



Job Announcement for the position of
Utility Worker II – Conveyance Systems
Wastewater Services Division
City of McMinnville

Salary: \$3,652 - \$4,666 per month, depending on qualifications
Job Type: Full-time
Closing Date: Sunday, 10/7/2018 at 11:45 pm
Location: City of McMinnville Water Reclamation Facility
(3500 NE Clearwater 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 Wastewater Services Division seeks qualified applicants for the position of Utility Worker II – Conveyance Systems. As a member of the Collection System Maintenance Crew, this position is part of a team responsible for all maintenance of the City's sanitary sewer and storm water lines.

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 all maintenance, including repairs, cleaning, and use of the closed circuit television (CCTV) unit to inspect the City's more than 153 miles of sanitary sewer lines and 76+ miles of storm sewer lines. The WRF is a 5.6 million gallon per day 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 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:

- Performing routine inspections, testing, maintenance, and repair of collection systems and manholes;
- Operating hydro-cleaner truck, pipeline television inspection truck / CCTV unit, dump trucks, and backhoe;
- Controlling traffic, including signing, placing cones, and flagging in and around the job site location;
- Using a computer for asset management for inspection purposes;

- Utilizing maps and diagrams to complete assignments;
- Entering confined spaces, including manholes when performing routine maintenance duties;
- Responding to emergencies involving Collection System, Street Maintenance and Park Maintenance and, on a rotating basis, carrying an after-hours pager;
- Working closely with coworkers as part of a team.

Qualifications:

- Knowledge of collection systems practices; basic equipment maintenance and repair; computer applications; traffic control requirements; federal, state, city laws and regulations, and ordinances; and ability to work with the public;
- Skills in evaluating potential problems in public works tasks and taking appropriate action to solve problems;
- 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;
- Experience in excavation construction preferred.

Required Licenses and Certifications:

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

- Oregon Wastewater Collection System Grade I or Provisional I Certificate (or must obtain within one year orientation period)
- Oregon Commercial Driver's License (CDL) Class A 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.)
- Must complete confined space entry safety training within six months of date of hire.

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; tight spaces such as manholes and trenches; 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 Sunday, October 7, 2018. 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, October 5, 2018. Interviews will be conducted in mid-October 2018, reference checking and conditional offer will be made by the beginning of November 2018.

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.