The District Municipality of Muskoka is currently recruiting for a

Analyst, Asset Management

Posting Date: Wednesday, November 11, 2026
Closing Date: Wednesday, November 25, 2026 @ 12:00 NOON
Starting Rate: $39.88 hourly
Salary Range: $39.88 - $43.32 hourly
Hours of Work: 35 hours per week
Location: 70 Pine Street, Bracebridge
Classification: CUPE Inside Class 7
Status: Permanent Full-Time

This job posting is for an existing vacancy, and it is also being posted internally.

The District:

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. **It's what we do!**

The Opportunity:

The Analyst, Asset Management assists in all aspects of corporate Asset Management (AM) program, including engaging with subject matter experts across the District to review business needs, develop process improvements, identify and address gaps, and facilitate adoption of industry best practices. Maintains the asset management database and Tangible Capital Assets (TCA) related accounting registers for all departments and supports the in-house development of District's future AM plans, capital and operating budgets, and long-term financial plans.

What you will do:

- Maintain the AM database and the TCA related accounting registers.
- Assist in the development and implementation of AM policies, strategies as well as service level and risk assessment frameworks for the District.
- Recommend priorities for infrastructure replacement needs given the available financial resources while ensuring Council established municipal service levels are maintained.
- Provide training to staff at varying levels within the organization on key concepts related to AM.
- Liaise, coordinate and collaborate as needed with all AM steering committee and working group members across the District.
- Assist in the development of AM plans and support AM integration with other strategic initiatives of the District such as climate change mitigation and adaptation.
- Provide timely guidance and response to AM related inquiries in collaboration with the Manager.
- Research, analyze, and evaluate existing methods, procedures, and protocols to ensure business needs are met.
- Support and lead the development and integration of asset information systems for data and knowledge management.
- Assist in the assurance of proper adherence to financial policy and internal controls.
- Analyze, review and prepare financial information and reports.
- Provide technical assistance for use of financial systems as required.
- Support in the development and analysis of asset management fiscal implications to the capital budget.
- Related duties as assigned.

What you will need:

- Three years of post-secondary education in engineering, accounting, business studies or economics with three years progressive related experience, or equivalent combination of related education and experience.
- Thorough knowledge and understanding of AM concepts, principles and best practices along with TCA reporting and municipal budgeting.
- Asset Management Professional (AMP), Certified Associate in Project Management (CAPM), Project Management Professional (PMP) would be considered an asset.
- Experience with Esri GIS products and asset management software is considered an asset.
- Knowledgeable of municipal infrastructure, infrastructure planning and its operations
- Strong analytical and problem-solving skills and able to identify and respond quickly to emerging issues
- Understanding of the Municipal Act, O. Reg. 588/17, and other applicable regulations and legislation.
- Experience in facilitation and conflict resolution.
- Highly effective interpersonal skills to develop effective partnerships with multidisciplinary staff.
- Effective time management skills and the ability to meet deadlines and juggle multiple priorities in a very dynamic and changing environment.
- Demonstrated technological proficiency, with an emphasis on accuracy and attention to detail, with good oral and written communication skills.

What we are offering:

The District is proud to offer the following benefits with this job:

- Health Benefits
- Paid Vacation
- Paid Leaves
- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job

The Next Step
If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), submit your application using the apply now link below.

APPLY NOW or visit our **careers page** for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.