



The City of Courtenay invites applications for a full-time position of "**Asset Management Business Analyst**". This is a union position subject to the terms and conditions in the collective agreement between the City and CUPE Local 556.

The **Asset Management Business Analyst** is a key member of the Asset Management team who oversees and enhances the City's asset management practices by developing strategies, tools and frameworks, recommending performance solutions and process enhancements for asset monitoring, evaluation, and reporting. They develop and maintain software solutions for efficient asset management, integrating and analyzing data from various sources to provide actionable insights to support effective investment planning and risk management decision-making that aligns with evolving organizational goals and objectives.

MINIMUM REQUIREMENTS

- Diploma in Civil Engineering Technology from a recognized educational institution, or equivalent combination of education, training and related work experience.
- A certificate or diploma in Asset Management or other relevant designation related to data collection, statistical data analysis, or capital planning.
- Eligible for membership in Applied Science Technologists and Technicians of BC with the designation of ASCT or other equivalent.
- Valid BC Class 5 Drivers License.
- Criminal record check.
- Five (5) years of progressive experience in municipal asset / infrastructure management such as roads, water and sewer systems, bridges, facilities, parks and parks amenities, fleet, and green infrastructure.
- Three (3) years of experience in the field of geospatial data analysis, data science, statistics, business analysis, systems analysis/architecture, engineering, report writing, dashboards, and business processes or other relevant area.
- Some experience using business intelligence and analytics software such as Power BI, Oracle BI, Tableau, Micro Strategy or other decision support software.
- Some experience in project management and contract administration.
- Considerable working knowledge of asset management principles and practices.
- Strong ability to create communications, present to and interact with colleagues.
- Strong knowledge of electrical, mechanical and civil assets and systems.
- Ability to read and interpret engineering plans and drawings.
- Ability to document, model, and analyze complex business processes, people, data, applications, and technology to formulate recommended solution architectures.

- Strong data analysis skills. Technical understanding of data modelling and the ability to write scripts for data reporting.
- Exceptional ability to use Microsoft Office 365 (Excel pivot tables, formulas and queries; PowerPoint).
- Strong ArcGIS Enterprise or ArcGIS Online and FME (Safe Software) skills.
- Proficiency with Python, Structured Query Language (SQL), database structures, database querying and modern programming languages.

The current hourly wage rate is \$44.56 based on a 35-hour work week.

If you have the qualifications along with the passion to help Courtenay be the most livable City in British Columbia, then submit a resume outlining how you meet the qualifications with a covering letter clearly marked "Application: Asset Management Business Analyst". Submit your application online at www.courtenay.ca/jobs

We thank all applicants for their interest, but only those short listed will be contacted.

Notice Posted: January 20, 2025
Competition #25003