

Company Overview

VERTEX is regarded as one of the premier engineering, construction, environmental and IT companies serving many top insurance companies, real estate owners, contractors, banks, real estate investors and attorneys across the country. VERTEX has 25 offices worldwide and a dedicated staff of over 450 engineers, architects, environmental, and construction professionals. VERTEX offers comprehensive solutions for construction and environmental exposures. With 55,000 projects completed since inception, our experience speaks for itself.

In late 2013, VERTEX implemented an Employee Stock Ownership Program (ESOP). VERTEX's employee-owners help our clients identify and mitigate risks to a project's physical, environmental and economic well-being; it drives every decision we make. We offer highly personalized and customized service to address highly specialized challenges. By applying technical and scientific skills to our clients' real business challenges, VERTEX creates integrated solutions that minimize risks while achieving the required results.

For more information about VERTEX visit us here <http://vertexeng.com/>.

Responsibilities

We are seeking a full-time Environmental Data Manager to be based in our Boston, MA office. The primary role of the Environmental Data Manager will be to manage field and laboratory data associated with a wide range of environmental projects across the country using EQUIS environmental database software. The Environmental Data Manager's primary responsibilities will be to manage data from multiple sources and provide quality-assured data deliverables to environmental project managers and to work with in-house design professionals to visually display data on various graphical platforms such as AutoCad and ArcGIS.

Core Responsibilities

- Integrate data from laboratory, field and historical sources into EQUIS databases.
- Perform standard quality assurance checks on data loaded to EQUIS databases.
- Document and communicate database quality issues identified.
- Manage administration of users, provide training and trouble-shooting.
- Identify potential data issues and present solutions.
- Collect, evaluate, process, and integrate field measurements, including, but not limited to, survey data, GPS data, and geocoded electronic data.
- Provide customized query/reporting support, and develop reporting dashboards.
- Interact and maintain successful relationships with clients, VERTEX employees, laboratories and subcontractors.

Position Requirements

- Ability to analyze and interpret data from many sources, including field data and online data sources.
- Excellent computer skills and ability to learn new software packages.
- Ability to work independently as well as collaboratively with co-workers and clients.
- Perform and manage multiple tasks within scope/budget/schedule expectations and ensure quality standards on project deliverables.
- Must be able to formulate and clearly communicate ideas to others, including those who have only a basic knowledge of EQUIS.
- Ability to maintain high standards while meeting deliverable deadlines.
- Able to perform complex tasks and handle multiple priorities.

- Strong written and verbal communication skills and attention to detail.
- Successful candidate will report primarily to the Boston Office, however, some travel to other VERTEX offices or project sites may be required.

Qualifications

- Associate, Certificate or BS/BA degree in GIS, Computer Science, Engineering, Database Management, or related computer programming/database management field.
- Must have working knowledge of the following applications:
 - EarthSoft's EQUIS
 - MS Access
 - MS SQL Server
 - MS Visual Basic.
- Prior experience working with Esri ArcGIS software and extensions.
- AutoCAD and/or ArcGIS a plus.
- Minimum of three years' experience in a position related to data management and table creation in Microsoft Excel.

EEO Statement

VERTEX is an equal opportunity employer committed to workforce diversity. M/F/D/V. 11

Please send resumes to resumes@vertexeng.com or apply directly on our website by visiting <https://careers-vertexeng.icims.com/jobs/1083/data-manager%2c-environmental-remediation/job> .