

Reporting Technician



Full job description

RedZone Robotics, Inc. is a world leader in mobile robotic equipment design, development, manufacturing, and related services for cleaning, inspecting, and rehabilitating pipes and tanks. RedZone was founded in 1987 as a spin-off from Carnegie Mellon University to meet the market demand for real-world field robotic systems. Over the past 20 years, RedZone has used its real-world experience to create innovative and relevant robotic systems.

Currently, RedZone is on the cutting edge of technology application to the potable water and wastewater industries.

If you are interested in a friendly, cooperative, and exciting corporate environment where you will be continually challenged and opportunities abound, RedZone Robotics is the place for you! Learn more about us at www.redzone.com.

The Reporting Technician is responsible for processing, analyzing, and archiving the data collected by RedZone's robotic systems. The role will review all data collected and produce high-quality reports that are deliverable to customers or other partners.

Responsibilities:

- Acts as a role model for RedZone Robotics' visions, values, and culture.
- Receive and manage data from the field crews. This involves loading the data for processing, verifying that the data is complete, acquiring missing data, and informing the necessary personnel that the data has arrived.
- Review and process the data in a timely fashion to meet customer timelines. This will involve direct processing and may at times involve interacting with Engineering for some types of processing.
- Work within RedZone proprietary software systems to view data.
- Document methods used and write technical reports containing information collected.
- Verify the integrity and accuracy of data contained in remote sensing image analysis systems.
- Produce draft reports that are circulated for review. Take feedback from draft reports, implement changes, and create final reports.
- Prepare documentation or presentations, including charts, photos, or graphs using specialized computer software routines to customize and integrate image analysis. Create customer deliverables: organize, print, and bind final reports; and create digital media that contains work products and reports
- Accomplish goals efficiently and provide cost-effective solutions. Monitor stock levels of necessary materials and notify proper personnel to reorder.
- Develop and follow best practices for data processing, report production, and data archiving.
- Interact with RedZone's customers as needed to provide appropriate work products and resolve open issues.
- Perform other duties as assigned.

Education and Qualifications:

- Bachelor's Degree in computers, software, or mathematics, preferred.
- 1 - 3 years of experience with data collection/input, computer programming, and document creation (preferred).
- PACP certification, preferred.



EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of RedZone Robotics, Inc. to provide equal employment and advancement opportunities to all individuals and to administer its personnel practices based on merit, qualifications, and abilities. RedZone will maintain an environment free of discrimination or harassment on the basis of actual or perceived race, color, national origin, religion, sex, sexual and reproductive health decision-making, age, actual or perceived physical or mental disability, genetic information, marital status, sexual orientation, gender (including gender identity or expression and/or the status of being transgender), military or veteran status, citizenship status, status as a victim of domestic violence, stalking, or sex offense, caregiver status, arrest or conviction record, credit history, unemployment status, or any other unlawful criterion or circumstance. RedZone prohibits and will not tolerate any such discrimination or harassment, or retaliation in response to good faith reports or the provision of information about such discrimination or harassment.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental Insurance
- Flexible schedule
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Compensation Package:

- Bonus opportunities

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Work Location: Hybrid remote in Warrendale, PA 15086

