



ASSET/GIS COORDINATOR

The Job

The Town of Edson is seeking a detail-oriented and innovative Asset/GIS Coordinator to join our team. In this dynamic role, you will be fully responsible for the management and optimization of the Town's infrastructure spatial databases and asset management systems. Working closely with internal departments and guided by our corporate Asset Management Plan, you'll ensure accurate, accessible spatial and asset data is available to support informed capital planning and infrastructure decision-making. From custom map creation and spatial data processing to implementing new technologies and supporting system users, this role is key to building a smarter, data-driven future for Edson's infrastructure.

The Candidate

We're looking for someone with a strong background in GIS and asset management systems, who thrives in a collaborative environment and is passionate about turning data into actionable insights. You are tech-savvy, detail-focused, and capable of managing large datasets with accuracy. You're a skilled communicator who can support cross-departmental users and deliver effective training. A proactive problem-solver, you're always looking for ways to improve systems, adopt new technologies, and enhance operational efficiency. If you're ready to play a central role in shaping Edson's infrastructure planning with your GIS and asset management expertise, we want to hear from you!

In addition to the above, we require applicants to provide a clear Criminal Record check and to also possess:

- Diploma in Geographical Information System, Survey (Geomatics) Technology, Planning or Civil Engineering Technology or equivalent.
- Minimum of 3 years' experience managing GIS or Asset Management Systems. Municipal experience will be considered an asset.
- Valid Class 5 driver's license, with an acceptable driver's abstract.
- Familiarity with municipal, provincial, and federal legislation, regulations, and regulatory agencies that may be relevant to the role is considered an asset.

About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. Working with this team is more than just bringing a skill—it's about embracing a passion for service, collaborating with others, and taking pride in what you do every day.



What do we offer?

Compensation

The wage range for this position is \$84,600, to \$104,400, per year, however, this is negotiable for the right candidate. Candidate placement within the range during the first six months on the job is dependent on experience and available budget.

Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- A \$400/year Active Living Allowance
- Sunlife benefits through Alberta Municipalities, and
- An excellent defined-benefit pension plan through LAPP

How do you apply?

Please submit your resume and cover letter quoting competition number EDSOM-202506.

Closing date: May 9, 2025

In your cover letter, we invite you to share a bit about yourself—your values, what drives you, and why this role interests you.

Applications will be reviewed on an ongoing basis, and interviews will be scheduled as suitable candidates are identified.

Send your cover letter and resume to:

Email: humanresources@edson.ca

Be sure to quote Competition Number: EDSOM-202506