



# BUILD A CITY. BUILD A FUTURE.



## DATA & GIS OPERATIONS ANALYST (SURREY FIRE SERVICE)

REGULAR FULL-TIME

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

### EMPLOYMENT STATUS

Exempt – Regular Full-Time

### SCOPE

As a member of the Surrey Fire Service administrative team reporting to the Fire Chief, the Data & GIS Operations Analyst provides professional support in data services, analytics, and geographic information system (GIS) activities. The role applies established methods and professional knowledge to support operational reporting, data quality, and decision-making.

Working under limited direction and within established guidelines and procedures, the Data & GIS Operations Analyst contributes to operational outcomes through accurate analysis, reliable data handling, and effective use of GIS and reporting tools. The role assists in identifying opportunities to improve data quality, reporting practices, and GIS outputs within existing systems and tools.

### RESPONSIBILITIES

#### Application Access & Data Governance Support

- Administer and maintain user access to enterprise applications, databases, and analytics platforms in accordance with established security and governance standards.
- Process access requests, validate permissions, and ensure compliance with organizational policies.
- Monitor access controls and assist in periodic audits and reviews.
- Document procedures and maintain accurate access records.
- Escalate exceptions or unusual requests following defined protocols.

#### Data Analysis & Operational Reporting

- Collect, validate, and analyze operational datasets to support business functions.
- Prepare recurring and ad-hoc reports using approved analytical tools and methodologies.
- Interpret data trends and summarize findings for operational stakeholders.
- Ensure data accuracy, consistency, and quality standards are upheld.
- Support preparation of requested datasets for issue resolution and operational decision-making.

#### Data Preparation & Processing Support

- Assist with data ingestion, transformation, and preparation workflows under established frameworks.
- Maintain structured datasets, data pipelines, and related documentation.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.  
Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)



# BUILD A CITY. BUILD A FUTURE.

- Support troubleshooting of routine data processing issues.
- Apply standard data models and transformation rules.
- Assist senior technical staff with updated to data workflows.

## Dashboard Development & Visualization

- Develop and maintain dashboards and visual reports using approved visualization tools.
- Translate operational requirements into standardized reporting outputs.
- Ensure dashboards meet usability, accuracy, and performance expectations.
- Update visualizations based on stakeholder feedback and evolving operational needs.
- Support dissemination of information through clear visual communication.

## Geographic Information Systems (GIS) & Geoanalytics

- Perform spatial data analysis using GIS tools and established procedures.
- Maintain geographic datasets, layers, and spatial databases.
- Produce maps, spatial reports, and geographic visualizations for operational use.
- Support spatial analysis related to service delivery, planning, or performance monitoring.
- Ensure spatial data integrity and adherence to established standards.

## Quality Assurance & Compliance

- Ensure outputs meet organizational quality standards and documentation requirements.
- Participate in reviews of work products and implement corrective feedback.
- Follow established operational, technical, and governance procedures.
- Maintain accurate documentation and standardized workflows.

## QUALIFICATIONS

- Completion of a University degree in Data Science, Computer Science, GIS, Engineering, Information Systems, or a related discipline.
- Two (2) years of related experience in data analytics, GIS, data engineering, or operational analytics environments.
- Ability to communicate technical information clearly to stakeholders.
- Strong collaboration skills with the ability to contribute to team goals and operational deliverables.
- Knowledge of data analysis, interpretation, and analytical problem-solving techniques.
- Foundational understanding of GIS and geoanalytics principles.
- Experience with data visualization and dashboard development tools.
- Familiarity with data governance practices and application access controls.
- Ability to follow established guidelines to resolve routine technical and operational issues.
- Strong attention to detail with a focus on data quality and standards compliance.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.  
Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)



# BUILD A CITY. BUILD A FUTURE.

- Demonstrated ability to apply theoretical knowledge to practical tasks.
- Comfortable working under limited direction within defined processes and procedures.
- Ability to support decision-making through data preparation and analysis.
- Effective teamwork, communication, and organizational skills.
- A valid driver's license is an asset.

## OTHER INFORMATION

Pay Grade: P1

Rate: \$96,214 - \$113,193

This position requires completion of a Police Information Check.

Successful applicants must provide proof of qualifications.

This position is based at Fire Hall 1.

## APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 7183.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.  
Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)

