

Director of Asset Management

Duration:

Indeterminate, Full Time - Twelve (12) Month Probation Period

Division:

Asset Management

Salary:

\$97,822.40 - \$110,510.40 per year (40 hours per week)

Deadline To Apply:

February 9, 2026 4:00 pm

Details

Purpose:

The Director of Asset Management provides strategic leadership and oversight for the planning, development, maintenance, and optimization of the organization's physical and infrastructure assets. This role ensures assets are managed in a sustainable, cost-effective, and risk-informed manner throughout their lifecycle, supporting service delivery, long-term planning, and organizational objectives, overseeing both physical assets of the Mohawk Council of Kahnawà:ke (MCK) and building management. The Director is responsible for establishing asset management frameworks, policies, and practices aligned with best practices, regulatory requirements, and community or organizational priorities.

Roles & Responsibilities:

Strategic Asset Management

- Develop, implement, and maintain a comprehensive asset management strategy and framework that supports organizational goals and long-term sustainability.
- Lead lifecycle planning for assets, including acquisition, operation, maintenance, renewal, and disposal.
- Integrate asset management planning with financial planning, budgeting, and long-term infrastructure strategies.
- Monitor emerging trends, risks, and best practices in asset management and recommend improvements.

Governance, Policy, and Compliance

- Establish and maintain asset management policies, standards, and procedures.
- Ensure compliance with applicable legislation, regulations, standards, and funding requirements.
- Prepare reports and recommendations for senior leadership, committees, or governing bodies related to asset performance, risks, and investment needs.
- Support audits, reviews, and continuous improvement initiatives related to asset management practices.

Financial and Risk Management

- Collaborate with Finance to align asset management with financial sustainability, reserve planning, and amortization practices.
- Identify, assess, and manage asset-related risks, including safety, service disruption, environmental, and financial risks.
- Monitor asset performance and costs to ensure value for money and effective use of resources.

Data, Systems, and Reporting

- Oversee the use and continuous improvement of asset management systems, tools, and data analytics.
- Ensure timely, accurate, and meaningful reporting on asset condition, performance, risks, and investment needs.
- Promote data-driven decision-making across Asset Management.

Infrastructure and Programs

- Ensure accurate asset inventories, condition assessments, and valuation data are maintained.
- Support funding applications, and reporting related to infrastructure initiatives.
- Oversee the full lifecycle management of structures, buildings, equipment, vehicles, and other physical assets.
- Maintain physical asset inventory and tracking of all changes.
- Guide the acquisition and development of new assets, along with their use and disposal.
- Oversee the management of insurance policies, claims, and liabilities.
- Ensure annual registration for all fleet vehicles, heavy equipment, and trailers.
- Oversee MCK maintenance functions, including Labourers and Custodians.

Leadership and operational management of Asset Management

- Develop and implement strategic plans and objectives for the unit in alignment with the organization's overall goals and mission.
- Set performance targets and key performance indicators (KPIs) for the unit, ensuring these align with broader organizational objectives.

- Oversee the day-to-day operations of the unit, ensuring efficiency, productivity, and quality in all activities.
- Develop, implement, and refine operational processes, procedures, and policies to enhance the unit's effectiveness.
- Ensure compliance with all relevant regulations, standards, and organizational policies.
- Prepare, manage and monitor the unit's budget, including forecasting expenses and allocating resources effectively.
- Lead and manage the unit's staff, including recruitment, training, development, and performance evaluation.
- Foster a positive and productive work environment, promoting teamwork, collaboration, and professional growth.
- Serve as the primary point of contact for the unit, representing its interests and activities within the organization and to external stakeholders.
- Collaborate with other units, departments, and external partners to achieve common goals and enhance overall organizational performance.
- Communicate effectively with stakeholders, including senior management, clients, and community members, to provide updates, reports, and information on unit activities.

Education & Experience:

- Bachelor's degree in administration, plus five (5) years' relevant experience in a related field.

OR

- High School Diploma, plus ten (10) years relevant experience in a related field.

Valid driver's license required.

CAMP (Certified Asset Management Professional), CPAM (Certified Practitioner in Asset Management) from PEMAC, and the IAM's AMP (Asset Management Professional) for global recognition are an asset

Knowledge, Skills & Abilities:

- Strong knowledge of asset management principles, lifecycle management, and infrastructure planning.
- Strong understanding of budgeting principles and techniques.
- Experience with standard insurance policies and vehicle registration procedures.
- Proven ability to lead complex, cross-functional initiatives and manage competing priorities.
- Excellent analytical, strategic thinking, and problem-solving skills.
- Strong communication skills, with the ability to present complex information clearly to technical and non-technical audiences.
- High degree of integrity, accountability, and professional judgment.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Maintains confidentiality.
- Adhere to MCK Employment Policies and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment:

- Five-day work week is performed in an office environment with periodic site visits to asset locations.
- Moderate to high stress due to workload.

- Occasional evening or weekend work may be required to meet operational needs.

Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

To Apply:

Email your applications with all the required documents to **applications@mck.ca**