

CITY OF
BEAUMONT

CITY OF FORT
SASKATCHEWAN

CITY OF
SPRUCE GROVE

CITY OF
ST. ALBERT

TOWN OF BON
ACCORDTOWN OF
GIBBONSTOWN OF
MORINVILLETOWN OF
STONY PLAIN

PARKLAND
COUNTY

STRATHCONA
COUNTY

STURGEON
COUNTY

ARROW Utilities, a Capital Region Commission is a regional services Commission providing wastewater transmission and treatment to nearly 400,000 people in 13 municipalities surrounding the City of Edmonton. Our mission is to provide safe, reliable, cost efficient, and environmentally responsible wastewater transmission and treatment service.

There is an exciting opportunity to join our team. This position reports to the Information & Technology Manager, and is primarily responsible for:

- Maintain a structured document control system (DMS) for equipment files. Organize and maintain both digital and physical records.
- Work with the Maintenance Manager to ensure records align with preventive maintenance (PM) schedules and asset management strategies.

- Input and update equipment-related data into the Computerized Maintenance Management System (CMMS) and other digital platforms in collaboration with the Document Controller and Corporate Services Coordinator.
- Maintain accurate records of equipment specifications, maintenance history, and parts inventory.

- Collaborate with maintenance, procurement, and operations teams to ensure documentation aligns with equipment lifecycles.
- Assist in retrieving and providing equipment documentation for inspections, audits, and maintenance planning.

Please note: Our plant is located just outside of Fort Saskatchewan and public transit **is not** available.

To be a successful candidate you must have:

- Post-secondary diploma or certification in Records Management, Document Control, Asset Management, or related field.
- Minimum of 3 years of experience in records management, document control, or asset data administration.
- Strong proficiency in document management systems, CMMS software, and Microsoft Office Suite.
- Detail-oriented with excellent organizational, data, and time management skills.
- Be a self-starter, able to work under minimal supervision, exercise good judgment, and effectively manage multiple priorities.
- Possess moderate skills with the Microsoft Suite.
- Working knowledge of equipment, parts and maintenance, gained through previous work experience or experience in a skilled trade, would be considered an asset.

This position is a hybrid opportunity, with the ability to work from home 1 day a week. We work a compressed work week: this position is based on 70 hours every two weeks, with every other Friday as an earned day off.

The salary range for this position is \$66,600 - \$81,700 per annum. We provide a comprehensive benefits package, paid time off, and eligibility for the Local Authorities Pension Plan. We are proud of our friendly and safe working environment.

To apply, please submit a cover letter & resume to HR@arrowutilities.ca. This recruitment will remain open until a suitable candidate has been found. For more information on ARROW, visit: www.arrowutilities.ca. While we appreciate all applications, only those candidates selected for an interview will be contacted.

