



Employer: Sci-Tek Consultants, Inc.

Position: Data Analyst Support (Consult to Philadelphia Water, Green Stormwater Operations)

Location: Philadelphia

Status: Full-Time (exempt)

Sci-Tek Consultants, Inc, a civil, environmental, and geotechnical engineering and surveying firm is seeking a qualified candidate who has an interest in data collection and validation to join our team to provide assistance to our client, the Philadelphia Water Department with the Green Stormwater Operations (GSO) group. GSO manages activities related to the inspection and maintenance of publicly funded stormwater management practices (SMPs) to ensure their continued function. Our team manages both preventative and corrective maintenance to ensure the continuous functionality of green infrastructure, as well as the development and implementation of a maintenance plan for these facilities. The successful candidate will execute data and asset management to optimize data integrity.

Job Responsibilities

1. Perform on-going tasks and analyses using Microsoft Access and R in our data structure
 - a. Under the training and guidance of our team, the successful candidate will be able to populate and manipulate data from plan sets to keep our data structure up to date. This will include the following tasks:
 - i. Reading plans and using adobe to measure pipe lengths
 - ii. Performing modifications and data analysis through queries in the access database
 - iii. Create R scripts to efficiently navigate large quantities of data, find and fix errors, as well as create reports
 - iv. Dashboard creation and updates
2. Perform data entry and analysis tasks using Geographic Information Systems (GIS)
 - a. Under the training and guidance of our team, the successful candidate will be able to use GIS as a tool to support data management. (Prior experience with GIS preferred, but can also be learned on job)
 - i. Management of SMP Points layer (placing new points, updating contractor assignments)
 - ii. Maintenance Map creation
3. Perform regular metrics reporting as requested by client – including the following:
 - a. Weekly, quarterly and annual reporting based off data collected from the work order management system as well as the GIS network
 - b. Data to be presented in graphs, tables, and reports

Qualifications

- 0-2 years of experience
- BS in Data Science, Environmental Science, Environmental Engineering or related field (GPA of 3.0 or higher is preferred)
- Must have experience with Microsoft Access and Excel; ArcGIS, R and SQL preferred
- Requires a strong attention to detail and ability to work independently remotely if needed



Sci-Tek offers competitive compensation including paid time off, health benefits, 401K Profit Sharing Plan and tuition reimbursement programs. Sci-Tek is an equal opportunity employer that seeks to be a premier provider of innovative, value-added solutions to its clients' many challenges through the application of civil, geotechnical, environmental, and water resources engineering and surveying.

If you are a proven leader that possesses the experience we are seeking, and are looking to join a growing firm, please email your cover letter and resume mail@scitekanswers.com or send to:

Human Resources
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