

PART 2 – WEAVING THE PIECES



Sample Asset Management Job Descriptions

The following lists of general duties or responsibilities are provided as examples for how asset management may be woven into job descriptions for key departmental roles. These examples include functions that can apply to a range of responsibility levels and may be incorporated in individual job descriptions or team terms of reference.

The examples provided are not intended to serve as complete job descriptions for any specific individual role.

Public Works

- Ensure nation-owned systems are kept in good repair to: deliver water safe for drinking and appropriate for fire protection; ensure conveyance of wastewater in a safe and environmentally appropriate manner; protect the community from flooding; support mobility and safety throughout the community; enable the management of solid waste and recycling; provide attractive and functional parks and open spaces, including the cemetery.
- Actively participate in the community's asset and maintenance management activities.
- Keep records and prepare reports in alignment with regulatory requirements, as well as, the community's asset and maintenance management plans and practices.
- Assist the Capital Projects Director with setting annual budgets for water, wastewater, stormwater, road, solid waste and recycling, and park operations and maintenance as well as capital expenditures.
- Respond to maintenance emergencies.
- Keep detailed records of the daily completion of maintenance tasks and the parts and labour required to complete them.
- Generate work orders using the required software or other used tools.
- Work with Capital Projects to develop standards for service delivery and recommend these to the Administrator for approval based on projected growth and development of the community.
- Work with Capital Projects to track performance of service delivery.
- Collaborate with Capital Projects to optimize the operation and maintenance of assets by developing a proactive maintenance program to increase the services life of assets and decrease the lifecycle cost of service delivery.
- Help Capital Projects monitor expenditures, approve all department purchase requisitions and expenditures under set amount, and authorize payment of related invoices.
- Work with Capital Projects to maintain clear communication and provide coordination with outside agencies including all relevant governmental agencies (such as Transportation and Highways, Environment, and Health), private utility companies, other departments, members, visitors, and the business community.

Finance

- Actively participate in the community's asset and maintenance management initiatives.
- Keep financial records and prepare reports in alignment with regulatory requirements as well as the community's asset and maintenance management plans and practices.
- Perform the day to day processing of accounts payable transactions to ensure that the First Nation's finances are maintained in an effective, up to date and accurate manner, within established time limits.
- Data entry of staff expense reports.
- Receive and verify invoices and requisitions for goods and services.
- Prepare batches of invoices for data entry and enter invoices for payment.
- Assist administration and the Capital Projects Director with the creation of annual budgets, short-term financial planning, and long-term financial planning.

Capital Projects

- Assess the current and future infrastructure needs of the community.
- Help develop and maintain a detailed inventory of infrastructure assets and maintenance programs.
- Work with Public works to develop standards for service delivery and recommend these to the Administrator for approval based on projected growth and development of the community.
- Work with Public works to track performance of service delivery.
- Collaborate with Public Works to optimize the operation and maintenance of assets by developing a proactive maintenance program to increase the services life of assets and decrease the lifecycle cost of service delivery.
- Make recommendations regarding the short-and long-term financial plans to meet strategic and operational objectives for service delivery including developing capital, maintenance and operating budgets.
- Help deliver infrastructure projects that will meet the service standards established by recommending policies for procurement, project terms of reference, contracting, and monitoring of contractors and consultants to ensure performance.
- With input from Public works, monitor expenditures, approve all department purchase requisitions and expenditures under set amount, and authorize payment of related invoices.
- With input from Public Works, maintain clear communication and provide coordination with outside agencies including all relevant governmental agencies (such as Transportation and Highways, Environment, and Health), private utility companies, other departments, members, visitors, and the business community.
- Participate in emergency response planning for the community, and in the event of an emergency, response decision making and coordinating infrastructure-related emergency response.
- Coordinate/oversee/champion the Asset Management Team and implementation of the First Nation's Asset Management Program.
- Assess and prioritize capital works according to risk and criticality.
- Initiate ongoing communication with the Administrator as well as Chief and Council regarding the status of the community's existing nation-owned and operated infrastructure.
- Work with supervisors to manage the service divisions capital and maintenance budgets and monitor the performance of the infrastructure department, consultants, and contractors.

Administration

- Actively participate in the community's asset and maintenance management initiatives.
- Keep records and prepare reports in alignment with regulatory requirements as well as community asset and maintenance management plans and practices.
- Assist the Capital Projects Director with setting annual budgets for public building maintenance and capital expenditures.
- Keep up-to-date and secure data including asset inventory, condition, and warranty details.
- Actively use software or other tracking tools to keep up-to-date records of maintenance, inspections, and work orders.
- Control staff access and permissions of the software or other tracking tools and train new staff on how to use the software or other tracking tools.
- Generate work orders for inspection, monitoring, and preventative maintenance tasks and project requests.
- Generate work orders in response to complaints and emergencies.
- Generate invoices for other departments.
- Identify equipment issues and recommend improvements through data trend analysis.
- Develop standardized preventative maintenance programs to improve efficiency and consistency.
- Ensure operational systems are functioning to enable all community services delivered and supported through the infrastructure department such as: water and wastewater, stormwater, transportation, administration and governance, fire protection, recreation, education, health care, economic development, and public works.

Housing

- Ensure nation-owned housing is kept in good repair.
- Actively participate in the community's asset maintenance management initiatives.
- Keep records and prepare reports in alignment with regulatory requirements as well as community asset and maintenance management plans and practices.
- Assist the Capital Projects Director with setting annual budgets for housing maintenance and capital expenditures.
- Communicate effectively with housing maintenance workers on the level expected for the position.
- Ensure that the housing departmental safety program is adhered to by all housing maintenance workers including enforcing safety rules and procedures, providing safety orientation and training, participating in regular "tail-gate" meetings, and accident/incident investigation and adherence to all other WorkSafe BC (WCB) regulations.
- Respond to housing maintenance emergencies.
- Organize the day-to-day activities of the housing maintenance workers to maximize their performance and reduce waste (idleness, unnecessary travel, etc.)
- Assist the Capital Projects Director in planning and coordinating the preventative maintenance, repair programs and construction projects in all areas of housing maintenance.
- Keep detailed records of the daily completion of maintenance tasks and the parts and labour required to complete them using software or other tools.
- Generate work orders using software or other tools.
- Monitor the quality of work by contractors against established standards, work with the contractor as required to take corrective action if required and provide the Capital Projects Director with progress reviews on projects.
- Assist the Capital Projects Director with the evaluation of needs for housing maintenance and development and help with the recommendation of priorities on future major maintenance and construction projects.
- Provide input to the Capital Projects Director on the design and priority of major maintenance and construction projects and assist in decisions as to whether the work should be done by the housing maintenance workers or by a contractor.