

Employment Opportunity

Geographical Information Systems (GIS) and Asset Management Coordinator

The GIS and Asset Management Coordinator is responsible for the implementation and maintenance of the municipality's GIS and Asset Management Program. This role includes maintaining spatial asset inventories, analyzing infrastructure data, producing cartographic and analytical products, and leading strategic initiatives for long-term planning.

You will be working in a vibrant community of 4,921 just 85 kilometres north of Edmonton. We have all the amenities and more. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the Rotary Spirit Centre multi-plex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need. Your co-workers are focused on providing great public service and having fun while doing so.

Key Responsibilities:

- Maintain the municipality's corporate GIS datasets and asset management databases.
- Collaborate with departments to assess the condition, value, and lifecycle of municipal assets.
- Lead the execution of asset management policies, ensuring alignment with legislative requirements and organizational goals.
- Produce high-quality digital maps, reports, and data visualizations to support decision-making.
- Oversee data collection, quality assurance, and integration of various sources into the GIS and asset management systems.
- Act as a resource for internal and external stakeholders, responding to requests for asset and GIS data.
- Ensure compliance with applicable laws, policies, and regulations

Qualifications:

- University degree or college diploma in GIS, Engineering Technology, Geography, Computer Science, or a related discipline.
- Post-graduate certificate or diploma in GIS preferred.
- Certification in Asset Management or eligibility to achieve certification is an asset.
- Minimum 3 years of experience in GIS and asset management, preferably in a municipal setting.
- At least 1 year of experience in budgeting, project management, work planning, or financial reporting related to asset management is an asset.
- Knowledge of municipal government operations, PS3150 standards, and Asset Management Regulation.

Knowledge, Skills and Competencies:

- Proficiency in ArcGIS, ArcGIS Pro, AutoCAD, and asset management software (PSD Citywide).
- Advanced knowledge of Microsoft Office applications (Excel, Word, Access, Outlook).
- Previous surveying experience is an asset
- Strong analytical, organizational, and problem-solving skills.
- Excellent communication skills for technical and non-technical audiences.
- Ability to work independently with minimal supervision and collaboratively in a team environment.
- Familiarity with legislation governing municipal assets and infrastructure.
- Working knowledge of municipal infrastructure design and asset management practices

The Town of Westlock offers a collaborative and innovative work environment, opportunities for professional growth, and the chance to contribute to a vibrant and growing community. If you're looking for a career where you can shape the future of a community and leave a lasting impact, we'd love to hear from you!

The Town of Westlock offers a competitive salary and excellent employee benefit program including LAPP pension. The successful candidate will be required to provide a criminal record check, and 5-year drivers abstract upon acceptance of the position.

Questions: Please call Danielle Pougher, Director of Planning & Development, 780-349-4444.

Apply today and be part of our dedicated team: Join the Town of Westlock and help us build a prosperous and sustainable future! This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Please submit your resume and cover letter detailing your relevant experience and qualifications with three references in confidence to:

Town of Westlock
10003-106 Street
Westlock, Alberta T7P 2K3
Phone: 780-349-4444
Fax: 780-349-4436
Email: employment@westlock.ca



REPORT TO: DIRECTOR OF PLANNING AND DEVELOPMENT

INCUMBENT: GEOGRAPHICAL INFORMATION SYSTEMS (GIS) and ASSET MANAGEMENT COORDINATOR

The GIS and Asset Management Coordinator will play a pivotal role in planning, implementing, and supporting all aspects of the Town of Westlock's Geographic Information Systems (GIS) and Asset Management programs. Reporting directly to the Director of Planning and Development, the Coordinator will oversee the development and maintenance of GIS datasets, spatial asset inventories, and asset management databases. This position requires collaboration with internal departments and external stakeholders to ensure effective long-term planning, financial sustainability, and operational efficiency for municipal assets.

The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer in order to facilitate job knowledge and performance.

Key Responsibilities:

1. Asset Management Program Development and Maintenance:

- Lead the implementation and ongoing maintenance of the Town's Asset Management Program, including policy development and refinement.
- Collaborate with Managers and Directors to establish and update infrastructure conditions, level-of-service criteria, risk assessments, and lifecycle strategies.
- Maintain the asset management database, ensuring data accuracy and integrity.
- Facilitate and chair the internal Asset Management Committee to guide strategic objectives.
- Prepare and present reports to Senior Management and Council on asset management initiatives.
- Conduct quality assurance tasks to ensure compliance with asset management standards and regulations.
- Train staff on asset management processes, data collection, and reporting.

2. Geographical Information Systems (GIS) Management:

- Create, maintain, and update corporate GIS datasets and spatial asset inventories.
- Provide cartographic and analytical products to support departmental decision-making.
- Update GIS from CAD drawings and other data sources, ensuring accuracy and relevance.
- Collaborate with the GIS service provider to enhance system functionality and data precision.
- Develop GIS tools and applications to automate processes and improve accessibility.
- Provide technical support and respond to GIS-related inquiries from internal and external stakeholders.

3. Data Integration and Analysis:

- Aggregate and analyze data from various sources, including GPS and CAD systems.
- Develop digital maps, reports, and visualization tools to support evidence-based planning.
- Monitor the impacts of growth on existing infrastructure and recommend service adjustments.

- Assess future funding and expansion requirements for maintaining service levels.

4. Additional Duties:

- Provide strategic recommendations for continuous improvement of GIS and asset management systems.
 - Act as a liaison between internal departments, external contractors, and government agencies.
 - Ensure compliance with health and safety policies and ergonomic best practices.
 - Perform other related duties as assigned by the Director of Planning & Development.
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Education and Experience:

- University degree or college diploma in GIS, Engineering Technology, Geography, Computer Science, or a related discipline.
- Post-graduate certificate or diploma in GIS preferred.
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- Minimum 3 years of experience in GIS and asset management, preferably in a municipal setting.
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Knowledge, Skills, and Competencies:

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Guidance Received

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are:

- *Province of Alberta Municipal Government Act*
- Town of Westlock Bylaws
- Various reference manuals and material(s)
- Town of Westlock Master Plans
- Written and/or oral directives received from the Director of Planning and Development
- Town of Westlock Policies and Procedures

Contacts

The GIS and Asset Management Coordinator will frequently have contact with the following:

- Professional agencies and government departments
- Town of Westlock Mayor and Council Members

- General Public
- Town of Westlock staff
- Contractors and external service providers

Environment

Features of work which create unusual demands or which create physical and/or mental stress are:

- Considerable pressure may be exerted on the GIS and Asset Management Coordinator to ensure work is completed, to meet deadlines, especially at key times.
- Requires discretion and confidentiality in all matters.
- The position requires some physical tasks, including lifting and moving, as well as occasional field work.
- Ensure all operations are conducted in a safe manner in compliance with Occupational Health & Safety Regulations and municipal policies.
- Promote safe ergonomic practices.

Signatures

I have read and understand the contents contained within this job description. The Director of Planning and Development has informed me that this is a general description of the duties, responsibilities, and qualifications for the position of GIS and Asset Management Coordinator. This description will form the basis for my classification level and the basis for my performance evaluation.

Employees Signature: _____

Supervisor Signature: _____

Date: _____