



THE TOWNSHIP OF SOUTHWOLD

GIS and Asset Management Coordinator

The predominantly rural community of the Township of Southwold has a strong agricultural base and is located in the central part of Elgin County. Incorporated in 1852, the Township includes the development areas of Fingal, Iona, Iona Station, Paynes Mills, Shedden and Talbotville. Our offices are an easy commute from both London and St. Thomas. Our municipal office is located at 35663 Fingal Line, Fingal, ON.

With a total population approaching 5,000 residents, the Municipality offers beautiful countryside and a wonderful blend of active farms, historic villages and tourism. The Municipality is experiencing significant growth in our development areas. Learn more about us at www.southwold.ca.

Reporting directly to the Director of Infrastructure and Development, the successful candidate will assist with the development and ongoing maintenance of the corporate asset management program including: updating the asset database; collecting and maintaining GIS related data; acquiring relevant field data; supporting the finance department in PSAB related entries; and performing lifecycle analysis related to the rehabilitation or upgrade of each municipality's various infrastructure assets. This position is shared with neighbouring municipalities (Dutton-Dunwich and West Elgin). The selected candidate would be responsible for multiple municipal datasets and attendance at various office locations.

Ideal candidate will bring:

- Minimum of Post-secondary College diploma/certification in GIS, Asset Management, Civil Technology or equivalent.
- Minimum of 4-5 years related experience in asset management and GIS
- Proficiency in Microsoft Office products including Outlook, Word, Excel, Access, Teams, etc
- Proficient with ArcGIS and ESRI suite of extensions.
- Proficient in operation of an Asset Management database system (PSD Citywide or similar).
- Effective office, time management and organizational skills.
- Diplomatic, tactful, creative, discrete, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional. Maintains confidentiality.
- Capable of working in the field to collect data for GIS and Asset Management purposes
- Knowledge of PSAB requirements would be an added asset.
- Must possess and maintain a valid Class G Province of Ontario (or equivalent) driver's licence.

The pay rate is \$86,091.20 - \$97,831.48 annually, based on a 40-hour-per-week schedule, commensurate

with qualifications and experience. The Township of Southwold also offers competitive benefits and participation in the OMERS pension plan. This position may be eligible for a compressed work week arrangement (4-day work week) and limited work-from-home options. This is a permanent full-time position. To apply, please submit a cover letter and resume in PDF format to hr@southwold.ca with "GIS and Asset Management Coordinator" in the subject line. Applications will be accepted until October 15th, 2025, at 12:00 p.m. To view the complete job description, please visit www.southwold.ca/employment. Applicants must indicate how they meet the minimum qualifications in their resume.

The Township of Southwold is an equal opportunity employer. Disability-related accommodation is available for all stages of the recruitment process. Applicants need to make their needs known in advance. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for candidate selection purposes only. Thank you for your interest, however, only those selected for interviews will be contacted.