

# Computerized Maintenance Management System (CMMS) Specialist, Water Services

When you join the City of Guelph, you join a team of 2000 full and part-time employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment.

As a regional top employer, the City of Guelph values its employees and offers competitive salaries, excellent benefit packages, opportunities for professional development, a healthy work-life balance, and many roles with flexible work options. Our corporate values are integrity, service, inclusion, wellness, and learning. Guelph is consistently ranked as one of the best places in Canada to live, work, and play—all good reasons to consider a career in this beautiful city.

## The Opportunity

Reporting to the Manager of Operations, the successful candidate will oversee a computerized maintenance management system (CMMS) including inventory and maintenance scheduling process as well as support document control within the Water Services Division of the Environmental Services Department including Water Treatment and Distribution. Guided by the goals and objectives of the City of Guelph strategic plan and committed to the corporate values of Integrity, Service, Inclusion, Wellness and Learning, the candidate will aid in the achievement of the community vision - to be the City that makes a difference.

## Your role

- Implement a procurement and replenishment strategy and executing daily orders via inventory /bar coding system and generate inventory reports via CMMS (WAM).
- Provide analysis with key performance indicators (KPIs), for inventory management track and document trends and status of maintenance department performance measures, including backlogs, preventative maintenance completion, schedule compliance, work delinquency, cost trending and material outages.
- Working closely with Supervisors and the Manager of Operations to educate and train on CMMS programs to ensure continual success of program.
- Provide overview CMMS training to new employees within the distribution and treatment teams.
- Create preventative maintenance and major corrective work order plans, including task descriptions, labor estimates by trade, material requirements, contract service requirements and/or rental requirements.
- Working with Treatment Supervisor and Maintenance Lead Hand to create weekly work schedules based on work priority and staff availability.
- Present trends/schedule to operations and supervisors at regular intervals.

- Assist with migration of data from current CMMS which is Oracle WAM to new system which is IBM Maximo.
- Assist in purchasing of services for both Water Treatment and Distribution.
- Represent the Division in a professional manner with internal and external contacts.
- Comply with all internal policies and procedures and all external applicable regulations & legislations.
- Recommend to the Treatment and Distribution Supervisors inventory levels to meet forecasted repair and maintenance needs.
- Executes routine Key Performance Indicator reports to assess successful usage of the CMMS and reports back to Supervisors and Manager of Operations on routine basis.
- Parts storage location set-up, including creating min/max inventory levels and bar coding of all parts inventory.
- Entering of parts and locations via Computer Maintenance Management system.
- Creating and entering new equipment assets and Planned Maintenance requirements into CMMS program.
- Perform other related duties as assigned.

## Qualifications

- Experience related to the duties listed above, normally acquired through post-secondary education in Computer/Instrumentation Engineering Technology or a related field, and experience with inventory and preventative maintenance programs in a production and/or operational environment. Candidates with an equivalent education and experience may also be considered.
- Experience with Computerized maintenance management Systems (CMMS) such as Oracle WAM and IBM Maximo.
- A valid Class G drivers licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.
- Ability to develop and establish Inventory Programs/Systems.
- Experience with Microsoft Office (Word, Excel and Power Point).
- Knowledge of maintenance practices and procedures.
- Excellent problem-solving techniques and the application of good judgment consistent with industry "best practices".
- Excellent organizational skills with the ability to manage multiple priorities and timelines.
- Excellent motivational and team building skills with the ability to develop and deliver training materials.
- Excellent communication skills with the ability to prepare reports and make presentations.
- A PEMAC, Maintenance Management Professional Certification (MMP) or SMRP, Certified Maintenance & Reliability Professional (CMRP) Program, or Certified Engineering Technologist (C.E.T.) will be considered an asset.
- Experience working in a unionized multi discipline maintenance environment is an asset.

In keeping with our corporate value of Wellness, The City of Guelph recognizes the many benefits of hybrid work arrangements including flexibility and better work-life balance for our employees. Where the work permits, employees will have the ability to participate in our [Hybrid Work](#) and our [Flexible Time](#) programs. **Please note, this position is eligible for Hybrid and Flexible work arrangements (subject to change).**

## Rate

\$70,957.20- \$88,696.50

## How to apply

Qualified applicants are invited to apply using our **online** application system by **May 7, 2023**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

Please visit the job posting listed on our careers page and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer that values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.

#LI-HYBRID