



Position Description

POSITION TITLE: Asset Management & GIS Specialist

DEPARTMENT: Administration

REPORTS TO: Corporate Services Director

SUMMARY OF POSITION:

The Asset Management and GIS Specialist will play a pivotal role in the efficient and sustainable management of municipal infrastructure and assets. This position combines expertise in Geographic Information Systems (GIS) with a comprehensive understanding of asset management principles to support data-driven decision-making processes. The specialist will work collaboratively with various departments to collect, analyze, and maintain spatial and asset data, facilitating optimal resource allocation, maintenance planning, and infrastructure development.

RECOMMENDED TRAINING & QUALIFICATIONS:

- Bachelor's degree in Geographic Information Systems (GIS), Computer Science, Geography, Civil Engineering, Asset Management Diploma or a related field
- Proven experience in GIS data management, spatial analysis, and asset management, preferably in a municipal or government setting.
- Proficiency in GIS software (e.g., ArcGIS, QGIS) and asset management software (e.g., EAM, CMMS).
- Strong analytical, technical, organizational and problem-solving skills.
- Knowledge of provincial and municipal regulations related to asset management and data governance.
- Excellent verbal & written communication and collaboration skills.
- Attention to detail and the ability to work independently and/or as part of a team.
- Project management experience is an asset.
- Office Software Training – Microsoft Word, Excel, Outlook, etc.
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

KEY DUTIES AND RESPONSIBILITIES:

1. Asset Management Functions

- a) Conduct asset inventories, including infrastructure, equipment, and facilities.
- a) Assess the condition, performance, and lifespan of municipal assets.
- b) Implement asset tagging and tracking systems for accurate data collection
- c) Utilize GIS tools to analyze asset data for trends, performance, and optimization opportunities.

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- d) Generate reports and dashboards to present asset-related insights to stakeholders.
- e) Assist in forecasting and budgeting for asset maintenance and replacement. Develop, review, and implement short, medium and long term Asset Management strategies that reflect the Corporate direction and the community requirements.
- f) Collaborate with departments to develop and implement asset management strategies and plans.
- g) Ensure compliance with provincial and municipal regulations related to asset management.
- h) Compile and maintain asset inventories and databases into centralized Asset Management software utilizing existing data records from various departments, media, GIS systems, Asset Management software, excel spreadsheets, and other data management tools.

2. GIS Functions

- a) Develop and maintain the GIS database and spatial datasets, including inputting and correcting data, researching data conversions, updating sources and ensuring data integrity for Starland County base map production
- b) Installation and troubleshooting problems with GIS mapping system, including installation of new applications, installing upgrades and assisting users to solve software problems
- c) Perform data validation, quality assurance, and data integration tasks
- d) Create and maintain standardized mapping and visualization tools.
- e) Create informative maps and visualizations to support municipal planning and decision-making.
- f) Produce maps for public dissemination and presentations to elected officials.
- g) Provide training and support to municipal staff on GIS software and asset management practices.
- h) Act as a resource for colleagues regarding GIS-related inquiries
- i) Implement data security measures to protect sensitive GIS and asset data.
- j) Ensure data integrity and accuracy through routine checks and backups.
- k) Stay updated on industry best practices, emerging technologies, and trends in asset management and GIS.
- l) Suggest and implement innovative solutions to enhance asset management processes.

3. All other duties as assigned by the Corporate Services Director and/or Chief Administrative Officer.

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SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is not a safety sensitive position, so drug and alcohol testing is not required on hiring.

*Revised as of February 2025