



## **Requires an Asset Management Data Analyst** *(Summer Contract Position)*

Georgian Bluffs is a community of 11,000 residents, nestled between the Niagara Escarpment and the clear waters of Georgian Bay. The Township offers an exceptional quality of life – blending the amenities of nearby Owen Sound with the peace, natural beauty, and relaxed pace of a rural setting. We are proud to foster a flexible, supportive, and collaborative workplace within a small, dedicated team.

The Asset Management Data Analyst supports the Township's infrastructure management program by collecting field data, maintaining asset databases, and assisting with routine updates and quality checks.

Key responsibilities include:

- Conduct on-site inspections and surveys of municipal infrastructure.
- Using GPS, record asset condition and key attributes.
- Enter collected data into the asset management system.
- Complete routine updates, verifications, and data quality checks.
- Review drawings and technical documents for historical information.
- Input maintenance dates and condition assessments into Work Order and asset systems.
- Identify data gaps, discrepancies, or missing information and assist in correcting them.
- Support scheduling of condition assessments.
- Maintain asset records, databases, and related software tools.

The ideal candidate is a post-secondary student in GIS, Engineering Technology, Civil Engineering, Business Administration, Data Analytics, or a related field. They are curious, motivated, and detail-oriented, with strong analytical skills and confidence working with data. They are proficient in Microsoft 365 and willing to learn additional software used by the Township. This candidate works well independently and as part of a team and is comfortable completing both office tasks and light fieldwork. Training and equipment will be provided. A valid driver's license and comfort working outdoors occasionally are considered assets.

This is a full-time (35 hours/week), contract position running April 20 to August 29, 2026. The successful candidate will be paid at a rate of \$25.68 per hour. The Township will facilitate a co-op opportunity for students in a related field of study. This job posting is for an existing vacancy.

If Georgian Bluffs feels like a place where you can make a meaningful contribution, we encourage you to apply. Interested candidates are asked to submit a resume and cover letter in confidence. Applications will be accepted until Wednesday, February 18, 2026, at 12:00 p.m.

Job Posting #2026-02.  
Human Resources  
Township of Georgian Bluffs  
[hr@georgianbluffs.ca](mailto:hr@georgianbluffs.ca)

Accommodations are available for all stages of the recruitment process. Applicants are encouraged to identify any accommodation needs when submitting their application.

This recruitment process does not use artificial intelligence (AI) to screen, assess, or select applicants. All applications are reviewed and evaluated by the Township's hiring team.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Personal information collected through this recruitment process will be managed in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose of determining eligibility for employment.

Based on the requirements of the position, pre-employment screening may be required and may include, but is not limited to: criminal record checks, financial credit inquiries, education and credential verification, driver's abstract reviews, drug and alcohol testing, pre-employment medical assessments, and employment reference checks.