



Asset Management Coordinator

As the Asset Management Coordinator, you will drive data-driven decisions for the Town by overseeing the development and implementation of the Asset Management Program. Your role involves maintaining accurate asset records and inventory within PSD Citywide, developing lifecycle management plans, and ensuring alignment between our Tangible Capital Assets and GIS inventory. You will collaborate with staff to provide critical information that supports preventive maintenance and asset replacement decisions. Success in this role requires experience in developing and implementing asset management plans, strategies, and software within a municipal setting, along with knowledge of relevant legislation and best practices for public infrastructure management.

Located on the Highway 2 corridor, the Town of Olds has a population of just under 10,000 people and is home to Olds College of Agriculture & Technology. Our community boasts a range of leisure, cultural, and recreation amenities, along with a thriving commercial and industrial sector, making us the regional hub for around 35,000 people. As we continue to grow, we seek ambitious, self-directed individuals to help the Town serve both the community and the region. Utilizing PSD Citywide software, we are committed to making our asset management plan a success. The Town manages a vast network of infrastructure, including 208 km of underground utilities and 104 km of roads and alleyways. Our community also enjoys 18 km of paved trails, 2 km of unpaved trails, and over 350 acres of parks and sports fields. Additionally, we oversee 14 facilities, such as the Olds Sportsplex, Olds Aquatic Center, and critical infrastructure buildings like water pump stations and wastewater lift stations.

We are seeking an Asset Management Coordinator with the following qualifications ...

- **Educational Background:** Completion of a post-secondary program in Asset Management, Engineering Technology, or an equivalent field, with a recognized professional designation.
- **Program Leadership:** Proven experience in leading the development and implementation of asset management programs and associated software.
- **Software Proficiency:** Skilled in using and maintaining asset management software; experience with PSD Citywide is a plus.
- **Surveying Expertise:** Proficient in using Trimble Base Station survey equipment for conducting field surveys and gathering attribute data as required.
- **Technical Skills:** Competent in working with QGIS, ArcGIS, and AutoCAD Civil 3D.
- **Stakeholder Engagement:** Ability to build and maintain positive relationships with diverse stakeholders.

A detailed job description can be found on the Town of Olds website at www.olds.ca/careers

The wage range for this position is \$44.58 - \$50.44. Annual salary based on a 37.5-hour work week. This position includes health benefits and participation in the Local Authorities Pension Plan (LAPP). Interested parties are invited to send a cover letter and resume outlining their qualifications by September 16, 2024, at 8:30 am to:

Human Resources
Town of Olds
4512 46 Street
Olds AB T4H 1R5
Fax 403.556.6537
E-mail: hr@olds.ca

The Town of Olds thanks all applicants, but only candidates selected for an interview will be contacted.