

EMPLOYMENT OPPORTUNITY

Civic Centre

Asset Technician

Full-Time / Permanent

QUALIFICATIONS/EXPERIENCE

Preferred or considered an asset for this position:

- Technology diploma or an applied degree in GIS or business analysis
- 1 – 3 years’ experience in GIS and/or asset management
- High proficiency in ESRI ArcGIS, MS Office Suite and Windows applications and strong database management and analytical skills
- Thorough knowledge of GIS, cartographic concepts, design, layout, and development mapping practices
- Excellent telephone etiquette and written/verbal communication, interpersonal, professionalism skills within a municipal government context
- Ability to adapt well in an ever-changing environment, highly organized, with demonstrated attention to detail with an ability to manage time and priorities effectively
- Ability to write technical reports, project correspondence
- Possess a valid Class 5 Drivers License and clean drivers abstract

APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to this position and submit via email to HR@draytonvalley.ca

Applications can also be mailed to or dropped off at:
 Attention: Human Resources
 Town of Drayton Valley
 5120-52 Street, Box 6837
 Drayton Valley, AB T7A 1A1

Applications will be accepted until 4:30 pm, on November 23, 2022.



ABOUT THE ROLE

The Town of Drayton Valley is seeking a person to fill the role of Asset Technician. This will be a GIS focused position with some asset management duties.

The Asset Technician will perform the creation, maintenance and updating of records associated with the Town of Drayton Valley assets. This position will create original records/drawings, update existing information and plans, and maintain all drawings related to all assets. These will be maintained using the Town Asset Management database, geographic information system (GIS) and other automated systems.

POSITION DETAILS

The person hired in this position will begin at the start rate as per the Letter of Understanding, and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule “A”.

Start Rate (0.0 - 0.5)	\$31.59
Level I (0.5 - 1.5)	\$32.24
Level II (1.5 - 2.5)	\$33.98
Level III (2.5 – 3.5)	\$35.81
Level IV 3.5 +	\$36.57

The Town of Drayton Valley is committed to Anti-Racism, equity and inclusion and a safe and harassment-free working environment.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

JOB DESCRIPTION

POSITION: Asset Technician
DIVISION: Municipal Services
DEPARTMENT: Asset Management
REPORTS TO: General Manager of Municipal Services
JOB TYPE: Professional
LOCATION: Civic Centre

GENERAL ACCOUNTABILITIES

The Asset Technician will perform the creation, maintenance and updating records associated with the Town of Drayton Valley assets. This position will create original records/drawings, update existing information and plans and maintains all drawings related to all assets. These will be maintained using the Town Asset Management database, geographic information system (GIS) and other automated systems.

REPORTING RELATIONSHIPS

This position reports to: General Manager of Municipal Services → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- In collaboration with senior leadership develop and maintain asset management processes and procedures, that are supported by GIS, to conduct assessments on current conditions and value of tangible assets, future replacement scheduling, rehabilitation, or maintenance for long-term capital forecasts and future planning.
- Develop and maintain GIS and asset management policy and procedure.
- Train Town staff on GIS and asset management processes and expectations, enhancing their roles in fulfilling asset management data acquisition and processing.
- Ensure that data maintenance conforms to applicable industry and corporate standard and remain up to date with technology and best practices related to GIS and asset management.
- Collect, enter, and maintain initial and updated information into the GIS and asset management software as it becomes available, this includes working with contractors, staff, developers, and others to ensure timely and accurate input of data.
- Provide input to senior leadership to continually improve the programs, including input on emergent issues and communicating them in a timely manner.
- Perform spatial queries and analysis to verify the integrity and accuracy of GIS databases which also includes collaboration with Finance to provide information for budgeting, the long-term financial planning, tangible capital assets and full cost accounting functions.
- Prepare standard and custom maps and reports following established cartographic principles, using appropriate symbology and classification methods for development permitting applications and undertake other tasks, projects, responsibilities as required.
- Collect field data for input into GIS software.

- Coordinate and/or support in the assessment on the current condition, and value of tangible assets, and future replacement scheduling, rehabilitation, or maintenance for long-term capital forecasts and planning.
- Produce asset summaries from the maintained data to support capital planning, decision making and reporting.
- Stay current with ongoing developments and governmental requirements regarding GIS and asset management.
- Undertake other tasks, projects and responsibilities as required.

MAJOR INTER-PERSONAL CONTACTS

Must be able to demonstrate professionalism and ability to work within a team environment

General Manager, Municipal Services
 General Manager, Corporate Services
 General Manager, Planning & Growth
 Development Planner
 Civil Engineer Technologist
 Finance Manager
 Public Works Manager
 Utilities Manager
 Facilities Manager
 External clients and contractors

QUALIFICATIONS AND EXPERIENCE

- Listed below is the education and/or experience that is preferred or considered an asset for this position:
 - Technology diploma or an applied degree in GIS or business analysis
 - 1 – 3 years' experience in GIS and/or asset management
- High proficiency in ESRI ArcGIS, MS Office Suite and Windows applications and strong database management and analytical skills
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SALARY/BENEFITS

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