



DISTRICT OF TOFINO JOB POSTING

Asset Management Technician

Title	Asset Management Technician
Department	Infrastructure and Public Works
Closing Date	Sunday, June 9, 2024

POSITION:

The District of Tofino is looking for a qualified candidate to fill the temporary position of Asset Management Technician.

Reporting to the Director of Infrastructure and Public Works, the Asset Management Technician is responsible for the collection, inventory, data entry, and condition analysis of the District's existing and new assets. The work involves compilation of official records of the asset inventory and related condition and financial information.

A detailed job description outlining the duties and qualifications is available on the District's website at www.tofino.ca.

HOURS OF WORK

This is a temporary position based on 40 hours per week, located within the District of Tofino. This is a one (1) year term with an expected start date of June 24, 2024 and ending on June 27, 2025, with the possibility of extension. Regular workday hours are between the hours of 6:00am and 7:00pm, Monday thru Friday. Schedules will be discussed and confirmed in advance. The hourly wage for this position is \$37.00.

This position is subject to a probationary period during which time the wage will be \$33.30. The position offers a full range of benefits and is subject to the terms and conditions of the collective agreement between CUPE Local 118 and the District of Tofino.

APPLICATION

Qualified applicants are invited to submit a cover letter and resume indicating the position applied for, in confidence, no later than 4:00 p.m. Sunday, June 9, 2024, to Susan van Dalen, Human Resources Manager via:

Email: employment@tofino.ca

Subject Line: Asset Management Technician

The District thanks all applicants but only those selected for an interview will be contacted. Please note that the District does not have staff housing available at this time.