



**MUNICIPALITY OF JASPER
JOB DESCRIPTION MANUAL**

Title: Asset Coordinator

Classification: CUPE 1458 – Payl level 26	Supervisor: Municipal Buildings & Asset Manager
Department: Operations	Work Hours: 8 per day/40 per week
Status: Permanent Full-Time	

SUMMARY DESCRIPTION

The Asset Coordinator plays a key role in supporting the efficient management and optimization of the Municipality's assets. This includes coordinating the collection of asset data, maintaining accurate records, assisting in the creation and implementation of asset management plans, and ensuring compliance with relevant regulations and standards. The coordinator will collaborate with various departments to ensure assets are used effectively and properly maintained, ensuring proper maintenance and maximizing asset lifecycle.

PRIMARY DUTIES

Develop and Implement Strategies

- Develop, coordinate and assist in implementing the Municipality’s Asset Management Program utilizing an enterprise-wide approach
- Collaborate with the Asset Manager, senior leadership, and Council to create and implement an effective Asset Management Policy and Plan, ensuring alignment with organizational goals and targets
- Oversee the assessment and refinement of the asset management processes to improve efficiency, effectiveness, and cost management across the organization while promoting asset management process improvements across all departments

Stakeholder Management

- Partner with Directors, Managers, and Finance to develop an asset hierarchy that defines asset classes and subclasses, improving asset tracking and management for the Municipality
- Collaborate across departments to collect data on asset performance, condition, and expected outcomes, ensuring transparency and informed decision-making
- Develop and manage relevant stakeholder registry to measure appropriate stakeholder engagement and participation in the asset management process

Plan Development:

- Lead the creation, review, and regular updates of the Asset Management Policy and Plan every 2 years; coordinate with stakeholders to update annual asset management plans with clear goals and expected outcomes
- Manage administrative duties for the Asset Management Committee, ensuring alignment with the Municipality of Japers defined asset management objectives

Lifecycle and Cost Management:

- Update lifecycle estimates, replacement costs, and maintenance schedules annually to optimize asset longevity and cost efficiency
- Forecast and coordinate operational and capital expenditures related to lifecycle management activities, including adhering to approved procurement, purchasing, and financial practices
- Ensure all municipal assets are maintained in optimal condition to maximize their value and safety for residents, visitors, and staff

Training, Development, and Continuous Improvement

- Develop and deliver training and ongoing support to staff on asset management strategies, tools, and techniques for continuous improvement
- Actively engage in professional asset management organizations to stay informed on industry trends and best practices
- Conduct field inspections to assess asset conditions and identify areas for improvement.

Communication and Strategic Planning

- Maintain strong communication with stakeholders, staff, departments, and contractors to foster a collaborative work environment
- Prepare and communicate reports for municipal departments, relevant stakeholders and respond to inquiries
- Ensure that Asset management plans and policies are developed into actionable steps. With clear timelines, objectives, and deliverables

Project and Risk Management

- Engage and coordinate asset-related project management activities, including scope definition, proposal evaluations, and quality control measures
- Monitor project progress, identify potential risks, and implement mitigation strategies to minimize disruptions and promote fiscal responsibility
- Ensure asset management plans include updated service standards, risk assessments, and mitigation strategies for improved service delivery

Health and Safety

- Adhere to safe work practices, use proper PPE, and comply with Municipal Health & Safety policies and Alberta OHS regulations
- Report all incidents, accidents, and near misses to the Buildings and Asset Manager.
- Conduct contractor orientations and ensure contractor packages are updated annually for contracted asset management services

COMPETENCIES AND BEHAVIOURS

- Ability to efficiently manage time, prioritize tasks, and meet deadlines, particularly when handling competing demands or urgent issues related to asset management
- Strong organizational skills and resource management experience, including budgeting and procurement

- Excellent Communication skills, both written and verbal, with experience in stakeholder engagement and report preparation
- Strong problem-solving skills and the ability to develop and implement risk mitigation strategies
- Committed to the Municipality of Jasper’s Core Values – Professionalism, Empathy, Accountability, Respect, Communication and Teamwork
- Ability to coordinate multiple stakeholder groups with experience adapting and tailoring solutions to diverse groups
- Commitment to ethical behavior in decision-making and ensuring transparency in asset management processes
- Committed to the Municipality of Jasper’s Core Values – Professionalism, Empathy, Accountability, Respect, Communication and Teamwork

DESIRED KNOWLEDGE, EDUCATION, AND EXPERIENCE

Required

- Bachelor’s degree (or equivalent such as journey person certificate) in the following:
 - engineering, business, construction management, and/or public administration (infrastructure)

And/or:

- Diploma or Certificate in Asset Management from IAM, IPWEA, or other recognized institution
- 3-5 years minimum experience with Asset Management and/or Computerized Maintenance Management Software
- Advanced Microsoft Office Suite in excel, word, outlook, and other programs
- Valid Class 5 Driver’s licence

Desired

- At least 2 years of experience with risk management, budget analysis, and forecasting
- Any level of experience with GIS, databases, service delivery, and development and implementation of asset management software is considered an asset

Approved:  _____
 Bill Given
 Chief Administrative Officer
 Municipality of Jasper

Date: **2025-05-09** _____