

Job Information

Job title	Asset Management Coordinator	Job Code: ASSMGC	Pay Grade: M
Title of immediate supervisor	Asset Management Program Manager		
Department/Division	Engineering/Asset Management		
Prepared by	Jacqueline Weston		
Date Created	June 15, 2026	Revised date	

Job Purpose

Reporting to the Asset Management (AM) Program Manager, this position coordinates activities and projects identified in the AM Strategy, supports operational departments in the development and implementation of AM Plans, fosters the development of consistent AM culture, systems, processes and practices across the organization in accordance with the AM Policy, and supports the continual improvement of AM practices towards the goal of sustainable service delivery.

Duties and Responsibilities

- Performs centralized AM functions in the areas of policy & strategy, data analysis, progress reports, guidance & support, and training & development.
- Coordinates centralized AM projects as identified in the AM Strategy.
- Analyzes AM Program data, information, business processes, workflows and performance measures, and develops recommendations for District-wide continuous improvement.
- Provides guidance and support to operational departments in the development and implementation of AM Plans.
- Provides guidance and support to District staff on asset management best practices to ensure consistency across the organization, including all asset management functional areas:
 - Planning & Analysis
 - Data management
 - Condition assessment
 - Levels of service
 - Risk assessment
 - Capital planning
 - AM Plans
 - Design & Construction
 - Capital program delivery
 - Development services
 - Operations & Maintenance
 - Data collection
 - Operations
 - Maintenance
- Conducts field site visits with operational department staff to gather information and validate asset data.
- Develops and delivers internal AM training to ensure consistent application of AM practices and fosters a positive culture of AM across the organization.
- Facilitates meetings and workshops with internal and external stakeholders.
- Shares progress and lessons learned with other local governments at meetings and conferences.
- Works collaboratively with internal and external stakeholders.
- Follows all policies, procedures and standards of the District.
- Performs other related duties as required.

Qualifications

- Bachelor's degree in business, commerce, computer sciences, engineering, or related field.
- Three years of related work experience, preferably in the municipal sector.
- Sound knowledge of computerized data processing systems.
- Excellent communication, research, writing, presentation, and organizational skills.
- Certificate or Diploma in asset management from IAM, IPWEA or other recognized institution is preferred.
- Certificate or Diploma in project management from PMI or other recognized institution is preferred.
- Experience with the development and implementation of asset management software is preferred.
- An equivalent combination of education and experience may be considered.

Physical Requirements

Works mainly in an office environment and is able to undertake field site visits.

Working Conditions

Works mainly in an office environment and conducts field site visits several times per week in an indoor/outdoor environment. May be required to work evenings or weekends for special events.