

Cultivate Your Career

ASSET MANAGEMENT ANALYST PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Engineering
Location	5 St. Anne Street, St. Albert
Compensation	\$74,544 - \$ 91,747 per annum
Closing Date	May xx 2025
Competition #	25/71

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 72,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Engineering department as an Asset Management Analyst.

Reporting to the Senior Asset Management Specialist, this position will be responsible for providing support to various departments and assisting in the advancement of the asset management programs.

The key responsibilities will include:

- Overseeing data inputting and validating, managing GIS datasets, maintaining asset registers, preparing reports, conducting field investigations, and assisting with Tangible Capital Asset reporting.
 - Serving as a steward for asset management, linking departments with the Corporate Asset Management team, providing expertise and support, executing policies, generating reports, producing analytical tools, supporting decision making, and advising on trends and risks.
 - Assist departments in preparing asset management plans and provide data required for corporate reporting (eg. State of Infrastructure Reports).
Facilitating asset data transition into the Enterprise Maintenance Management – Asset Management software, collaborating with subject matter experts for data validation and formatting, participating in user acceptance testing, ensuring data integrity, providing training and support during change management, and coordinating with experts for successful data migration.
- The individual we seek excels in data analysis and possesses strong organizational and communication skills.

- Bachelor's degree in Civil Engineering, GIS, Data Analytics, Statistics or related field and a minimum of one year of related experience, or Diploma in Civil Engineering Technology, GIS, Data Analytics, Statistics or related field and a minimum of three years of related experience.
- A certificate in asset management is an asset
- APEGA Engineer-in-Training (E.I.T.) designation or Certified Engineering Technologist (C.E.T.) certification is an asset. Equivalent out-of-province credentials with eligibility for E.I.T. or C.E.T. registration will be considered.
- Strong knowledge and skill with web applications and visualization tools, such as ArcGIS online or PowerBI.
- Proficiency in asset management, performance measures, financial management, and understanding of municipal assets.

COMPENSATION

\$74,544 - \$ 91,747 per annum. In addition, the City of St. Albert offers a generous and comprehensive benefit package including pension.

HOURS OF WORK

We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).

CONDITIONS OF EMPLOYMENT

The successful applicant will be required to obtain a satisfactory police information check
The successful candidate will be required to provide proof of educational and professional credentials.
A valid Class 5 Drivers License and a personal vehicle for work use are required.

APPLICATION PROCESS

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site www.stalbert.ca/employment

CLOSING DATE

May xx, 2025
We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted

Commenté [NS1]: Will include the following in the online job posting: FLEXIBLE SCHEDULE
This position may be eligible to apply for flexible hours to adjust start and end times from the core hours of 8 a.m. – 5 p.m. by 30 or 60 minutes.

HYBRID REMOTE WORK
The City of St. Albert offers options for Hybrid Remote Work. This position may be eligible to apply for Hybrid Remote Work. That means the majority of worktime (51+%) will be completed in the designated workspace, and the remainder may be worked remotely.

QUALIFICATIONS