



**CITY OF AMES**  
invites applications for the position of:  
**Assistant Director of Water and  
Pollution Control**

An Equal Opportunity Employer

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**SALARY:** \$88,502.96 - \$134,158.75 Annually

**OPENING DATE:** 10/21/22

**CLOSING DATE:** 11/11/22 12:00 PM

**GENERAL INFORMATION:**

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. The City of Ames is also home to CyRide, our public transportation service for city residents, ISU students, and visitors.

We are currently in search of dynamic candidates to fill a recent opening for Assistant Director of Water and Pollution Control. This position reports directly to the Director of Water and Pollution Control and assists the Director in the overall management, administration, and operation of the Water and Pollution Control Department; performs professional engineering and other related work as required.

This position is also bound by a residency requirement due to being a member of the Emergency Operations Center. This area is outlined under "Qualifications," later in this posting.

For more information about this position and the Ames Water Department, please view these links:

[Asst Director of WPC Recruitment Brochure](#)

[Consumer Confidence Report](#)

[Water Treatment Plant Brochure](#)

***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 experience 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 salary for this position is \$111,330 annually.

**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 the website through this link: [PSLF Program](#)

#### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Projects and fosters a passion for protecting public health and the environment through effective and visionary leadership on municipal water issues. Directly supervises the Administration Division's engineering, technical, and intern staff. Assists in the selection, development, supervision, and discipline of employees throughout the department. Effectively fosters and encourages a culture of teamwork and camaraderie through the department. Serves as a key member of the departmental leadership team, provides input, guidance, and implementation of the overall long-term goals and direction of the department. Provides significant and integral contributions to the development of the annual Capital Improvements Plan budget and the annual operating budget as a means of implementing the long-range goals of the department; responsible for the overall implementation of the Capital Improvement Plan. May on occasion serve as a project manager, especially on critical studies and investigations. Represents the department in a positive way to the Ames City Council and other internal and external groups. Present on budgets, projects, policies, and initiatives in a way that builds support and trust in the utilities. Plays a key leadership role in advancing the City's watershed and water quality improvement efforts; leads the wastewater utility's non-point source nutrient reduction program; serves as a liaison to other City departments and various external watershed stakeholder groups. Oversees the utility's Smart Water sustainability and conservation program; leads and coordinates the department's public relations efforts. Participates in various educational outreach efforts. Serves as an official department spokesperson to the media. Responds to customer questions and concerns with empathy, concern, and timely resolution.

Implements and supports the decisions, determinations and policies of the Director and City organization. Directs the preparation and submission of periodic and special operating and financial reports. Authors grant applications and administers grants. Assists in the development and implementation of the department's operational policies and procedures, consistent with collective bargaining agreements and City policy. Coordinates and confers with state and federal regulators on a wide variety of topics and activities. Oversees the development and implementation of departmental security measures and policies. Serves as a member of the Emergency Operations Center and in other disaster and emergency response roles.

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: Bachelors degree from an accredited college or university in civil, sanitary, chemical, environmental, or a closely related field of engineering; and three years of professional experience in water and/or wastewater utility operations; or an equivalent combination of education and experience. An advanced degree and supervisory experience preferred, but not required.

Licenses and Certificates: Must be licensed as a Professional Engineer in the State of Iowa within one year of date of employment. Must possess a valid driver's license. Iowa water and/or wastewater operator license preferred, but not required.

Knowledge, Skills, and Abilities:

Knowledge of the materials, machines, methods, techniques and equipment used in the construction, maintenance and repair of a water supply and distribution and wastewater treatment system; knowledge of management practices and methods and of operations of a water utility and wastewater treatment system; knowledge of the modern principles and practices of water and wastewater plant engineering and management; knowledge of principles and practices of modern human resource management; knowledge of the administrative rules and regulatory requirements that pertain to drinking water and wastewater systems in Iowa.

Ability to determine long-range needs for expansion and reconstruction and to plan and organize work for the efficient accomplishment of such objectives; ability to effectively coordinate the activities of supervisory personnel engaged in various water or wastewater activities and programs; ability to establish and maintain effective relationships with subordinates, City staff, representatives of other agencies, and the public; ability to speak and write effectively; ability to interpret and apply City personnel policies and procedures, and collective bargaining agreements.

**RESIDENCY REQUIREMENT:**

The required residence area for this position is the 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. After completing the 6 month probationary period, the new employee shall, within 3 months, reside within the residency area. The department head may allow an employee up to an additional 3 months if the employee provides documentation of financial commitment to move within the residence area.

**SUPPLEMENTAL INFORMATION:**

General Physical Characteristics: The work involves sitting 50 percent of the time; standing (but not walking) 25 percent of the time; standing and walking 25 percent of the time; routinely 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, repetitive motions.

Environmental Conditions: The work is performed inside and/or outside and includes being exposed to noise, mechanical hazards, electrical hazards, atmospheric conditions that affect the respiratory system or skin, oils.

Examples of Equipment Essential to the Job: Motor vehicle; general office equipment; computers and peripheral equipment; spreadsheet, database, drafting, and communications software; a variety of printed materials; a variety of safety equipment and clothing.

**Selection Process**

The selection process consists of an evaluation of education and experience, evaluation of

responses to the supplemental questions included with the application form, phone interview, and an on-site visit which will include a panel interview, a written exercise, a manager meeting, and tour of the facilities. The selection process will also include a hiring assessment prior to the on-site visit. Depending on the number of qualified candidates, the City may forego phone interviews.

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

The selection process will also include completion of a criminal background check, which includes a sex offender registry check, verification of education, and check on validity of driver's license. All candidates will be notified by email of their application status.

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

Job #22-5311-01  
ASSISTANT DIRECTOR OF WATER AND POLLUTION  
CONTROL  
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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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## **Assistant Director of Water and Pollution Control Supplemental Questionnaire**

- \* 1. Please describe your experience in working for, or working with, municipal water or wastewater utilities. Include dates of employment, utility name(s), and general duties and/or responsibilities.
  
- \* 2. Please list any engineering credentials (PE, EI, or similar), including license or certificate numbers, state where issued, and expiration dates. If you do not currently hold a Professional Engineering License issued by the State of Iowa, please describe how you would obtain one within twelve months of hire.
  
- \* 3. Please list any other directly applicable licenses or certifications (treatment, distributions, collections, laboratory, or other), including license or certificate numbers, state where issued, and expiration dates.
  
  
- \* Required Question