

## ASSET MANAGEMENT EFFICIENCY COORDINATOR

Position ID: J1225-0243

Job Title: ASSET MANAGEMENT EFFICIENCY COORDINATOR

Job Type: Full Time

Department: Asset Management

Number Of Positions: 1

Min Salary: \$46.81/Hour

Max Salary: \$58.51/Hour

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 city is seeking an Asset Management Efficiency Coordinator to strengthen how asset information is used to support day-to-day operations for asset owning service areas and long-term infrastructure planning and decision making. This newly created role balances hands-on operational support with strategic leadership, improving how asset data, systems, and tools inform lifecycle planning, risk management, capital budgeting, performance reporting, and investment decision making across the City's growing and increasingly complex infrastructure portfolio.

Accountabilities Include but are not limited to:

- Operational Coordination & Process Improvement - Provide hands-on operational support and clear direction to align priorities, workflows, tasks, and resources. Improve and/or redesign processes so effort is focused on high-value activities that drive informed planning, decision-making, and service delivery.
- Strategic Leadership & Continuous Improvement - Advance the City's Asset Management Program with a balance of long-term initiatives and practical day-to-day enhancements. Apply systems thinking and technical expertise to evolve data, systems, tools, and decision-support processes.

- Data Quality, Systems, & Analytics – Support the effective use and optimization of technology platforms and tools including Cityworks, GIS/ArcGIS, Assetworks, Power BI, and DOTs, while ensuring data quality and governance. Improve the integration, analysis, and visualization of asset data through clear, actionable reports and interactive dashboards.
- Cross Functional Collaboration - Build strong partnerships across IT, Finance, and asset-owning service areas to ensure consistent practices, integrated systems, TCA reporting, and a shared understanding of priorities.
- Capability Building, Training, and Future Readiness - Support the development and implementation of a multi-year technology and innovation roadmap, while coordinate training and advancing asset management practices to align with the City's growth and service expectations.
- Program Support & Flexibility - Perform other related duties as needed to sustain the ongoing effectiveness and evolution of the Asset Management Program.

#### You Bring:

- Bachelor's degree in a relevant field such as Geographic Information Systems (GIS), Information Systems, Engineering, Business, or a related discipline.
- Five (5) to seven (7) years of progressively responsible experience working with asset data and information, ideally within a municipal or infrastructure-focused environment
- Demonstrated experience working within an ArcGIS environment, including ArcGIS Pro, ArcGIS Online, ArcGIS Portal, and mobile applications.
- Strong working knowledge of asset management systems such as Cityworks, ArcGIS, Power BI, Assetworks, or similar systems.
- Experience supporting data-driven planning, analysis, and decision-making related to infrastructure assets, lifecycle management, or capital planning.
- Demonstrated experience taking initiative, setting priorities, and following work through from planning to delivery.
- Strong relationship-building skills with the ability to work effectively across departments and with diverse stakeholders.
- Proven project management skills, including experience leading initiatives involving multiple stakeholders, systems, or service areas.
- Strong analytical and critical thinking skills, with the ability to translate complex data into clear, actionable insight.
- Excellent communication, interpersonal, and collaboration skills, with the ability to explain technical concepts to non-technical audiences.
- A practical, solutions-oriented mindset with a strong interest in continuous improvement and innovation.

#### Assets:

- Certification or diploma in Asset Management.
- Certification or diploma in Data Analytics.
- Additional professional development related to asset management, data analytics, or infrastructure investment planning.
- Familiarity with data integration tools such as FME.

### **We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, 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.