



**State Hygienic Laboratory
Environmental Health Division
Environmental Specialist**

University Classification: **Environmental Specialist**

Job Code: **PHC3**

Pay Level: **3A**

Position #: **00281704**

Org/Dept/Sub-dept #: **90-9060**

Position Reports to: **Todd Hubbard**

1027359

Name

Position #

Position Specific Summary:

The State Hygienic Laboratory in Coralville is looking for an Environmental Specialist, within the Limnology Section of the Environmental Health Division. The Environmental Specialist position is primarily a field-based position and requires travel across the state of Iowa, occasionally overnight. This position will routinely participate in fieldwork that involves carrying field equipment up to 40 pounds and occasionally hiking long distances across varied terrain to access targeted river/stream systems, sometimes under adverse environmental conditions.

The Environmental Specialist performs inspections, sample collection, quantitative and qualitative tests for monitoring of Iowa's aquatic resources. The work done is used to provide quality data to regulatory agencies within the state and at the federal level. Additionally, we inform and educate the public as well as the environmental health community, regarding ambient water quality.

Work Location: Coralville, Iowa

Work Modality: On-site

Work Schedule: Monday – Friday, 8 a.m.-4:30 p.m.; potential for occasional weekend work

Key Areas of Responsibilities and Specific Job Tasks

Classification Key Areas of Responsibility	Specific Job Duties and Tasks
Sample Collection	<ul style="list-style-type: none"> • Assist with cost estimates for contracts and clients. • Schedule sampling activities for various contracts • Collect environmental samples for all limnology contracts (ambient streams, ambient biological monitoring, compliance inspections, etc.) • Collect data for various environmental surveys during bioassessment sampling (water quality parameters, bugs, fish, habitat surveys, etc.)
Sample Processing	<ul style="list-style-type: none"> • Assist in taxonomic work • Assist in scheduling for field sampling activities • Assist in contacting landowners for access to private lands • Perform routine and complex analysis in the Limnology section
Data Analysis	<ul style="list-style-type: none"> • Analyze data as needed for a variety of projects
Report Preparation	<ul style="list-style-type: none"> • Prepare reports as needed for a variety of projects and areas of study.
Regulatory Compliance	<ul style="list-style-type: none"> • Perform and advise/assist IDNR in compliance sampling inspections. • Ensure application of local, state, and federal regulations as needed.
Outreach and Communication	<ul style="list-style-type: none"> • Design, create, and deliver presentations to a variety of audiences. • Give limnology section tours as requested. • Provide advice and consultation to internal and external stakeholders
Project Design	<ul style="list-style-type: none"> • Develop and manage projects as needed.
Project Management	<ul style="list-style-type: none"> • Prepare cost estimates as needed. • Track budgets in cases where you are the Principal Investigator.

	<ul style="list-style-type: none"> • Directly notify clients when collection and analysis issues arise. • Assist in scheduling field work for Limnology field season.
Leadership	<ul style="list-style-type: none"> • Contribute input and assist in development of new staff, as needed.
Human Resources	<ul style="list-style-type: none"> • Assist in workload and assessment as part of a team approach.

Universal Competencies

Collaboration/Positive Impact (Working)	<ul style="list-style-type: none"> • Shares appropriate information/feedback openly, professionally and respectfully. • Models open, respectful, accepting, and supportive behaviors with team members. • Maintains productive work relationships while considering multiple perspectives and using effective conflict resolution practices. • Aligns expectations for self and team to achieve work objectives and overcome obstacles.
Welcoming and Respectful Environment (Working)	<ul style="list-style-type: none"> • Maintains productive work relationships while considering multiple perspectives. • Resolves cross-cultural conflicts effectively. • Understands and describes the unit's commitment to creating a workplace environment where people of all backgrounds and perspectives feel welcomed and appreciated, and the reasons for its importance. • Contributes to a welcoming and respectful workplace environment as described above.
Service Excellence/Customer Focus (Working)	<ul style="list-style-type: none"> • Enhances service by seeking ways to add value to customer interactions/services. • Demonstrates sincere concern and takes responsibility when a customer complains, even if the cause of the problem lies elsewhere. • Listens to feedback without defensiveness and uses it to enhance communication effectiveness. • Communicates in alternative ways to accommodate different listeners.

Technical Competencies

Data Gathering and Analysis (Working)	<ul style="list-style-type: none"> • Participates in gathering and analyzing data for a project or projects. • Utilizes the basic data collection and evaluation tools and techniques. • Follows proper data gathering and analysis processes and policies. • Reports problems that arise in the data collection process. • Reviews the results to ensure the quality and accuracy of data gathering and analysis.
Effective Communications (Extensive)	<ul style="list-style-type: none"> • Communicates well downward, upward, and outward. • Employs appropriate methods of persuasion when soliciting agreement. • Maintains focus on the topic at hand. • Adapts documents and presentations for the intended audience. • Reviews others' writing or presentations and provides feedback and coaching. • Demonstrates both empathy and assertiveness when communicating a need or defending a position.
Effective Presentations (Basic)	<ul style="list-style-type: none"> • Describes different types of formal presentations. • Explains the importance of targeting presentations to the audience. • Describes basic presentation tools and techniques. • Describes resources available for advice and support for making presentations.
Environmental Testing / Monitoring (Working)	<ul style="list-style-type: none"> • Participates in collecting and processing samples according to test requests, standard operating procedures, and/or cGLP or comparable regulations. • Operates field equipment required to collect and examine samples.

	<ul style="list-style-type: none"> • Produces reports based on field monitoring results to help further research, surveillance, decontamination. • Adheres to relevant policies and ethics for field and laboratory testing. • Discusses major field factors that can affect the accuracy of laboratory test results.
Project Management (Working)	<ul style="list-style-type: none"> • Plans, estimates, and executes relatively simple projects. • Assists in detailed project plans including cost, schedule, and resource requirements. • Asks key questions of stakeholders during the planning stage. • Provides input to track project progress and status. • Produces standard project status reports.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual](#).

Proficiency levels are defined as:

Basic Application - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

Working Experience - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

Extensive Experience - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

Expert/Leader - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

Position Qualifications

Education or Equivalency Required	A bachelor's degree in environmental science, biology, ecological/aquatic sciences, or an equivalent combination of education and experience is required.
Required Qualification	<ul style="list-style-type: none"> • Minimum of 1 year of experience with water quality monitoring techniques, fisheries sampling, and macroinvertebrate sampling. • Possession of a valid state or commercial driver's license, and the ability to meet University Fleet Safety Standards.
Highly Desirable Qualifications	<ul style="list-style-type: none"> • Master's degree in fisheries biology, ecology, environmental science, or other aquatic science.
Desirable Qualifications	<ul style="list-style-type: none"> • Taxonomic skills for macroinvertebrates and/or fish.

See requisition # 24001495 at <https://jobs.uiowa.edu>
Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.