

The District Municipality of Muskoka is currently recruiting for a

Asset Management Coordinator



Posting Date: Wednesday, June 3, 2026

Closing Date: Wednesday, June 17, 2026 @ 12:00 NOON

Starting Rate: \$38.34 hourly

Salary Range: \$38.34 - \$42.12 hourly

Hours of Work: 35 hours

Classification: CUPE Inside, Class 8

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:

Reporting to the Manager of Infrastructure Engineering, the Asset Management Coordinator supports the District's asset management program through the maintenance of asset data, GIS information, and capital planning activities. The position coordinates asset management initiatives for roads, structures, water, wastewater, and solid waste infrastructure while supporting long-term financial planning and collaboration across departments and stakeholders.

What you will do:

- Lead the development, implementation, and continuous improvement of Engineering and Public Works (EPW) Asset Management Plans, building internal capacity and asset management expertise.
- Apply asset management principles including lifecycle, risk, condition, criticality, level of service, and performance analysis to identify infrastructure maintenance, rehabilitation, and replacement needs.
- Implement asset management planning and capital renewal strategies for linear and vertical assets, including roads, bridges, water, wastewater, stormwater, and treatment facilities.
- Develop asset-class-specific strategies that prioritize maintenance, rehabilitation, and replacement activities and address asset deficiencies.
- Develop and recommend short- and long-term capital forecasts, renewal priorities, and lifecycle investment strategies to support sustainable infrastructure planning, including conduct analyses to support State of Good Repair (SOGR) objectives.
- Analyze operational, maintenance, financial, and GIS related data to support asset performance monitoring, trend analysis, reporting, and evidence-based decision making.
- Prepare asset management documentation, analyses, and reporting to support corporate planning, capital budgeting, regulatory requirements, grant applications, and infrastructure funding submissions, including 5-year, 10-year and long-range capital forecasts.
- Participate in the development of annual corporate Asset Management Plans and align

departmental inputs with capital budgeting processes.

- Lead and maintain departmental configuration of the asset management system, asset inventories, condition records, GIS integration, and related databases to ensure data accuracy and reporting integrity.
- Ensure alignment of departmental asset management practices with corporate standards, policies, and strategic objectives while supporting department wide initiatives and continuous improvement activities.
- Present asset management plans, analyses, and recommendations to senior management, committees, and Council and provide technical guidance on asset management related matters. Monitor asset performance and facilitate asset management reporting, progress tracking, and internal and external benchmarking.
- Coordinate with internal and external stakeholders to ensure alignment of EPW asset management practices and reporting with corporate standards.
- Support department-wide asset management initiatives, strategic projects, research, grant submissions, and supporting policies and procedures.
- Perform other duties as assigned.

What you will need:

- Post-secondary degree or diploma in Asset Management, Finance/Accounting, Business, Engineering, Building Science or equivalent combination of education and experience.
- Must possess and maintain a valid Ontario Class “G” Driver’s License in good standing. The position requires periodic travel to District sites, facilities, meetings, and other locations, including the operation of a District vehicle in the course of regular duties.
- Over three (3) years’ experience working with capital planning, data analysis and business analysis, preferably in a municipal environment.
- Demonstrated knowledge of asset management principles and legislation, including lifecycle costing, levels of service, risk assessment, infrastructure renewal planning, and evidence-based capital prioritization for public works infrastructure.
- Experience with strategic physical asset management, asset information systems, asset hierarchies, data management, and the integration of operational, financial, and performance information to support decision making.
- Knowledge of project management methodologies, financial principles, budgeting processes, reporting requirements, and capital planning practices.
- Proficient computer skills including word processing, spreadsheet, database, GIS, and asset management systems, including ESRI Cityworks AMS software.

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 and satisfactory performance

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](#).