



Infrastructure Planning and Asset Management Coordinator

DEPARTMENT:	Public Works	SUPERVISOR:	Public Works Director
CLASSIFICATION:	Exempt	PAYROLL:	130

POSITION SUMMARY: Responsible for the strategic development, coordination, and implementation of asset management, capital improvement, facility maintenance, conservation initiatives, and utility infrastructure planning. This position integrates GIS, hydraulic modeling, inventory management, quality assurance, and regulatory compliance to optimize infrastructure sustainability, efficiency, and resiliency. The role requires collaboration with multiple stakeholders, data-driven decision-making, and public engagement.

The position will report directly to the Public Works Director but will work closely with engineering, operations, and maintenance. There will also be a close liaison with finance.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Develop and implement asset management, master planning, capital improvement, and facility maintenance strategies.
- Conduct condition assessments, lifecycle analyses, and infrastructure performance evaluations.
- Coordinate with internal departments, government agencies, and stakeholders to align planning efforts.
- Prepare reports, proposals, and presentations on infrastructure investment, maintenance planning, and conservation efforts.
- Ensure compliance with local, state, and federal regulations regarding conservation, capital projects, and infrastructure management.
- Utilize GIS, asset management software, and hydraulic modeling tools to support decision-making.
- Identify funding opportunities, grants, and alternative financing strategies for capital improvement, maintenance works, and conservation initiatives.
- Develop and monitor budgets, maintenance schedules, and infrastructure performance metrics.

- Manage inventory, procurement, and supply chain logistics for infrastructure maintenance and emergency response.
- Oversee quality assurance/quality control (QA/QC) processes to ensure compliance with industry standards and best practices.
- Engage in public outreach and stakeholder engagement to communicate planning initiatives effectively.
- Support municipal engineering and operational functions, including infrastructure design, implementation, and maintenance activities.
- Assist in policy development and implementation related to public works, utilities, and sustainability.
- Comply with and follow all safety rules and procedures for work areas.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Exhibit leadership to fellow employees and foster a positive environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

Required Qualifications

- Bachelor's degree in municipal infrastructure planning, engineering, or operations related field and a minimum of 3-5 years of experience in asset management, capital planning, infrastructure maintenance, or conservation planning experience or any equivalent combination of education and experience.

- Strong knowledge of infrastructure management, regulatory compliance, sustainability practices, and financial planning for capital projects.
- Proficiency in GIS mapping, asset management software, hydraulic modeling tools, and data analytics.
- Excellent written and verbal communication skills for reporting and stakeholder engagement.
- Experience with procurement, inventory management, and emergency preparedness planning.
- Ability to manage multiple projects and work collaboratively with interdisciplinary teams.

Preferred Qualifications

- Professional certification such as AICP, PE, PMP, GISP, CQE, or similar.
- Experience working in municipal government, utilities, or environmental conservation organizations.
- Knowledge of strategies for capital projects and maintenance initiatives.
- Familiarity with sustainability best practices, resilience planning, and risk assessment methodologies.

TOOLS AND EQUIPMENT USED

Personal computers including word processing, spreadsheet, and database and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite, and electronic distance measuring devices; motor vehicle; phone; mobile radio.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This position involves a combination of office work, field inspections, and occasional travel for meetings, stakeholder engagement, and regulatory compliance assessments. The role may require participation in emergency response planning and infrastructure resilience initiatives.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in office settings, and outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

- Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.
- While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.
- The employee is frequently required to stand, walk, talk, hear, sit, climb or balance, stoop, kneel, crouch or crawl and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.
- The employee must be physically capable of moving about on construction sites.

SUPERVISION

- Works under the general guidance and direction of the Public Works Director, who assigns projects and reviews work for conformance to standards.
- Day-to-day supervision is not normally a responsibility of this position.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Infrastructure Planning & Asset Management Coordinator

Date

Public Works Director

Date