



Job Announcement for the Position of
Environmental Services Supervisor
Wastewater Services Division
City of McMinnville

Salary: \$65,088 - \$83,088 per
Job Type: year Full Time
Closing Date: 9/12/2019
Location: City of McMinnville, Water Reclamation Facility
3500 NE Clearwater Drive, McMinnville, Oregon 97128
Application: Job application and response to supplemental questions on page 4 of this description

Definition:

The primary responsibility of the Environmental Services Supervisor is to supervise and coordinate the City's Industrial Pretreatment Program, Water Reclamation Facility laboratory, mobile waste hauler, stormwater monitoring, Facility and Municipal Airport stormwater permits, annual Hazardous Substance Survey, and Temperature Management Program. Duties include responsibility for water quality programs focusing on permitting, monitoring and enforcement in satisfying conditions of National Pollutant Discharge Elimination System wastewater and stormwater permits and their related regulatory requirements.

Supervision Exercised/Received:

This position supervises three full-time lab positions (environmental and laboratory technicians) and one seasonal intern. The position reports to the Wastewater Services Manager.

About the Division:

The Wastewater Services Division includes Collection System Maintenance and the Water Reclamation Facility (WRF). The Collection System Maintenance Crew is responsible for cleaning and TV inspecting the City's 153 miles of sanitary sewer lines and 76+ miles of storm sewer lines. The WRF is a 6.1 MGD tertiary treatment plant designed for ammonia and phosphorus removal. The facility went into operation in January 1996 under the most restrictive NPDES discharge permit in the State of Oregon.

The City and the Community:

Situated in the western part of Oregon's agriculturally rich Willamette Valley, McMinnville has a growing population 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:

- Oversees industrial wastewater discharge permits issued to significant and major industries, and stormwater permits issued to the Water Reclamation Facility and Airport.
- Oversees the laboratory Quality Control and Quality Assurance program to ensure the consistent production of accurate and defensible data.

- Produces, maintains, and ensures compliance with the Chemical Hygiene Plan, appropriate hazardous waste disposal, and MSDS management.
- Supervises the development or adaptation of laboratory procedures for process control analysis.
- Interprets state, federal, and local ordinances, codes, regulations, and laws.
- Calculates discharge limits and evaluates wastes for acceptance into the sewer systems. Prepares and issues discharge permits, ensuring correct discharge limits and other permit requirements are included.
- Supervises personnel involved in the operation of the Water Reclamation Facility Laboratory and Pretreatment Program including scheduling, assigning and reviewing work, evaluating performance, counseling, and effectively recommending and initiating disciplinary actions.
- Prepares preliminary budget recommendations and administers budgets for area of responsibility, authorizes purchases and procurements for professional services, laboratory analysis, and equipment to perform necessary environmental tasks.
- Enters and retrieves data from the pretreatment program and laboratory information management systems and prepares reports.
- Provides technical assistance to the Street Section of Public Works, Department of Environmental Quality, and others in spill response, source identification, and handling of hazardous materials spills, improper disposal, and other causes that may adversely impact the sanitary or stormwater systems and local waterways.

Qualifications:

- Broad knowledge of federal, state, and local water quality criteria and water pollution control regulations related to wastewater and stormwater pollution control regulations pertinent to industrial waste programs, and current technology and common treatment processes utilized by various industrial pretreatment methods.
- Knowledge of principles of sample collections and preservation and activated sludge wastewater treatment processes.
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- Knowledge of word processing, database, spreadsheet and laboratory data management system software.
- Working knowledge of confined space entry and safety practices applicable to laboratory and fieldwork conducted by technical staff.
- Communicate effectively with the public, members of outside agencies, and employees.

Required Licenses and Certifications:

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

Successful completion of the University of California, Sacramento course in Industrial Inspection within one year from the hiring date is required as a condition of completing the orientation period and achieving regular status in employment.

Possession of a Class II or higher Wastewater Treatment Operator certificate, previous experience within a Class 4 wastewater treatment facility, and knowledge of specific software used within the Facility is desirable, but not required.

A valid state driver's license is required.

Physical Demands and Working Conditions:

There is a potential for a considerable portion of the work period to be spent in the laboratory or in industrial environments with exposure to chemicals, acids, wet surfaces, pathogens, odors, noise and fumes. The employee may experience infrequent exposure to confined spaces and work conditions less desirable than those typically found in an office while conducting inspections.

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office, and laboratory equipment, etc. However, at times, duties may be physically demanding requiring movement of materials weighing up to 50 pounds. Activity and types of duties performed require manual dexterity and coordination more than 50 percent of the work period while conducting laboratory analysis and operating standard office equipment. Reasonable accommodation will be made to meet the needs of otherwise qualified individuals with a disability and known limitations.

Compensation and Benefits:

The salary range for Environmental Services Supervisor is \$5,424 - \$6,924 per month, depending upon qualifications.

The City's benefit 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;
- City-paid participation in the Public Employees Retirement System (PERS)/(OPSRP);
- Employee Assistance Program;
- Opportunities for on-going professional development;
- Options to participate in the credit union, deferred compensation plan, flexible spending account (Section 125 Plan), and other employee-paid insurance.

The Application Process:

Those interested in the position of Environmental Services Supervisor should submit a City employment application and attach written response to the following question:

1. Please describe your background, training and experience with industrial waste treatment systems or pretreatment programs **and** laboratory quality control / quality assurance programs.

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 questions will be accepted via email (hr@mcminnvilleoregon.gov) through 11:59 pm on September 12, 2019. If you are unable to submit an application online, please bring a hard copy to City Hall, 230 NE 2nd St, McMinnville, Oregon 97128 before 5:00 pm on September 12, 2019. Interviews will be conducted the week of September 23, 2019, reference checking and conditional offer will be made during the week of September 30, 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 email address listed above). This is not an implied contract and may be modified without notice.