



Infrastructure & Planning Services

EMPLOYMENT OPPORTUNITY

Asset Management Specialist

The Town of Hay River, nestled in the heart of Canada's Northwest Territories, is more than just a place; it's a captivating way of life. Living and working in Hay River offers a unique blend of natural beauty, community spirit and professional opportunities that are truly irresistible. With its picturesque surroundings of pristine lakes and rugged wilderness, Hay River is a haven for outdoor enthusiasts, providing endless adventures like fishing, hiking, and northern lights gazing. But it's not just the scenery that makes Hay River special; the warmth and inclusivity of the community make you feel at home from the moment you arrive. Professionally, the region offers a diverse range of opportunities, from working in the thriving resource and transportation sectors to contributing to the growth of local businesses. Hay River is where dreams take root, and where a remarkable quality of life flourishes. Join us and experience a life that is as fulfilling as it is unforgettable.

Job Summary:

Reporting to the Director of Infrastructure and Planning Service, the Asset Management Specialist is responsible for leading the development and on-going maintenance of the corporate asset management program for all Town of Hay River assets. This role is key in maximizing the asset lifecycle for the Town's core assets from their initial assessment, planning, and acquisition, through to their operation, maintenance, and eventual replacement.

Duties & Responsibilities include, but are not limited to:

- Conducts condition, criticality, and risk assessments; tracks performance; analyzes data to optimize asset efficiency and determine maintenance or replacement needs.
- Provides leadership in Asset Management: Promotes a culture of asset management, develops procedures, trains staff, and ensures consistent implementation of the Asset Management Strategy.
- Prepares lifecycle cost strategies, recommends asset renewal projects, and develops long-term capital budgets using predictive software.
- Creates preventative maintenance schedules, standard operating procedures, updates GIS and asset databases for accurate reporting and funding support.
- Identifies operational risks, develops mitigation strategies, and integrates health and safety procedures into asset management practices.

Education and Experience:

- Post-secondary diploma or degree in Engineering Technology, Asset Management, Facilities Management or a related field;
- Relevant certifications such as the Certified Asset Management Professional (CAMP) designation would be preferred;

- 3+ years of experience in asset management and maintenance planning preferably in a municipal setting with exposure to areas such as sanitary collection, treatment and disposal, water distribution, drainage, transportation, buildings/facilities and park infrastructure; and
- Proficient with Computerized Maintenance Systems (CMMS), Geographic Information Systems (GIS), Civil 3D, and Microsoft Office Suite.

Compensation:

- The Town of Hay River offers a comprehensive salary and benefits package including \$500 per month Northern Living Allowance. Salary range is from \$44.22 per hour to \$58.35 per hour.

Please submit a detailed resume and cover letter to the Town of Hay River via email indicating the position you are applying for in your cover letter.

For a job description on these positions, please look for our job opportunities page at www.hayriver.com

For additional information please contact:

Human Resources Department
Town Office
Phone: 867-874-6522
Email: humanresources@hayriver.com

Open until filled