



Position: Database Report Writer & Administrator – full time, permanent
Reports to: Director of Information Systems
Desired start: June 13, 2022

WHO WE ARE

Modo is a co-op founded on social purpose: we transform communities by connecting people with places in a way that's affordable, convenient, inclusive, and sustainable. Driven by people – not profit – Modo was the first carshare to open shop in BC back in 1997. Our promise is to provide an exceptional carsharing experience. We're a leader in the ever-changing shared mobility sector and our brand is well recognized and respected. Our employees share a passion for social impact; it's what draws us together to do our best.

Modo operates on the shared territories of many Indigenous nations. Our main office is located on the lands of the Musqueam, Squamish, and Tsleil-Waututh Nations. We and our members live and work on these lands and our cars move across them. We appreciate and respect the long-standing tradition of Indigenous Peoples in caring for the land. We recognize the harm that is caused to the environment – land, air, and water – through the use of vehicles, and commit to reducing that harm as a core part of our Purpose.

Modo strives to build a team that reflects the diversity of the communities we serve – including diversity in thought and experience – leading to more innovation. We are seeking a data-lover who enjoys writing and conducting reports to join our growing team; we are open to candidates from any of our operating regions.

WHAT YOU – OUR DATABASE REPORT WRITER & ADMINISTRATOR – WILL DO

Modo's database is built in PostgreSQL, and you'll be managing the entire data stack from configuration to reports. As a DBA, you'll manage our database clusters by tuning performance, documenting system changes, and performing upgrades as needed. In the middle of the stack, you'll recommend (and if necessary, implement) changes to Modo's data dictionary. And as a report writer, you'll write, manage, and run Modo's collection of SQL queries.

Here's a run-down of what you'll be doing:

- 1. Extracting data – probably about 70% of the job**
 - Write and run custom queries from various Modo's SQL database;
 - Manage user-accessible reports, performing updates and bug fixes as needed;
 - Conduct regular weekly, monthly, quarterly, and annual reports;
 - Work with the Director of Information Systems to identify reporting needs and write spec for new queries;
 - Work with the Director of Information Systems to identify queries that can be deprecated.

- 2. Managing the database – probably about 30% of the job**
 - Maintain Modo's PostgreSQL database clusters;
 - Monitor and tune performance, e.g. by writing new indexes, requesting system environment changes, reporting slow queries to the Software team, etc.;
 - Work with the IT and Software teams to perform database upgrades as needed;
 - Maintain version control over all changes to the data dictionary, database configuration, and server environment.



Modo hopes that over time, this role will grow to include management of our data pipelines. You may not do much of the following tasks to start with, but you should be interested in learning more:

3. Building data pipelines

- Build and manage data pipelines for recurring reports
- Create and manage a regularly updated analytics database;
- Work with Modo's UX/UI Designer to propose and develop data visualizations and dashboards.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

Requirements. We'll be honest, you're unlikely to get the job unless you have most of the following skills and experience:

- fluency in SQL
- at least 2 years of experience managing a relational database cluster (PostgreSQL preferred)
- some experience with pl/pgsql
- a Bachelor's degree in a related field, or equivalent education and experience
- and because this role directly manages all of our users' personal data, any successful candidate must pass a criminal record check.

It would be a bonus if you had the following, but it's more important that you're interested in growing with the role:

- experience building data pipelines in Python or PHP
- experience with data visualization

ATTRIBUTES WE ARE LOOKING FOR

Just as valuable as technical skills are qualities that would help you be successful in this role. We would love to welcome you to our team if you have:

- a technical mindset with exceptional attention to detail, accuracy, and precision;
- great communication skills – in particular the ability to distill complex information into salient points;
- strong analytical skills, with the ability to collect, organize, analyze, and disseminate complex data sets and information;
- strong personal initiative and willingness to get involved with your team;
- the utmost professionalism and attention to confidentiality;
- some lived experience that gives you a different perspective from the way things are "always done"

WHAT WE OFFER OUR EMPLOYEES

The best thing about working at Modo is our people. Everyone feels strongly connected to Modo's purpose, and we respect one another and foster a sense of belonging. You'll have the continued support of a close-knit team who are committed to your success. Modo also invests in your training and development, and we offer attractive health and wellness benefits. These include a comprehensive extended health and dental plan, generous sick days, a monthly health and fitness benefit, and a discount on Modo usage!



We are currently screening for applicants within any of our operating regions, including the Okanagan area, Greater Victoria, and Metro Vancouver. Our work culture is dynamic and flexible between office-based work and remote work (even when it's *not* coronavirus times!). Modo will provide you with a laptop for access to all required systems.

Modo's offered salary range for this role is \$63,000 to \$66,000 per year, commensurate with experience, plus eligibility to participate in any bonus programs that the co-op makes available each year.

HOW TO APPLY AND WHAT TO EXPECT – PLEASE READ CAREFULLY

Here's how to show us your chops! Please email jobs@modo.coop with:

- A cover letter
- Two SQL code samples, with appropriate comments:
 - A SELECT query, containing at least two types of table join and at least one aggregate function
 - A CREATE FUNCTION query for a volatile pl/pgsql function that returns multiple rows
- Your resume that indicates your level of experience with our wish list of requirements.

Note that we score all applicants against each of our Qualifications, Skills, and Experience to ensure that our screening process is consistent and transparent. Please ensure your resume shows how you match this wish list of requirements.

We appreciate and respect your effort in reaching out to us and will do our best to keep you informed throughout the recruitment process.

As an employer committed to equity, diversity, and inclusion, Modo especially welcomes applications from folks identifying with historically, persistently, and/or systemically underrepresented groups – if that speaks to you, you're invited to let us know when you email us with your resume, cover letter, and code samples.

We wish you the best with your application and can't wait to learn more about you!