

Asset Management Technician

Development Services – Engineering

Competition #119

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This permanent, full-time position (36.25 hours per week) will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69. First consideration will be given to current City of Brandon CUPE employees. The City of Brandon reserves the right to underfill this position.

Rate of Pay: \$29.87 - \$30.67 per hour – 2025 rates.

Closing Date: 11:59 PM on July 7, 2025

This competition will include testing and an interview.

PURPOSE OF POSITION

Under the general direction of the Manager of Municipal Assets, the Asset Management Technician participates as part of a team performing a variety of tasks related to municipal asset management. This position supports municipal asset management by collaborating with the Asset Management Analyst, assisting operational staff with data capture and management, and providing training on electronic data capture devices and workflow processes.

TYPICAL DUTIES AND RESPONSIBILITIES

- **Provide Cityworks Support:** The technician will provide support for Cityworks software, assisting with Cityworks troubleshooting and resolution of issues. Provide end user support for Cityworks software. Assist users with troubleshooting and resolving issues related to Cityworks.
- **Deliver Training Programs:** The technician will deliver training for Cityworks users, ensuring effective use of software.
- **Provide Mobile Device Support:** The technician will troubleshoot issues with mobile devices used by staff for field data collection or Cityworks usage.
- **Provide Quality Control:** The technician will perform quality control tasks on work orders and asset data, including review and verification of accuracy and completeness of work orders. Service requests and inspections entered in Cityworks.
- **Data Quality Control:** The technician will generate quality assurance queries and reports to monitor key performance indicators related to data quality.
- **Perform Data Entry:** The technician will perform Cityworks data entry for work orders, service requests, inspections, etc.
- **Asset Registry Maintenance:** The technician will assist with asset registry maintenance, help track and maintain asset inventories, including updating records and researching asset information.
- **Information Gathering:** The technician will coordinate with staff to gather information, provide support, and ensure consistent, reliable data collection.
- **Perform Basic GIS Tasks:** The technician will create simple maps, update GIS data and create spatial reports.

- Support Project Management: The technician will support asset management projects and assist with information gathering and recording data.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma
- Must possess a valid and subsisting Class 5 Province of Manitoba driver's licence;
- Post-secondary certificate or diploma from a recognized program in a related discipline such as civil engineering, public works or GIS;

PREFERRED QUALIFICATIONS & EXPERIENCE

- Education or experience related to Asset Management;
- Experience in Cityworks an asset;
- Experience with municipal civil work;
- Experience in ESRI Enterprise environments;
- Minimum one (1) year experience working in a related field.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

WORK CONDITIONS

The Asset Management Technician works as part of the team providing support to a variety of people.

- Work in a shared and consultative manner with other employees (daily)
- Travel throughout the City and visit various facilities or work sites in all types of weather conditions (occasionally)

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please contact HR@brandon.ca for a complete job description

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!