



OAKVILLE

# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID: 3073-002

CALL NO. 26-4622

<b>Job Designation:</b>	Oakville Fire Data Analyst
<b>Department:</b>	Oakville Fire Department
<b>Job Details:</b>	Permanent Full Time (CUPE 1329)
<b>Salary Range:</b>	\$69,259 - \$84,483
<b>Pay Grade:</b>	308
<b>Closing Date:</b>	Applications for this position must be received at <a href="http://oakville.ca">oakville.ca</a> no later than 11:59pm on <b>May 31, 2026</b> .
<b>Posting Status:</b>	Open to all current Town of Oakville employees and external applicants

This job posting is for an existing vacancy and therefore will be filled accordingly.

### Job Responsibilities:

What gets measured, gets managed. The incumbent is a critical resource in our relentless pursuit of continuous improvement by ensuring the end-to-end journey is tracked, measured, and reported on. Key performance indicators that measure the health of service delivery efforts need to be consistently reported on and continuously improved upon as department requirements change.

Reporting to the Supervisor, Administrative Services, the data analyst is a key contributor to operational efficiency and effectiveness by analyzing complex structured and unstructured datasets to help guide business decisions. The incumbent will use a variety of analytical techniques to prepare, visualize, analyze, and communicate key performance measures that drive business decisions across the Oakville Fire Department, partner business units and various levels of government.

The incumbent will work in collaboration with the fire department leadership, operations teams, IT staff and external stakeholders to turn data into insights that can be used to make sound organizational business decisions and inform policy development.

The analyst provides core application data support for all supported departments by ensuring data is created and structured in a format that will provide management across the organization with insights to help in key decision making for their services.

### Qualifications:

- Completion of a three-year Diploma or Degree in Mathematics, Statistics, Information Management, or similar analytical disciplines.
- A minimum of 3 years of experience in data analysis and reporting is an asset.
- Experience soliciting and documenting client requirements and producing analyses, reports, and data visualizations based on the stated needs.
- Experience using data to illuminate and solve problems.
- Ability to communicate complex analysis in a clear manner for a variety of audiences.
- Experience using data analysis tools such as Qlikview, MS Power BI, Google Analytics, Tableau, ArcGIS, FDM, First Due and Telestaff.
- Ability to adapt to new software programs with administrative rights.
- Experience working on data analytic projects in the areas of social networks, website analytics, with project performance measures and established KPI's.
- Strong understanding of compliance reporting to Emergency Management Ontario, Office of the Fire Marshal, and/or other legislative practices is considered an asset.
- Experience working with project teams and all levels of staff.
- Data Management Association (DAMA) Certified Data Management Professional (CDMP) or The Data Warehouse Institute (TDWI) Certified Business Intelligence Professional (CBIP) are considered an asset.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer.

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.

- Strong analytical and critical thinking skills, with the ability to understand complex inter-departmental processes to identify key performance measures.
- Create and understand data structures, data management theories, principles and practices.
- Strong understanding of the tasks associated with and challenges of working with unstructured data.
- Competency with creation of data queries and data extraction methods and tools.
- Ability to quickly understand end-user needs and requirements and the organizational goals and objectives.
- Able to articulate complex data concepts to non-technical audiences.
- Excellent oral and written communication, and presentation skills.
- Direct experience and strong understanding of statistical research, data management, reporting, analysis, trends and forecasting.
- Exceptional computer skills, including knowledge of Visio, SharePoint, Microsoft Office.
- Knowledge of systems including Salesforce CRM, Mitel IVR, JDE Enterprise, Amanda, Google Analytics. ESRI GIS, and CityWorks is an asset.
- Advanced proficiency in Microsoft Access and Excel including the design and maintenance of spreadsheets/databases/software programs.
- Strong time-management skills.
- Understanding of confidentiality requirements.
- Strong team and customer-oriented focus.
- Works independently, self-motivated and proactive.

**DATED:** [May 11, 2026](#)

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%.*

**We thank all applicants and advise that only those selected for an interview will be contacted.**

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