

Job Title: Asset Management Specialist		Pay Grade: 9 (Interim rating)
Department: Engineering Services		Reports To: General Manager of Engineering Services
JJE Maintenance Review Date: 2030	Content Last Updated: 2026	Position(s) supervised: N/A

JOB SUMMARY

The Asset Management Specialist (Specialist) works collaboratively with operational teams and the corporate Asset Management (AM) group to support the development and ongoing maintenance of the Comox Valley Regional District's (CVRD) Asset Management Program and to integrate asset management practices into core service delivery. The role partners with staff across the CVRD to develop, implement, and deliver capital and operating annual work plans. Under the direction of the General Manager of Engineering Services, the Asset Management Specialist is responsible for supporting the effective delivery of the Asset Management Program through performance monitoring, analysis, and continuous improvement.

MAJOR DUTIES AND RESPONSIBILITIES

1. Engages in the entire lifecycle of CVRD assets, including planning, acquisition, maintenance, renewal and disposal.
2. Assists subject matter experts in developing and maintaining accurate asset registers, conducting physical inventories, and analysing data to monitor and improve asset performance.
3. Identifies the data requirements for each asset class/type/component from the asset inventories.
4. Ensures the data requirements are incorporated into and maintained in the asset management system and works delivery processes.
5. Coordinates the collection, storage and interpretation of asset data from internal and external sources.
6. Develops departmental work plans and support operational teams in implementing them effectively.
7. Supports development of strategic asset management plans (10-30 years), tactical asset management plans (2-10 years) and capital work programs, ensuring alignment with financial and operational goals.
8. Supports operational managers with compliance with statutory regulations, standards, and internal policies, while identifying and managing risks.

9. Assists with regular asset condition assessments and provide advice to inform service asset replacement schedules.
10. Assists in the development and implementation of maintenance strategies with a focus on extending asset service life.
11. Assists in defining, monitoring and maintaining levels of service.
12. Supports operating groups and the corporate asset management function in documenting and maintaining/updating workflows and procedures.
13. Assists in the development, implementation and maintenance of existing/emerging technology initiatives for inventory, maintenance management, and decision support.
14. Develops and deliver regular service asset management performance monitoring reports for internal and external stakeholders.
15. Works closely with other internal Asset Management Specialist to cross train between departments and provide back up when necessary.
16. Works closely with the Manager of Asset Management to ensure operational asset management activities remain aligned with the corporate asset management strategy.
17. Works closely with senior operators, lead hands and/or supervisors to develop strategic, tactical and annual workplans and performance reporting.
18. Works closely with operators and facility maintenance workers to support data collection and implement technology improvements.
19. May be required to participate in an activated Emergency Operations Centre.
20. Undertakes other assigned duties, training, and projects as required.

REQUIRED EDUCATION AND EXPERIENCE

- Undergraduate degree of four years or equivalent in business, engineering, finance, or a related field.
- Over three years and up to and including four years directly related experience in asset management or in the operation and maintenance of Water, Wastewater, Solid Waste or Recreation facilities and infrastructure.
- Equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Valid Class 5 driver's licence

PREFERRED QUALIFICATIONS

- Certified Asset Management Professional (CAMP), Certification Asset Management Assessor (CAMA), or related certification.

KNOWLEDGE, ABILITIES AND SKILLS *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Sound working knowledge of WorkSafe BC regulations relating to water, wastewater, solid waste and/or recreation operations.
- Sound working knowledge of the statutory regulations and standards associated with water distribution/treatment, wastewater conveyance/treatment, solid waste management, and/or recreation services.
- Understanding of asset management frameworks (e.g., ISO 55000) and public sector asset management principles.
- Understanding of asset lifecycle principles, including planning, acquisition, maintenance, renewal and disposal.
- Strong ability to interpret complex data, identify trends, and support evidence-based decision making, including coordinating data collection from multiple internal and external sources.
- Ability to support the development, implementation, and ongoing monitoring of asset management plans, capital programs, and annual work plans, including tracking performance, identifying variances, and recommending corrective actions.
- Ability to contribute to maintenance, reliability, and lifecycle strategies to optimize asset performance and service life.
- Ability to prepare and present technical information and performance reports to a variety of audiences.
- Excellent interpersonal, communication, and relationship-building abilities, with the capacity to convey technical information clearly to diverse audiences and collaborate effectively with internal departments, technical teams, and external stakeholders.
- Skilled in project coordination, including managing multiple priorities, timelines and deliverables to enhance operational efficiency and consistency.
- Skilled in documenting, reviewing, and improving workflows, procedures, and business processes.
- Skilled in preparing clear, accurate, and concise asset management reports and supporting documentation.
- Proficiency in specialized Asset Management Information Systems (AMIS), Computerized Maintenance Management Systems, and Microsoft Excel.

SIGNATURE

I have read and understand this job description:

Print Name

Signature

Date