initiatives and technical studies.
- Serve as a subject-matter expert on corporate initiatives such as software implementation, business process improvements, and infrastructure-related studies.
- Lead the implementation, configuration, optimization, and ongoing maintenance and enhancement of asset management software and related technologies.
- Prepare and present technical reports, asset management plans, and strategic recommendations to staff, senior leadership, Council, and external stakeholders.
- Provide primary and/or secondary supervision, mentorship, and direction to Asset Management Analysts and related staff.

### Financial Analysis and Planning

- Develop long-term financial strategies and funding models to support the maintenance, renewal, and acquisition of municipal assets.
- Monitor and report on capital expenditures, ensuring alignment with asset management plans, lifecycle forecasts, and approved capital budgets.
- Coordinate departments in using asset data to inform budget development and ensure consistency with long-term capital planning.

- Provide financial and analytical insights for major initiatives such as Development Charge studies, water and wastewater rate reviews, and other cost recovery or infrastructure related analyses.
- Contribute to master plans, business plans, risk assessments, and feasibility studies related to municipal infrastructure.
- Manage the City's incoming grants, including initiating applications, assessing project eligibility, preparing claims and year-end reports, and tracking compliance with program requirements.
- Oversee the capitalization of tangible capital assets and prepare annual asset related working papers to support the external audit.

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

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

##### Minimum Qualifications:

- Bachelor's degree (4-year) in business, engineering, planning, public administration, or a related field; a combination of relevant education and experience may be considered.
- 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") prior to commencing work at the City of Belleville

##### Preferred Qualifications:

- Any relevant post-secondary certifications including but not limited to Chartered Professional Accounting (CPA) designation, Professional Engineer (P.Eng.) designation, Certified Asset Management Professional (CAMP), Professional Certificate in Asset Management Planning, AMCTO Municipal Administration Program or Municipal Financial Administration Program, Project Management Professional (PMP) certification.

#### **WORK EXPERIENCE:**

##### Required Qualifications:

- Minimum of three (3) years' experience in asset management, financial analysis, capital planning, or infrastructure-related work in a public or private sector setting.
- Strong knowledge of public sector asset management practices, including policy development, risk and lifecycle analysis, and capital budgeting.
- Familiarity with Ontario Regulation 588/17 – Asset Management Planning for Municipalities.
- Demonstrated experience in project management, accompanied by an independent working style.
- Strong analytical skills and ability to work with large, complex data sets.
- Proficient in Microsoft Office applications, particularly Excel and Word.
- Experience preparing business reports, presentations, and technical documents for diverse audiences

- One (1) year of supervisory experience, or equivalent.

**Preferred Qualifications:**

- Experience with municipal financial enterprise systems, GIS platforms, and asset management software.
- Previous experience in municipal or broader public sector asset management.
- Supervisory experience in a unionized environment.
- Familiarity with relevant legislation, including the Development Charges Act, 1997, the Municipal Act, 2001, and associated Ontario Regulations.

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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).