



Internal / External Job Posting
Asset Management Coordinator/GIS Technician
Competition #2025-34

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, 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 and with regards to the management and maintenance of municipal infrastructure. Maintains Tangible Capital asset registry for all Departments in Asset Management software for AMP reporting. Maintains all GIS data, services and acts as a Town liaison with the County of Simcoe.

Duties include but are not limited to:

- Performs the tasks required to keep current and report upon the Town of Penetanguishene Asset Management Plan. Perform data collection, condition reporting and reporting for all Departments as needed for the Asset Management Plan.
- Maintains asset inventories in the Tangible Asset Software Service for all Departments. Produces reports and graphics related to the Asset Management Plan as required. Updates the Corporate Asset Management Plan on a regular basis. Generates level of service policies and procedures relating to asset management.
- Coordinates the sale of surplus vehicles and equipment from all departments. Provides gain/loss information to the Finance department for sale or disposal of items.
- Assists the Manager of Capital Projects with planning, co-ordination and implementation of the Public Works Department Annual Capital program.
- Assists the Manager of Capital Projects in providing layout and cost estimates for capital construction projects undertaken by municipal staff.
- Works directly with Engineers on various infrastructure related projects. Acts as a liaison between the Town and Engineering Consultants, as required, to ensure that Town engineering standards are being adhered to.
- Acts as the geographical information system coordinator for the Town and performs daily GIS tasks including data collection and entry, cartographic production, developing cartographic and GIS standards, delivering GIS services to required desktops and providing GIS training.
- Provides backup frontline customer service and telephone reception tasks when the Public Works Administrative Support Person is away. These tasks are typically performed during meetings and breaks and for short durations. These tasks can account for up to 30 % of the weekly operating hours.
- Assists the Manager of Capital Projects in reducing infiltration and inflow into the sanitary sewer system. Provides recommendations for changes and upgrades.
- Assists the Manager of Capital Projects in preparing and maintaining general service plans, lot service records and as built drawings for water, sewer and road infrastructure.
- Prepares reports to be provided to the Director of Public Works, CAO, Town Clerk and Council, as required.
- Assists in the development of Departmental Policies and procedures.
- Provides technical assistance on other construction projects and capital budget items from other departments, as required.
- Coordinates maintenance of the storm water management ponds, performs inspections, organizes cleaning and obtains necessary permits.
- Performs traffic studies for the Manager of Capital Projects. Installs traffic counter, performs data analysis, suggests crosswalk of lane configuration based on data.
- Provides GPS/AVL tracking of the Public Work's fleet.
- Performs other duties as assigned.

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 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,
- Must have a valid Ontario Class G Drivers Licence.

Compensation: The current pay for this position is \$36.47 - \$42.66 per hour, based on a 35-hour workweek. The Town offers a competitive benefits and pension package. This is a full-time unionized position covered under CUPE, Local 2308.08

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on October 31st, 2025**, to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

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.