



## JOB DESCRIPTION CAPITAL PROJECTS / ASSET COORDINATOR

<b>POSITION:</b>	CAPITAL PROJECTS / ASSET COORDINATOR
<b>DEPARTMENT:</b>	OPERATIONS
<b>REPORTS TO:</b>	DIRECTOR OF OPERATIONS
<b>SUPERVISES:</b>	NONE

### **Nature of Duties:**

Reporting to the Director of Operations, the ideal candidate has a diploma in Civil Engineering Technology along with two (2) plus years of related experience. The Capital Projects / Asset Coordinator will continue development and maintenance of a corporate wide asset management registry for the Town of Pincher Creek. This position will also provide project management and support in the planning, development, and implementation of the Town of Pincher Creek's Infrastructure Master Plan (IMP).

The Capital Projects / Asset Coordinator will be responsible for life cycle cost analysis and asset risk management to prioritize expenditures related to the replacement / rehabilitation of Town assets and infrastructure. Certified Engineering Technologist (CET) and/or eligibility for membership in the Alberta Society of Technologists (ASET) is required. The successful candidate will have strong communication skills with demonstrated knowledge of materials, methods, and tools required for municipal and capital projects.

Additional related duties of the Capital Projects / Asset Coordinator position include, but are not limited to:

- Develop life-cycle management programs for infrastructure assets, including roads, bridges, sanitary collection and treatment systems, water distribution systems, storm water management systems, solid waste transfer sites, buildings and building systems, and other tangible capital assets (TCA's)
- Incorporate existing asset management processes, tools, and initiatives into a single corporate reporting structure and inventory system to be used in conjunction with the existing Town of Pincher Creek GIS system.
- Ongoing maintenance and support of the existing Town of Pincher Creek GIS system.
- Coordinate and / or perform condition assessments of Town of Pincher Creek infrastructure assets.
- Work with various departments to estimate future costs for replacement, rehabilitation, or general maintenance requirements for assets using industry standard practices.
- Review impacts of continued growth of existing assets with consideration of resources required to maintain service levels, as well as identifying future service expansion and required resources.

- Collaborate with the Finance Department to provide technical information for Long Term Financial Planning, Tangible Capital Assets, and Full Cost Accounting functions.
- Review, research, and report on technical specifications and standards related to infrastructure construction and maintenance.
- Assist with preparation of requests for proposals and tender documents for municipal and infrastructure projects.
- Perform cost / benefit analysis and risk management analysis related to asset management.
- Assist in budgeting and 5-year capital plan formulation.
- Undertake other tasks, projects, and responsibilities as required or assigned within the scope of the position.

**Qualifications:**

- Diploma in Civil Engineering Technology
- A minimum of two (2) years' experience in a municipal and/or civil related field.
- An equivalent combination of experience and education may be considered.
- Experience working with multiple simultaneous municipal and/or construction projects.
- Working knowledge of Asset Management and related software.
- Strong analytical and communication skills.
- Strong organizational and customer service skills.
- Ability to work independently with minimal supervision.
- Working knowledge of municipal infrastructure design, and contract administration.
- Proficiency in Microsoft Office
- Understanding of computer assisted drafting and geographical information systems.
- Understanding of geographical information systems, survey and/or geomatics.
- Valid Class 5 drivers license with acceptable drivers abstract.
- Acceptable criminal records check.

**Job Classification:** In accordance with CUPE Local 927 and Town of Pincher Creek agreement.  
Article 14 a (i)

**RATE OF PAY:** \$36.28 (Probation period) \$41.87 job rate

**HOURS OF WORK:** 8:00am – 4:30pm – Monday through Friday

**CLOSING DATE:** Until suitable applicant is found

Interested applicants are invited to forward a summary of qualification and experience to the Town of Pincher Creek, Box 159, Pincher Creek, AB T0K 1W0 or email [hr-afety@pinchercreek.ca](mailto:hr-afety@pinchercreek.ca)

**We wish to thank everyone who submits an application; however, only those chosen for interviews will be contacted.**