Metro Vancouver – Join us in our commitment to provide services and solutions to one of the world's most livable regions. We deliver service excellence in the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing, and community engagement to over 2.4 million residents. We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region's livability. We offer competitive salaries; excellent benefit packages; a municipal pension plan; employee wellness programs; and varied opportunities for professional growth and development. *Our Parks, Planning and Environment Department is currently seeking a:*

Park Asset Maintenance Coordinator
(Full-Time Regular)

DUTIES:

Oversees and coordinates inspections of all park assets throughout the park system, including bridges, viewing towers, roads, parking lots, picnic shelters, trails, water systems, sewer systems, buildings, structures and other assets as required; reviews inspection reports; ensures maintenance or repair work is identified and assigned; tracks all work orders relating to asset maintenance.

Manages the capital maintenance program for all built assets in Metro Vancouver Regional Parks using the asset management software; maintains and updates the GIS database of park assets; coordinates GPS survey of assets and all required additions and updates to the database.

Coordinates all work requests through the asset management system; ensures the application of standards and procedures for work orders including scoping, cost estimating, scheduling, assignment of work, approvals, and project close out.

Identifies required inspection schedule for each asset category and inspection routes; tracks expenditures relative to the capital maintenance program budgeting; forecasts annual expenditures for maintenance of various asset categories.

Organizes yearly summary of inspections and completes yearly annual report summary of the inspection program and the condition of bridges, boardwalks, gravel surfaces, building and structures.

Coordinates regular meetings with primary asset management system users; identifies and proposes opportunities to maximize the use of asset management software; provides support for GIS integration with asset management systems.

Assists and trains users in the effective use of asset management systems; develops and maintains training documentation; develops tests for new and modified software applications and leads users in system testing.

Works with field crews to assess requirements for mobile hardware such as laptops and tablets; provides support for applications; maintains hardware inventory.

Establishes and maintains contacts with a variety of internal and external contacts on matters related to the work.

Plans, assigns, reviews and supervises the work of one or more subordinates performing technical and clerical work.

Performs related work as required.

REQUIREMENTS:

Graduation from a recognized Institute of Technology with a Diploma in Civil Engineering Technology plus sound related experience, or an equivalent combination of training and experience.

Considerable knowledge of infrastructure asset management system capabilities and applications as they relate to the work performed.

Sound knowledge of infrastructure asset condition reporting and life-cycle costing principles.

Considerable knowledge of engineering functions, procedures, policies and regulations related to the work.

Considerable knowledge of proper safety procedures, WorkSafe BC requirements, environmental regulatory requirements, and other statutory requirements.

Considerable knowledge of the methods, practices, and principles applicable to the preparation and review of studies for small engineering projects and the coordination of such projects.

Sound knowledge of systems administration functions, database design and basic problem definition and solution techniques related to the work performed.

Ability to coordinate and maintain infrastructure management systems and to recommend system enhancements and modifications including new software applications and modules.

Ability to configure system software and develop reports.

Ability to develop procedures and guidelines related to the work.

Ability to investigate and resolve non-complex software problems.

Ability to establish and maintain effective working relationships with a variety of internal and external contacts, and to provide training, advice and guidance as required.

Ability to supervise staff engaged in technical engineering and clerical work.

Skill in the use of equipment and software used in the work, including MS Office, ArcGIS, asset management software.

Proven ability to work independently and prioritize work assignments.

Excellent verbal and written communication skills.

Willingness and ability to undertake additional training related to the duties of the position.

Valid class 5 Driver's License for the Province of British Columbia.

Please follow this link http://www.metrovancouver.org/about/careers/ to our Careers page where you can submit your application by June 7, 2017.

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.