

## **ASSET MANAGEMENT SPECIALIST - GIS - TERM (18 MONTHS)**

Position ID: J0424-0226

Job Type: Term Full Time

Department: Asset Management

Number Of Positions: 1

Closing Date: April 30, 2024

Min Salary: \$76,253.00/Year

Max Salary: \$95,316.00/Year

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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.

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:**

Reporting to the Team Leader of Asset Management, the Asset Management Specialist is responsible for supporting the divisions of Parks and Public Works in identifying and implementing improved processes related to sustainable service delivery, maintenance management, lifecycle management, and GIS support.

The specialist will work directly with linear asset data and information related to Parks and Public Works infrastructure and will actively apply technology and tools to support data driven planning, decision making, and budgeting on the infrastructure portfolio for each division.

The position requires a general understanding of the workings and needs of the city as it relates to Parks and Public Works service delivery within the context of operations, repair, and maintenance management practices.

Primary accountabilities include:

- Responsible for the accuracy, integrity, and quality of asset information within the computerized maintenance management system (CMMS/Cityworks) and the GIS environment
- Directly supports data collection, data validation, data correction and/or data updates
- Formats data records and/or facilitates the transfer of files into the GIS database
- Aligns all work with best practices for work order management, maintenance management, and lifecycle management
- Tracks existing assets, addition of new assets including the performance tracking for operations and maintenance (O&M) activities
- Collaborates on the development and implementation of standardized business processes, workflows, reporting structures, and system configurations
- Coordinates with operational staff to update work plans, preventive maintenance schedules, asset information, work order updates, as needed
- Adept at compiling, analyzing, interpreting, and reporting asset data and information as the foundation for lifecycle planning and decision-making
- Generates web maps, dashboards and visual aids for data analysis and reporting
- Collaborates on the development and implementation of quality control procedures for asset data to

ensure accuracy, consistency, and completeness of information

- Collaborates with GIS and Application support to improve the database interface and overall system performance
- Provides support and training to CMMS/Cityworks users; collaborates with end users on system and business process enhancements to improve service delivery
- Supports Tangible Capital Asset (TCA) reporting requirements

#### **You Bring:**

- Degree or diploma in Business, Engineering, IT, GIS or similar
- 2 to 3 years of increasing responsibility working directly with asset data and information within an ArcGIS environment (ArcGIS Portal, Online, and Mobile Applications)
- Experience working with Cityworks or other CMMS systems as an advanced user who has full knowledge of software functionality and business processes
- High attention to detail and a passion for data, information quality, and analysis
- Growth and entrepreneurial mindset with an appetite for influencing and leading change
- Excellent communication, interpersonal, and organizational skills
- Proactive communicator with a proven ability to successfully problem solve
- Committed team player with a strong service orientation and excellent relationship building skills
- Ability to manage time and priorities effectively
- Ability to work independently in a dynamic team environment
- Ability to interact effectively at all staff levels and to develop effective working relationships
- Direct experience with day-to-day operations and field staff performing all aspects of infrastructure operations and maintenance management, is preferred
- Working knowledge of Roads and Parks operations, is preferred
- Familiarity with municipal government operations, is preferred

#### **We Offer:**

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

- Excellent health, dental, paramedical, and benefits plan
- 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:**

This full time (37.5 hours per week) term (18 months) includes a comprehensive benefits package.

#### **Next Steps:**

Candidates are invited to apply online at [www.airdrie.ca](http://www.airdrie.ca).