CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(HAMILTON WATER – CUSTOMER SERVICE & COMMUNITY OUTREACH - ASSET MANAGEMENT - LOCATION - 330 WENTWORTH STREET NORTH)

ASSET MANAGEMENT APPLICATION SPECIALIST - CUPE 5167

SUMMARY OF DUTIES

Reports to Senior Project Manager, Water Information Systems. The Asset Management Application Technologist is responsible for creating, maintaining and reporting on Hamilton Water (HW) assets and data within both the Geographical Information System (GIS) and Asset Management Systems. Includes importing data from proposed and "As-Built" drawings into both systems.

GENERAL DUTIES

Performs periodic audits of data inventories and procedures to ensure accuracy and completeness of data products

Maintains redlining feedback interfaces for feedback from operations staff.

Provides technical coordination in reviewing and refining the strategic application development plans for the Asset Management section.

Identifies and implements change in application platforms through maintaining an awareness of technological development of GIS systems and infrastructure management systems.

Publishes data to interfaces and external applications for use in the field and project support

Creates and maintains HW asset data within the GIS and Asset Management Systems.

Maintains quality control program for data in the Asset Inventory

Receives and answers inquiries from staff and suppliers.

Facilitates the development and maintenance of system operational procedures affected by changed/new applications and workflows.

Resolves system problems as related to application data and provides solutions to meet business needs.

Maintains GIS and infrastructure management system functionality or work flow procedures as required.

Attend training courses and seminars to maintain strong up-to-date knowledge of new technologies and software enhancements.

Works in accordance with the provisions of all applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are related to responsibilities of the job.

QUALIFICATIONS

1. Demonstrated level of expertise related to the duties described above, normally acquired through a University Degree in GIS and/or a College Diploma in GIS Technology, and Civil Engineering Technologist (CET) or other related discipline or a combination of education and work-related experience.

2. Experience directing the quality control program for an asset inventory system or similar GIS inventory

3. Must have a comprehensive understanding of water distribution and wastewater collection systems.

4. SafeSoft FME experience within a complex data environment is beneficial

5. Advanced experience with engineering drawings related to infrastructure projects.

6. Proven experience in managing and maintaining data within an ArcGIS Server environment.

7. Must have experience using Auto CAD and/or MicroStation.

8. Experience with BI and data analytic tools is and Asset

9. Manage ArcGIS online and digital applications for analytical mapping, dashboards, tracking and reporting purposes.

10. Proven ability to establish and maintain strategies, policies and procedures that relate to GIS and infrastructure applications and to work with user groups.

11. Demonstrated and strong working knowledge of Intergraph's GeoMedia, Esri, and related GIS Systems.

12. Microsoft SQL skills is considered an asset

13. Must be detail oriented and have excellent communication, interpersonal, analytical, and problem solving skills.

14. Demonstrated ability to work well independently and as part of a team

15. Intermediate working knowledge of Microsoft Access, Word, Excel and PowerPoint.

16. Must possess a Class "G" Driver's License.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.

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