

## Asset Management Specialist

**Position ID:** J0326-0198

**Job Title:** Asset Management Specialist

**Job Type:** Full Time

**Department:** Asset Management

**Number Of Positions:** 1

**Min Salary:** \$41.70/Hour

**Max Salary:** \$52.12/Hour

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

### The Opportunity:

The Asset Management Specialist – Buildings and Facilities position is a full-time permanent role within the Asset Management Team that works with a diverse portfolio of City owned and operated buildings and facilities including Genesis Place, Arenas, City Hall, Pump Stations, Lift Stations, etc.

Reporting to the Team Leader, Asset Management the AMS is a critical business partner to vertical asset owning business units. The AMS is responsible for collaborating with operational staff to identify and implement improved processes supporting sustainable service delivery including inventory management, maintenance management, lifecycle management, long term capital and renewal planning, forecasting, and budgeting.

The AMS works directly with vertical infrastructure assets including the enabling asset data and information. They will actively apply technology, tools, and asset management leading practices to support information analysis, data driven planning and strategic decision making for each business unit.

The position requires a general understanding of the workings and needs of the City as it relates to facility management within the context of operations, maintenance, and lifecycle practices.

Responsibilities include:

- Collaborates with operational staff to ensure the accuracy, integrity, and quality of asset information within the computerized maintenance management system (CMMS).
- Directly supports activities related to data collection, data validation, data correction and data updates.
- Leads the development and implementation of standardized business processes, workflows, reporting structures and provides critical input for asset data requirements, database setup and management, and system configurations.
- Aligns all work with best practices for asset inventory development and management, work order management, maintenance management, lifecycle management, and service delivery; determines baseline data requirements, performs gap analysis, and leads the implementation of processes to collect and validate required data.
- Leads the development and implementation of data quality assurance activities including continuous process improvements.
- Tracks existing assets, addition of new assets and supports the performance tracking for operations and maintenance activities.
- Collaborates with operational staff to develop, implement, and sustain inspection, maintenance, and condition assessment programs required for the vertical infrastructure assets.
- Collaborates with operational staff to prepare inspection and condition assessment plans, leads data collection and validation process improvements, and coordinates with business unit and other stakeholders to ensure the continuous flow of asset data to support asset management objectives.
- Coordinates with operational staff to update work plans, inspection and preventive maintenance schedules, and work order updates.
- Adept at compiling, analyzing, interpreting, and reporting asset management data and information as the foundation for lifecycle planning, forecasting and decision-making.
- Generates dashboards and visual aids for analysis and reporting, analyses data, and develops quality control procedures to ensure accuracy, consistency, and completeness of data.

- Collaborates with IT and Application support to improve the database interface and overall system performance.
- Collaborates with operational staff to provide support and training to CMMS users; collaborates with end users on system and business process enhancements to improve service delivery.
- Works with Finance to support Tangible Capital Asset (TCA) reporting requirements.
- Performs other duties as the role evolves.

**You Bring:**

- Degree, diploma, or certification in Business, Engineering, Asset Management or similar
- Minimum three (3) years' experience, with increasing responsibility, working directly with asset data and information within a Computerized Maintenance Management System (CMMS) environment as an advanced user with full knowledge of software functionality and workflows
- Minimum three (3) years' experience in facility asset management, facility condition assessment and lifecycle management, is preferred
- Awareness of and aptitude for applying the international standards for asset management practices including IIMM, ISO 55000, 55001, 55002 to buildings and facilities
- Working knowledge of Uniformat II specifications and standards for the classification of building elements
- Working knowledge in developing inspection plans, condition assessment plans and data collection programs
- Working knowledge of relevant legislation and regulatory requirements, is preferred
- Direct experience with day-to-day operations and field staff performing all aspects of facility operations, maintenance, and management, is preferred
- Familiarity with municipal government operations, is preferred
- Growth and entrepreneurial mindset with an appetite for influencing and leading change
- Excellent communicator with strong interpersonal, organizational, and project management skills
- Proven ability to successfully problem solve by converting issues and challenges into business and process improvements
- Proven ability to management multiple stakeholder relationships, improvement projects, and business priorities
- Committed team player with a strong service, relationship, and knowledge sharing mindset
- Highly organized, with demonstrated attention to detail and the ability to manage priorities effectively
- Adapts well in a quickly evolving and dynamic business and team environment
- Works well independently but is the first person to step forward to support others to advance asset management priorities



- Works well and interacts effectively at all staff levels to cultivate collaborative working relationships

**We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

**Additional Information:**

The position is full time (37.5 hours per week) and a comprehensive benefits package is included.

\*Please provide a cover letter along with your resume as a means of introducing yourself and your interest in this role.

**Next Steps:**

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at [careers@airdrie.ca](mailto:careers@airdrie.ca) and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.

