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## Environmental Data System Specialist

Division/Department: Environmental Services / Environmental Data  
Reports to: Environmental Data Department Manager  
Location: Berthoud, CO  
Type of Position: Full-time  
Status: Exempt  
Salary Range: \$57,798 – \$75,000

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### GENERAL STATEMENT

This position provides cross-functional support and service for Northern Water’s Environmental Data Management System and its users. This role assists in the upkeep of Northern Water’s data resources, ensuring that the weather, water flow, water quality, and biologic data collected are of the highest quality. This position assists users, both internal and external, with their general data needs, including but not limited to data access, compilation, troubleshooting, and basic analytics.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports data entry/ingest and management into Northern Water’s data management software.
- Aids in development and support of quality control and assurance of data resources for staff and other departments.
- Maintains and updates databases.
- Develops, updates, and organizes system documentation.
- Prepares data summaries, analysis, reports, and documents related to the data system and/or data.
- Assists personnel with system and data access, permissions, and usage.
- Extracts data from various sources, transforms the data according to business rules, and loads the data into a destination data store (ETL).
- Provides general administrative support to users of data management systems, including the creation of new users, stations, time series, data dashboards, and various data tools.
- Assists in troubleshooting data systems and making enhancements toward improving system reliability and robustness.

### OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned

## EDUCATION AND EXPERIENCE REQUIREMENTS

### Education

- B.S. in Computer Science, Computer Engineering, Biosystems / Environmental Engineering, Mathematics, Data Science or related field, or a combination of education and experience.

### Experience

- A minimum of one year experience, or equivalent school work or project experience, with data management, mining, programming/scripting, and working with environmental and big data.

## LICENSE, CERTIFICATE, AND CREDENTIAL REQUIREMENTS

- Valid driver's license.

## KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge

- Basic understanding of relational databases.
- General knowledge of data quality control techniques and methods.
- General knowledge of statistics, analytics, and data mining.
- Big data, IoT, Machine Learning (AI).
- Understanding of environmental type time series and discrete water sampling data preferred.

### Skills

- Strong computer skills, including Windows, Microsoft Office Suite, and Sharepoint.
- Understanding of dimensional and relational data.
- Superior interpersonal relationship skills and a "customer-focused" attitude.
- Strong analytical and problem-solving skills.
- Excellent communication and writing skills.
- Exposure to remote data collection/spatial data is a bonus.
- A positive customer service mindset to provide support for users to accomplish their tasks. Exposure to Power BI, SQL, R, or Python is strongly desired.

### Abilities

- Aptitude for understanding complex data flows, systems relationships, and how to troubleshoot highly integrated architectures.
- Handle changing flow of assignments.
- Remain productive during slow times.
- Multitask effectively during busy times, and exercises patience and professionalism during stressful situations.
- Desire and aptitude to quickly learn, navigate, adapt, and leverage new technology.
- Work effectively with a wide variety of people, both internal and external.

## PHYSICAL REQUIREMENTS

- Sustained operation of keyboard devices.
- Sit, stand, and walk for prolonged times daily.
- Lift, drag, or push boxes, paper, and documents weighing up to 25 pounds.
- Must meet the physical requirements of a post-job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

**OTHER REQUIREMENTS**

- Maintains a personal appearance appropriate for job position and image of Northern Water.

**This job description in no way states or implies that these are the only duties to be performed by this employee.**

**Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**