



JOB DESCRIPTION

Position: Asset Management Technician
Union: CUPE Local 374

1. FUNCTION

Reporting to the Manager of Engineering, this position requires excellent interpersonal and technical skills and involves a broad range of office and field work. The work involves spatial mapping and data collection; condition reporting and life-cycle costing; record keeping relating to the management and evaluation of the Town's infrastructure assets; field assignments using GPS equipment and preparing project lists for annual infrastructure replacement and upgrade projects based on asset management practices. This position would benefit from advanced skills in GIS Mapping and/or AutoCAD software, together with a working knowledge of business and engineering application software. A solid understanding of database concepts is required to succeed in this role. Some assignments require a high degree of independence and judgment.

2. TYPICAL DUTIES

- a) Collect, evaluate, maintain and coordinate the infrastructure asset information and records for the Town's Asset Management Program.
- b) Undertake infrastructure asset life-cycle costing and maintenance assessments, which includes developing and applying condition rating formulas to determine replacement needs and 20-year plan capital investment advice, while taking into consideration levels of service and risk management.
- c) Develop and maintain asset management databases (i.e. WorkTech and Citywide) and work with Finance employees to ensure alignment between asset management records and financial records used in the Town's annual Tangible Capital Assets (TCA) reporting.
- d) Coordinate the development and update of asset management plans, policies, level of service, risk, and other related facets.
- e) Coordinate the development of tenders and management of contracts related to asset management and prepare grant applications as needed.
- f) Perform field measurements and inspections to compile information for asset management.
- g) Complete recurring and ad hoc asset management surveys for the Town.
- h) Compile spatial reference mapping of the Town's infrastructure inventory.
- i) Prepare digital maps, drawings, and graphics as directed.
- j) Liaise with the ITS department and third-party software developers in the development and support of GIS applications and asset management systems to custom create tools or to improve design, user interface, and integration with the Town's existing systems.
- k) Develop more streamlined software processes for data collection and consumption tools for employees' daily and annual tasks related to asset management.

- l) Research and develop best practices and systems monitoring to ensure progressive growth of the Town's asset management program.
- m) Provide technical support to employees with respect to the use of WorkTech, Citywide, and SidneyMap software systems.
- n) Perform other related duties as may be assigned by the Manager.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a) Knowledge and understanding of the function, design, construction, and maintenance of municipal infrastructure.
- b) Knowledge of Tangible Capital Assets (TCA) financial reporting requirements and the relationship to asset management.
- c) Knowledge and understanding of Asset Management Plans, related policies, levels of service, risk assessment, lifecycle costs, and application of treatments.
- d) Proficient use of networked computer and engineering design, infrastructure management and mapping software programs (i.e. WorkTech, Citywide, ESRI Arcmap, AutoCAD, Tempest, Adobe Acrobat, Bluebeam, MS Office suite, etc.).
- e) Ability to carry out field surveys for location of Town owned infrastructure assets.
- f) Ability to develop and maintain the asset management database.
- g) Ability to read and interpret engineering drawings, records, and specifications.
- h) Ability to present technical information clearly in an oral, written, or graphic format.
- i) Ability to create and maintain files and records of municipal works and drawings.
- j) Effective interpersonal skills with the ability to establish and maintain effective working relationships with co-workers, external contacts, and the public.
- k) Ability to work both independently and as a team member.
- l) Ability to follow directions, take initiative, and exercise sound judgment.
- m) Excellent organizational and time management skills.

4. TRAINING AND EXPERIENCE

- a) Diploma in Geomatics, Surveying, or Civil Engineering Technology from a recognized institution, or an equivalent level of related training and/or experience.
- b) Five years experience in the field of engineering, geomatics, municipal infrastructure asset management or related work, with progressive responsibilities. This should include three years of recent experience in the use of asset management, GIS, and mapping software, database development, project cost estimating, and asset life-cycle analysis.
- c) Possession of a valid class 5 B.C. Drivers Licence.