Township of Langley

Job Title: Infrastructure Assets Coordinator
Competition Number: 24-U093
Employment Type: Regular Full-Time
Pay Rate: $44.22 - $52.21 per hour (five steps, 2024 rates), plus benefits
Hours of Work: 37.5 hours per week; Monday to Friday, 8:00am – 4:30pm
Competition Opening Date: June 13, 2024
Competition Internal Closing Date: June 21, 2024
Competition External Closing Date: June 27, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Infrastructure Assets Coordinator** to join our team of professionals in the Public Works Division, Infrastructure Assets Department. Reporting to the Infrastructure Assets Manager, in this unionized position you will be responsible for coordinating and maintaining infrastructure asset management systems and engineering projects as it relates to infrastructure asset management.

Responsibilities

- Maintain and coordinate infrastructure asset management systems with other departments and research/recommend new and updated software applications and modules as required
- Act as the administrator for asset management systems including coordination of licenses, overseeing database maintenance and the review of proposed database design changes prior to authorizing
- Assist and train users in the effective use of systems, develop and maintains training documentation and leads users in system testing
- Configure and implement asset management system applications to meet business needs, develops customized reports and reviews data for completeness and accuracy
- Establish and maintain effective communication with a variety of internal and external contacts and participate with representatives of other municipalities in user groups
- Coordinate regular meetings with primary system users and provide support for GIS integration with asset management systems
- Perform other related work as required

Qualifications

- Graduation from an Institute of Technology with a Diploma in Civil and Structural Technology plus sound related experience, or an equivalent combination of training and experience
- Considerable knowledge of infrastructure assets system capabilities and applications as they relate to infrastructure asset management and the operational engineering functions, policies and regulations
- 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 or modifications including new software applications and modules
- Ability to configure system software, develop reports, procedures and guidelines
- Ability to investigate and resolve non-complex software problems

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver. Factor Report will not be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.