

ASSET MANAGEMENT SPECIALIST – PARKS

Position ID: J0617-0734

Job Title: ASSET MANAGEMENT SPECIALIST – PARKS

Job Type: Full Time

Department: Parks

Number Of Positions: 1

Closing Date: July 6, 2017

Min Salary: \$64,929.00/Year

Max Salary: \$81,161.00/Year

The City of Airdrie fosters a culture of accountability and values open dialogue, innovation and entrepreneurial spirit, collaborative relationships, learning, ownership, and encouraging the heart. We are searching for another team member who will help us get to the next level.

Business Unit Information:

The City of Airdrie is currently recruiting for a full-time Asset Management Specialist within our Parks division. The position will support the Parks division to improve Maintenance Management practices within the department. This position will report to The Manager of Parks and Public Works.

Primary Accountabilities Include:

Responsible for the accuracy, integrity, and quality of Parks asset information within the Computerized Maintenance Management (CMMS/Cityworks) and GIS environment, which may involve data collection, data correction or data updates

Provide support and training to CMMS/Cityworks users

Align all work with best practices for Asset Management, including maintenance management, work order management, service levels, and lifecycle management

Provide business and technological support

Collaborate with GIS Team to design map services

Other duties as the position evolves

Education/Experience Requirements:

Technology Diploma and/or an applied degree is desired

3 to 5 years of experience working with asset and equipment related data within an ArcGIS environment

3 to 5 years of experience working with Cityworks or other CMMS (Computerized Maintenance Management System) as an advanced user who has full knowledge of software functionality and business processes

Advanced knowledge of Asset Management practices

Familiarity with municipal government operations

Skills and Attributes:

Excellent written and oral communication skills

Highly organized, with demonstrated attention to detail

Ability to manage time and priorities effectively

Adapt well in an ever changing environment

Ability to work independently in a dynamic team environment

Ability to interact effectively at all staff levels and to develop effective working relationships

Strong customer service and relationship building skills

Additional Information:

This is a full time position (37.5 hours per week) and includes a comprehensive benefits and pension package.

Application Process:

Candidates are invited to apply online at www.airdrie.ca.