

ASSET MANAGEMENT COORDINATOR

The City of Camrose is seeking an energetic, highly motivated individual to fill the role of Asset Management Coordinator. This position will be responsible to develop and operationalize a corporate asset management strategy to improve asset management maturity across the organization.

FUNCTIONS/DUTIES (but not limited to):

- Develop, coordinate, and maintain the City's asset management program.
- Provide leadership and effective communication for the roll out of corporate asset management solutions.
- Work with various departments to develop and implement asset management processes such as policy, strategy, levels of service, risk management, investment prioritization, and lifecycle analysis.
- Assist in selecting an Asset Management software and coordinating with departments on data needs.
- Facilitate corporate-wide training on asset management best practices and use of asset management software.
- Assist departments in analyzing trends, operational information, employee input, corporate environmental objectives and the needs of the customer in order to provide strategic direction for Asset Management.
- Act as a technical resource by keeping current on latest developments and innovation in Asset Management.
- Provide information, recommendations and decisions in the form of reports and presentations.

QUALIFICATIONS:

- Relevant post-secondary education and professional designation.
- Minimum three (3) years of relevant Asset Management experience is preferred.
- Asset Management certification and/or training from a recognized Institute or organization is considered an asset.
- Knowledge of asset management, performance measures, and financial management, as well as an understanding of municipal services and assets.
- Excellent organizational skills with the ability to communicate effectively, both verbally and written.
- Valid Class 5 Alberta Motor Vehicle Operator's License.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by April 20, 2023 at 4:00 p.m. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose - Attention: General Manager, Infrastructure
Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8
P: 780.672.4426 | F: 780.672.2469 | E: hr@camrose.ca | W: www.camrose.ca