



ASSET MANAGEMENT AND GIS TECHNICAL ASSISTANT

Role Expectations and Job Description

Position Summary

The Rural Municipality of Wallace-Woodworth is seeking a motivated individual for the position of Asset Management and GIS Technical Assistant.

Under the direction of the Chief Administrative Officer and supervision of the GIS Technician the Asset Management and GIS Technical Assistant provides mapping, analysis, and technical support on various municipal Geographic Information System (GIS) resources and projects. This position is also responsible for aiding development, integrity, and maintaining the municipal asset management program as a management resource tool to help facilitate annual and long-term infrastructure programs.

The successful candidate should show respect and support for others and the goals that are set by management; exhibit a positive personality for assisting members of the public and have a professional attitude to keep building a strong team; have a commitment to confidentiality and professional ethics.

Responsibilities

Including, but not limited to:

- Contribute to the development of a comprehensive asset management program including the implementation of the municipalities Asset Management Policy and Strategy and the development and maintenance of the municipal Asset Management Plans
- Assist with various GIS activities, including but not limited to, collecting/creating, managing, mapping, editing, and analyzing spatial data to provide the Administrative, Transportation and Utility departments with maps, and other spatial information and solutions
- Perform other duties as assigned by the CAO

Qualifications

- Valid Class 5 Driver's License (clean driver's abstract)
- A university degree in GIS, Geography or Computer Science; or a related two-year diploma in GIS
- Minimum one year of related GIS or Asset Management experience
- Ability to quickly learn new hardware and software components, such as drones and GPS equipment
- Must be self-motivated and capable of working without direct supervision



Skills

- Proficiency with ESRI ArcGIS Pro, ESRI Geodatabases and Microsoft Office applications
- Knowledge of the principles and practices of GIS, spatial analysis and cartography
- Understanding of asset management practices and concepts
- Effective written and verbal communication skills
- Strong sense of self motivation and keen attention to details and accuracy
- Time management and organizational skills to prioritize and meet deadlines
- Good problem-solving skills and independent judgement skills
- Ability to work cooperatively and independently in an office environment

A complete job description is available upon request or on the R.M. of Wallace-Woodworth website.

Interested candidates should submit a resume with 3 professional references by:

E-mail: info@wallace-woodworth.com

Mail/Drop-off: R.M. of Wallace-Woodworth Municipal Office
154023 PR 257 Box 2200 (Corner of 83 Hwy & PR 257) Virden, MB R0M 2C0

Any questions regarding this employment opportunity,
please call Brianna Hughes at (204) 748-1239.

Applications will be accepted until the position is filled.

We appreciate your interest in this position.

However, only those applicants chosen for an interview will be contacted.