



Position Title: Environmental Information Systems Analyst

Position Status: Full-Time Regular

Department: Liquid Waste Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T30 \$3,946.90 - \$4,674.08 bi-weekly

Our Liquid Waste Services Department is seeking an Environmental Information Systems Analyst who will design, implement and maintain database systems for our existing and future environmental monitoring programs. You will have formal education and experience in data management systems in an environmental setting. This is complex technical and strategic work in the analysis of environmental information management systems and business processes, the development of information technology solutions to problems, and specialized work in the development of information management systems for environmental data in Liquid Waste Services department. Regulatory compliance is a key objective of this work. You will act as project manager in areas such as the development of environmental information systems, and the implementation of technology. You will be the technical expert providing training and guidance to the junior staff to meet the department's data management needs. The work meets the needs of a variety of complex projects and requires a considerable degree of responsibility and independent judgement and action.

You are: A strategically oriented critical thinker, a self-starter, a good communicator orally and in writing, team player, well organized, detail oriented, proactive and sensitive to the needs of your service users and proficient in the principles and techniques associated with database design/management and project implementation.

This role:

- Designs, evaluates, implements, and maintains database systems for existing and future environmental monitoring programs, including consistent conventions for program data and associated metadata; develops and implements process architecture for data collection and management, including entry/upload, storage, tracking, download/output, and reporting; conducts data workflow analysis across multiple divisions; works with internal and external technical teams to develop, implement and maintain procedural standards for quality assurance and control; and ensures system processes adhere to requirements for regulatory compliance and reporting.
- Acts as project manager for the design, implementation, and monitoring of environmental data management systems; performs workload, project planning, and scheduling for departmental staff; prepares system specifications and requirements for contracts and standing offer agreements with commercial labs; documents business requirements; prepares business cases; conducts feasibility studies; analyzes cost effectiveness; prepares

requests for proposals; recommends contract awards for consultants and suppliers; negotiates contract terms and monitors progress; and monitors post-implementation system performance.

- Conducts research and analysis to evaluate the viability of adopting new technologies and methodologies; plans for current and future software system needs; implements and monitors system updates and enhancements; develops long-term strategic goals for technical solutions in conjunction with data owners and department managers; makes technical recommendations for senior management to meet current and future data requirements and works on their delivery upon approval; and recommends and implements adaptation to divisional systems, as required.
- Liaises with senior technical staff to identify program needs for environmental data reporting; develops and delivers methods of data output and visualization; collaborates across divisional and external teams to ensure that reporting is in alignment with program goals and regulatory compliance.
- Coordinates resources for the integration of environmental data management systems with other corporate systems, such as LIMS and other external data management systems, as required; ensures that day to day business requirements are met; establishes business goals and makes recommendations to superiors; executes the same upon approval; and monitors corporate information technology and progress of system enhancement projects.
- Provides guidance and assistance to junior staff on the development, standards, and troubleshooting; coordinates the work to ensure compatibility and integration with corporate and external software systems; and oversees the work of consultants for compliance with corporate standards as required.
- Prepares reports and makes presentations related to the work performed; and develops technical architecture and processes for internal and external reporting of data.
- Conducts product and market research to maintain up-to-date knowledge of developments in the information technology industry as it pertains to environmental information and data management; identifies opportunities for system enhancements; prepares recommendations of new business practices for internal and commercial laboratory systems for senior management; and works on their implementation upon approval.
- Serves as the divisional contact for departmental and corporate initiatives; represents the division in a variety of work groups related to data management and related business systems; acts as a liaison between divisions, consultants, and regulators; and assists in the resolution of service problems and issues.
- Performs related work as required.

To be successful, you have:

- University graduation with a Bachelor's degree in computer sciences, environmental sciences or engineering, preferably supplemented with an additional degree in a related discipline, plus considerable related experience in information management systems analysis and planning in an environmental science setting; or an equivalent combination of training and experience.
- Thorough knowledge of problem definition and analysis related to environmental data management processes and systems planning.
- Thorough knowledge of the principles and techniques associated with database design and management.
- Considerable knowledge of the reporting requirements of environmental data programs, including output methodologies to integrate and display a variety of data sets generated from multiple sources.
- Considerable knowledge of information technology components, processes and developments related to the work performed.
- Ability to act as project manager regarding the development and implementation of systems.

- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to provide recommendations to senior staff.
- Ability to train and coordinate work of other staff.
- Ability to review the work of consultants for compliance with corporate standards and needs.
- Ability to analyze, monitor, and evaluate the performance and capabilities of data management systems and make recommendations for improvements.
- Ability to achieve assigned objectives with minimal supervision.
- Ability to communicate effectively orally and in writing and to present proposals and user training materials in technical and non-technical language.
- Class 5 Driver's Licence for the Province of British Columbia.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by May 10, 2024.