Water Resources Data Assistant

Utilities and Engineering Services manages the University's cross-connection program (backflow preventers) and fire hydrant testing program. The cross-connection program prevents contamination of the public drinking water supply. Hydrant testing ensures that hydrants are operable. Our team is looking for an individual with an interest in data management and mechanical utilities to organize and clean up data for these programs.

Specific projects will include: developing master list of non-regulated backflow preventers; inputting of well preventative maintenance schedules into AIM (facilities asset management and work order database and software) and assisting with field data collection for water resource assets.

RESPONSIBILITIES
- Maintain Utilities master lists of backflow preventers
- Maintain Utilities master lists of fire hydrants
- Maintain Utilities asset data in AiM (FSU's asset management database)
- Create PM schedules within the AIM database for water resource assets
- Read, edit, and manipulate AutoCAD drawings for Utilities' asset maps
- Field work in the form of collecting Utilities' asset data using a mobile data collection device
- Weekly progress reports
- Weekly staff meetings
- Other duties as assigned

MINIMUM QUALIFICATIONS
- Advanced experience in the use of Microsoft Excel and related Microsoft Office software (Outlook, Word, PowerPoint, OneNote, Planner)
- Ability to input data with a very high degree of accuracy
- Familiarity with AutoCAD
- Must be able to conduct themselves in a professional manner and work in a professional office setting

PREFERENCES
- Familiarity with database management
- Familiarity with reading building design documents
- Background in information sciences, engineering, or other relevant fields

ADDITIONAL INFORMATION
- May start date; 8-12 hours a week
- Position is from May 2020 through December 2020 with possibility of extension
- $12/hour

Interested applicants should send a cover letter and resume to:
Stacy Slavichak, Water Resources Manager, sslavichak@fsu.edu