

## Environmental Data Manager



### Who we are:

NTS Environmental Science and Engineering is a leading provider of comprehensive environmental services, offering consulting, engineering, engineering support, and data management solutions to a diverse clientele in northern Minnesota's Iron Range region. Our company has an employee-driven culture that promotes professional development and growth. We prioritize integrity, safety, client-focus, and excellence in all aspects of our work. We provide competitive pay based on experience level, a comprehensive benefits package, flexibility, and opportunity for advancement.

### Position Description:

NTS is seeking an Environmental Data Manager. This role focuses on ensuring the accuracy and compliance of field and analytical reports, integrating data from various sources, and contributing to the success of projects across diverse domains.

Primary accountabilities include, but are not limited to:

- Review field and analytical reports for quality issues including completeness and accuracy across diverse datasets, documenting any quality issues.
- Participate in regular quality checks on data across various project types.
- Ensure all samples and measurements comply with local, state, and federal requirements.
- Contribute to integrating data from laboratory, field, and historical sources into the NTS database.
- Communicate clearly and concisely with laboratory and field scientists to find solutions for data quality concerns.
- Produce graphs, reports, and other deliverables for clients across industries following applicable industry, permit, and/or client specifications.
- Provide customized querying and reporting support through the Client Portal.
- Assist with maintenance of the NTS quality assurance program through continued development of and adherence to new and existing policies and procedures.
- Build and maintain strong, collaborative relationships with clients and NTS staff.
- Support the NTS safety program through safe work practices, policy adherence and hazard reporting, and wearing appropriate PPE.
- Other duties as assigned or necessary.

### Qualifications:

- Bachelor's degree in relevant science or engineering discipline.
- Exceptional attention to detail, strong analytical judgment, and a strong desire for continuous learning and professional growth.
- Experience with data QA/QC and laboratory data, adaptable to various data types and project types.

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- Proficient with MS Excel and strong written and verbal communication skills, with the ability to work collaboratively within a multidisciplinary team.
- Experience with environmental data management systems (e.g., EQUS) and/or relational databases.
- GIS, SQL, database programming, or other programming experience helpful but not required; experience with AI/ML programming is a plus.

**Compensation & Schedule:**

**Position Type:** Full-time

**Compensation:** Starting at \$60,000 per year, based on experience and education. Comprehensive benefits package including health insurance, retirement plan, paid time off, and professional development.

**Work Schedule:** Monday – Friday

**Apply by mail or email to:**

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