

Asset Management Coordinator

Date: April 25, 2019

Location: City of Weyburn – City Hall

Weyburn is a thriving prairie city nestled in the southeast corner of Saskatchewan and a dynamic community providing exceptional quality and opportunities for its residents and visitors. The City of Weyburn is a multifaceted organization employing much of the local public in a variety of meaningful careers. The City strives to be an engaged and diverse employer with approximately 105 employees, increasing to over 130 during summer months. The City of Weyburn is offering an opportunity to work at City Hall in the Planning and Development Department as an **Asset Management Coordinator**. As we continue to grow and prosper as a community, we seek a motivated and innovative employee to join our team!

Responsibilities:

- Report directly to and support the Director of Engineering to build a comprehensive asset management approach and ensure financial resources are allocated in the most cost effective, suitable manner;
- Collect information and analyze data;
- Assist in investigations, studies and preparing reports for submission to Regulatory Authorities;
- Conduct field inspections;
- Identify needs and initiatives to keep the City assets sustainable and in good condition;
- Assist in the maintenance of the City's as-built records and City's Asset Management System; and
- Perform other related duties as required.

Minimum Qualifications:

- Bachelor Degree in Civil, Environmental Systems Engineering or Four (4) years engineering experience in a related water, wastewater or drainage field;
- Preference will be given to those engineers who possess a Professional Engineer (P.Eng) designation through APEGS (Association of Professional Engineers & Geoscientists of Saskatchewan);
- Consideration may be given to those Engineers-in-Training (EIT) who are less than 2 years from achieving their Professional Engineer designation.
- Excellent verbal and written communication;
- Competent in AutoDesk Civil 3D;
- Proficient in MS Office;
- Valid Class 5 Drivers License.

Additional Information:

- **Job Status** – Full Time
- **Classification** – Out of Scope
- **Benefits** – The City of Weyburn offers a competitive salary and benefit package.
- **Application Deadline** – The position will remain open until a suitable candidate is found.

To Apply:

Please submit your resumes and cover letters directly to **Nader Keshta, Director of Engineering** at careers@weyburn.ca or drop off your information at City Hall. The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.