



Shape a place  
where people  
want to be

**Position Title:** Business Analyst I

**Position Status:** Full-Time Regular

**Department:** Human Resources and Corporate Services

**Employee Group:** Teamsters Local 31

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** PG T28 \$3,893.25 - \$4,600.13 bi-weekly

**Our Human Resources and Corporate Services Department is seeking a Business Analyst I who will be working in the Asset Management Systems group to document utility systems business processes, prepare presentations, review engineering drawings, and respond to queries on standards, specifications & processes involving engineering & asset management systems.**

**You are: An effective and efficient problem solver and team player with excellent communication and interpersonal skills, and have a strong desire to learn & work collaboratively on utility-related systems and infrastructure. You possess strong knowledge of data analytics, data quality management and data architecture with asset hierarchy along with knowledge of engineering design standards/specifications.**

**This role:**

- Assesses business plans or coordinates business systems planning, in client departments; provides advice regarding MVRD technologies; identifies priorities, resource requirements and opportunities for application of technologies; gathers and analyzes data; documents current and alternative business processes using CASE tools.
- Acts as project manager regarding the development of information systems and implementation of technology; conducts fit/gap analysis; defines workflows and functional and system specifications; prepares project schedules and deadlines; documents requirements, prepares business cases, conducts feasibility studies, and analyzes cost effectiveness; prepares requests for proposals, selects suppliers and monitors post-implementation system performance.
- Acts as a liaison between client departments and contractors; communicates with software vendors regarding enterprise software updates; coordinates with technical staff to implement approved changes in enterprise systems; collects and creates business requirement documents; translates business requirements into technical specifications and configuration requirements; tracks and follows up on requests and product deficiencies; assists in the resolution of service problems and issues; participates in the development of disaster recovery plans.

- Leads and participates in User Acceptance Testing; coordinates releases of new versions, communicates enhancements to users; provides easy to understand supporting documentation to users; develops and implements training programs for various user departments in the use of new or revised systems.
- Supports implemented solutions by managing user accounts, trouble-shooting issues, configuring, tracking requested improvements and providing “how-to” assistance.
- Prepares reports and makes presentations related to the work performed; conducts product and market research to maintain up-to-date knowledge of developments in the information technology industry.
- Performs related duties as required.

**To be successful, you have:**

- University graduation at the Bachelor’s level in computer sciences, business or engineering plus sound related experience in business systems analysis; or an equivalent combination of training and experience.
- Considerable knowledge of problem definition and analysis related to business processes and systems planning.
- Considerable knowledge of the principles and practices of administrative management and project management.
- Considerable knowledge of information technology components, processes and developments.
- Considerable knowledge of the functions of departments served and their requirements in information technology.
- Considerable knowledge of departmental policies and procedures.
- Ability to document, analyze and assess a variety of information, identify priorities and resources and propose alternative business processes.
- Ability to act as project manager regarding the development and implementation of systems.
- Ability to establish and maintain effective working relationships with a variety of internal contacts and to provide advice and assistance on matters related to the work.
- Ability to communicate effectively orally and in writing and to present proposals in non-technical language.
- Ability to perform assigned duties under minimum supervision.

**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning,

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and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by April 1, 2026.*