



## **EXTERNAL JOB POSTING PW-24-27**

Public Works Department

Asset Management Coordinator

Date Posted: October 30, 2024

Job Type: Permanent, Full-Time

Current Job Description Applies CUPE LOCAL 3045

Rate of Pay: \$35.32/hr

### **GENERAL**

This position will be responsible for the creation and maintenance of GIS data and supporting documentation related to Municipal Operations. Responsible for collecting, managing and analyzing data to support asset management strategies and work order management implementation for linear infrastructure, corporate fleet and equipment, parks, recreation and waterfront assets.

### **QUALIFICATIONS**

- University degree or college diploma in business, finance information technology, geomatics or related field with extensive coursework in GIS.
- 5 years' asset, finance, GIS and/or public works or related experience, preferably in a public sector organization
- Must possess strong project management skills and experience with participating in or leading large scale corporate projects
- Demonstrated knowledge and experience in public infrastructure asset management and maintenance, including sound and current legislative knowledge
- Working knowledge of civil, architectural or electronic engineer design drawings, GPS Surveys, geography, and municipal infrastructure.
- Understanding of data integration and different interfaces.
- Knowledge of computerized accounting systems. Advanced skills with eGIS software application and PSD Citywide Asset Management software considered an asset.
- Advanced computer skills in Microsoft Office (Word, Excel and PowerPoint)

### **REPORTING RELATIONSHIP**

- Reporting to the Director of Public Services

### **DUTIES AND RESPONSIBILITIES**

- Geographic Information System (GIS) and Work Order Management
  - Assist in implementing GIS standards & procedures for integration interfaces, mapping products and services, maintenance, and other operating processes & procedures
  - Gather, create and compile data for integration into the municipal GIS, service request systems and maintenance management systems.
- Asset Management
  - Liaise with the Senior Analyst – Finance & Asset Management, to ensure assets identified in the Asset Management Plan are reported as per required standards, including inventories, replacement values of assets, asset condition, deterioration models for replacement, operating and capital costs.

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.





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**GREENSTONE**

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- Carries out field surveys for data collection and oversees data/information collection from other various departments for coordinated and integrated maintenance of the Asset Management Program.

### **WORKING CONDITIONS AND HOURS OF WORK**

- Monday to Friday 7 hours/day, 35 hours/week
- Work in an office and/or home office environment ie. remotely
- Travel to locations within the Municipality such as a ward office for meetings as required

A detailed job description is available upon request

Applicants must apply in writing by no later than 4:30 p.m. on November 14, 2024 to:

Al Gordon, Manager of Human Resources  
Municipality of Greenstone Administration Office  
PO Box 70, 1800 Main Street  
Geraldton, ON POT 1M0

Email: [al.gordon@greenstone.ca](mailto:al.gordon@greenstone.ca)  
Fax: (807) 854-1947

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