



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

Facilities Asset Coordinator

Are you passionate about data-driven decision-making and optimizing infrastructure assets for long-term sustainability? Join our team as a Facilities Asset Coordinator and help shape the future of our civic and recreational facilities. This is a unique opportunity to support the development and implementation of our infrastructure asset management framework and play a key role in maximizing the performance, reliability, and value of our physical assets.

Working within a collaborative environment, you'll provide both technical and administrative support in maintaining asset inventories, coordinating maintenance programs, analyzing asset performance, and improving lifecycle planning. Your work will directly support long-term planning, budget forecasting, and evidence-based decision-making processes.

Key Responsibilities

- Assist in developing long-term asset management plans and strategies.
- Support implementation and maintenance of infrastructure asset management frameworks.
- Conduct lifecycle analysis and risk assessments to inform financial planning.
- Maintain accurate asset inventories and track asset performance using specialized software tools.
- Prepare preventative maintenance schedules, documentation, and budget forecasts.
- Coordinate and configure asset management systems; liaise with vendors and system users.
- Develop customized system reports; review data for completeness and accuracy.
- Provide training, documentation, and technical support to system users.
- Contribute to the review of policies, procedures, and industry best practices.
- Collaborate with internal and external stakeholders and perform occasional site visits.

Qualifications

- Diploma in Information Technology from an accredited Institute of Technology, plus related experience in civic or recreational facilities; or an equivalent combination of training and experience.
- Considerable knowledge of infrastructure/facilities asset systems and applications
- Strong understanding of asset lifecycle management, condition assessments, and performance metrics
- Proficiency in asset management software, database design, and reporting tools
- Ability to configure and administer system applications and modules
- Strong data analysis and problem-solving abilities
- Effective communication and training skills
- Ability to develop and maintain technical documentation
- Valid Class 5 Driver's License for the Province of British Columbia

The City of Delta provides a competitive salary of \$40.32 - \$47.62 per hour (commensurate with experience) and an excellent benefits package including Municipal Pension Plan as well as an earned-days-off system. Interested applicants are requested to apply online at www.delta.ca/employment, to competition number **#25-215 EX** by **December 29, 2025**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted. Copies of relevant professional certificates, degrees, or tickets must be submitted with your application. Preferred candidates will be required to submit a Police Information Check.