

## Asset Management/GIS Technician

(Job # 2021-038-IE)

<b>Department:</b>	Public Works
<b>Status:</b>	Full-Time, Permanent
<b>Date Posted:</b>	June 16, 2021
<b>Date Closing:</b>	<b>June 30, 2021, 4:30 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday
<b>Salary:</b>	\$63,068 - \$76,744 per year

---

### Position Purpose:

Providing technical expertise and support to the Public Works Department, this position utilizes Geographic Information Systems (GIS), Asset Management Systems as well as other software and database systems to support a variety of Town operations including asset management, work management, customer service/relationship management, municipal permits, water distribution system modelling, by-law enforcement as well as the creation and retention of digital records related to municipal infrastructure and activities of the Public Works Department. Main duties include the preparation of drawings, maps, and reports to support a variety of infrastructure and operational activities across the organization as well as external customers/stakeholders. This position utilizes the Town's asset management software systems to analyze the condition of municipal roads, water and wastewater infrastructure, and prepares detailed reports supporting departmental work plans for both operation and maintenance activities as well as capital project delivery. In addition, this position participates in the development and implementation of initiatives to improve asset management practices, software systems, and address identified knowledge and information gaps. This role also provides technical assistance to the GIS Administrator in the development of GIS applications and database development as well as the creation and maintenance of spatial data. Other duties include water distribution system modelling, and the coordination, collection and retention of digital records for municipal infrastructure and operations with other internal departments including Development Services, Financial Services and Information Technology.

### Qualifications and Requirements:

Solid technical proficiency coupled with well-developed customer service and communication skills will describe the successful candidate in this position. Candidates will be well organized and take pride in achieving high work standards in the performance of all aspects of this varied role. In addition, qualifications and skills required are as follows:

- College Diploma in Civil Engineering Technology, Geographical Information systems (GIS) or a related discipline
- A minimum of two (2) years of related Asset Management/GIS experience in a municipal public works environment
- Water distribution system modelling experience is an asset
- Demonstrated proficiency using asset management and work management software (preferably Burnside Asset Manager, Pavement Management Module and Work Manager)
- Ontario Class "G" Driver's licence in good standing and a reliable vehicle to use on Town business
- Able to work flexible hours as required

### How to apply:

Please forward your resume in confidence by **June 30, 2021 at 4:30 p.m.**, identifying Job # 2021-038-IE - Last Name, First Name in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca). Please ensure your application is saved in one single document.

**Committed to diversity and a barrier-free environment:** Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**