City of Niagara Falls
POSITION VACANCY

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	**2025 - 31**
Position:	**Asset Information Technologist**
Type of Vacancy:	Permanent
Division:	Municipal Works (Engineering)
Location:	City Hall (4310 Queen St, Niagara Falls)
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm 35 hours per week
Salary/Wage Range:	$37.70 to $39.12 per hour plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	May 8, 2025
Closing Date:	**May 29, 2025 at 4:00 pm**

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs Applications must be submitted online and will be accepted until **4:00 pm on May 29, 2025.**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE:
Asset Information Technologist

POSITION SUMMARY:
The Asset Information Technologist provides technical and analytical coordination and support for the maintenance of the municipal asset management repository inclusive of associated mapping and geospatial data attribution, including input, review, update and quality control of data and data processes.

DIVISION / DEPARTMENT:
Municipal Works / Engineering (Asset Management)

RESPONSIBLE TO:
Senior Manager of Asset Management

SUPERVISES:
N/A

EQUIPMENT AND TOOLS USED:
General office equipment including but not limited to computers, handheld GPS, mobile tablets, and specialized software applications, database(s) and use of city vehicle(s).

WORKING CONDITIONS:
80% office environment, 20% field work - site visits.

RESPONSIBLE FOR:
1. Coordinate, input, review, produce and maintain detailed asset data utilizing geospatial data/mapping, drawings, and database standards for current and new capital assets.
2. Perform all aspects of GIS activities associated with collecting, creating, managing, mapping, editing, and analyzing asset data sets.
3. Coordinate, research, review, analyse, cost and report on all aspects of the Asset Inventory and Infrastructure Condition Rating System(s).
4. Coordinate, research, analyze and maintain data, standardization, and ensure acceptable accuracy of the data. Ensure quality control guidelines, technical compliance, and data consistency.
5. Coordinate, analyze and implement solutions to complex technical problems related to the operation and performance of the Asset Management system(s), models, and applications.
6. Provide technical advice and support for the development of protocols, processes, and procedures for asset data management.
7. Perform ETL (extract, transform, load) processes and manipulate data for reporting purposes; analytical, financial, statistical and inventory for the City's Asset Management Plan.

8. Perform detailed analysis, cost estimates, and reports on the infrastructure network(s) for: remaining service life; life cycle analysis; risk management; budget rehabilitation and construction programs and strategies.
9. Liaise with Internal departments including but not limited to: City Finance and operational departments such as Roads, Water and Wastewater.
10. Liaise with upper tier Government(s) such as the Niagara Region and other municipal governments within, regarding asset data sharing, synchronization, and business process.
11. Research, analyze and report on all new assets, and associated capitalization and cost allocation data, to the City Finance department in accordance with Provincial financial reporting requirements.
12. Respond to inquiries and requests concerning City asset data and mapping from internal customers, the public, other levels of governments, regulatory agencies, consultants and contractors.
13. Will perform other duties and responsibilities as assigned.

POSITION REQUIREMENTS:

- Minimum is a three (3) year college diploma in Civil Engineering Technology or related field and/or post-graduate diploma in Geographic Information Systems (GIS) is preferred.
- Eligible for OACETT certification as an Engineering Technologist (C.E.T.) preferred.
- Minimum three (3) years' experience supporting engineering, asset management and GIS preferably in a municipal environment.
- Experience in preparing asset cost assessments, allocations and knowledge of public sector concepts and techniques preferred.
- Experience in the use of Autodesk products and/ or Esri products.
- Willing to pursue Asset Management Professional Certification.
- Class "G" Drivers Licence.