



## **Asset Management Coordinator**

### **Full Time, Permanent Position**

#### **Overview:**

The Asset Management Coordinator will report directly to and support the City Engineer in building and maintaining a comprehensive asset management plan and in ensuring financial resources are allocated in the most cost effective and sustainable manner.

#### **Duties:**

The responsibilities of this position include but are not limited to:

- taking a lead role in developing and implementing an efficient asset management system and asset management plans;
- conducting regular condition assessments of municipal infrastructure and assets;
- collecting, entering and analyzing data related to asset condition and planning;
- assisting in investigations and studies;
- identifying needs and initiatives to keep the City assets sustainable and in good condition;
- developing level of service goals and performance measures, and coordinate with other departments and managers;
- assisting with maintaining and developing short and long term capital plans based on asset management; and
- providing administrative and technical support to the Engineering, Waterworks and Public Works departments, as necessary
- other duties as directed by the City Engineer such as project coordination, cost estimating and field work

#### **Qualifications:**

The successful candidate will be capable of working independently, have demonstrated excellent verbal and written communication, and have experience working with GIS. The following are the qualifications of the position:

- A diploma in Civil Engineering, designation as a Certified Engineering Technologist (CET) or Certified Technician (C.Tech), or equivalent and one to four years engineering experience in a related field.
- Experience in or in-depth knowledge of asset management is preferred;
- Proficient in MS Office (Office 365) and Excel in particular;
- Experience with survey equipment and AutoCAD is an asset;
- A valid Class 5 Driver's License and a satisfactory Criminal Record Check are required for this position

#### **Compensation:**

This position is a non-union position. Compensation is commensurate with experience and includes a comprehensive benefits plan. The salary range for the position is \$69,600 to \$86,965.

#### **Application Instructions:**

Apply by submitting resume and cover letter, including current contact information for at least three employment references to the following:

City Engineer - Shane Richard  
Email: [cityengineer@meadowlake.ca](mailto:cityengineer@meadowlake.ca)

We thank applicants for their interest, but only those candidates selected for an interview will be contacted.

**Closing Date: Wednesday, September 14, 2022**