

Township of South Frontenac Job Description

Title: Asset Management Coordinator
Department: Corporate Services
Reports to: Director of Finance

Summary:

The Asset Management Coordinator plays a crucial role in overseeing the tracking, planning, and optimization of municipal assets such as roads, buildings, vehicles, equipment, water infrastructure etc. This position supports sustainable, cost-effective, and transparent management of all township-owned assets so that municipal services can be delivered efficiently and responsibly.

Duties & Responsibilities:

- Maintain accurate records of all township-owned assets.
- Develop and update the asset registry/database, including asset condition, age, and lifecycle status.
- Assist with the development of strategies for the maintenance, rehabilitation, and replacement of assets.
- Perform lifecycle cost analysis and assist in capital planning.
- Coordinate inspections and data collection of assets with appropriate departments.
- Assess asset condition, in collaboration with department heads, to inform long-term planning and risk management.
- Co-ordinate the collection and maintenance of all municipal asset inventories including roads, bridges, water, sewer, fleet, facilities and all other tangible capital assets
- Keep asset inventory up to date with condition assessments, financial changes, and capital improvements.
- Analyze data related to asset performance, maintenance costs, and depreciation.
- Use software tools like GIS, or and asset management programs to track data.
- Work with Finance and other departments to align asset needs with budgets and funding strategies.
- Assist in developing and maintaining asset management plans that inform the capital budget and long-term financial plan.
- Ensure compliance with Ontario Regulation 588/17 – Asset Management for Municipal Infrastructure.

- Maintain and integrate project costing in the financial software (such as Great Plains)
- Provide data as requested to be used for reports and presentations for council, committees, and stakeholders.
- Develop and update asset management policies, frameworks, and strategies with the Director of Finance.
- Complete capital asset accounting entries according to PSAB 3150 standards, and respond to audit inquiries related to these transactions.
- Support asset planning to ensure it aligns with the municipality's strategic priorities and sustainability goals.
- Collaborate with departments to review risk management and service level standards.
- Act as a liaison between technical staff and decision-makers in various departments throughout the Township.
- Recommend and implement improvements in asset tracking and reporting tools.
- Maintenance of asset management data and integration to other processes and systems such as insurance and job costing.
- Collaborate with various internal and external stakeholders including Frontenac County, IT and GIS
- Stay up to date with industry trends and best practices.

Supervision:

- Works under the general guidance of the Director of Finance with input from the Director of Public Services.

Qualifications:

- Post-secondary diploma or degree in a relevant field such as Asset Management, Business Administration, Finance or Accounting.
- Certified Asset Management Professional (CAMP) through the Canadian Network of Asset Managers (CNAM) or the Institute of Asset Management (IAM) preferred.
- Minimum 3 years experience working in data analysis and business analysis roles, preferably in a municipal environment.
- Demonstrated experience and proficiency in GIS technologies, lifecycle modeling, and asset management software (e.g., Citywide, Cartegraph, ESRI).
- Strong communication and presentation skills, with the ability to explain technical concepts clearly.
- Working knowledge of asset management principles and frameworks.
- Highly proficient in Microsoft Office, and other data management tools.
- Familiarity with capital budgeting, lifecycle costing, and financial forecasting.
- Knowledge of municipal infrastructure systems (e.g., roads, bridges, water, buildings, parks, and fleet).
- Strong analytical and critical thinking ability to interpret data and translate it into actionable plans.
- Strong communication skills both verbal and written, to interact with internal and external stakeholders.

- Strong organizational skills to effectively coordinate and manage timelines, budgets, and multi-department collaboration.
- Detail-oriented to effectively track data and ensure accurate reporting.
- Valid Class G driver's license.

Work Environment:

- Predominantly office based with the occasional need for site visits at various Township sites.
- Will have regular interactions with Public Services, Development Services and Emergency Services.

Other:

- This is a full-time position, based on a 40-hour work week in accordance with the Collective Agreement with CUPE 4336.
- Compensation and benefits are in accordance with the Collective Agreement.
- Probationary period – 6 months of active employment

Approved:

Louise Fragnito

Louise Fragnito
Chief Administrative Officer

Stephanie Kuca

Stephanie Kuca
Director of Finance

Date Approved:

2026-03-30