



Asset Management Technician Regular Full Time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

We are looking for a highly organized and detail-oriented Asset Management Technician to join our Public Works Division. This technical and administrative role will be responsible for supporting infrastructure maintenance management and ensuring the efficient coordination of public works operations. The incumbent will play a key role in maintaining and updating infrastructure management systems, developing work schedules, handling public complaints, overseeing contract services, and assisting in the improvement of workflows and procedures.

Main duties and responsibilities include, but are not limited to:

- Develop and update annual work schedules for public works operations in line with municipal priorities and standards. Coordinate activities across public works divisions to ensure the efficient allocation of resources.
- Maintain the infrastructure management system, including GIS layers, asset condition changes, and updates regarding ongoing and completed maintenance and repair work.
- Investigate public complaints related to public works operations and infrastructure, and coordinate with operations to resolve issues effectively.
- Perform technical administration for minor capital, maintenance, and repair projects. This includes preparing contract documents, obtaining and evaluating quotes, processing invoices, and maintaining service records.
- Schedule and coordinate contract services for public works projects. Conduct site inspections to ensure compliance with contract specifications.
- Maintain close communication with internal staff (e.g., foremen, superintendents, managers) and external stakeholders such as government agencies, service providers, and the public regarding service issues and inquiries.

Minimum Qualifications

Grade 12 supplemented by completion of technical courses related to civil engineering and information management, plus considerable work experience related to civil engineering and municipal infrastructure maintenance; or an equivalent combination of training and experience. Driver's Licence for the Province of British Columbia

What We Offer:

This CUPE position has an hourly rate range of \$42.16 - \$49.76. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. This position is based in Coquitlam. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization, we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and



inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo and submit an acceptable police information check.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on April 3, 2025.

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