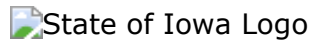


**STATE OF IOWA**  
**invites applications for the position of:**



## **Environmental Specialist**

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<b>SALARY:</b>	\$23.68 - \$35.71 Hourly \$1,894.40 - \$2,856.80 Biweekly \$49,254.40 - \$74,276.80 Annually
<b>LOCATION:</b>	Des Moines - 50319 - Polk County
<b>JOB TYPE:</b>	Full-time
<b>AGENCY:</b>	542 Iowa Department of Natural Resources
<b>OPENING DATE:</b>	12/28/22
<b>CLOSING DATE:</b>	01/11/23 11:59 PM
<b>LINKEDIN TAG:</b>	#LI-POST
<b>POINT OF CONTACT:</b>	Corey McCoid, corey.mccoid@dnr.iowa.gov, 515-577-3551

### **JOB DESCRIPTION:**

The Department of Natural Resources encourages all applicants to upload a current resume and cover letter to their online application.

#### **Join The Team!**

Are you ready to assist the Iowa Department of Natural Resources in furthering its mission of: Conserving and enhancing our natural resources in cooperation with individuals and organizations to improve the quality of life in Iowa and ensure a legacy for future generations?

If yes - we are seeking a Water Supply Operations team member to help protect our drinking water in the State of Iowa and ensure public health for all communities.

Join us on our journey to become a role model for public service nationwide!  
Careers with the DNR enjoy a culture of meaningful and satisfying work

#### **What We're Looking for in You!**

This role will allow individuals to contribute their experience and knowledge towards fulfilling our mission through their behaviors and actions demonstrating the DNR's Guiding Principles of Accountability, Collaboration, Continuous Improvement, Customer Focus, Data-Based Decisions, Empowerment, Integrity, Long-Term Thinking, Mutual Respect, Results/Outcome Orientation, and Valuing Employees.

Describe in your resume and cover letter how you demonstrate the Guiding Principles & Critical Job Competencies, can perform the Essential Functions, and have education/experience transferable to the Job Description. Applicants are encouraged to attach a resume and cover letter to best describe their past experience and education.

**Duties & Responsibilities:**

This pivotal role brings value to Iowa's safe drinking water by reviewing compliance data and requiring change with updated agreements in the water supply operation permit. Also, this position will work with the field office and technical assistance provided to make sure the water supplies provide water that meets all federal and state requirements.

This position will draft and revise operation permits for public water supplies (PWS), to ensure that all water supplies have valid permits that comply with the Safe Drinking Water Act (SDWA), state rules, guidance, and policies. The position will provide technical assistance to the PWS to assist in compliance with the drinking water rules. Assists in the development, implementation, and review of rules, policies, and procedures.

This position will be responsible for reviewing analytical results from PWS to determine compliance with monitoring requirements, Maximum Contaminant Levels (MCL), health advisories, treatment techniques, and other applicable rules, guidance, and policy. The position will issue violations accordingly and will work with water supplies and field office staff as needed to facilitate a return of the PWS to compliance in a timely manner. The position will complete referral packages to recommend legal action for PWS and other applicable conditions of the operating permit.

Duties will require the input and management of information through the use of the Safe Drinking Water Information System (SDWIS) and other databases, the retrieval of data in response to inquiries, and the preparation of reports and other communications; these duties will require the use of multiple systems, MS Office Suite, and Google Workspace.

**Essential Functions:**

- Drafts, issues, modifies, amends, or revokes Water Supply Operations permits.
- Reviews, interprets, and effectively communicates information about federal and state laws, rules, regulations, standards, guidance, and policies.
- Writes professional technical documents in English using proper spelling, grammar, and sentence structure.
- Communicates clearly and concisely, orally and in writing, technical information, regulatory requirements, department policies, procedures, and guidance to public officials, industrial professionals, and others.
- Uses PC-based computer systems and software, routinely and effectively, for oral and written communication, and to
- utilize databases, develop spreadsheets, research reference documents, and analyze data.
- Analyzes and interprets data to reach conclusions and provide recommendations.
- Presents information to technical, professional, and public groups across the state.
- Demonstrates initiative, customer service and team orientation, and high standards of ethical conduct.
- Establishes and maintains effective working relationships with management, DNR staff, stakeholders, and the public.
- Work independently with consistent results and minimal supervision.

**Critical Job Competencies**

Competency Requirements - Accountability, Attention to Detail, Communication Skills, Computer Skills, Customer Focus, High Productivity, Interpersonal Skills, Integrity, Problem Solving, Project Management, Self-Management, and Team Player.

