



EMPLOYMENT OPPORTUNITY

Position Title: Trimble Cityworks & Esri ArcGIS Online Administrator

Report To: Geomatics Program Manager

Location: 47 Church Road, Natoaganeg, New Brunswick, E1V 4E6

Anticipated Start Date: September 25, 2026 (Negotiable)

Application Deadline: September 11, 2026

Term: One-year contract with a three-month probationary period

NSMTC Member Communities:

The North Shore Mi'kmaq Tribal Council (NSMTC) is comprised of and provides services to seven member Mi'kmaq First Nation communities: Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche), and Amlamgog (Fort Folly).

Position Overview: The Trimble Cityworks and ESRI ArcGIS Online Administrator is responsible for the administration, configuration, support, and continuous improvement of the organization's GIS-centric infrastructure asset management and maintenance management systems. The position ensures the integrity, availability, and effective use of spatial asset data to support work order management, service requests, inspections, preventive maintenance, and lifecycle management of First Nations infrastructure. Working closely with the NSMTC Technical Services' Geomatics Program, the Administrator supports system integration, optimizes business processes, develops reporting and dashboards, and provides technical expertise to improve operational efficiency, asset performance, and data-driven decision-making.

Program Location and Travel: The Trimble Cityworks & Esri ArcGIS Online Administrator will be based at the Natoaganeg Band Office in Natoaganeg (Eel Ground) First Nation, New Brunswick. Regular travel to participating NSMTC First Nations is required, along with occasional travel throughout Atlantic Canada. The successful candidate must hold a valid driver's license and have access to reliable transportation.

Key Responsibilities:

- Administer, configure, and maintain Trimble Cityworks and Esri ArcGIS Online, ensuring reliable system performance, data integrity, security, and user support.
- Manage GIS-based infrastructure asset data and maintenance workflows, including work orders, service requests, inspections, preventive maintenance, asset inventory, and mobile field operations.



- Develop, maintain, and promote data governance standards, documentation, user training, and continuous improvement initiatives to ensure consistent, accurate, and effective use of asset management and GIS systems across the organization.
- Other duties as required to meet organizational objectives.

Duties and Responsibilities:

- Administer, configure, maintain, and support the Trimble Cityworks Asset Management System (AMS) and Esri ArcGIS Online environment to ensure reliable system performance, security, and availability.
- Configure and maintain work order, service request, inspection, and preventive maintenance workflows to support infrastructure maintenance and operational requirements.
- Maintain the integrity, accuracy, and quality of GIS-based infrastructure asset data, ensuring assets are current, complete, and aligned with organizational standards.
- Manage user accounts, security roles, permissions, licensing, and system access in accordance with organizational policies and best practices.
- Develop, configure, and maintain web maps, hosted feature layers, dashboards, mobile applications, and reporting tools to support operational and management decisionmaking.
- Collaborate with NSMTC Technical Services' programs, other NSMTC departments, NSMTC Member Nations, and other business units to identify business requirements and implement system enhancements and process improvements.
- Monitor system performance, troubleshoot technical issues, coordinate software upgrades and patches, and work with vendors to resolve application and integration issues.
- Administer and maintain infrastructure asset inventories, asset hierarchies, condition assessments, and lifecycle information to support effective asset management, maintenance planning, capital renewal, and long-term infrastructure investment decisions.
- Develop and maintain documentation, system standards, operating procedures, and data governance practices to ensure consistent and effective system administration.
- Provide technical support, training, and guidance to end users, promoting the effective use of GIS, asset management, and maintenance management applications.
- Produce and analyze reports, dashboards, and key performance indicators (KPIs) to support asset lifecycle management, maintenance planning, regulatory reporting, and organizational performance monitoring.
- Research emerging technologies, industry best practices, and software enhancements, and recommend continuous improvements to infrastructure asset management, maintenance management, and GIS business processes.



- Other duties as required to meet organizational objectives.

Qualifications and Skills:

- Minimum of five (5) years of progressive experience administering and supporting Esri ArcGIS Online, ArcGIS Pro, and/or enterprise GIS solutions.
- Minimum of three (3) years of experience administering Trimble Cityworks or a comparable Enterprise Asset Management (EAM) or Computerized Maintenance Management System (CMMS).
- Demonstrated experience in infrastructure asset management, maintenance management, and GIS-based asset inventory management within a municipal, utility, or public sector environment.
- Strong knowledge of work order management, service requests, inspections, preventive maintenance, and asset lifecycle management principles and practices.
- Experience with GIS data management, spatial databases, data quality assurance, and maintaining accurate, reliable, and authoritative asset information.
- Strong analytical, problem-solving, organizational, and communication skills, with the ability to troubleshoot technical issues, support users, manage multiple priorities, and implement continuous system and business process improvements.
- Strong proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Experience designing and delivering training programs or workshops.
- Strong communication skills, including technical presentation delivery and report or proposal writing.
- Ability to work independently and collaboratively as part of a team.
- Experience liaising with First Nations, government, industry, and project partners.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.
- Spoken and written English is essential; proficiency in Mi'kmaq will be considered an asset.

What We Offer:

- A work culture that supports employee wellbeing, diversity, engagement, and a sense of belonging.
- Competitive salary and access to an Employee and Family Assistance Program.
- Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nations communities.



Conditions of Employment:

- Successful criminal record check.
- Proven ability to maintain confidentiality
- Valid driver's license and access to reliable transportation

Compensation and Benefits:

- Competitive salary
- Travel expenses

Additional Information:

If you are passionate about directly supporting First Nations communities and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position.

The NSMTC is an equal opportunity employer and welcomes applications from all interested parties. However, if there are applicants of equal education, skills, and experience, preference may be given to members of our seven member communities.

Application Deadline:

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at careers@nsmtc.ca by September 11, 2026 at 4:00 p.m.

We thank those who apply, but only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.