

Job Information

Job title	Parks Asset Management Coordinator	Job Code: PKSAMC	Pay Grade: Q
Title of immediate supervisor	Manager of Parks Planning & Development		
Department/Division	Parks, Recreation & Community Services/Parks		
Prepared by	Paul de Greeff		
Date Created	July 17 th , 2023	Revised date	

Job Purpose

Develops and administers the Parks Division asset management plans and strategy, complete with asset class definitions (i.e.: traditional and natural assets), inventories, condition assessments, service level definitions, replacement timeline projections, and budgets. Prepares reports and presentations on Park assets to decision makers, public, committees and Council. Manages software and the Parks asset database. Researches and recommends best practices for park asset management such as appropriate software upgrades, asset replacement, and asset management efficiencies. Works collaboratively across departments.

Duties and Responsibilities

- Develops and administers the Parks asset management plans consistent with Saanich-wide asset management goals and objectives.
- Collaborates with other asset management professionals in the District to ensure the delivery of the District's Asset Management Strategy.
- Implements asset management software for the Division and develops and manages the Parks asset database.
- Contributes to the development of the Parks annual capital work plan and contributes to the 5-year Parks capital budget.
- Researches, analyses, and produces plans, studies, reports and recommendations related to a variety of park asset management issues.
- Coordinates contracts related to asset management.
- Works collaboratively and liaises with municipal departments, consultants, and employees in other Parks sections to achieve departmental goals and objectives.
- Gathers, organizes, and presents information related to asset management before various groups, and facilitates meetings and workshops with internal or external stakeholders.
- Responds to public enquires, calls for service, and complaints regarding park assets.
- Assists with administrative tasks related to park planning and development.
- Provides guidance and technical assistance to Parks staff in all Parks sections.
- Performs other related duties as required.

Qualifications

- Bachelor's degree in landscape architecture, architecture, planning, engineering, or related discipline.
- Four years of practical experience related to park planning and design, preferably in a municipal setting, with demonstrable experience in asset management.
- Proficiency in Microsoft Office Suite, GIS, AutoCad/CadFX, Adobe Design Suite and Asset Management software (i.e.: FAMIS, ESRI, etc.).
- Excellent communication, research, writing, presentation, and organizational skills.
- Asset Management training preferred, including training in Natural Asset Management.
- An equivalent combination of education and experience may be considered.

- Valid Class 5 Driver's licence.

Physical Requirements

Work requires frequent (i.e.: daily) site visits that can include walking on uneven surfaces, climbing, kneeling, carrying, and crouching.

Working Conditions

Works in an office environment and visits construction sites, private properties, parks, and natural areas. May be required to work evenings or weekends for special events.