



City of Ames  
Laboratory Services Supervisor

<b>SALARY</b>	\$71,986.00 - \$105,243.00 Annually	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	24-5143-01
<b>DEPARTMENT</b>	Water & Pollution Control	<b>DIVISION</b>	Water Laboratory Services
<b>OPENING DATE</b>	07/15/2024	<b>CLOSING DATE</b>	8/16/2024 12:00 PM Central
<b>FLSA</b>	Exempt	<b>BARGAINING UNIT</b>	MERIT
<b>RESIDENCY REQUIREMENT?</b>	No		

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 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.

## General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames is looking to fill the Laboratory Services Supervisor position. This position supervises the staff and operation of the Laboratory Services Division; develops and administers water quality programs to comply with all drinking water and clean water regulatory requirements; assesses and evaluates the City's internal and external laboratory services and capabilities; performs 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 on your application or answering the supplemental questions is not sufficient.***

### Compensation Philosophy:

The City of Ames has a compensation philosophy that the starting pay for our merit salary ranges establishes the salary for employees who meet minimum requirements of a position. The median of any merit salary range is for an employee who can reasonably meet all expectations of the position responsibilities without initial extensive training. In order for employees to have an opportunity to grow within their position, we may consider a candidate's education, experience, and

skills above the minimum requirements when looking at a salary closer to or slightly above the median. The median for this position is \$88,615 annualized.

## **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**

Supervises the daily operations of the laboratory; serves as a member of the Water and Pollution Control department's leadership team; reviews Safe Drinking Water Act and Clean Water Act amendments and other water quality standards to determine compliance requirements related to the Laboratory Services Division; develops, implements, and evaluates laboratory quality assurance and analysis standard practices to comply with Federal/State, SDWA,CWA, and bio-solids laboratory certification rules; develops and implements lab programs to support water/wastewater activities and evaluates their efficiency; monitors and evaluates current treatment practices and water quality parameters to ensure compliance with all pertinent regulatory requirements; makes recommendations to the director and other administrative/technical staff; assists in the development of strategic plans to ensure compliance with current and future standards for department activities; prepares and presents reports to staff and regulatory agencies; coordinates water quality assurance activities with department staff and consultants; develops, implements, and conducts a wide variety of sampling and lab analysis activities consistent with EPA guidelines or other standards; records data and prepares periodic reports and related materials in accordance with state and federal requirements; develops, implements, and maintains chemical hygiene plan; supervises and carries out tests, research studies, and assessments to evaluate various products and methods of treatment and confers with supervisory team to determine which is most cost effective; maintains inventory of lab chemicals; prepares the division's annual operating budget and regularly evaluates work plans and employees; trains subordinate and operating personnel in sampling procedures and the use of laboratory equipment; evaluates candidates for employment and/or promotion and makes recommendations regarding personnel actions; supervises subordinates, providing direction, coaching, evaluation, and guidance in meeting performance goals and professional development needs; provides information related to water/wastewater activities to the general public; operates a light vehicle to perform various tasks.

Other Job Functions: Serves as the department's liaison with federal and state agencies for water quality issues; promotes good public relations by discussing or otherwise communicating water quality issues with the public; investigates water quality complaints; conducts and assists with tours and regulatory inspections.

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, biology, microbiology, or a closely hard science related field with five years of professional experience in a water quality environment, preferably in a related laboratory setting. Some supervisory experience is preferred. Or, an equivalent combination of education and experience above the minimum education requirement may be substituted.

**Licenses and Certificates:** Must possess a valid driver's license.

### **Knowledge, Skills, and Abilities:**

Considerable knowledge of environmental chemistry as it relates to drinking water, wastewater, and ambient water quality analysis. Knowledge of the Safe Water Drinking Act, Clean Water Act, OSHA standards, and other water quality and regulatory requirements; knowledge of water treatment and distribution systems and wastewater treatment and collection systems; knowledge of sample collection and preservation, analytical methods for use in lab analysis, and surveys; knowledge of safety precautions and procedures applicable to laboratory work.

Skill in the use of standard laboratory equipment and performance of conventional laboratory analyses; skill in the use of sophisticated laboratory equipment; skill in the performance of complex laboratory analyses; skill in the supervision, training, and evaluation of subordinate personnel.

Ability to accurately perform a variety of analyses on fluids, solids, and gases; ability to analyze and interpret lab results and to assist in research studies; ability to troubleshoot methods; ability to maintain accurate records and prepare clear, concise reports; ability to establish and maintain effective working relationships with supervisors, subordinates, the general public, regulatory agencies, and consultants; ability to communicate effectively both verbally and in writing; ability to investigate complaints and identify appropriate corrective action concerning water quality; ability to operate a motor vehicle.

## Supplemental Information

**General Physical Characteristics:** The work involves sitting 60 percent of the time; standing (but not walking) 30 percent of the time; standing and walking 10 percent of the time; frequently lifting objects under 10 pounds; routinely lifting objects from 10 to 25 pounds; occasionally lifting objects from 25 to 50 pounds; and infrequently lifting objects over 50 pounds.

**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 or parts, use of measurement devices or assembly of parts at distances close to the eyes.

**Required Physical Activities:** Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, and repetitive motions.

**Environmental Conditions:** The work is performed inside and/or outside and includes being exposed to cold, heat, noise, mechanical hazards, electrical hazards, atmospheric conditions that affect the respiratory system, confined spaces, and use of a respirator.

A wide variety of general purpose and specialized laboratory equipment including atomic absorption spectrophotometry equipment; various grab and composite sampling equipment; personal computers and peripheral equipment; spreadsheet, word processing, database, and scheduling software; car or light vehicle; a variety of general office equipment; and a variety of printed materials.

**Selection Process:**

The selection process consists of an evaluation of education and experience; phone interview; hiring assessment; on-site interview, which will include a manager meeting and written exercise; and completion of reference checks and 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.\*\*

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>.

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

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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**Agency**

City of Ames

**Address**

515 Clark Ave

Ames, Iowa, 50010

**Phone**

515-239-5199

**Website**

<http://www.cityofames.org/jobs>

**Laboratory Services Supervisor Supplemental Questionnaire**

**\*QUESTION 1**

This position requires a minimum of a bachelor’s degree in chemistry, biology, microbiology, or a closely hard science related field with five years of professional experience in a water quality laboratory environment; and three years of supervisory experience over laboratory personnel and operations.

Based on the Work History on your application, please provide a brief description of how your education and experience meet these requirements.

**\*QUESTION 2**

Would you be able to provide a copy of your educational transcripts at time of interview, if requested?

Yes

No

**\*QUESTION 3**

Please provide a brief overview of any experience you may have with creating and managing an operational budget.

**\*QUESTION 4**

Please provide a list of lab instruments and categories of analyses that would best showcase your water quality lab skills.

**\*QUESTION 5**

Please provide a brief overview of any environmental regulations you have been responsible for.

\* Required Question