



CITY OF AMES
invites applications for the position of:
Water & Wastewater Laboratory Aide

An Equal Opportunity Employer

SALARY: \$14.91 - \$19.54 Hourly

OPENING DATE: 08/15/22

CLOSING DATE: 09/05/22 05:00 PM

GENERAL INFORMATION:

The City of Ames is accepting applications for a Part-Time Water/Wastewater Laboratory Aide. Candidates interested in this position can expect to work 15-18 hours per week, Wednesday through Friday mornings, as well as every Saturday for a minimum of three (3) hours.

This position is a permanent, part-time, less than 20 hours per week position.

Under immediate supervision, cleans the laboratory, glassware, and equipment; assists in collecting and preparing samples and equipment for a variety of chemical tests to determine quality of City water, wastewater, and sludge before and after treatment; performs related work as required.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Assists Laboratory Analysts and Technicians in set up and clean up after a variety of chemical and microbiological analyses; cleans glassware, countertops, samplers, and laboratory equipment. Frequently drives to pick up samples and maintains lab vehicle. Performs simple laboratory procedures such as sampling, weighing, recording, sample preservation, calibrations, pH, dissolved oxygen, reagent preparation, etc; assists with pretreatment sampling, stream sampling, and special projects. Calculates and records laboratory data, enters data into computer. Other Job Functions: Performs extra sampling and laboratory duties in connection with special water/wastewater plant or research projects.

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: High school diploma or equivalent.
Licenses and Certificates: Valid driver's license required.

Preferred:

Experience working in a laboratory setting.
Some college level chemistry lab education and/or relevant lab experience.

Some proficiency with computers and Microsoft programs.

Knowledge, Skills, and Abilities Necessary to Perform Essential Functions: Knowledge of basic math and simple algebra; general knowledge of computers, word processing, and spreadsheet software.

Ability to work safely with laboratory equipment and chemicals; ability to understand and to follow set procedures, instructions, and safety rules; ability to learn and to accurately perform a variety of laboratory analyses; ability to understand and follow quality assurance protocols; ability to maintain accurate and legible records; ability to establish and to maintain effective working relationships with co-workers and the general public; ability to safely handle laboratory equipment, and delicate glassware and instruments; ability to read analytical results and record data.

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

SUPPLEMENTAL INFORMATION:

Physical and Environmental Characteristics

General Physical Characteristics: Work involves standing or walking approximately 75% of the time and sitting 25% of the time; lifting up to 70 pounds occasionally, and/or up to 45 pounds frequently, and/or up to 10 pounds 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, visual inspection involving small defects or parts, assembly of parts at distances close to the eyes, distinguishing colors, and measuring liquids, weights or distances.

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

Environmental Conditions: The work is performed inside and outside and includes being exposed to cold, heat, mechanical hazards, chemical hazards, and atmospheric conditions that affect the respiratory system or skin.

Equipment Essential to the Job: Dishwasher, pipette washer, dissolved oxygen meter, analytical balance, pan balance, desiccator, fume hood, refrigerator, freezer, drying oven, muffle furnace, thermometers, vacuum filtration equipment, pipettes, micro-pipetter, glassware, hazardous chemicals and materials, flammable storage, safety equipment, calculator, personal computer, spreadsheet software, word processing software, database software, computer printer, telephone, sampling equipment, car or light truck, MSDS documentation, laboratory SOP and Quality Control manuals, Standard Methods, EPA Methods, personnel policies manual, employee benefits manual, dictionary.

Selection Process:

The selection process consists of an evaluation of applications, phone interview, on-site interviews which will include tour and in basket exercise, completion of a criminal background check, and motor vehicle record check. All candidates will be notified by email of their application status.

The hiring department may forego phone interviews depending on the number of candidates.

Preference may be given to candidates possessing above the minimum qualifications.

NOTE: Persons with disabilities must submit requests for ADA testing accommodations to the Human Resources Department prior to the application deadline.

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.

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 prior to starting employment. Please be prepared to provide required documents as soon as possible after the job offer has been made. 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>.

APPLICATIONS MUST BE FILED ONLINE AT:

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

Job #22-5142-01

WATER & WASTEWATER LABORATORY AIDE
TM

OUR OFFICE IS LOCATED AT:

515 Clark Ave

Ames, IA 50010

515-239-5199

hr@cityofames.org

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Water & Wastewater Laboratory Aide Supplemental Questionnaire

- * 1. Please describe your education and experience, as it relates to this position.

- * 2. Please describe your experience and proficiency level with Microsoft programs specifically Word and Excel.

- * 3. Please list any chemistry and/or lab classes you have taken.

- * 4. This position requires the employee to work a minimum of 3 hours EVERY Saturday (time is flexible). Are you available during this day?
 Yes No

- * 5. Please list your specific days and hours of availability to work.

- * 6. Do you have a valid driver's license?
 Yes No

- * Required Question