



Making a difference...together

Employment Opportunity

Asset Integration Technician

Integrated Water Services, Customer & Technical Services

Competition	22/130
Location	479 Island Highway, Victoria, BC
Hours of Work	80 hours bi-weekly
Rate of Pay	\$34.02 - \$38.61 per hour (2021 rates)
Review of applications begins	4:00pm on August 24, 2022, but posting will remain open until filled.

Make a difference and become part of the Capital Regional District's vibrant future! Located in Victoria, BC, one of the world's premier places to live, work and visit, the Capital Regional District (CRD) strives to create liveable, vibrant communities, practice exemplary environmental stewardship and build a prosperous and sustainable economy.

Summary

The Asset Integration Technician is responsible to ensure the consistency, accuracy and reliability of the infrastructure master data in the Computerized Maintenance Management System (CMMS) for Integrated Water Services (IWS). This includes collecting of asset master data, the onboarding of new and replaced assets, verification and validation of master data quality and completeness. The position also supports data information through providing related reports.

Duties & Responsibilities

- Creates and maintains a process for onboarding new and replaced infrastructure into the CMMS.
- Creates, maintains and monitors infrastructure master data sheets and required preventative maintenance sheets for new and existing infrastructure.
- Provides infrastructure master data sheet to Maintenance Management Coordinators for entry into the CMMS.
- Carries out master data audits at critical sites to validate master data.
- Reviews infrastructure master data in the CMMS to ensure completeness, consistency, accuracy, and integrity.
- Liaises with Corporate Asset Management and works collaboratively to ensure internal stakeholder requirements are met.
- Provides IWS stakeholders with data and guidance on standards for master data.
- Liaises and communicates with Infrastructure Operations and Engineering to determine master data requirements.
- Establishes and maintains equipment onboarding processes and documentation.
- Identifies, investigates, and resolves problems related to infrastructure master data.
- Provides guidance, training, direction, and technical support, as required, with emphasis on infrastructure master data.
- Uses SAP transactions to extract data and create reports, analyses data and provides data and analysis reporting to users.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

Qualifications

- Related diploma, such as business or technical discipline and 3 years project and field experience in water and wastewater systems including infrastructure data collection and data analysis.
- Excellent communications (verbal and written), interpersonal and customer service skills are required.
- Demonstrated experience with Computerized Maintenance Management System.
- Proficiency and experience with MS Office and ERP software such as SAP Plant Maintenance.
- Skilled in accurate and prompt data entry and checking source information.
- Demonstrated ability to evaluate and analyze maintenance information.
- Knowledge of general office procedures and equipment.
- Ability to work under pressure and to organize, set, and maintain priorities and meet tight deadlines.
- Ability to work collaboratively and engage with internal and external stakeholders.
- Demonstrated ability to work independently with the ability to meet tight deadlines and maintain a high degree of attention to detail.
- Demonstrated experience remaining current with new technology and learn new software programs.
- Strong analytical skills, attention to detail and demonstrated initiative to identify and resolve issues.
- Ability to provide customer support in a timely manner.
- Ability to use own initiative in researching and resolving routine inquiries and reconciliations.
- Must possess a valid BC Driver's Licence.

To keep our employees, customers and the communities we serve safe, the CRD has introduced an employee vaccination policy intended to prevent the transmission of COVID-19. As such, the CRD requires verification of your COVID-19 vaccination status as a condition of employment.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)". To learn more about working with us, [visit our website](#).

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

