

JOB DESCRIPTION

POSITION: Water Quality Data Manager

DIVISION: Water Quality

SALARY: TBD

FLSA: Exempt

SUMMARY:

The Water Quality Data Manager is responsible for conducting all functions necessary for the daily operation of quality control with respect to data integrity. This individual is also responsible for the implementation of the new Laboratory Information Management System (LIMS) and all associated QC/QA, SOPs, and documentation. The individual will manage the daily influx of data to ensure that quality of the data is being upheld. This individual will also be responsible for generating regulatory compliance reports as a requirement of the Safe Drinking Water Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares analyses and statistics for regulatory reporting requirements to the Department of Environmental Protection (DEP) agency, Allegheny Health Department, AWWA, other boroughs, and other agencies as required
- Prepares a number of monthly reports utilizing data from SCADA and LIMS; preparing excel spreadsheets and uploading data to DEP web interface.
- Overall Project Management - Responsible for all aspects of the development and implementation of an extremely complex projects; LIMS and Customer Lead Test Results.
- Serves as the project's single point of contact; coordinates process for identifying stakeholder objectives and defining project scope.
- Develops detailed work plans, resource plans, project estimates and status reports as needed based upon the size, scope and expected resource utilization of each project phase.
- Conducts project meetings and is responsible for project tracking and analysis.
- Ensures adherence to quality standards, UF policies, procedures and best practices, and reviews project deliverables.
- Manages the integration of vendor tasks and tracks and reviews vendor deliverables.
- Technical Content Specialist – Provides researchers and other potential clientele with technical guidance in framing data-related problems and potential analytic solutions; facilitates conceptualization of promising analytics projects; coordinates initial project implementation and iterative refinement with external.
- Special Project Coordinator – Work with our internal team to design, develop and implement prototypic water analytics applications using diverse data sources.
- Facilitate and coordinate internal prototypic applications projects with external vendor software solutions. Be able to employ advanced statistical analyses including Structural Equation Modelling and Path Analysis/Multiple Regression to address important questions in water quality.
- Performs other duties as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Self-directed, able to prioritize and plan work responsibilities and execute multiple tasks and project activities effectively
- Demonstrates ability to follow detailed technical instructions, make decisions independently and work with minimal supervision
- Demonstrates strong troubleshooting and problem-solving skills and understands cause and effect principles
- Demonstrates excellent interpersonal skills and displays an interest in working on cross-functional teams
- Available to provide weekend, holiday, and emergency coverage, on a rotating schedule and to be on-call

GENERAL REQUIREMENTS:

Applicants must become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment. Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License prior to appointment. A valid driver's license must be maintained throughout employment.

EDUCATION/EXPERIENCE:

- BS in Statics, Environmental Data Management or related field
 - 3+ years experience modeling large sets of data
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- Preferred Skills and Experience:**
- Familiarity with statistical programming languages including R, SAS, SPSS and/or STATA
 - Comfortable with giving presentations

APPLICATIONS:

Submit resume and cover letter via first class mail to: The Pittsburgh Water and Sewer Authority, Human Resources Section, Penn Liberty Plaza I, 1200 Penn Avenue, Pittsburgh, Pa 15222 or via email to: HR@pgh2o.com,

An Equal Opportunity Employer

The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis as is protected by federal, state or local law.