



Job Posting – Data Technician

Wood Buffalo Environmental Association

The Wood Buffalo Environmental Association (WBEA) monitors the environment of the Regional Municipality of Wood Buffalo in north-eastern Alberta. Our environmental monitoring work is the most integrated and intensive focus on air and terrestrial monitoring in any one area, anywhere in Canada. The WBEA is committed to reporting accurate and timely high-quality data from our Ambient Air Monitoring and Deposition monitoring programs to ensure regional stakeholders have the information they need to make informed environmental decisions. For more information, visit: <http://www.wbea.org>

The Role

The WBEA is currently seeking a full-time Data Technician. The Data Technician is integral to reporting high quality data to scientists, policymakers, government agencies, WBEA members and other stakeholders who use WBEA data. The Data Technician is responsible for ensuring that the WBEA data meets the criteria of completeness and quality defined in the Alberta Air Monitoring Directive (2016, as amended), and other requirements contained under other applicable provincial and national directives and protocols.

Position Responsibilities

As a part of the WBEA Data Team, reporting to the Data Lead, you will:

- Train with the Ambient Air Monitoring team as a field technician for 8-12 months. During this period, you will learn how to maintain and operate the analyzers and sensors in an ambient air monitoring station. This provides a foundation for understanding the equipment whose data you will be responsible for validating as a Data Technician.
- Performing the following for the monthly ambient air reports:
 - Applying data QA/QC procedures (Level 1 and 2 data validation and processing) and documenting this in Monthly Data Validation checklists
 - Summarizing air quality exceedances after L2 data validation
 - Summarizing operational non-conformances with AMD requirements
 - Summarizing operational discrepancies and events
 - Summarizing reasons for absence of data
 - Writing summary letter
 - Obtaining Level 3 sign-off on summary cover letter
 - Reviewing and incorporating new AAAQO and Guidelines
- Providing data validation and processing feedback to WBEA staff
- Confirm and validate Air Quality Events, following WBEA procedures, and provide summaries of AAAQO/G exceedances and non-compliance incidents
- Draft and submit non-compliance letters
- For laboratory data, you will:
 - Maintain the WBEA's Time-Integrated Samples Database
 - Processing and troubleshooting laboratory results into formats acceptable for the WBEA's Time-Integrated Samples Database
 - Reviewing notes provided by analytical laboratories and WBEA Field Staff and ensuring that relevant information is made available to the WBEA's data users



- Performing Level 1 & 2 data validation tests to identify trends, outliers, and patterns within data sets
- Providing data as requested to WBEA, contractors, science advisors, members, regulatory agencies, and researchers
- Write, review, and understand data Standard Operating Procedures (SOPs)

Qualifications

- A post-secondary degree or diploma in chemistry, environmental science, atmospheric science or similar technical field from an accredited college or university
- ≥2 years of experience with data analysis, experience with ambient air monitoring or laboratory results is considered an asset
- Excellent computer skills, including use of Word, Excel, and Outlook at an intermediate level
- Exceptional oral and written communication skills
- A strong aptitude for self-learning and technological skills
- High levels of discretion when dealing with confidential information
- High quality work with great attention to detail and accuracy
- A working knowledge of the Alberta Air Monitoring Directive 2016
- A valid driver's license.

Schedule: Full-time, 40 hours per week at 8 hours per day from Monday to Friday. Overtime may be required periodically, depending on operational needs.

Employment Status: Full-time, permanent

Salary: \$70,000 – \$120,000 commensurate with experience, qualifications, and skills.

Candidates who exceed the minimum experience requirements will be considered and commensurate based on prior direct experience.

We offer our employees an attractive compensation package that includes a competitive salary, above-market group health benefits, a group RRSP plan, a northern allowance, and a commitment to career development.

Work Location: This is a local position, reporting to the WBEA Centre in Fort McMurray, Alberta.

Pre-Employment Requirements:

- Drug & Alcohol testing
- Valid Class 5 Driver's license, a clean driving record, and the ability to travel throughout the Regional Municipality of Wood Buffalo
- Criminal record check

Application Deadline: Monday, September 5, 2025, at 4:00 p.m. MST.



Application Instructions: Please submit a resume and cover letter that outlines why your skills, experience, and personality would make you an excellent candidate for the Data Technician role at the WBEA. If you are interested in joining our team, please apply here: <https://www.fitzii.com/apply/94837>

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Disclosure regarding the Pre-Employment Requirements:

As part of the hiring process, candidates must declare if they have any civil or criminal conviction history that may prevent them from fulfilling the roles and responsibilities of the position for which they are applying. This requirement is necessary to ensure the safety, integrity, and operational effectiveness of our organization. We are committed to respecting privacy laws and handling all personal information in accordance with applicable privacy legislation. The collection of this information is justified under the principle that certain convictions may directly affect the candidate's ability to perform specific duties, adhere to legal requirements, or maintain a safe work environment. The evaluation process will consider only relevant conviction history directly related to the job's responsibilities. The WBEA will handle this information with strict confidentiality and fairness, with only Human Resources having access, ensuring that all decisions are made in compliance with employment and human rights legislation.