Digital Inventory Analyst Co-op Student

Job Summary

The co-op student will play a central role in developing a comprehensive digital inventory of inspectable properties within the City of Abbotsford, supporting the Abbotsford Fire Rescue Service's (AFRS) strategic mandate to inspect all commercial, industrial, healthcare, education, and multi-storey residential buildings in Abbotsford.

This project will begin with a discovery phase, where the student will engage directly with key internal stakeholders (including the Building Department, Business Licensing, the Taxation group, and other relevant municipal entities), to identify properties that fall within the scope of fire safety inspections. Through interviews, data reviews, and collaborative mapping exercises, the student will gather and validate property information, ensuring alignment with AFRS' risk-based inspection framework.

Once the initial inventory is established, the student will design and document a sustainable process for maintaining and updating the list over time. This will include developing feedback mechanisms with each contributing department to ensure ongoing data accuracy, identifying triggers for updates (e.g., new business licenses, zoning changes, or building permits), and proposing workflows that integrate with existing municipal systems. The student will also conduct targeted data mining within the Records Management System (RMS) to extract historical inspection data, occupancy classifications, and compliance records, enriching the inventory with operational context.

This position requires a highly motivated and analytical Co-op Student to join our team as a Digital Inventory Analyst. This role offers hands-on experience in managing and optimizing inventory within our digital systems, using data to inform key business decisions and improve data management efficiency.

Key Responsibilities

- **Establish a foundational digital inventory** of inspectable properties, supporting risk-based inspection scheduling and strategic planning.

- **Conduct data analysis** through targeted mining of the Records Management System (RMS), including inspection history, occupancy classifications, and compliance records.

- **Develop reports and dashboards and contribute to continuous improvement** by producing clear process documentation and reports with data visualizations (using tools like Excel or other applicable tools), as well as stakeholder engagement summaries.

- **Improve operational transparency** by clearly identifying the scope of fire prevention responsibilities across the city.

- **Support long-term sustainability** by developing a repeatable process for maintaining and updating the inventory.

- **Enhance cross-functional collaboration** by facilitating data sharing and alignment between departments, improving the accuracy of inspection triggers (e.g., new business licenses, zoning changes).

Qualifications & Skills

- **Education:** Must be actively enrolled in a recognized post-secondary co-op program in a relevant field such as Business Analytics, Data Science/Information Management, Public Administration, Geographical Information Systems (GIS), or a related discipline.

- **Analytical Skills:** Strong analytical and problem-solving abilities, with meticulous attention to detail.

- **Technical Proficiency:**

   o   Proficiency in Microsoft Excel is essential.

   o   Familiarity with data visualization tools is highly valued.

   o   Knowledge of or experience with inventory management systems (IMS) or ERP systems is an asset.

- **Communication:** Excellent verbal and written communication skills, with the ability to present findings to both technical and non-technical audiences.

- **Work Ethic:** A self-starter with the ability to manage multiple tasks, prioritize effectively in a fast-paced environment, and take accountability for tasks from start to finish.

Work Environment

- An office-based role within the AFRS, with potential occasional visits to City Hall and inspectable properties.

- This position encourages collaboration within a team-oriented environment.

Application instructions:

- Apply through our website at www.abbotsford.ca/careers
- A cover letter, resume and transcript are required;
- In your cover letter, state why you are suitable for the role;
- Submit all documents in one file (system accepts Word or PDF files);
- The posting will close at 5:00pm on the closing date of the competition.

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Why Abbotsford?

Abbotsford, "The Hub of the Fraser Valley" is continually striving to grow its dynamic and diverse community. Abbotsford is known for its innovation, knowledgeable workforce, sustainability, broadband and digital equity which is why we are recognized as one of the top 7 intelligent communities in the world.

Abbotsford is a diverse community made up of many different ethnic and cultural groups where 23% of the population is of South Asian descent. The dominant age groups for the City of Abbotsford are 20 to 29 years and by residents 40 to 49 years. Abbotsford is one of the country's most culturally diverse communities with more than 50 languages spoken within the community.

Be part of the story and join our team today.

Closing Date: March 18, 2026