



EMPLOYMENT OPPORTUNITY



Asset Management/GIS Coordinator

1 Permanent Full-Time Position

Competition No. JP26-031

Internal/External Posting

Duration:	Full-Time, Permanent
Wage:	\$39.00 per/hr + benefits & pension
Hours of Work:	40 hr/week: Monday – Friday 7:00am - 3:30pm
Location of Work:	Town of Taber
Close Date:	Open until suitable candidate is found

POSITION SUMMARY:

Reporting directly to the Manager of Engineering and Project Management, the Asset Management/GIS (Geographic Information Systems) Coordinator supports the Engineering and Public Works Department in the implementation of the Town's Asset Management Program and the administration of the Town's GIS system. The Coordinator establishes asset hierarchies, identifies data gaps, determines levels of service, conducts risk assessments, and develops asset lifecycle strategies for sustainable financial planning. The individual works collaboratively across all Town departments to support asset management processes as outlined in the Town's Asset Management Policy. As the GIS lead, this role develops and maintains the spatial infrastructure required to align physical assets with strategic, financial, and service-level priorities. This position falls within the scope of our CUPE Local 2038.

WORK ENVIRONMENT:

- Multi-disciplinary municipal environment split between an analytical office setting (approx. 80%) and supporting engineering/operations staff at active municipal infrastructure sites (approx. 20%) to verify data and survey assets.
- The Town operates PSD CityWide; comprehensive onboarding and system training will be provided for the successful candidate.
- Requires prolonged periods of sitting, intensive computer use, and dual-monitor viewing. Fieldwork requires the ability to walk on uneven terrain, stand for extended periods, and safely lift or carry objects/surveying equipment weighing up to 10 kg (20 lbs).
- Field visits involve occasional exposure to outdoor weather extremes, construction noise, dust, and moving traffic. Strict compliance with Town safety policies and mandatory use of Personal Protective Equipment (PPE) is required.

DUTIES AND RESPONSIBILITIES:

System Administration & Data Integration

- Integrate existing asset management processes, tools, and initiatives into a single corporate reporting structure and inventory system.
- Serve as the system administrator for municipal GIS platforms, including mobile and web-based data collection tools.
- Coordinate, review, accept, and upload asset inventory, condition, and inspection data from internal and external sources while maintaining strict quality control.
- Stay current with applicable GIS and asset management software updates through continuous learning, conferences, and training.

Asset Lifecycle & Financial Planning

- Collaborate with Subject Matter Experts (SMEs) to collect and maintain infrastructure inventories, including service life, replacement values, and condition attributes.
- Develop long-term lifecycle management programs for municipal assets (roads, bridges, plant treatment systems, stormwater networks, and facilities).

Posted – September 9th, 2026



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- Liaison across departments to estimate future replacement, rehabilitation, and maintenance costs using standard industry practices.
- Incorporate facility condition assessments and maintenance needs directly into the broader asset management framework

Fieldwork & Inspections

- Conduct site visits to inspect the Town's assets, monitor contractors, and gather real-world field data.
- Work directly with operational field staff to optimize digital workflows and improve field data accuracy.
- Follow the Town of Taber's safety policies and procedures and promote a safe work environment.

Reporting, Analytics & Training

- Perform statistical analysis and create maps to evaluate service levels, work productivity, asset condition, and infrastructure performance.
- Prepare ad-hoc management reports, metrics, and benchmarks for internal leadership and external publication.
- Train and support municipal staff on new asset management processes, GIS services, and mobile/desktop data collection tools.
- Perform other duties as assigned or required by the Manager of Engineering and Project Management.

SKILLS AND ABILITIES:

- Proficiency with Microsoft Suite (advanced Excel and Access) and professional GIS applications (e.g. Esri ArcGIS Platform.)
- Prior experience or proficiency with PSD CityWide software is considered a strong asset.
- Excellent verbal and written communication skills with the ability to write clear technical reports.
- Demonstrated experience leading and facilitating workshops or training sessions with multi-disciplinary stakeholders.
- Strong interpersonal skills to foster collaborative working relationships with both internal staff and external consultants/contractors.
- Highly self-motivated with the ability to work independently with minimal supervision.
- Proven strength in project prioritization, multitasking, and time management.

PHYSICAL, MOTOR, AND VISUAL SKILLS:

- Physical Skills Work requires moderate physical strength and effort occasionally, such as lifting approximately twenty pounds, carrying object(s) and stacking them or placing them in a storage area.
- Motor Skills Work requires pulling, pushing, standing, or walking throughout workday.
- Visual Skills Work requires reading and reviewing documents both in paper and electronic form.

MINIMUM QUALIFICATIONS:

- A university degree or accredited technology diploma in a relevant discipline (Engineering Technology, GIS, Asset Management, or related field); or an equivalent recognized combination of education and experience.
- A minimum of three (3) years of progressive, related asset management experience.
- A minimum of one (1) year of corporate budgeting and work planning experience.
- One to two (1–2) years of experience working within a municipal or public sector setting is considered an asset.
- Valid Class 5 Driver's License with a clean driving record.
- Standard First Aid and CPR/AED certification.



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- Ability to Provide a clean Police Information Check
- Must provide a satisfactory completion of the Police Information Check & Driver's Abstract prior to employment
- Related infrastructure accounting or capital planning experience is an asset.
- Professional certification in Asset Management (e.g., CPAM, CTAM, IPWEA, or CNAM credentials) is highly desirable.

Please refer to the competition number when submitting your resume and cover letter by mail, fax, or e-mail in confidence to:

Human Resources

Town of Taber
4900 A 50 St.
Taber, AB T1G 1T1
Fax: 403-223-5530
hr@taber.ca

We thank all applicants in advance for their interest, however only those applicants who will be interviewed will be contacted.