

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Community Asset and Project Officer

Community Development Department

Overview

The Community Asset and Project Officer has overall responsibility for managing capital repair and maintenance, capital project management, and asset management of the Municipality's recreational, tourism and cultural assets. This can include community centers, recreation centers, libraries, seniors' centers, tourism assets, parks, fields, courts, and trails. This position plays a critical role in the development and maintenance of the Municipality's recreation, tourism, and cultural assets, ensuring they safely provide maximum benefits for the public while minimizing costs.

This position works closely with the Manager of Community and Economic Development developing capital projects, asset management plans, and maintenance programs.

The Glooscap Campground Manager reports directly to this position.

This position reports to the Manager of Community and Economic Development.

Note: Routine maintenance of facilities and infrastructure maintained by the maintenance team at the Dr. Carson and Marion Murray Community Centre is not included in the responsibilities for this role.

Behavioral Competencies

Behavioral competencies are how we behave, act, and, think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Communication
Achievement
Teamwork

Analytical Thinking
Relationship Building

Key Outcomes and Responsibilities

The Municipality's cultural, recreational and tourism related capital projects will be well managed, resulting in quality projects being delivered on time and within budget. The Officer will achieve this outcome by:

- Ensuring that tenders and RFPs for capital projects are properly prepared and executed.
 - Working with consultants to ensure projects are designed and specifications are developed so that new and upgraded assets meet the needs of the Municipality in a practical and efficient manner while maintaining the highest standards for public and employee safety.
 - Using progressive and innovative procurement practices that are compliant with the Municipality's Procurement Policy to ensure the Municipality obtains best value for money spent.
 - Using effective contract management practices and skills to ensure all requirements and deliverables are met.
 - Employing superior project management skills to ensure proper timelines are developed and adhered to and issues are identified and managed promptly.
 - Contributing to the Municipality's capital investment planning process.
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The Municipality's recreational, cultural and tourism facilities and related infrastructure are well maintained over the long term. The Officer will achieve this outcome by:

- Developing and implementing a facility maintenance plan for the Municipality's recreational, cultural and tourism facilities and related infrastructure, including developing and maintaining an inventory of all such assets.
- Ensuring that public and employee safety are the overriding priority in all maintenance plans.
- Employing effective and current asset management practices.
- Using effective and innovative procurement practices to retain contractors for capital maintenance projects.
- Inspecting the work of contractors to ensure goods and services are supplied in accordance with contract requirements.
- Preparing annual capital maintenance budgets for each existing and proposed asset, as part of the Municipality's annual budget process.
- Developing and maintaining good working relationships with contractors and suppliers.

Operational (day to day) maintenance of the Municipality's recreational, cultural and tourism assets, other than those maintained by Dr. Carson and Marion Murray Community Centre staff, is properly provided. The Officer will achieve this outcome by:

- Ensuring that proper contracts or agreements are in place to provide operational maintenance for the assets.
- Regularly inspecting the assets and arranging for any additional maintenance required to be carried out, especially related to public and employee safety.
- Responding to inquiries and concerns from those occupying or using the assets and arranging for any required remedial work to be completed in a timely fashion.
- Preparing annual operating maintenance budgets, as part of the Municipalities annual budget process, for each of the assets.

Municipal Council, the CAO, Directors, other staff, and the public are properly advised, informed, and when appropriate, consulted, with regard to the development and maintenance of the Municipality's recreational, cultural and tourism assets. The Officer will achieve this outcome by:

- Preparing periodic reports for Municipal Council with regard to their activities, the long range plans for assets, and the status of ongoing projects.
- Clearly and effectively communicating with stakeholders with regard to the status of, and plans for, assets.
- Receiving and responding to inquiries and concerns from stakeholders and the public.
- Engaging the public and stakeholders in the development of community assets.

The Glooscap Campground and the Cape d'Or Coastal Park are operated according to acceptable standards of safety and customer service, and alternate methods of continuing the operations and management are explored and eventually implemented. The Officer will achieve these outcomes by:

- Supervising and supporting the Glooscap Campground Superintendent.
- Being the point of contact for the Cape d'Or Restaurant and Lightkeepers Inn operator.
- Reviewing and updating the Glooscap Campground operating procedures, with overriding emphasis on public and employee safety.
- Reviewing and updating information materials provided to visitors and the public.
- Overseeing the maintenance of the Glooscap Campground and the Cape d'Or Coastal Park.
- Researching and analysing alternate ways of continuing the Glooscap Campground and the Cape d'Or Coastal Park operation with the intention of having both run by a private operator in a similar way, presenting options to Municipal Council, and implementing any decisions made by Council.

Qualifications

Required qualifications:

- Diploma or Certification as an Engineering Technologist, Construction Management Technologist, or Project Manager, with a minimum of 4 years' experience in facilities maintenance or project management; OR

- Red Seal construction trade certification, with a minimum of 8 years' experience in facilities maintenance or construction environment, including 2 years' supervisory experience;

A relevant university degree would be considered a valuable asset for this position, and could be accepted in place of the diploma or certification requirements listed above.

- Valid drivers license.
- Experience with building systems including HVAC, Electrical and Plumbing.

Other desirable qualifications and skills include:

- Knowledge of the methods, materials, tools, equipment used in the maintenance, construction and repair of Municipal facilities, buildings and related infrastructure, including safety precautions.

- Strong analytical, problem solving, organizational, self-motivation and time management skills.

- Excellent communications and interpersonal skills to clarify facts, give information, respond to complaints and supervise subordinates and contractors.

- Occupational Health and Safety training including WHIMIS, Fire Extinguisher Use, and First Aid and CPR (or willing to obtain upon being offered employment).

- Previous experience working with Municipal government or other levels of government will be considered an asset.

- Previous experience with public and stakeholder consultation will be considered an asset.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

This position is based on a 35 hour work week, however some of that time may be outside normal office hours.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
57,419	60,291	63,162	66,032	68,903	71,775