

City of North Battleford
1291 101st Street
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North Battleford, SK S9A 2Y6

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Website:
<https://www.cityofnb.ca/>

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to Email: hr@cityofnb.ca

Please note: Priority will be given to internal applicants.

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

The City of North Battleford has a nepotism policy in effect. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the city's 250 full and part-time employees. Its relative size allows for a flexible municipal government that gets rid of the red tape for a fast, friendly business development. We are currently inviting applications for a:

Asset Management Coordinator

(40 Hours per week) Full-Time

Reporting to the City planner, this position is responsible for the development and maintenance of a corporate wide asset management registry for the City of North Battleford. This includes, but not limited to, life cycle cost analysis and asset risk management to prioritize expenditures related to replacement/rehabilitation of City assets and infrastructure. The establishing of service levels and risk management practices for roads, bridges, sidewalks, water mains, sewers, buildings, and facilities is expected. Further, assisting with identifying opportunities to improve the effectiveness of business procedures through use of features and functionality available within the implemented business applications and office tools. Preparing of business process flow charts. Working with staff to develop, maintain, and exercise alternative paper processes to maintain business continuity in the event of business system failures that would satisfy needs of staff and management. This role requires excellent written, communication and interpersonal skills, report writing abilities and the knowledge of business acumen. Knowledge of financial reporting and budgets is required.

QUALIFICATIONS:

- Completion of a post-secondary diploma or degree program in Asset Management, or an equivalent field, with a recognized designation.
- A minimum of three (3) to five (5) years' experience in a municipal and/or civil related field.
- Knowledge and experience in Asset Management Plan Development, and the use of Asset Management software.
- Proficient with a high degree of accuracy with Microsoft Office Suite Software.
- Familiarity with Asset Management Software, ESRI Suite of products, or varied GIS tools are considered an asset.
- Satisfactory Criminal Record Check
- Valid Class 5 drivers' license and clear drivers' abstract.

Competition Number:	ASM001
Rate of Pay:	Based on experience and qualifications
Hours of Work	40 Hours a week, Subject to Lieu Time Policy
Competition Closing Date:	When successful candidate is found

To review the **comprehensive job description** please contact hr@cityofnb.ca