



Asset Management Coordinator/GIS Technician

Competition # 2025-38

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 9,000 located on the southerly tip of beautiful Georgian Bay. Under the general direction of the Manager of Capital Projects, the Asset Management Coordinator/GIS Technician will assist in the preparation of budgets for capital and construction projects and provide technical support as required for construction projects. This position will provide technical support regarding the management and maintenance of municipal infrastructure and maintain the Tangible Capital Asset registry in Asset Management software and maintain all GIS data.

Duties include but are not limited to:

- Keep current and report upon the Town's Asset Management Plan. Perform data collection and condition reporting for all Departments.
- Maintain asset inventories in the Tangible Asset Software Service; produce reports and graphics and update the Corporate Asset Management Plan.
- Coordinate the sale of surplus vehicles and equipment and provide gain/loss information to the Finance department.
- Assist the Manager of Capital Projects with planning, coordination and implementation of the Public Works Department Annual Capital program.
- Assist the Manager of Capital Projects in providing layout and cost estimates for capital construction projects undertaken by municipal staff.
- Act as the geographical information system coordinator for the Town and perform data collection and entry, cartographic production, develop cartographic and GIS standards, deliver GIS services to required desktops and provide GIS training.
- Provide frontline customer service when the Public Works Administrative Support Person is away.
- Assist the Manager of Capital Projects in reducing infiltration and inflow into the sanitary sewer system. Provide recommendations for changes and upgrades.
- Provide technical assistance on construction projects and capital budget items.
- Maintain storm water management ponds, perform inspections, organize cleaning and obtain necessary permits.
- Perform traffic studies, install traffic counter, perform data analysis and suggest crosswalk of lane configuration based on data.
- Fleet management including the maintenance of GPS/AVL tracking of Public Work's fleet.

Required qualifications:

- A post-secondary diploma in Civil Engineering Technology or Civil Engineering Degree and a post-graduate diploma in GIS.
- Knowledge of storm sewer, sanitary sewer and water system design.
- Topographic surveying knowledge and total station operation experience would be an asset.
- ACAD drafting experience in the field of engineering would be an asset.
- Experience in construction supervision and contract administration would be an asset.
- Knowledge of Acts and Regulations pertaining to the delivery of water, sewer and road services, including the Occupational Health and Safety Act.
- Good public relations, interpersonal and supervisory skills.
- Excellent written communication skills.
- Good computer operating skills for Microsoft Word, Excel, PowerPoint, ArcGIS, and AutoCAD, and is capable of solving computer network problems and computer repairs.
- Must have a valid Ontario Class G Drivers Licence.

Compensation: The starting rate of pay for this position is \$36.47 per hour, based on a 35 hour workweek. *This is a full-time unionized position covered under CUPE, Local 2308.08*

Interested individuals are asked to forward their resume and cover letter, clearly marked Asset Management Coordinator/GIS Technician, no later than **4:30 p.m. on December 17th, 2025** to the Human Resources Department by email hr@penetanguishene.ca.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection. The Town will accommodate materials or processes required based on the individual's needs upon request in accordance with the Integrated Accessibility Regulation.