



<b>Position Title:</b>	Asset Management/Geographic Information System (GIS) Technician	<b>Competition No:</b>	2025-29
<b>Department:</b>	Operations	<b>Close Date:</b>	April 21, 2025, at 4:00 p.m.

### Position Details:

Probation Rate: \$34.01

Regular Rate: \$35.80

Hours of Work: 40 hours/week

Employment Type: Permanent

### About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

### The Opportunity:

The City of Selkirk is currently in search of an **Asset Management/Geographic Information System (GIS) Technician** to join our team. Under the direction of the Director of Operations, the Asset Management/GIS Technician will support the ongoing maintenance and dissemination of data and applications in the GIS environment regarding municipal infrastructure works for the Corporation. The incumbent will lead the City's asset management program and guide an inter departmental team forward.

### Job Duties:

1. GIS Technician
  - Maintain and disseminate on-going spatial data, end-user support and the generation of maps and other GIS reports and information product.
  - Compile and organize GIS data from maps, databases and other sources.
  - Collect data in the field using Global Positioning System (GPS) units.
  - Collect and make conversions of mapping resources and data.
2. Asset Management
  - Responsible for the daily input and editing of municipal infrastructure in the City's Capital Asset Registry.
  - Provide technical expertise related specifically to asset management.
  - Ensure the City's Asset Registry and other asset data is kept current by performing data collection and maintenance functions as required.
  - Understand and comply with the City's Capital Asset Management policies.

- Support the development and delivery of the City's Capital Asset Management Program by providing professional advice, conducting research, and undertaking related tasks as needed.
  - Maintain a superior understanding of asset management practices and stay current with trends and developments in that field.
3. Provide support services within the City of Selkirk Emergency Plan in the event of an emergency as required.
  4. Provide support and training to other employees as required.
  5. Perform other related duties as may be assigned.

### **Qualifications and Minimum Requirements:**

Minimum qualifications shall include:

- High School Diploma or equivalent
- Diploma or Degree in Civil Engineering Technology or Geographic Information Systems Technology or equivalent related education and experience
- Certificate in Asset Management
- Valid Class 5 or G Driver's License
- 5 years experience in developing, analysing, and maintaining GIS data and other GIS output products including use of software and GPS units for data collection
- Ability to express ideas effectively, both orally and in writing
- 1 - 2 years current experience in Municipal Engineering or related field
- Demonstrated competence in computer word processing and basic data base management
- Must be physically able to perform all the labouring aspects or other duties associated with the position

Desired qualifications:

- Experience performing computer assisted drafting (AutoCAD) as related to municipal infrastructure mapping

### **Apply:**

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

### **Comments:**

This is a Full-time Permanent Unionized position open to all applicants. Preference will be given to established (as outlined in the Collective Agreement) members of CUPE Local 336. Applications will be accepted until **April 21, 2025, at 4:00 p.m.**

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

**NOTE:** Employees will be required to adhere to the City's Vaccination Policy.