



## Ressources humaines | Human Resources

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### TASK DESCRIPTION

#### POSITION: MUNICIPAL ASSET MANAGER

ASSET MANAGEMENT DEPARTMENT, 250 Bedbrook Ave, Montreal West  
Permanent management position, Full-time (35 hours per week)

#### Position Summary :

As a strategic leader in the management and development of municipal assets, the incumbent plays a key role in the integrated planning and sustainable management of the Town's infrastructure.

Reporting to the Director General, this position is responsible for defining and implementing an organizational vision aimed at optimizing investments, ensuring the long-term sustainability of infrastructure, and maintaining the continuity and quality of services provided to residents at the lowest possible cost throughout the asset life cycle.

This role also focuses on strengthening asset management practices, improving decision-making processes, and enhancing the Town's strategic capacity. The incumbent contributes to organizational decisions related to intervention priorities, needs assessment, and long-term financial planning.

In a context of organizational transformation, the Municipal Asset Manager acts as a catalyst for alignment, performance, and collaboration among municipal departments to achieve shared organizational objectives.

#### Detailed Job Description :

The responsibilities of the incumbent include, but are not limited to, the following:

##### Strategic Vision and Governance :


- Develop and implement an integrated municipal asset management program aligned with the City's strategic priorities, urban planning framework, financial capacity, and climate resilience objectives.
- Lead the development, implementation, and ongoing maintenance of the Town's Asset Management Plans in compliance with provincial requirements and recognized best practices.
- Establish and maintain governance frameworks, policies, procedures, and standards related to municipal asset management.
- Oversee projects and procurement processes to ensure alignment with the Town's asset management program and strategic priorities.

##### Financial Planning and Investment Optimization :

- Analyze asset life-cycle costs and recommend optimal strategies.
- Assess infrastructure maintenance gaps, failure risks, and associated financial impacts over the short, medium, and long term.
- Contribute to the preparation of the Town's Three-Year Capital Plan and annual maintenance budgets.
- Support the identification and acquisition of government funding programs and grants.
- Prepare analytical reports, briefing materials, and executive summaries to support investment decisions for senior management and the municipal council.

##### Performance Management, Risk Management and Data-Driven Decision Support :

- Implement and oversee effective information systems to ensure the reliability, integrity, and strategic use of municipal asset data.

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- Maintain a comprehensive asset inventory and oversee assessments of the physical and functional condition of municipal infrastructure.
  - Identify and evaluate risks associated with municipal assets (public safety, environmental impacts, etc.)
  - Develop mitigation strategies and contingency plans to address identified risks.
  - Provide guidance and analytical support to management to facilitate data-driven decision-making.

**Corporate Leadership and Implementation :**

- Foster collaboration across municipal departments and promote consistent asset management practices across the organization.
- Ensure alignment between strategic planning initiatives and the implementation of capital projects.
- Coordinate and provide functional oversight to technical staff and external consultants, as required.
- Represent the Town on internal and external committees related to infrastructure and asset management.
- Support organizational transparency and contribute to communication with residents regarding infrastructure planning and investments.
- Perform other related duties.

**Education and Experience :**

- University degree in a relevant discipline such as Engineering, Public Administration, Infrastructure Management, or an equivalent combination of education and experience.
- Minimum of five (5) years management experience, preferably within a municipal.
- Experience supervising staff in a unionized environment is considered an asset.

**Knowledge and Skills :**

- Sound knowledge of applicable Quebec regulatory frameworks (including MAMH, MELCCFP, and BNQ standards).
- Demonstrated experience in asset management, strategic infrastructure planning, and life-cycle analysis.
- Strong project, financial, and human resources management skills.
- Proficiency with relevant computer applications and asset management systems (e.g., MS Office and asset management platforms), ability to prepare clear reports and executive-level summaries.
- Strong leadership, organizational, and change-management skills.
- Ability to work effectively within a political-administrative environment and respond to community needs with professionalism, tact, and diplomacy.
- Fluency in French and English.
- Valid Class 5 driver's licence.
- Knowledge of occupational health and safety legislation and best practices.

**How to apply:**

The Town invites interested candidates to submit their résumé along with a cover letter\* to the following address: [hr@montreal-west.ca](mailto:hr@montreal-west.ca) no later than March 27, 2026.

This position requires the ability to provide services to both French- and English-speaking clients.

\*The cover letter must be written 50% in French and 50% in English.

Only candidates selected for an interview will be contacted. References will be requested as part of the selection process.

**In the event of any discrepancy between the English and French versions of this job posting, the French version shall prevail.**