



EMPLOYMENT OPPORTUNITY

Position Title:	Asset Management Coordinator	Job Status:	Permanent
Department:	Corporate Services	Reports To:	General Manager of Corporate Services

Position Summary

The Asset Management Coordinator is responsible for implementing, maintaining, and advancing Westlock County's asset management program, systems, and practices. This position supports departments in using asset information and software tools to inform service delivery, lifecycle planning, and capital investment decisions. This role focuses primarily on asset management program coordination, with GIS used as a supporting tool for maintaining spatial and asset data visualization, mapping, and analysis.

Working under the direction of the General Manager of Corporate Services, this position supports multiple departments through collaboration; incorporating all aspects of risk management, lifecycle cost analysis, and a consistent forecasting approach regarding replacement or rehabilitation for county assets. The Coordinator ensures the County's asset management practices are accurate, efficient, and aligned with strategic objectives and the principles established in Westlock County's Asset Management Policy.

This position will support the establishment and coordination of the County's Asset Management Steering Committee and assist with cross-department asset management initiatives.

Duties and Responsibilities

The duties and responsibilities of the Asset Management Coordinator include, but are not limited to, the following:

Asset Management Program – 65%

- Coordinate implementation, and ongoing delivery and refinement, of the County's asset management program, including asset hierarchy, data collection, lifecycle planning, and continuous improvement of asset management practices.
- Support implementation, maintenance, and periodic updates of the County's Asset Management Strategy and Asset Management Plan to ensure alignment with corporate objectives and long-term infrastructure planning.

- Conduct field inspections, data collection, and condition assessments of municipal infrastructure assets.
- Support lifecycle management of assets including acquisition, operation, renewal, and retirement by maintaining accurate asset records.
- Assist Corporate Services and operational departments in identifying and maintaining Asset Retirement Obligation (ARO) data within the asset inventory to support accurate financial reporting and compliance requirements.
- Maintain and update asset databases including County's Central Asset Registry and software systems, ensuring asset information is properly recorded, updated, and accessible to support operational and strategic decision-making.
- Analyze asset data (condition, age, risk, criticality) to support long-term planning, budgeting, and infrastructure replacement or rehabilitation strategies.
- Assist in preparing reports, plans, and recommendations for senior management and Council regarding asset performance, risk, service levels, and investment priorities.
- Coordinate with other departments to identify data gaps, optimize maintenance practices, and integrate asset management data into capital and operational planning.
- Coordinate with Engineering and Operations staff to ensure infrastructure assets accepted through construction completion processes (e.g., CCC/FAC or capital project acceptance) are accurately recorded in the County's asset registry and GIS systems..
- Identify opportunities to improve asset management practices, workflows, reporting processes and data quality.

GIS Support – 20%

- Act as the County's primary point of contact for GIS matters, coordinating with the contracted GIS service provider and internal departments to support mapping services, spatial data management, and system improvements.
- Maintain and update GIS layers related to municipal infrastructure, assets, and other operational data in coordination with departments and the County's asset management systems.
- Utilize GIS tools to analyze and maintain municipal asset and infrastructure data, and provide mapping, spatial analysis, and cartographic outputs to support departmental operations, planning initiatives, infrastructure projects, emergency services, and organizational decision-making..
- Coordinate updates to spatial data, including rural addressing and other municipal datasets, ensuring accuracy and consistency across County systems.
- Work with the contracted GIS service provider to support system maintenance, data updates, troubleshooting, and ongoing improvements to the County's mapping systems.
- Support integration between GIS and asset management systems.

Administrative - 10%

- Establish and maintain asset management data standards, documentation, and procedures.
- Provide training and guidance to staff on asset data entry and usage.
- Promote organizational adoption of asset management practices.
- Coordinate with contractors, consultants and software vendors as required.
- Acts as the main point of contact for Asset Management inquiries, mapping, and GIS inquiries.
- Review operating practices, department data management, and recommend improvements where necessary and within approved budget and established policies.

