



2022-05-20

ENWIN Utilities Ltd., is currently accepting applications for the position of:

### **Water Operations Analyst**

Reporting to the Director Water Operations, the successful applicant will be responsible for the data collection, business process and reporting side of water operations, which includes the responsibility for managing WUC's benchmarking initiatives. The Water Operations Analyst will use system data (ERP, GIS, CIS, Meter Systems, SCADA, online portal data sources) to study Water operational performance to identify trends and opportunities in existing workflows and processes where change would drive efficiencies and use their solid understanding of water business processes and thorough knowledge to translate system data and evaluate operations to increase efficiencies in the Water Division. The analyst will also research and compare multiple avenues of workflows, automate repetitive processes for displaying Water Operations departmental spending and work completed, assist on all department analysis, and prepare and deliver operational KPI's. The duties include but are not limited to: preparing detailed operation and cost reports, utilizing and uniting data found in various systems; finding, compiling and comparing complex data for various benchmarking requirements for use by management in setting KPI's and service standards; data mining for actionable insights working independently and using detailed understanding of operational processes to design, execute and report on data analysis of business operations performance; tracking spending on various vendor contracts; assisting with writing business cases, memos, board reports and other types of business documents used in making purchasing, process and strategy decisions. The analyst may also prepare and assist with contract administration of Water Operations vendor contracts.

#### **The successful applicant must have the following qualifications, skills, and competencies:**

- University degree in Engineering, Business or relevant field of study, or an acceptable combination of equivalent educational training and/or job-related experience.
- Minimum of three (3) years' experience.
- Knowledge of basic accounting principles and ability to understand budgeting and costing considered an asset.
- Fluent in Microsoft Office (Excel, Word, PPT, Power BI, etc.) experience in ERP/other systems such as CIS, Meter Systems and SCADA considered an asset.
- Knowledge of Visual Basic programming for automating repetitive data extraction processes is considered an asset.
- Knowledge of/experience in the public utility/municipal sector, and experience with water distribution and water treatment infrastructure considered an asset.
- Customer Service experience would be beneficial.
- Ability to effectively prioritize and execute tasks.
- Strong attention to detail and accuracy.
- Strong organizational, analytical and problem-solving skills.
- Strong customer service orientation, both internal and external.
- Experience working in a unionized environment is considered an asset.

Salary Range for Qualified Candidates: \$90,645 - \$100,717

As a prerequisite, it is a requirement to provide proof of being fully vaccinated against COVID-19. Fully vaccinated means that you have received two doses of a two-dose vaccine or have received one dose of a one-dose vaccine, and at least fourteen days have elapsed since receiving the last dose. If you are unable to be vaccinated due to medical reasons or on the basis of creed, we would ask that you kindly provide satisfactory evidence in support of an accommodation under the Human Rights Code. Such evidence may include a medical note from your physician (if your request for an exemption is on the basis of medical reasons), or a letter from your religious leader, religious organization or other suitable documentary evidence (if your request is based on creed).

Qualified applicants may apply at <https://www.applicantpro.com/openings/enwin/jobs> up to and including **Friday, June 3, 2022. Please quote file EWU-22-01-027 on application.** Although all applications are appreciated, only those candidates selected for an interview will be contacted.

ENWIN believes there is significant value in the diversity within our workforce and we are committed to continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.

ENWIN Utilities Ltd. provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.