



Job Announcement for the position of  
Operations Superintendent  
Water Reclamation Facility  
City of McMinnville

Salary: \$63,504 - \$81,072 per year  
Job Type: Full-time, exempt  
Closing Date: Open until filled. Apply by 5/3/2019 for best consideration  
Location: Wastewater Services Facility  
(3500 NE Clearwater Dr., McMinnville OR 97128)

Application: **City of McMinnville job application and  
Response to the following:**

*In no more than one page, please describe how your qualifications prepare you for the role of Wastewater Manager with the City of McMinnville.*

**Definition:**

The City of McMinnville's Community Development Department seeks an Operations Superintendent to plan, prioritize, and supervise the operations of the City's Class IV Water Reclamation Facility. In addition to managing the WRF's operations, maintenance, and utilities functions, this position ensures the pumping stations comply with state and federal regulations while meeting specific effluent standards established by the WRF's National Pollutant Discharge Elimination System (NPDES) permit.

**About the Department:**

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 6.1 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.

**Supervision Received and Exercised:**

This position directly supervises a total of 8 FTE (Mechanics, Operators I & II, Senior Mechanics, and Senior Operators). This position works under the general supervision of and direction of the Wastewater Services Manager.

**Duties and Responsibilities:**

- Supervises personnel involved in the operation, maintenance and utilities functions of the Water Reclamation Facility and related system, and implements safety programs.
- Prepares preliminary budget recommendations and administers budgets for area of responsibility; authorizes purchases and procurements for equipment and maintenance.
- Manages the facility control system (Supervisory Control and Data Acquisition (SCADA) development and configuration), computerized maintenance management system (MP2), and computer NT network administration at the Water Reclamation Facility.
- Prepares various reports on operations and maintenance activities; maintains documentation, and develops procedures.
- Manages data, provides analyses, trending and performance monitoring; and responsible for process control.
- Manages biosolids program.
- Supervises grounds keeping, building maintenance, and HVAC.
- Supervises and approves pump station design, operation, and maintenance.
- Manages property for the Water Reclamation Facility.
- Performs work in accordance with federal and state employment laws, and City policies and procedures.
- Performs operations and maintenance activities during emergencies or as backup when workload or staffing levels dictate.
- Provides presentations and reports to Council, management, and provides tours.
- Maintains professional currency by attending training, conferences and meetings.

**Knowledge, Skills, and Abilities:***Knowledge of:*

- Advanced knowledge of the principles, methods, materials, tools and equipment used in a Class IV treatment plant.
- Knowledge of advanced process control, biological and chemical nutrient principles, data analysis, and performance monitoring.
- Knowledge of biosolids program management.
- Knowledge of government budgeting, bid development, purchasing and procurement.

*Skills in:*

- Skill in supervisory leadership.
- Skill in managing a computerized maintenance management system.
- Skill in using SCADA (Wonderware), including programming and configuration.
- Skill in designing pump stations, and troubleshooting station problems and maintenance.
- Skill in preparing and presenting staff and compliance reports.
- Skill in program and procedure development.

*Ability to:*

- Communicate effectively with others.
- Establish and maintain cooperative working relationships with others.
- Resolve conflicts
- Apply a variety of federal, state and local regulations.

**Education and Experience:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job will be qualifying. A typical way to qualify would be an Associate's degree or equivalent specializing in wastewater treatment (with courses in microbiology, chemistry, and math) and five years of increasingly responsible experience in a modern wastewater treatment facility, including supervisory experience.

**Special Requirements and Licenses:**

- Possession of an Oregon Grade III Wastewater Treatment System Operator certificate is required.
- Possession of an Oregon Grade IV Wastewater Treatment System Operation Certification is desirable but is not required.
- Possession of a Class C Oregon Driver's License is required.

**Physical Demands and Working Conditions:**

While performing the duties of this position, an employee is required to stand, walk, talk, and sit. Lifting and carrying up to 10 pounds is required. Duties involve decision making, interpersonal skills, teamwork, creativity, mentoring, reading/speaking/writing English, training and supervision, problem analysis, use of discretion, basic math, basic programming, and independent judgment. Otherwise qualified individuals with a disability and known limitations will be reasonably accommodated.

Unusual working conditions include a dirty environment, driving a vehicle, electrical hazards, being responsible for the safety of others, on-call status, and extensive CRT work.

**Compensation and Benefits:**

The salary range for the Operations Superintendent is \$63,504 - \$81,072 per year per year, depending upon qualifications.

*The City's benefits package includes but is not limited to:*

The City of McMinnville provides a generous benefits package that includes:

- Medical, dental, and vision insurance.
- City-paid life insurance.
- City-paid long-term disability insurance.
- Sick leave earned at the rate of eight 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 at 3, 5, 10, 15, and 21 years.
- Ten paid holidays, 16 hours of floating holiday time, and 24 hours of management leave annually.
- Full, City-paid participation in the Public Employees Retirement System (Tier I, Tier II, OPSRP).
- Opportunities for on-going professional development.
- Options to participate 457(b) deferred compensation plan and Roth IRA.

**The Application Process:**

A City of McMinnville Employment Application and response to the following: *In no more than one page, please describe how your qualifications prepare you for the role of Wastewater Manager with the City of McMinnville.*

Submit application materials via email. Application materials are available online at [www.mcminnvilleoregon.gov/jobs](http://www.mcminnvilleoregon.gov/jobs)

Please email your application materials to [hr@mcminnvilleoregon.gov](mailto:hr@mcminnvilleoregon.gov). Call (503) 434-2328 with questions regarding this recruitment.

**Tentative Selection Schedule:**

The position is considered open until filled. The City of McMinnville will review the applications and begin conducting interviews after May 3, 2019. If needed, and due to a lack of qualified applicants, the City will extend the recruitment.

*The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need a 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.*