Other Duties– 5%

- Other duties as assigned.
- Ensure that Westlock County's Health and Safety Program as well as Occupational Health and Safety's standards are followed.
- Promotes a safe work environment, ensuring compliance with all government regulations, and Health & Safety policies and practices. Participation in the County's Joint Health and Safety Committee as required.
- This position may be called to perform duties as required by the Director of Emergency Management during a State of Local Emergency

Minimum Requirements

Education:

- Completion of Asset Management Diploma or Geographic Information Systems (GIS) program, or equivalent combination of education, qualifications and experience.
- Asset Management Professional (AMP) designation, or equivalent certification, is preferred.

Experience:

- Minimum of 2 years of progressively responsible experience and awareness of relevant legislation and regulations related to municipal asset management or capital planning.
- Experience maintaining asset inventories or working with asset management, infrastructure, or public works data.
- Experience working with cross-departmental data or supporting multiple internal users
- Exposure to GIS tools or spatial data in a professional setting (advanced GIS expertise is not required).

Knowledge:

- Understanding of municipal asset management principles, lifecycle planning, and service level concepts.

- Knowledge of municipal infrastructure assets (e.g., roads, water, wastewater, facilities, fleet, etc.).
- Familiarity with asset management frameworks, best practices, and software.
- Knowledge of relevant legislation, asset management regulations and standards.
- Understanding of data governance and quality control practices.

Skills:

- Strong coordination and program implementation skills.
- Analytical thinking and ability to interpret infrastructure data for decision making.
- Ability to work collaboratively with leadership and operational staff.
- Effective communication skills for technical and non-technical audiences.
- Working proficiently with database systems and willingness to learn GIS applications.

Other:

- Valid Class 5 driver’s license.
- Satisfactory criminal record check.
- Ability to conduct field work and travel using municipal vehicle as required.

Key Relationships

This position interfaces with internal and external contacts:

- Internal:
 - CAO
 - Information Technology, Finance, Infrastructure, and Planning & Development staff
 - Development Engineering Officer
 - Collaborates With other Staff, Supervisors, Managers, and General Managers as needed
 - *Reports to:*
General Manager of Corporate Services
- External:
 - Vendors and service providers
 - Government agencies and regulatory bodies
 - Ratepayers, contractors, and consultants
 - Partner municipalities and regional organizations

Working Conditions

- Work normal business hours, but may be required to perform some work in the evenings or outside normal working hours
- Able to work on a computer for long periods of time
- Required to work in a busy, open office area, which may result in constant interruptions
- Required to spend long hours concentrating, which will require attention to detail and high levels of accuracy

- Required to meet several deadlines, which may cause stress
- This position deals with the public and may result in exposure to irate ratepayers
- Varying levels of physical effort, including moderate lifting (up to 50 lbs.), walking, standing, pushing, pulling, reaching, driving, and carrying are required. Repeated motion of office tasks is also involved
- May travel to attend meetings, conferences, legal, and community activities.
- Required to work outdoors, which includes weather hazards, environmental dangers, wildlife encounters and uneven footing.
- Required to complete site inspections and site visits, which may be while working alone

Remuneration & Benefits

HOURS OF WORK: Monday to Friday, 8:00 a.m. to 4:30 p.m. Overtime hours may be requested occasionally.

COMPENSATION: This is a Union position therefore wages have been set in agreement with CUPE Local 3007.
Probationary Rate: \$35.47
Permanent Rate Grid: \$37.83-47.29/hour

CLOSING DATE: 4:30 p.m. on April 6, 2026

APPLICATION INSTRUCTIONS: Visit <https://westlockcounty.com/careers>
 Complete the Virtual Talent Application and attach a Cover Letter and Resume.

Westlock County is proud to be an equal opportunity employer that is committed to diversity and inclusion in the workplace.