



# ASSET MANAGEMENT COORDINATOR

Full-Time / Permanent

*Located in the heart of Central Alberta, Red Deer County provides a wonderful mix of rural and urban amenities. Over 97% of County residents report high satisfaction with their quality of life, making Red Deer County a great destination for both living and working.*

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first class working environment.

Red Deer County has a permanent, full-time position for a dynamic and highly motivated **Asset Management Coordinator** to supplement our ongoing focus in the delivery of customer service excellence.

## **Key Responsibilities**

Reporting to the Capital Accountant, this position will provide a lead role in the development and maintenance of a corporate wide asset management program for Red Deer County. This position is responsible for the life cycle cost analysis and asset risk management to prioritize expenditures replacement/rehabilitation for County assets and infrastructure. This is including but not limited to roads, bridges, water mains, sewers, storm, fleet and facilities, while establishing service levels and risk management practices.

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

- Develop life-cycle management programs for infrastructure assets and other Tangible Capital Assets.
- 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 Red Deer County GIS system.
- Coordinator, collect, and/or perform condition assessments of infrastructure assets on an ongoing basis.
- Work with various departments to estimate future costs for replacement, rehabilitation, or general maintenance requirements for all assets using industry standard practices.
- Review impacts of continued growth of existing assets with consideration to resources required to maintain service levels as well as identify future service expansion and required resources.
- Collaborate with the Financial Analyst to provide technical information for the Long Term Financial Planning, Tangible Capital Assets, and Full Cost Accounting function.
- Review, research, and report on technical specifications and standards related to infrastructure construction and maintenance in an effort to improve current programs and systems.
- Perform cost/benefit analysis and risk management analysis related to asset management.
- Review, refine, and update asset management plans on a tri-annual basis.
- Undertakes other tasks, projects, and responsibilities as required, within the scope of the position or as assigned

## Qualifications

- Completion of a diploma or degree program in a related field.
- Minimum of three (3) to five (5) years' experience in a municipal environment is preferred.
- An equivalent combination of experience and education may be considered.
- Knowledge and experience of Asset Plan Development and use of Asset Management software is preferred.
- Excellent written, communication, and interpersonal skills.
- Strong organizational and customer service skills.
- Ability to work independently with minimal supervision.
- High degree of accuracy with the Microsoft Office Suite of products.
- Familiarity with Work Tech software, ESRI Suite of products, or varied GIS tools is considered an asset.
- Valid Class 5 drivers' license, with an acceptable drivers' abstract.
- Satisfactory police information check.

*\*\*A full position description can be provided upon request\*\**

## Additional Information

This is a permanent, full-time position. Red Deer County offers a competitive compensation package, learning opportunities, and work hours that enable a superior work-life balance.

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department no later than **12:00 p.m., Friday, September 28<sup>th</sup> 2018** to:

Jennifer Dennis - Human Resources Coordinator  
Red Deer County Centre  
38106 Range Road 275  
Red Deer County, AB T4S 2L9  
[jdennis@rdcounty.ca](mailto:jdennis@rdcounty.ca)

*We thank all applicants for their interest; however, only those invited for an interview will be contacted.*