

Asset Management Specialist - 6 Month Term

Position ID: J0526-0046

Job Title: Asset Management Specialist - 6 Month Term

Job Type: Term Full Time

Department: Asset Management

Number Of Positions: 1

Min Salary: \$41.70/Hour

Max Salary: \$52.12/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 Asset Management Specialist - Water Services, term position will support the operational service delivery and maintenance management needs of the Water Services portfolio, including GIS support.

Reporting to the Team Leader, Asset Management the Asset Management Specialist – Water Services is responsible for supporting the division in identifying and implementing improved processes related to sustainable service delivery, maintenance management, and lifecycle management.

The specialist will work directly with linear asset data and information related to water services infrastructure and will actively apply technology and tools to support information informed planning and decision making on the infrastructure portfolio.

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

Responsibilities 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
- Supports the development of web maps, dashboards and visual aids for 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
- Other duties as the position evolves

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
- Direct experience with day-to-day operations and field staff performing all aspects of infrastructure operations and maintenance management, is preferred
- Working knowledge of Water Services operations, is preferred



- Familiarity with municipal government operations, is preferred
- High attention to detail and a passion for data and information quality
- 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'

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, 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 are appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This is a six-month temporary role, scheduled at 37.5 hours per week.

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 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.

