

## EMPLOYMENT OPPORTUNITY

<b>Position Title:</b>	GIS & Asset Management Coordinator	<b>Job Status:</b>	Permanent
<b>Department:</b>	Corporate Services	<b>Reports To:</b>	General Manager of Corporate Services

### Position Summary

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The GIS & Asset Management Coordinator plays a critical role in supporting Westlock County's spatial data systems and asset management program. This position is responsible for the development, maintenance, and integration of Geographic Information Systems (GIS) and asset inventory databases. Providing information that is crucial in decision-making, improving service delivery, and ensuring effective management of the County infrastructure.

Working under the direction of the General Manager of Corporate Services, this position supports multiple departments by providing technical expertise in GIS mapping and analysis, asset data collection, and lifecycle planning. Through collaboration, data integration, and innovative technology solutions, the Coordinator ensures the County's GIS and asset management practices are accurate, efficient, and aligned with strategic objectives.

### Duties and Responsibilities

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

#### GIS & Spatial Data Management – 40%

- Create, maintain, and update County GIS datasets, spatial asset inventories, maps, and web-based GIS applications to support planning, operations, and decision-making.
- Collect, validate, and manage spatial data from CAD, GPS, aerial imagery, and field surveys, ensuring accuracy and compliance with industry standards.
- Develop custom maps, dashboards, and digital visualization tools for internal departments, Council presentations, and public communication.
- Support the integration of GIS data into departmental workflows, including planning, infrastructure management, and emergency services.
- Maintain and improve GIS web services and applications, ensuring they meet user needs and enhance access to spatial data across the organization.
- Provide technical support and respond to GIS-related inquiries from internal and external stakeholders.

### **Asset Management Program – 40%**

- Responsible for the development, implementation, and ongoing refinement of the County's asset management program, including asset hierarchy, data collection, and lifecycle planning.
- Conduct field inspections, data collection, and condition assessments of municipal infrastructure assets.
- Maintain and update asset databases and software systems, ensuring accuracy and integrity of information.
- Analyze asset data (condition, age, risk, criticality) to support long-term planning, budgeting, and infrastructure replacement strategies.
- Assist in preparing reports, plans, and recommendations for senior management and Council regarding asset performance, risk, and investment priorities.
- Coordinate with other departments to identify data gaps, optimize maintenance practices, and integrate asset management data into capital and operational planning.
- Support the preparation of Construction Completion Certificates (CCC) and Final Acceptance Certificates (FAC) and ensure accurate recordkeeping of asset documentation.

### **Administrative - 10%**

- Provides quality customer service as the main point of contact for County mapping, GIS and Asset management inquiries.
- Review operating practices, department data management, and recommend improvements where necessary and within approved budget and established policies.

### **Other Duties– 10%**

- 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**

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#### **Education:**

- Diploma or degree in Geographic Information Systems (GIS), Geomatics, Engineering Technology, Asset management, or a related field.
- Certification in asset management, GIS, or IT-related fields is considered an asset.
- Equivalent combination of education and directly related experience may be considered.

**Experience:**

- Minimum of 2-3 years of experience in GIS systems and spatial data preferably in a municipal or public sector, utilities, or infrastructure-related environment.
- 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

**Knowledge:**

- Strong working knowledge of GIS platforms (ArcGIS, ArcGIS Pro), spatial data management, and mapping standards.
- Understanding of municipal infrastructure assets (e.g., roads, water, wastewater, facilities) and basic asset lifecycle concepts and planning, and condition assessment.
- Familiarity with asset management software.
- Understanding of relevant legislation, asset management regulations and standards, data standards, and reporting requirements in a municipal or public sector context.
- Knowledge of data quality control, metadata, and documentation practices, as well as privacy, data governance, and information management requirements.

**Skills:**

- Proficiency with Microsoft Office Suite, database management, GIS software, AutoCAD, and cloud-based platforms.
- Strong analytical and problem-solving skills, with the ability to synthesize data into actionable insights.
- Ability to prepare clear maps, reports, and summaries for both technical and non-technical audiences.
- Excellent verbal and written communication skills, with the ability to translate technical information into clear language for diverse audiences.
- Effective time management and organizational skills, with the ability to manage multiple priorities.
- Strong collaboration skills and the ability to work effectively across departments and with external partners.

**Other:**

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

**Working Conditions**

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- 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

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This position includes a competitive benefit and pension package.

### 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 Monday, February 9, 2026

### APPLICATION INSTRUCTIONS:

Visit <https://westlockcounty.com/careers>

Complete the Virtual Talent Application and attach a Cover Letter and Resume.

**\*Please select "Undefined" from the drop-down list under "Position Applied For" .**

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