



# ASSETS MANAGEMENT SPECIALIST

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**COMPETITION: #2496-50054909**

**SECTION:** Purchasing & Inventory Unit, Financial Services Section  
**STATUS:** Temporary full-time (Exempt)  
**DURATION:** For approximately two years (Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting)  
**SALARY:** Pay Range 80 - \$53.14 to \$66.42 per hour  
**COMPETITION END DATE:** Thursday, October 3, 2024

The Assets Management Specialist is responsible for developing and implementing comprehensive asset management strategies, policies, and processes to ensure the efficient and effective management of the VPD's assets. The position is also responsible for lifecycle analysis and program development to support rehabilitation and replacement planning for those VPD assets.

## ESSENTIAL DUTIES

- Collaborate with internal departments/sections/units, external stakeholders, and community partners to gather data, assess asset and information needs, and develop long-term asset management strategies
- Develop and implement an infrastructure asset management framework, including asset inventories, condition assessments, performance metrics, and risk management protocols
- Lead the development of strategies for various infrastructure assets
- Lead lifecycle analyses, and risk assessments to inform long-term financial planning and decision-making processes, and prioritize asset management activities
- Assist with asset management policies, procedures, and best practices in alignment with industry standards, regulatory requirements, and organizational objectives
- Implement and utilize asset management software and tools to maintain accurate asset inventories, track asset performance, and facilitate data-driven decision-making
- Inform other VPD departments/sections/units on maintenance programs, and develop budget forecasts to support asset renewal, rehabilitation, and replacement strategies
- Provide leadership, guidance, and training to staff members involved in asset management activities to ensure consistent and effective implementation of asset management practices
- In addition to asset management duties, provide support in project managing capital works
- Other related duties and responsibilities as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of asset management principles, methodologies, and best practices
- Experience in conducting lifecycle analyses and risk assessments for infrastructure assets
- Ability to establish Levels of Service (LOS), KPI indicators, and baseline data requirements
- Proficiency in asset management software and systems, and database management tools
- Excellent project management skills with the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously
- Effective communication and interpersonal skills with the ability to collaborate with diverse stakeholders and communicate complex technical concepts to non-technical audiences

## EXPERIENCE

- Minimum five years of experience related to civil infrastructure design, infrastructure asset management, and project management
- Valid BC driver's licence and ability to travel to project sites as required



## EDUCATION

### Required:

- Undergraduate degree, majoring in asset management, or related discipline with GIS background with five to seven years of work experience

### Preferred:

- Professional certifications such as Certified Asset Management Professional (CAMP) or Certified Infrastructure Asset Manager (CIAM) are considered a strong asset

## OTHER REQUIREMENTS

- Valid BC Driver's licence
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

## SELECTION PROCESS

Candidates may be required to take a written test.

Applicants should submit a resume via email to [vpd.civilian.jobs@vpd.ca](mailto:vpd.civilian.jobs@vpd.ca) by 4:30 p.m. on the closing date. **The competition number must be indicated in the subject line of the email.**