



Job Announcement for the position of
Utility Worker II – Street Maintenance
Public Works Division
City of McMinnville

Salary: \$3,652 - \$4,666 per month, depending on qualifications
Job Type: Full-time
Closing Date: Friday, 3/15/19 at 11:59 pm
Location: City of McMinnville Public Works
(1900 NE Riverside Dr., McMinnville OR 97128)
Application: Job application and response to the supplemental question on pg. 3 of this description

Definition:

The City of McMinnville's Public Works Division seeks qualified applicants for the position of Utility Worker II – Street Maintenance. As a member of the Street Maintenance Crew, this position is part of a team responsible for all maintenance of the City's streets, public right of ways, street signage and pavement markings.

Work hours are 40 per week, Monday through Friday from 7:00 a.m. to 3:30 p.m.

About the Division:

The Public Works Division is a division within the City's Community Development Department, which also includes Wastewater Services and Engineering. The Division includes Street Maintenance and Park Maintenance. Street Maintenance is responsible for all maintenance, including repairs, to the City's more than 120 miles of street network, public right of ways, street signage and pavement markings. Park Maintenance is responsible for all maintenance, and repairs of the City's park system, public facilities landscaping, landscaped City owned parking lots and beatification areas comprising over 258 acres at 40 sites.

The City and the Community:

Situated in the western part of Oregon's agriculturally rich Willamette Valley, McMinnville is a growing town of nearly 35,000 residents. McMinnville is in the heart of Oregon's wine country and is close to the Oregon Coast, Portland, and Salem. The City is home to Linfield College and a satellite campus of Chemeketa Community College.

Duties and Responsibilities:

- Performs tasks required for the routine inspection, testing, maintenance, and repair of City streets and roadways, including shoveling and spreading asphalt, painting and striping, pavement marking and curb painting, concrete repair, crack sealing and street sweeping;
- Installs, repairs and replaces signs, barricades and posts as required, including making signs and installing posts in accordance with city, state and federal requirements;

- Controlling traffic, including signing, placing cones, and flagging in and around the job site location;
- Performs a variety of duties in the maintenance of drainage structures, such as catch basins, storm drains and outfalls, to ensure efficient drainage;
- maintains City streets, right-of-ways, and alleys to ensure safe and efficient access for the public;
- Performs a variety of landscape and vegetation management duties, including shrub/tree pruning, noxious weed removal, herbicide applications, mowing, fertilizing and edging;
- Operate light, medium and heavy equipment as required for Street Maintenance activities and projects;
- Operates a variety of hand and power tools and equipment as directed;
- Responding to emergencies involving collection System, storm drainage systems, street system and park system and, on a rotating basis, carrying an after-hours pager;
- Working closely with coworkers as part of a team.

Qualifications:

- Knowledge of methods, strategies, materials, equipment, procedures and practices used in monitoring, maintaining and repairing street systems, including traffic signs, street markings, asphalt and concrete repair;
- Skill in evaluating potential problems in public works tasks and taking appropriate action to solve problems;
- Skill in safely operating light, medium and heavy equipment used in public works projects;
- Any satisfactory combination of experience and training that demonstrates the knowledge, skills, and abilities to perform the essential duties and responsibilities of the Utility Worker II;

Required Licenses and Certifications:

The City of McMinnville will pay for all required testing and certificates.

- Oregon Commercial Driver's License (CDL) Class B with manual transmission tanker and air brake endorsements (or must obtain within six months from the date of hire.) In addition, must meet ongoing CDL requirements including random drug/alcohol testing and medical examiners certification.
- Certified flagger and will have completed a public agency work site traffic control course (or must obtain within the one year orientation period.)
- CPR/First Aid Certified (or must obtain within the one year orientation period)

Physical Demands and Working Conditions:

Frequent standing, sitting, communicating, reaching, kneeling, and manipulating objects, tools, or controls are required. The position requires mobility and occasional bending and stooping. Duties involve moving materials weighing up to 100 pounds. Reasonable accommodation will be made to meet the needs of otherwise qualified individuals with known limitations who can perform the essential job functions.

While performing the duties of this position, the employee may be exposed to uncomfortable conditions such as adverse weather conditions including heavy rain and snow events; dust; noise; fumes; odors; and hazardous, toxic, or pathogenic substances.

Compensation and Benefits:

The salary range for Utility Worker II position \$3,652 - \$4,666 per month, depending upon qualifications.

The City's benefits package includes:

- Medical, dental, and vision insurance in which the City and the employee share in increases to the premiums over the base cost established in 1991-92;
- City-paid life insurance;
- City-paid disability insurance;
- Sick leave earned at the rate of 8 hours per month;
- Vacation credit earned at the rate of 6.67 hours per month up to a maximum of 320 hours with increases in accrual rates after 3, 7, 13, and 20 years;
- Ten paid holidays and two floating holidays;
- Employee Assistance Program;
- Opportunities for on-going professional development; and
- City-paid participation in the Public Employees Retirement System (PERS) / (OPSRP);
- Options to participate in the credit union, deferred compensation plan, a flexible spending account (Section 125 plan), and other employee-paid insurance.

The Application Process:

Those who are interested in applying for the position of Utility Worker II should submit a City employment application and written response to the following supplemental question:

Describe the most difficult project you have been involved in. What was your role? What were the tools you used? How did you perform in that situation?

Applications are available online at www.mcminnvilleoregon.gov/jobs

Please email hr@mcminnvilleoregon.gov or call (503) 434-2328 with questions regarding this recruitment.

Tentative Selection Schedule:

Applications and response to the supplemental question will be accepted via email (hr@mcminnvilleoregon.gov) through 11:59 pm on Friday, March 15, 2019. If you are unable to submit an application online please bring a hard copy to City Hall (230 NE 2nd St., McMinnville OR 97128) before 5 pm on Friday, March 15, 2019. Interviews will be conducted in late March 2019, reference checking and conditional offer will be made in late March 2019. Tentative start date is April 9, 2019

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact Erica Thomas, the ADA Coordinator (see the phone number and e-mail address listed above). This is not an implied contract and may be modified without notice.