



Under the supervision of the Technical Services Manager for the Wiikwemkoong Unceded Territory, the Asset Management Coordinator is responsible for following the Asset management Policy and involved with Community Emergency Planning, Asset Management Planning, and updating the Integrated Capital Management System and First Nations Infrastructure Investment Plan.

Responsibilities:

- Assess the vulnerability of infrastructure, buildings, and facilities
- Liaise with designated professional engineers, consultants, inspectors, contractors etc
- Develop and maintain records of all assets
- Assist with E-ACRS updates with consultants every 3 years
- Assist with updating all insured assets for Wikwemikong and provide information to insurance
- Annually update Integrated Capital Management System and provide to ISC
- Ensure Capital Planning Study is current and relevant to community needs
- Lead the Asset Management Plan Group working with departments involved in updating assets
- Establish and maintain effective working relationships with funding agencies

Qualifications:

- Post Secondary education in a related field;
- Minimum of 5 years of program coordinator experience
- Knowledge and/or experience with asset management planning or maintenance management systems
- Excellent oral and written communication skills;
- Experience in office administration and proficient with MS Office, AutoCAD
- Must be able to read blueprints and surveying information
- Must possess a valid driver's license and access to a vehicle
- Commitment to become fluent or maintain and encourage fluency of Anishinaabemowin.

Salary: \$ 83,851.00

Posted: May 6, 2025

Closing: May 23, 2025 2:00 PM

Interested applicants are asked to submit a signed cover letter of application, current resume, copies of applicable diplomas or certificates and three work-related references including current employer with contact information to:

Attention: Asset Management Coordinator Vacancy
Wiikwemkoong Unceded Territory
19A Complex Drive, BOX 112
Wikwemikong, Ontario
POP 2J0
erc@wiikwemkoong.ca

All applications are to be marked "CONFIDENTIAL" and mailed to:

Please submit copies as there is no return of submissions. Late or incomplete submissions will not be considered. While we thank all interested applicants, only those selected for an interview will be contacted.