



DISTRICT OF TOFINO JOB POSTING

# Asset Management Coordinator

<b>Title</b>	Asset Management Coordinator
<b>Department</b>	Infrastructure & Capital Projects
<b>Closing Date</b>	Friday, August 29, 2025

## POSITION:

The District of Tofino is looking for a qualified candidate to fill the temporary position of Asset Management Coordinator.

Reporting to the Manager of Infrastructure & Capital Projects, the Asset Management Coordinator is responsible for developing, planning, and delivering an asset management program.

The Asset Management Coordinator will lead internal stakeholders through the development and implementation of asset management processes, including policies, strategies, levels of service, risk management, investment prioritization, and life cycle analysis. The Asset Management Coordinator will maintain the District's Asset Management framework and oversee the asset data management strategy.

A detailed job description outlining the duties and qualifications is available on the District's website at [www.tofino.ca/employment](http://www.tofino.ca/employment)

## HOURS OF WORK

This is a temporary position based on 40 hours per week, located within the District of Tofino, with a term starting on September 15, 2025 and ending on December 19, 2025, with the possibility of extension. Regular workday hours are between the hours of 7:30am to 4:00pm, Monday through Friday. Regular working hours may be subject to change in accordance with the collective bargaining agreement. Schedules are discussed and posted in advance.

The hourly wage for this position is \$42.59, plus an additional 15.2% in lieu of benefits, vacation and statutory holidays. This position is subject to a probationary period during which time the wage will be \$38.33. This is a union position and is subject to the terms and conditions of the collective agreement between CUPE Local 118 and the District of Tofino.

## APPLICATION

Qualified applicants are invited to submit a cover letter and resume indicating the position applied for, in confidence, by the end of the day, Friday, August 29, 2025 as follows:

Email: [employment@tofino.ca](mailto:employment@tofino.ca)

Subject Line: Asset Management Coordinator

The District thanks all applicants but only those selected for an interview will be contacted. Please note we do not have any staff housing available at this time.