



## Employment Opportunity

### Asset Management Specialist

#### WORK WITH US

*Bridgewater is a thriving town of more than 8,000 people, nestled in the heart of the historical LaHave River Valley. Known as the “Main Street of the South Shore”, Bridgewater offers numerous services and industries to its citizens and the Lunenburg County region. Good planning is essential to the town’s long-term health and sustainability as the community continues to develop and grow. Over the past decade, the Town of Bridgewater has emerged as an international leader in sustainability and energy transition planning and programming.*

*The Town of Bridgewater is committed to offering equal employment opportunities based on qualifications and performance, and free from discrimination because of age, race or ethnic origin, religion, sex, sexual orientation, disability, family status, gender identity, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code. At the Town of Bridgewater, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [Human Resources](#)*

#### ABOUT THE ROLE

The Asset Management Specialist is responsible for implementing the Town’s Asset Management strategy. Reporting to the Deputy Chief Administrative Officer and working with the Asset Management Steering Committee, they will implement existing policies and help to develop new policies regarding asset management. They will build and maintain an organizational data management system for the Town of Bridgewater. This will include collecting, managing, and analyzing asset and financial data in order to inform budget decisions. The Asset Management Specialist is responsible for clearly communicating asset management assessments to senior administration and the Town Council.

#### ABOUT YOU

Numbers tell you a story. You are able to compile data from various sources and use it effectively to arrive at good recommendations. You are comfortable with technology and have a good understanding of municipal infrastructure and assets. You are naturally collaborative and know how to pull people together to get the job done. Further, you are able to see the big picture which will allow you to make valuable contributions to helping develop the Town’s Asset Management program while still keep the end products and outcomes in focus. You are able to straddle the policy and program considerations and have a keen willingness to roll up your sleeves and get the work done. Do you see yourself in this description? We want to hear from you!

## REQUIRED QUALIFICATIONS:

- Post-secondary degree in Engineering, Commerce, Business Administration, Geographic Information Systems (GIS) or equivalent combination of education and experience
- Formal training in asset management, business analysis, GIS, project management or other similar discipline is an asset
- Designation or Certification in Asset Management, Accounting, Lean, Business Analysis and Project Management considered an asset
- Three years of experience in infrastructure design, management, planning, support, or feasibility studies, in a medium to large organization of a complex, diverse nature
- Direct experience related to the selection, configuration, and implementation of solutions for infrastructure asset inventory, work management, budgeting, and related business processes is preferred
- Experience with data analytics, trend, and forecast analysis
- Experience in working with multiple diverse stakeholders

Visit [www.bridgewater.ca](http://www.bridgewater.ca) to view the full job description for this position.

## TERMS OF EMPLOYMENT

- Permanent, full-time, non-union position
- Salary: \$65,962 - \$84,477, commensurate with experience. The Town of Bridgewater offers a competitive benefits package and Flexible working options.
- Regular hours - Monday to Friday 8:30 am to 4:30 pm (35 hours per week).
- Position operates out of the Town's Administration Department (60 Pleasant Street).

## SUBMISSION DETAILS

Interested individuals should forward a resume, cover letter. Submission should be sent in confidence to:

Ashley Chase, Human Resources Officer  
[employment@mjsb.ca](mailto:employment@mjsb.ca)

**Competition# TOBASSTMGMT\_2024**

**Deadline to apply: August 14, 2024**

*While we thank you for your interest, only those candidates selected for interview will be contacted.*