

EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



Asset Management Coordinator - Competition No: 2026-17

Reporting to the Manager of Capital Assets, the Asset Management Coordinator aids in developing, implementing and ensuring compliance with the County's Asset Management Strategy. The Coordinator is responsible for collecting, accurately maintaining, and analyzing asset management data to support sustainable financial planning. As an active participant in the inter departmental asset management team, this position provides expertise and supports all departments to achieve the group's goals, objectives, and initiative. This position also coordinates the administration of our PSD Citywide Work Order system. This position includes the possibility of a hybrid, and or, remote work environment including periodic work from home.

Functional Responsibilities

- Create, administer, and accurately maintain the asset management inventory database and registry for all municipal assets.
- Provide training and support to municipal staff on asset management processes and planning and their role in developing, collecting, and utilizing the data.
- Coordinate and assist with the development and annual updates to the Asset Management Plan.
- Work collaboratively with the multi-departmental asset management team, providing specialist input and advising on asset management best practices.
- Ensure compliance of the asset management related policies, plans, and procedures.
- Provide recommendations to the Manager to continually evolve the role and to improve the program.
- Create and provide various asset management reports to support capital planning, decision making, and reporting for all departments.
- Utilizes GIS tools, service and work order systems, financial reporting systems, asset management software, and other data management tools.
- Attend and participate in asset management workshops, webinars, and conferences to keep current on the latest development and innovations in Asset Management best practices to enhance the existing program.
- Coordinates the administration of the PSD Citywide Work Order System, including user onboarding and access management, preparation of training materials and procedural documentation, user support and trouble shooting. Completes quality assurance reviews to ensure accuracy, completeness, and compliance with established standards.
- Perform other related duties and special projects as requested by the Manager of Capital Assets related to the job duties.
- Adhere to the County's confidentiality requirements, including the appropriate use of information and maintaining the security of all acquired information relating to employees, businesses, and/or residents of Woodlands County.
- Maintain knowledge of and comply with relevant legislation, policies, and procedures, while continually seeking learning opportunities to enhance knowledge in relevant fields of work.
- Participate, in good faith and to the best of their ability, in all training and development programs, as assigned by Woodlands County.

POSITION TYPE

Full-time
Permanent

HOURS OF WORK

Monday to Friday
8:15 am – 4:30 pm

SALARY RANGE

\$79,950 to \$104,316

COMPETITION CLOSE DATE

Until suitable candidate is
selected

HOW TO APPLY

**Submit your cover letter and
resume email to:**
hr@woodlands.ab.ca

Please reference the competition
number.

We thank all applicants for their
interest. Only those selected for
interviews will be contacted.

ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

CONTACT US

P: 1-888-870-6315 | E: hr@woodlands.ab.ca | PO Box 60, 1 Woodlands Lane, Whitecourt, AB T7S 1N3

Functional Requirements

- Knowledge of asset management software applications and GIS systems.
- Knowledge or experience in municipal asset management including developing and maintaining infrastructure inventory databases, infrastructure condition assessments, lifecycle costing, risk assessment, and/or infrastructure renewal costing and priority setting.
- Advanced research, problem-solving, and critical thinking skills.
- Strong written and verbal communication skills, including report writing and presentation skills.
- Ability to work independently and collaboratively in a fast-paced environment with changing priorities.
- Proficiency in Microsoft Office applications.
- Ability to quickly learn and adapt to new systems and technologies.
- Strong organizational and time management skills with attention to detail and accuracy.

Qualifications & Education Requirements

- Bachelor's degree or diploma in a relevant discipline or comparable work experience. Asset Management Certification and training is an asset.
- Certification in the field of information management systems (i.e., asset management systems, GIS, computerized maintenance management systems, or financial systems).
- Project management experience and/or certification is an asset.
- Knowledge of asset management software applications and GIS systems. (PSD Citywide, QGIS)
- Demonstrated knowledge and experience in municipal/public sector infrastructure asset management.
- Must obtain Incident Command System (ICS) 200 certification within two (2) years of hire.

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