CLASS TITLE: WATER/WASTEWATER DATA ANALYST

PURPOSE OF THE CLASSIFICATION: Under general supervision performs advanced data management and systems analysis to support water/wastewater operations, analyze performance, assess infrastructure assets, and ensure departmental compliance with applicable City, state, and federal regulations, provides technical training, and other related assigned duties.

ESSENTIAL TASKS:
- Coordinates with the IT Department to gather, analyze, evaluate, design, modify and maintain the data collection that guides the objectives of the water/wastewater operational optimization, performance management, and asset management programs
- Develops, implements and modifies processes, methods, and tools designed to measure, evaluate, and monitor utility operational and asset performance
- Compiles and reviews data that supports water and wastewater operations and asset lifecycles
- Identifies and analyzes trends and patterns in water and wastewater operational performance and asset data
- Uses both SQL and GIS to query tables and assess data integrity and quality
- Prepares and analyzes a variety of periodic reports and maintains documentation relating to system data ensuring adherence to business practices
- Works closely with other City personnel to maintain, manage, and monitor the interaction of systems critical to water and wastewater operations, ensuring that interfaces, infrastructure, configuration and performance systems are working properly
- Performs maintenance processes and testing to ensure system accuracy and functionality
- Serves as contact point for data inquiry and data auditing purposes
- Coordinates service pack installations, system upgrades and implementation of new functionality
- Participates in the evaluation and design of information systems used for water and wastewater operations
- Develops training and other documentation for users of water and wastewater computer systems
- Coordinates with vendors for technical support and contract renewals
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

<u>Training and Experience</u>: Graduation from an accredited college or university with a bachelor's degree in engineering, chemistry, information technology, geography, business or a related field; and four (4) years of progressively responsible technical experience; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

<u>Knowledge, Abilities and Skills</u>: Considerable knowledge of the use of database, spreadsheet, and GIS software; Considerable knowledge of systems and data used in water/wastewater utility operations; Ability to gather, maintain, and analyze large amounts of data and interpret trends and patterns; Ability to edit, organize and present clearly in verbal or written form findings and recommendations; Good knowledge of mathematics required to perform engineering calculations; Ability to read and interpret Engineering plans, reports and schematics; Ability to provide effective instruction in various fields of knowledge; Ability to interpret and enforce technical ordinances and regulations; Ability to work independently and to recognize, analyze and solve complex business and/or organizational challenges; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

<u>Physical Requirements</u>: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; lifting and carrying up to 20 pounds; may be subject to sitting for extended periods of time, standing, walking, bending and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

<u>Licenses and Certificates</u>: Possession of a valid Oklahoma Class "D" Operator's license;

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and occasionally will require travel to field locations to assist with information technology utilization.

Class Code: 2537
EEO Code: N-03
Pay Code: AT-40

Group: Engineering, Planning and Technical
Series: Communications Operations, & Maintenance

Effective date: February 17, 2016