



ASSET/GIS COORDINATOR

The Job

The Town of Edson is seeking a skilled and motivated **Asset/GIS Coordinator** to manage and improve its mapping and asset management systems. In this role, you will ensure the Town has accurate and reliable data to support daily operations, infrastructure planning, and decision-making. You will help build and maintain maps, dashboards, and mobile data collection tools, while working with staff across departments to improve how information is collected and used. This is an opportunity to make a meaningful impact by strengthening how the Town uses data to plan, maintain, and deliver services to the community.

The Candidate

The ideal candidate is a knowledgeable GIS professional who enjoys working with data and finding practical solutions. You have experience with GIS tools and systems, and you understand the importance of accurate, well-organized information. You are comfortable supporting and training others, and you work well with both office and field staff. You are detail-oriented, proactive, and always looking for ways to improve processes and tools. Most importantly, you are someone who can turn data into clear, useful information that helps others do their jobs more effectively.

To learn more about the role and expectations, please consult the attached job description.

About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. At the Town of Edson, we prioritize culture and finding the right fit. Creating an environment where people feel supported, valued, and part of something meaningful. We believe that when the environment is right, accountability and high performance naturally follow. If you want to be part of a team where it's safe to speak up, take risks, and grow together, we'd love to hear how you see yourself as the right fit for the Town of Edson.

We're proud to be part of a community that supports growth, connection, and quality of life. Learn more about why Edson is a great place to live, work, and thrive at www.ChooseEdson.ca.



What do we offer?

Compensation

The wage range for this position is \$86,500 - \$106,700 per year.

Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- Sunlife benefits through Alberta Municipalities including an annual Flexible Spending Account
- An excellent defined-benefit pension plan through LAPP

How do you apply?

Please submit your resume and cover letter to the email provided below, quoting competition #EDSOM-202609 by June 14, 2026.

In your cover letter, tell us about how you build relationships, take initiative, prioritize accountability and grow through feedback. Lastly, we'd like to know why this position interests you and what draws you to the Town of Edson.

Applications will be reviewed and interviews scheduled as suitable applicants are identified.

Send your cover letter and resume to:

Email: humanresources@edson.ca

Be sure to quote Competition Number: EDSOM-202509

Applications will be reviewed on an ongoing basis, and interviews may be scheduled as suitable candidates apply.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. All applicants must be legally eligible to live and work in Canada.

This competition may remain open beyond the closing date if a suitable candidate is not identified.



Job Description

General

Reporting to the Infrastructure and Public Works Senior Manager, the Asset/GIS Coordinator is responsible for the management and ongoing development of the Town of Edson's GIS and asset management systems, including spatial databases, software, and related applications. The Coordinator supports departmental staff in maintaining accurate asset data and ensures reliable geospatial information is available to support operations, capital planning, and decision-making.

The role also serves as system administrator for GIS platforms, supports mobile and web-based data collection tools, delivers user training, and works with field staff to improve workflows and data quality.

Primary Responsibilities and Authority

Spatial Data Management

- Manage and maintain hosted feature layers, web maps, and related geospatial content within ArcGIS Online.
- Configure, deploy, and support Esri applications including Survey123, Field Maps, QuickCapture, Dashboards, and other web-based GIS solutions.
- Develop, maintain, and optimize GIS workflows, data collection solutions, and operational dashboards to support municipal business processes and decision-making.
- Skilled in acquiring, managing and analyzing both vector and raster datasets.
- Serve as the system administrator for Esri software and GIS platforms, including user management, security, licensing, and system configuration.
- Executes spatial and attribute data processing including data capture, cleaning, digitization, and amalgamation.
- Create maps for municipal infrastructure projects including streets, water mains, sanitary sewers, and storm drainage systems.
- Provide custom mapping services to all departments upon request. This included keeping an inventory and log of maps produced.

Asset Management System Support

- Organize and deliver training on GIS mobile applications and asset management tools to field staff; conduct site visits to observe, review, and evaluate operational workflows and recommend process improvements to enhance data quality, efficiency, and user adoption.
- Researches, identifies, defines, recommends, and incorporates new asset management technologies and tools to adapt to current or future requirements; evaluates and recommends asset management system upgrades.

Human Resources, Team Management, and Leadership

- Foster a team environment which inspires hard work, dedication, collaboration, and fun supporting a positive organizational culture.
- Responsible for maintaining a working environment which includes integrity, trust and respect in accordance with Town policies.



Financial and Budgetary

- Support Department Managers by providing accurate asset and spatial data for operating and capital budgets.
- Manage asset and GIS software licensing and ensure annual operating budgets reflect current and future software needs.

Health and Safety

- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act.
- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Participate in training and ensure being adequately trained and competent to perform the work.
- Ensure that all Safe Work Practices and Procedures are followed.
- Act upon all reports of any unsafe conditions, potential work hazards or incidents.
- Ensure the protective equipment, devices or clothing are maintained in good working order and used correctly.
- Advise the Infrastructure Manager of all observed Health and Safety concerns.

Corporate/Administration

- Assisting in management of policies and bylaws under the responsibility of the Infrastructure Department.
- Prepare and present reports for the project's progress to Infrastructure Manager as required.
- Assume roles in the Town's Emergency Management System in response to local and regional emergencies as required.
- Respect and uphold organizational and staff confidentiality.

Public Relations

- Foster positive and responsible working relationships with other government agencies, the private sector, and staff.
- Identify and develop strategies and training plans for building and enhancing understanding of corporate-wide asset management systems in the organization.

Qualifications

Core Competencies

- Proficient in Esri ArcGIS Pro for intermediate to advanced desktop GIS tasks.
- Knowledge and experience in asset spatial data spatial software, and process development and documentation.



- Creativity and innovativeness; ability to continually improve processes in the face of new circumstances, evolving priorities, and resource constraints.
- Excellent time management skills and the ability to prioritize and manage multiple assignments.
- Ability to effectively communicate complex technical information, orally and in writing, to a variety of audiences.
- Knowledge of municipal infrastructure and its management, maintenance, planning, and operations.
- Strong working knowledge of the MS Office suite.
- Commitment to staying current with emerging GIS technologies and continuously expanding technical expertise.
- Ability to work flexible hours, as required.

Job Requirements

- Diploma in Geographical Information System GIS.
- A related certification or accreditation (e.g., ESRI or other relevant software certifications).
- Deep understanding and application of core GIS principles, spatial analysis, and geospatial workflows
- Minimum of 3 years' experience managing GIS or Asset Management Systems. Municipal experience will be considered an asset.
- Strong analytical and technical skills to evaluate, perform, advise on, and ensure the integrity of data analysis, assembly, interpretation, and reporting related to designated industrial property assessment inventories and information.
- Valid Class 5 driver's license, with an acceptable driver's abstract.
- Familiarity with municipal, provincial, and federal legislation, regulations, and regulatory agencies that may be relevant to the role is considered an asset.
- Provide a clear criminal record clearance certificate

Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances.