

Capital Planning Analyst

Winnipeg, MB, Canada

JOB DESCRIPTION

SUMMARY

As an integral member of the Capital Planning Team, the Capital Planning Analyst is responsible for providing analytical support focusing on capital planning. This position requires the ability to handle a large volume of information and data sets, excellent data analysis and interpretation skills and a strong commitment to data integrity. All duties are conducted in support of and under the supervision of the Capital Planning Program Manager.

KEY DUTIES AND RESPONSIBILITIES

- Assists the Capital Planning Program Manager in developing and recommending the capital plan and budget, and executing capital plan deliverables
- Responsible for data integrity of capital planning data within information management systems, including Brookfield's proprietary systems
- Compiles and maintains large volume of capital planning data within information management systems to support various reporting, benchmarking and analytical requirements.
- Triage and tracks project requests made by the client, facility management and project management teams
- Identifies projects from building condition assessment data and recommends accurate scopes of work, justifications and high level estimates
- Evaluates cost estimates for cyclical maintenance, replacement and repair of building components and systems gathering information from previous tenders, projects and consulting reports
- Executes ad-hoc calculations and analysis based on client requests to assist with business communication and decision making

- Supports delivering capital plans used to meet KPI's and contract deliverables.
- Collaborates in process improvement initiatives and implementation of new processes
- Partners with the client and various departments/teams to continuously refine and implement asset assessment management processes and tools
- Oversees the Capital Planning Data Coordinator's day-to-day activities
- Train field personnel and system users in the correct operation of business tools, processes and procedures
- Other duties as assigned

KNOWLEDGE AND SKILLS

- 3 to 5 years of experience in capital planning, asset management, data analytics or related disciplines
- University graduation or professional certification (e.g. P. Eng, CMA, CGA or equivalent courses)
- Ability to handle a large volume of information and accurate management of large data sets
- Very strong attention to detail and commitment to quality
- Strong data analysis and interpretation skills
- Strong computer skills including the ability to learn new software programs
- Understands the goals of the asset assessment program
- Knowledge of technical standards and process in completing asset assessments, building condition inspections etc.

Licenses and/or Professional Accreditation

- Professional Engineering Designation from Professional Engineers of Ontario, an asset
- Accreditation to work in specific assessment management software, an asset
- LEED Certification from Canada Green Building Council, an asset

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JOB INFO

Job Identification	221857
Posting Date	12/02/2024, 04:33 PM
Job Schedule	Full time
Locations	 Winnipeg, MB, Canada
Working Arrangement	Hybrid

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