

Brevard County Government/Natural Resources Management Office

Volunteer Position Description

Title – Small Quantity Generator (SQG) Database Assistant

Purpose – Work with Environmental Remediation staff to maintain SQG databases

Location of Assignment – Natural Resources Management Office, Environmental Remediation Section, 2725 Judge Fran Jamieson Way, Suite A-219, Viera, FL 32940

Key Responsibilities

- Compare Excel spreadsheet to the Tax Collector website on business tax receipts
- Update/QA accordingly
- Compare updated/QA information to State Oracle database and update/add information depending on criteria found

Qualifications

- Proficient computer skills
- Extensive experience with Excel
- Accuracy and attention to detail
- Attend in-person meeting with Environmental Remediation staff
- Able to pass low-level background screening

Time Commitment

Minimum of four hours at least once a week

Training and Support

Orientation to section, training to project and Oracle database, and ongoing support provided by Maryann Civil, Professional Geologist

Supervisor

Maryann Civil

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Phone – 321-633-2017 ext. 6