



# Wahnapiatae First Nation

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[www.wahnapiataefirstnation.com](http://www.wahnapiataefirstnation.com)

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## JOB POSTING

**JOB TITLE:** Asset Management Officer

**LOCATION:** Wahnapiatae First Nation

**REPORTS TO:** Facilities and Infrastructure Director

**TERM:** Full-Time, Permanent

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### NATURE AND SCOPE OF POSITION

Reporting to the Facilities and Infrastructure Director, the Asset Management Officer is primarily responsible for managing the lifecycles of the physical assets of the band. The incumbent will lead the development, planning, execution, and delivery of asset management services, projects, and related plans including the development of procurement criteria, performing cost/benefit analysis, determining return on investments, integration of information, and pursuing asset management grants. The incumbent will also lead and educate staff to ensure development and execution of effective asset management plans.

### SPECIFIC RESPONSIBILITIES

- Constantly improve the balance of infrastructure service levels with cost and risk factors.
- Effectively manage the lifecycles of each individual asset, and properly manage their disposal
- Document the costs to deliver the current levels of service (capital and O&M)
- Establish performance standards and service levels for assets
- Document any *required* levels of service along with the *desired* levels of service delivery
- Make financial projections to identify (10 year) capital and O&M funding requirements
- Make determinations as to when an asset should be fixed or replaced
- Identify and communicate risks involved when adjusting service levels
- Bear responsibility for directing the Asset Management staff
- Inventory existing assets, ensuring that all assets are accounted for.
- Keep detailed and accurate reports
- Maintain a working knowledge of changes in technology and operations techniques
- Work in collaboration with other departments
- Provide support and expert opinions to subordinates and to management as needed
- Provide planning and forecasting to allow for the adequate costing of capital and O&M needs in each of the respective departments.
- Monitor organizational performance against goals to ensure that progress is being made, and that corrective action is taken if necessary
- Examine reports to determine the level of service provided by the operational activities of the organization and ensure optimum performance

## **QUALIFICATIONS**

- 4 to 6 years of work experience in a related position
- Bachelor's degree in administration, commerce, accounting, or a related field
- Demonstrated oral and written communication abilities
- Exceptional organizational abilities with task prioritization, multi-tasking, use of timelines, and time management techniques
- Professional/mature demeanour under stressful situations
- Highly flexible, with solid interpersonal skills to thrive in a diverse work environment
- Able to manage people sensitively, tactfully, diplomatically, and professionally at all times
- Effective leadership skills, with a strong focus on operations and business processes
- Able to identify key issues; creatively and strategically overcome internal challenges or obstacles
- Effective attention to detail with a high degree of accuracy
- Capable of maintaining a high level of integrity, confidentiality, and accountability
- Sound analytical thinking, planning, prioritization, and execution skills
- Well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills

## **WORKING CONDITIONS**

- In office with possibility to work remote
- Overtime as required
- Travel may be required

## **HOW TO APPLY**

Please forward your cover letter, resume, and three (3) work references by email to [recruitment@wahnapietfn.com](mailto:recruitment@wahnapietfn.com)

*Anishinabek and First Nation members are encouraged to apply.  
We thank all applicants for their interest, however, only those interviewed will be contacted.*