**What You Get From Us:**

Explore the outstanding State of Iowa Benefits features valued at about 30% of your total compensation package. <https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees>

- Insurance benefits that start the first of the month following 30 days of employment.  
(Monthly employee share health insurance premiums can start as low as \$56/month for single and \$187/month for family coverage).
- Separate vacation and sick leave accruals that start on day one and can roll over annually.
- Nine paid holidays/year.

- Iowa Public Employee Retirement System (IPERS) retirement package with employer match.
- Optional Retirement Investors' Club 457/401(a) program is a voluntary retirement savings program with employer match.
- A competitive pay plan and rewarding work.
- Working hours are guaranteed to not exceed 40 hours in a week allowing for a balanced work and personal lifestyle.
- Flexible start/stop times and opportunities for hybrid telework.
- Family-friendly and professional work environment.
- Opportunities for professional growth and development.
- Employee Discount Programs for vision, cellular, fitness, recreation, season passes, travel, counseling, legal, and financial.
- In 2022, the Des Moines Metro area was named a top 20 Best City for Young Professionals and regularly receives accolades as the Best Place to Live.

The starting salary for new state (Executive Branch) employees is expected to be at the base of the pay range. Additional salary increases may occur after the first six months, and then annually (if applicable). Visit the [DAS website](#) for more benefit information.

For more information about DNR Employment Opportunities and position specific notices, please visit the [DNR Employment](#) website.

The State of Iowa is an Equal Employment Opportunity Employer.

**Iowa DNR Mission:**

To conserve and enhance our natural resources in cooperation with individuals and organizations to improve the quality of life in Iowa and ensure a legacy for future generations.

## **SELECTIVES:**

## **MINIMUM QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or university with a Bachelor's Degree in natural science

OR

an equivalent combination of experience and education substituting one year of full-time professional work in an environmental, radiation control, environmental health or food sanitation program for each year (30 semester hours) of the required education.

For additional information, please click on this [link to view the job description](#).

## **ADDITIONAL QUALIFICATION REQUIREMENTS:**

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**TO CONTACT THE HIRING AGENCY:**

Wallace State Office Building  
502 E 9th St, 4th Floor  
Des Moines, IA 50319

Position #23-02162  
ENVIRONMENTAL SPECIALIST  
SM

<http://www.iowadnr.gov/>

**Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.**

**The State of Iowa is an Equal Opportunity/Affirmative Action Employer.**

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## **Environmental Specialist Supplemental Questionnaire**

- \* 1. Do you understand that the answers to all of the following questions must be truthful, honest, and accurate to the best of your ability? Please read all questions and answers thoroughly and make sure you understand them completely. **Ensure the answers to your questions match the information filled out on your application and the attachments you have uploaded. If the answers to your questions are inconsistent with your application information or uploaded attachments, you will be given zero points for the question.** Knowingly misrepresenting the facts when submitting any information related to an application, examination, certification, appeal, or any other facet of the selection process will result in your disqualification from this application and future employment with the state of Iowa.
  - ☐ Yes - I understand and agree.
  - ☐ No
- \* 2. **PLEASE READ CAREFULLY**  
Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq?
  - ☐ No - I have NOT filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
  - ☐ Yes - I HAVE filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
- \* 3. Have you graduated from an accredited college or university with a Bachelor's Degree in a natural science?
  - ☐ Yes
  - ☐ No
- \* 4. How many years do you have of COMBINED post high school education and full-time professional work in an environmental, radiation control, environmental health or food sanitation program? 30 semester hours of the required education equals one year of experience.
  - ☐ I do not have any of the required education and experience
  - ☐ Two years or less of the required education and experience
  - ☐ Two years to less than four years of the required education and experience
  - ☐ Four years or more of the required education and experience
- \* 5. After reviewing the list of essential functions for the Iowa Department of Natural Resources position you are applying for, please answer the following question: Based on the list of essential functions listed within the job announcement, are you able to perform the essential functions of this position, with or without a reasonable accommodation?
  - ☐ Yes
  - ☐ No
- \* 6. Reference Checks: If you are one of the top candidates for this position, the Hiring Team may wish to contact the references provided by you or any others we deem appropriate in order to verify your current or prior employment for the purpose of evaluation of your qualifications for the above position. Any information obtained through a reference check shall be kept confidential to the extent allowed under the Iowa Open Records Act (Iowa Code chapter 22). Please list below three professional

business references, including at least one current or former supervisor. Please provide name, title, organization, relationship to you, phone, email, and full address of the reference. You may attach these to your application or type them in the box provided below.

- \* 7. Please briefly explain why you are interested in this specific Iowa Department of Natural Resources position (Environmental Specialist) at Field Office #1 in Manchester, Iowa.

\* Required Question