



**CITY OF AMES**  
invites applications for the position of:  
**Water/Wastewater Lab Analyst**

An Equal Opportunity Employer

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**SALARY:** See Position Description

**OPENING DATE:** 06/06/22

**CLOSING DATE:** 07/04/22 12:00 PM

**GENERAL INFORMATION:**

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 60,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for a Water/Wastewater Lab Analyst. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under general supervision, this position collects water samples and performs a variety of chemical and micro-biological tests to determine the quality of City water and wastewater, before and after treatment. This position will also perform related work as required.

***In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history and education on your application or answering the supplemental questions is not sufficient.***

**Compensation:**

The Water/Wastewater Lab Analyst position is governed by a bargain unit (IUOE) agreement. The starting salary, effective July 1, 2022, is \$63,128 annualized (or \$30.35/hour).

**Benefits**

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit:

[PSLF Program](#)

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Performs a variety of laboratory analyses, including organic and inorganic chemical, and microbiological analyses of industrial and domestic wastewater, sludge, groundwater, well water, surface water, or potable water; develops techniques to improve laboratory analysis procedures; advises and assists operations personnel in conducting routine lab work relating to plant operation;

plans and carries out sampling and analysis studies to assess river/stream water quality, industrial waste, extra-strength contributors, and potable water; records data and prepares periodic reports and related materials in accordance with State and Federal requirements; develops, and maintains laboratory safety programs; maintains quality assurance program; develops new methods for laboratory analysis according to EPA guidelines.

Other Job Functions: Trains subordinate and operating personnel in sampling procedures and use of laboratory equipment; assists with studies to audit and improve plant operations or unit processes; conducts and assists with tours and regulatory inspections; responds to questions and requests by the general public.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

## **QUALIFICATIONS:**

**Education and Experience:** Bachelor's degree in chemistry, microbiology, biology, or a related field is required. Work experience in a water/wastewater lab or analytical lab setting is preferred.

**Licenses and Certificates:** Valid Driver's License is required.

### **Knowledge, Skills, and Abilities Necessary to Perform Essential Functions:**

Considerable knowledge of the principles of chemistry, basic math and algebra, and microbiology as they apply to water and wastewater laboratory analysis; knowledge of quality assurance procedures as applied to analytical laboratory work; knowledge of quality control and reporting standards for State and Federal regulatory agencies; knowledge of the operation and preventive maintenance of modern laboratory instruments, equipment and facilities; knowledge of Microsoft Word and Excel; some knowledge of the operation of water and wastewater treatment plants.

Skill in operating standard laboratory equipment; skill in performing conventional laboratory analyses, skill in organization; skill in time management and legible handwriting.

Ability to safely operate a variety of laboratory and/or field sampling equipment; ability to accurately perform a variety of analyses on fluids and solids; ability to analyze lab results and to assist in research studies; ability to maintain accurate records and to prepare clear, concise reports; ability to establish and to maintain effective working relationships with coworkers and the general public; ability to troubleshoot problems with equipment or analysis; ability to perform and manipulate algebraic equations.

## **SUPPLEMENTAL INFORMATION:**

### **Required Physical Activities:**

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motions.

### **Physical Characteristics of Work:**

Medium work requiring exertion up to 75 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### Vision Requirements:

The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, color determination, assembly of parts at distances close to the eyes.

### Environmental Conditions:

The work is performed inside or outside and includes being exposed to cold, wet, heat, noise, mechanical or electrical hazards, atmospheric conditions that affect the respiratory system, and use of a dust mask.

### Equipment Essential to the Job:

Atomic absorption spectroscopy (graphite furnace, flame apparatus, vapor generation apparatus, auto sampler, gas cylinders/regulators), AA software, pH meter, analytic balance, pan balance, ion-selective electrodes, fume hood, spectrophotometer, dissolved oxygen meter, incubator, refrigerator, drying oven, titration equipment, thermometers, hotplates, vacuum filtration equipment, glassware, hazardous chemicals and materials, distillation equipment, conductivity meter, autoclave, freezer, TDS meter, turbidity meter, water bath, muffle furnace, digestion apparatus, extraction apparatus, sampling equipment, Bunsen burner, safety equipment, flammable storage, micro-pipettor, centrifuge, dishwasher, desiccators, ion exchange equipment, step stool, calculator, personal computer, mainframe computer, computer printer, GIS software, spreadsheet software, word processing software, database software, computer calendar software, SDS documentation, Standard Methods, federal register, DNR rules, research materials, EPA methods, personnel policies manual, employee benefits manual, Code of Iowa, telephone, mobile radio, cellular phone, fax machine, and car or light truck.

### **Work Hours**

This position will normally be scheduled to work during the business hours of the City of Ames WPC Laboratory facility, from 7:30am to 4:00pm.

### **Residency Requirement**

All employees governed by the IUOE contract (which includes Lab Analysts) are required to reside within an area bordered by the Boone and Story County lines on the north and south, State Highway 65 on the east; and on the west, County Road R27 north of Boone, and the Des Moines River south of Highway 30 to the Boone County line. Communities intersected by the borderlines, and Zearing, shall be considered within the area. The permitted residency area is that area inside the borderlines. The area adjacent to but outside the borderlines is not included. For further details of what area this includes, please view the Ames Employee Residency Map link here: [MAP](#).

### **Selection Process:**

The selection process consists of an evaluation of education and experience, written exam, phone interview, hiring assessment, on-site interview which will include a manager meeting and written exercise, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**\*\*Preference may be given to applicants possessing qualifications above the minimum.\*\***

### **Written Exam:**

The established date for the exam is July 7, 2022 at 5:30pm. Location of this exam will be provided via email to those candidates eligible to participate. Due to the anticipated number of candidates, no alternative testing dates or times will be made available. Candidates are responsible for their own transportation and lodging costs to attend the exam.

Depending on the number of qualified candidates, the City may forego phone interviews.

### **E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

**Veteran's Preference Points**

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5297) prior to the close date of the posting in order to receive Veteran's Preference Points.

**NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.**

**Equal Opportunity Statement:**

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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APPLICATIONS MUST BE FILED ONLINE AT:  
<http://www.cityofames.org/jobs>

Job #22-5141-01  
WATER/WASTEWATER LAB ANALYST  
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OUR OFFICE IS LOCATED AT:  
515 Clark Ave  
Ames, IA 50010  
515-239-5199  
[hr@cityofames.org](mailto:hr@cityofames.org)

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## Water/Wastewater Lab Analyst Supplemental Questionnaire

- \* 1. Please provide the list of college level chemistry and microbiology courses you have completed.
  
- \* 2. Please describe any experience you have collecting environmental samples (i.e. pretreatment, grabs, composites, etc.).
  
- \* 3. Please describe any experience you have with atomic absorption analysis.
  
- \* 4. Please describe any experience you have with microbiological analysis.
  
- \* 5. This position is governed by a bargaining unit agreement that includes the following residency requirement for employees within the first 3 months of employment:

All employees governed by the IUOE contract (which includes Lab Analysts) are required to reside within an area bordered by the Boone and Story County lines on the north and south, State Highway 65 on the east; and on the west, County Road R27 north of Boone, and the Des Moines River south of Highway 30 to the Boone County line. Communities intersected by the borderlines, and Zearing, shall be considered within the area. The permitted residency area is that area inside the borderlines. The area adjacent to but outside the borderlines is not included.

Are you willing and able to meet this requirement if provided an offer of employment?

Yes    No

- \* Required Question