University Classification: Environmental Specialist
Job Code: PHC3
Pay Level: 3A
Position #: 00013004
Org/Dept/Sub-dept #: 90-9060-00150
Position Reports to: Josh Kettler 00121971

Position Specific Summary:
The State Hygienic Laboratory in Coralville is looking for an Environmental Specialist, within the Air Quality Unit of the Environmental Health Division. This position will provide environmental and public health information as a part of achieving overall health for the general public and quality of ambient air by performing inspections, sample collection, quantitative and qualitative tests for the identification, monitoring and prevention of air pollution. They will monitor ambient air quality conditions for regulatory compliance and to protect public health. Responsibilities include, to inform and educate the general public, as well as the environmental health community regarding laboratory science.

Work Location: Coralville, Iowa
Work Modality: On-site
Work Schedule: M-F 8am-5pm, some weekend hours as needed periodically

Key Areas of Responsibilities and Specific Job Tasks

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<tr>
<th>Classification</th>
<th>Specific Job Duties and Tasks</th>
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<tbody>
<tr>
<td>Data Analysis</td>
<td>• Review daily ZSP results for all gas monitors in network-assess and track results and minute data for stability.</td>
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<td>• Routinely monitor data in AirVision for anomalous behavior of monitors.</td>
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<td>• Design new data analysis tools in MS Excel, Access, VBA, and R to increase data processing efficiency.</td>
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<td>Report Preparation</td>
<td>• Prepare Continuous, Intermittent, Purple Air Monthly Network Reports and Purple Air Quarterly Reports for submission to IDNR – ensure all documentation is complete and data validation methods have been used appropriately for entire network’s monthly AQS upload.</td>
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<td>• Design and complete method performance studies for gaseous instruments as needed or requested by IDNR.</td>
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<td>• Employ technical composition skills for writing effective documents and presentations tailored to the intended audience.</td>
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<td>Regulatory Compliance</td>
<td>• Maintain thorough knowledge of the following regulations and guidance documents: CFR 40 parts 50, 53, 58, QA Handbook Vol II, EPA QA/G’s and applicable EPA TADS and memos; in order to: ensure compliance is maintained; anticipate, interpret and respond to client requests; and to maintain awareness appropriate statistical methods in use.</td>
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<td>• Use knowledge of the above requirements in order to perform annual Technical Systems Audits of Polk and Linn County Ambient Monitoring Programs, and SHL internal TSAs.</td>
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<td>Sample Collection</td>
<td>• Perform on-site audits of continuous and intermittent samplers and monitors.</td>
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<td>• Perform site reviews ensuring appropriate site design and data management.</td>
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<td>• Maintain extensive knowledge of sample collection, processing, and documentation for all instruments used by the department to ensure compliance with federal and client requirements.</td>
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Sample Processing
- Process continuous monitor network precision and accuracy results for monthly data upload to AQS, ensure all associated documentation is complete and data is appropriately validated.
- Process data and metadata for total suspended lead particulate for monthly data upload to AQS, ensure all associated documentation is complete and data is appropriately validated.

Outreach and Communication
- Contribute knowledge of monitoring network history and methods, data analysis, programming, and writing skills to research projects at SHL or other units within the University.
- Participate in SOP and method development discussion/collaboration with IDNR, local agencies, EPA, or instrument manufacturers as needed.

Project Design
- Lead development of new procedures to improve the departmental quality system. Assess suitability, impact on data, author documentation, train others to use, and train others to oversee as needed (i.e., Monthly report data aggregation, site visit sheet generation).
- Use varying problem-solving approaches, techniques, and critical thinking as appropriate.

Project Management
- Revise P&A Database as needed for changing monitors and operators, update Microsoft VBA when needed, train additional staff in use, maintain all documentation for instruction.
- Participate in Air Quality Pager Rotation—on weekends or holidays prevent malfunctioning equipment’s data from public view, send IDNR confirmation of NAAQS exceedances or Health Violations.
- Serve as contact point or send information to IDNR on behalf of program manager as needed.

Leadership
- Review all QC/QA documentation submitted by staff, or oversee the review of this documentation for completeness, accuracy, and to assess potential gaps in current training process.

Human Resources
- Provide directions, feedback, and coaching as needed to assure best data quality practices are achieved.

Universal Competencies

Collaboration/Positive Impact (Working)
- 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.

Service Excellence/Customer Focus (Working)
- 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.

Welcoming and Respectful Environment (Working)
- 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.
## Technical Competencies

### Data Gathering and Analysis (Working)
- 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)
- 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)
- 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)
- 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.
- 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)
- 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 Policy 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**

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<th>Education or Equivalency Required</th>
<th>A Bachelor's degree in Chemistry, Biology, or a science with emphasis on analytical chemistry or an equivalent combination of education and experience in a similar type of laboratory is required.</th>
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| Required Qualification            | • Demonstrates a minimum of 1 year working knowledge of maintaining, servicing, and calibration of Air Quality monitoring equipment.  
• Demonstrates the ability to work with a variety of individuals, both as part of a team and in a leadership role.  
• Possession of a valid state or commercial driver's license, and the ability to meet University Fleet Safety Standards. |
| Highly Desirable Qualifications   | • Demonstrates a working knowledge of EPA ambient air quality regulations. |
| Desired Qualifications            | • Demonstrates the ability to participate in the improvement and implementation of Air Quality operations.  
• Demonstrates familiarity of PurpleAir/Small Sensor sampling network.  
• Demonstrates a working knowledge of the writing, reviewing, and editing of Standard Operating Procedures.  
• Demonstrates sound business ethics and consistently adheres to and promotes the values and principles in all business and personal transactions at a basic proficiency level. |

See requisition #24003465 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)
Applicable background checks will be conducted.

The University of Iowa prohibits discrimination in employment, educational programs, and activities 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. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Senior Director, Office of Civil Rights Compliance, the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, daod-ocrc@uiowa.edu.