



POSITION DESCRIPTION

1. Position Title:

GIS and Asset Management Coordinator

2. Reporting Relationship:

Reporting to the Director of Infrastructure and Development

3. Positions Supervised:

Summer/ Co-Op Students

4. Scope of Position:

Under general direction of the Director of Infrastructure and Development, the GIS and Asset Management Coordinator is responsible for the asset database management and Geographical Information Systems of Southwold, Dutton Dunwich and West Elgin, as well as, for fulfilling the mapping needs of each municipality.

The GIS and Asset Management Coordinator assists the three partner municipalities with the development and ongoing maintenance of the corporate asset management program including: updating the asset database; collecting and maintaining GIS related data; acquiring relevant field data; supporting the finance department in PSAB related entries; and performing lifecycle analysis related to the rehabilitation or upgrade of each municipality's various infrastructure assets.

5. Principle Responsibilities:

Asset Management:

- Assisting the senior management team, participates in the preparation of the Corporate Asset Management Plans in accordance with Provincial Regulations and providing annual reports on the state of municipally owned infrastructure;

- Works with senior staff in the preparation of Strategic Asset Management Policies to promote best practices and link asset management planning with budgeting, operations, maintenance, and other associated municipal planning activities;
- Aligns infrastructure replacement/maintenance/rehabilitation projects with asset management plans and corporate priorities;
- Develops and implements infrastructure & asset management initiatives that are aligned with the corporate vision and strategic plans of the respective partner municipalities;
- Works with senior staff to establish supporting policy, governance model and an organizational framework for oversight of the Asset Management Plan and implementation process;
- Builds, edits and maintains data, systems and workflows within the Asset, Maintenance and GIS Modules of the PSD Citywide System;
- Oversees condition analysis of infrastructure asset inventories using industry accepted engineering practices and provides a summary of the condition of the assets;
- Completes detailed analysis of inspection reports, conditional assessments and consultant's reports on municipal assets to develop and maintain infrastructure asset condition and replacement indexes for individual assets based on the information, inspections and maintenance repair history for rehabilitation and/or replacement needs for all corporate assets;
- Analyzes, interprets and provides advice on best practices to maintain existing infrastructure in accordance with industry standards and emerging technology including: streetlights, trails, bridges and culverts, curb and sidewalks, playgrounds, pedestrian bridges, sports field improvements, park improvements etc.;
- Identifies and maintains a database of asset management priority recommendations to inform the development of current and long-range capital project budgets and legislated reporting requirements for assets;
- Establishes and recommends policies, procedures, processes, and schedules for updating and maintaining the asset management program, including financial reporting to meet corporate and legislative requirements.

Geographic Information Systems Database

- Ensures all GIS data is kept up to date within the three municipalities for infrastructure assets maintained and operated by each respective municipality and coordinates the exchange of information among all departments.

- Works with staff to produce maps & develop asset profiles to assist Directors with annual budgeting.
- Analyses the asset and geomatic database in addition to performing lifecycle analysis relating to the rehabilitation or upgrade of the municipality's various infrastructure assets.
- Responsible for the creation, and on-going maintenance of each municipality's Geographic Information System, in coordination with the County of Elgin, including, but not limited to the collection, inputting, formatting data into the system, inter-coordination of GIS systems across other service areas (ie. fire and emergency services, water, and public works).
- Performs various field operations (e.g., inspections, investigations, topographic surveys, data collection, etc.) related to Condition Assessments and provides analysis towards safety and performance in relation to municipal standards, policies and by-laws and industry standards and best practices.
- Performs field data collection using GPS and mobile applications to collect and verify GIS data to ensure the quality and accuracy of spatial data.
- Ensures that all inspections and condition assessment information is kept up to date.

6. Authority of Position

- Authority limited to direction given and to operating within accepted procedures.
- Provides supervision and direction to Summer and/or Co-Op students assisting with data collection, GIS and Asset Management activities.

7. Working Relationships

7.1 Director of Infrastructure and Development

Receives direction and guidance.

7.2 With Other Staff Members

Usual cooperation and courtesy.

7.3 With Public

Interaction with the public is limited but may be required while gathering information or dealing with other organizations.

8. Required Knowledge and Skill

- Post-secondary College diploma/certification in Geographic Information Systems, Asset Management, Civil Engineering Technology or equivalent.
- Preferred candidates possess 4 to 5 years related experience in asset management and GIS, in a government/institutional setting or similar.
- Comprehensive knowledge of the operation and maintenance of water, sewer, road, building, and other infrastructure.
- Proficiency in Microsoft Office products including Outlook, Word, Excel, Access, Teams, Adobe Acrobat, etc.
- Proficient with ArcGIS and ESRI suite of extensions
- Proficient in the operation of an Asset Management database system (PSD Citywide or similar)
- Effective office, time management and organizational skills.
- Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional. Maintains confidentiality.
- Capable of working in the field to collect data for GIS and Asset Management purposes.
- Knowledge of PSAB requirements would be an added asset
- Must possess and maintain a valid Class G Province of Ontario (or equivalent) driver's license

9. Working Conditions/Effort

- Works in a busy, open area, public office. Work is subject to frequent interruptions. Work is multi-tasked.

- May be eligible to work-from-home for some portion of time.
- Some outside, field work will be required to collect asset information.
- Usual hours of work are 40 hours per week with the possibility of some overtime for special projects.
- Most work is completed at a desk using computer equipment.
- Risk of personal injury while performing duties is minimal. Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and data entry using a computer keyboard. Additionally, the position requires near, far, and color vision in reading correspondence, reports, and using the computer, and hearing is required when providing phone and face-to-face customer service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Outdoor field work could result in some exposure to the elements (rain, snow, wind, heat, cold). Appropriate safety precautions are needed when working on a roadway.

10. Impact of Error

- Typographical or data entry errors if unnoticed could change the meaning of a document, letter, report, etc. which could cause possible problems for the Township.
- Mechanical and clerical errors could be traced and corrected after delay and duplication of effort.
- Incorrect information could lead to poor decisions and recommendations with respect to asset management planning.

11. Wage Grid Level:

- a. Grade 14