



Job Announcement for the position of  
Laboratory Technician  
Wastewater Services Division  
City of McMinnville

Salary: \$3,744 - \$4,782 per month, depending on qualifications  
Job Type: Full-time  
Closing Date: Open until filled with first review of applications on 1/24/2019  
Location: City of McMinnville Water Reclamation Facility  
(3500 NE Clearwater Dr., McMinnville OR 97128)  
Application: City employment application, cover letter, and resume

**Definition:**

The City of McMinnville's Wastewater Services Division seeks qualified applicants for the position of Laboratory Technician. This position conducts a variety of laboratory work to ensure proper treatment of wastewater, including sampling, analyzing, recording results, and generating reports.

**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:**

- Performs gravimetric, bacteriological and chemical analyses of sewage, sludge, groundwater and industrial waste. Prepares reagents and standards.
- Maintains accurate logs and records for all analyses, equipment and instruments as required by laws, regulations and procedures.
- Performs sample collection.
- Performs quality control checks on analyses, procedures and equipment.
- Helps improve quality control for lab.
- Ordering supplies.
- Follows all safety rules and procedures established for work area.

**Qualifications:**

- Thorough knowledge of chemistry, mathematics, and the principles, methods, materials, instruments and equipment used in wastewater laboratory; principles of wastewater treatment processes; sewage sampling techniques.
- High school education (or equivalent) plus additional specialized courses in chemistry, biology, or related field.
- Demonstrated ability to communicate effectively and work in a team environment.
- Training and / or experience in using computer applications for preparing spreadsheets, databases, and analyzing data.
- Any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the essential duties and responsibilities of the Laboratory Technician.

**Required Licenses and Certifications:**

- Valid Oregon driver's license

**Physical Demands and Working Conditions:**

Majority of the work period is spent in the laboratory with exposure to chemicals, acids, wet surfaces, pathogens, odors, noise, and fumes. May require working weekends, holidays, and rotating shifts.

**Compensation and Benefits:**

The salary range for Laboratory Technician position is \$3,744 - \$4,782 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 the Laboratory Technician position should submit a City employment application, cover letter and resume.

Applications are available online at [www.mcminnvilleoregon.gov/jobs](http://www.mcminnvilleoregon.gov/jobs)

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

**Tentative Selection Schedule:**

Completed applications will be accepted via email ([hr@mcminnvilleoregon.gov](mailto:hr@mcminnvilleoregon.gov)) through 11:59 pm on Thursday, January 24, 2019. The position will remain open if the City does not receive a sufficient number of qualified applicants. 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 Thursday, January 24, 2019. Interviews will be conducted the beginning of February 2019. Reference checking and conditional offer will be made by the middle of February 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.*