

## CITY OF HAMILTON

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

**ASSET MANAGEMENT APPLICATION TECHNOLOGIST - 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**

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

Converts submitted “as-built” water and wastewater drawings from AutoCAD or MicroStation to Geomedia or other GIS application.

Reviews “as-built” drawings and inspector’s reports to extract infrastructure information; verifies as necessary.

Performs QA/QC checks and updates information based on feedback from operations staff.

Provides design recommendations related to infrastructure such as valve placements, tie-ins, loops, deflections, etc.

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

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

Creates a variety of reports and/or presentations using data from both the GIS and Asset Management Systems.

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.

Demonstrates GIS and infrastructure management system functionality or work flow procedures.

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. Must have a comprehensive understanding of water distribution and wastewater collection systems.
3. Must be able to read and interpret construction drawings for sewer and water infrastructure projects.
4. Proven experience in managing and maintaining data within a GIS database.
5. Must have experience using Auto CAD and/or MicroStation.
6. Ability to create computerized reports for analytical mapping, tracking and reporting purposes.
7. Proven ability to establish and maintain strategies, policies and procedures that relate to GIS and infrastructure applications and to work with user groups.
8. Demonstrated and strong working knowledge of Intergraph's GeoMedia, Esri, or related GIS System.
9. Must have basic Microsoft SQL skills
10. Must be detail oriented and have excellent communication, interpersonal, analytical, and problem solving skills.
11. Membership with O.A.C.E.T.T. is an asset.
12. Demonstrated ability to work well independently and as part of a team
13. Must have an intermediate working knowledge of Microsoft Access, Word, Excel and PowerPoint.
14. 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.**

**NOTE:**

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, at their own expense, prior to beginning work in this position.

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

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