



## Asset Management Coordinator

Full-Time

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the City's 250 full and part-time employees. Its relative size allows for a flexible municipal government while reducing red tape for a fast, friendly business development.

The Asset Management Coordinator is responsible for the improvement and maintenance of the corporate wide asset management registry and GIS data base for the City of North Battleford. This position is responsible for intake of infrastructure data, input of infrastructure data, coordination with other departments for collection of data, input and verification of data to the asset management system, life cycle cost analysis and asset risk management to prioritize expenditures related to replacement/rehabilitation of City assets and infrastructure. This includes, but is not limited to, the establishing of service levels and risk management practices for roads, bridges, sidewalks, water mains, sewers, buildings, facilities and fleet. .

### Roles and Responsibilities

- Incorporate and update existing asset management processes, tools and initiatives into a single corporate reporting structure and inventory system.
- Develops life-cycle management programs for infrastructure assets, including roads, bridges, plant treatment systems, storm water management systems, buildings and building systems and other tangible assets.
- Continuously coordinate and/or perform condition assessments of all infrastructure assets.
- Liaison with various departments to estimate future costs for replacement, rehabilitation, or general maintenance requirements for all assets using industry standard practices.
- Prepare longer term operating and capital expenditure forecast of infrastructure assets. Identify short and long term gaps in available funding.
- Review statistics and prepares ad-hoc statistical analysis, reporting and mapping to support management reports related to service levels, work productivity, asset life-cycle, condition and performance of infrastructure assets, along with metrics, and benchmarks that are provided to the appropriate organizations for publication.
- Perform cost/benefit analysis and risk management analysis related to asset management.
- Provide supervision of staff through effective communications, coaching, counselling and mentoring with a goal towards continuous improvement.
- Lead the transition from a paper / excel asset management data base to an asset management software and GIS data base.

### Qualification

- Post-secondary diploma or degree program in Asset Management, Civil Engineering Technologist, or an equivalent field, with a recognized designation.
- Minimum three (3) to five (5) years' experience in a municipal and/or civil related field.
- Knowledge and experience in Asset Management Plan Development, and the use of Asset Management software.
- Proficient with a high degree of accuracy with Microsoft Office Suite Software.
- Familiarity with Asset Management Software, ESRI Suite of products, or varied GIS tools are considered an asset.

**To view the comprehensive job description please contact HR at [hr@cityofnb.ca](mailto:hr@cityofnb.ca)**

Competition Number: ASM2026

Salary: \$84,126 to \$104,836

Hours of Work: Monday to Friday, 8:00 am to 5:00 pm (40 Hours per Week)

Posting closing Date: January 12, 2026 at 4:30pm (Internal) or until successful candidate is found.

### Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

[hr@cityofnb.ca](mailto:hr@cityofnb.ca)

City of North Battleford  
1291 101<sup>st</sup> Street  
P.O. Box 460  
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700  
Fax: 306 445-0411

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

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the *Saskatchewan Human Rights Code*, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

[www.cityofnb.ca](http://www.cityofnb.ca)

