



WASTEWATER SERVICES DIVISION

Utility Worker II – Conveyance Systems

\$3,368 - \$4,296/month (depending on experience)

Consider this Opportunity

The **Wastewater Services Division** is seeking a qualified candidate to fill the position of **Utility Worker II**. As a member of the Collection System Maintenance Crew, this position will be part of a team responsible for all maintenance of the City's sanitary sewer and stormwater lines.

Wastewater Services 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 TV inspecting the City's more than 152 miles of sanitary sewer lines and 76-plus miles of storm sewer lines. The WRF is a 5.6 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 facility has won several awards for its outstanding effluent quality and its contribution to improving water quality in the Yamhill Basin. These include the **Municipal Water Protection Award** from the Pacific Northwest Clean Water Association (PNCWA), the **Outstanding Member Agency** from the Oregon Association of Clean Water Agencies (ACWA), and a letter of recognition from the Oregon Department of Environmental Quality for phosphorus reduction

to the Yamhill River. The facility also received the **George W. Burke, Jr., Safety Award** from the PNCWA for its safety program excellence in a municipal wastewater facility and no lost time accidents.



The City and the Community

The **City of McMinnville** and the community have many advantages to offer. McMinnville has a growing population of 33,080; and is situated in the western portion of Oregon's agriculturally rich Willamette Valley. It is within 50 miles of the ocean and within 30 miles of Salem, the State Capital. The City is home to Linfield College and a satellite campus of Chemeketa Community College. Also, the regionally recognized Gallery Theatre offers

plays, musicals, and classes throughout the year.



The Duties and Responsibilities

The duties and responsibilities of the Utility Worker II include:

- 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 job site location;
- Using a computer for data management and for inspection purposes;
- Utilizing maps and diagrams to complete assignments;
- Entering confined spaces 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.

The Qualifications, Education, and Experience

- 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.
- Skilled 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

Requires an Oregon Wastewater Collection System Grade I Certificate (or must obtain within one year orientation period).

Must have an Oregon commercial driver's Class A with tanker and air break endorsements or be able to obtain within three months from the date of hire.

Additionally, the person in this position will be a certified flagger or will have completed a public agency work site traffic control course (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 \$3,368 - \$4,296 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;
- 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, flexible spending account (Section 125 plan), and other employee-paid insurance.

The Application Process and Tentative Selection Schedule

Those who are interested in applying for the position of Utility Worker II should submit a City employment application, cover letter, and answer the following supplemental question. Forms are available by accessing the City's website at www.mcminnvilleoregon.gov by emailing hr@mcminnvilleoregon.gov, or calling (503) 434-7405.

Tentative Selection Schedule: Applications, cover letter, and answer to the supplemental

question will be accepted through 5:00 p.m., Friday, September 23, 2016. The screening and scoring of applications will be completed the week of September 26, 2016. Interviews will be conducted October 10 – 12, 2016, reference checking and conditional offer will be made by October 18, 2016. Tentative start date is **November 1, 2016.**

Supplemental Question:

Please describe the most difficult project you were involved in; what was your role; what were the tools you used; and, how did you perform in that situation?

APPLICATION MATERIALS (City of McMinnville Employment Application, Cover Letter, and answer to the supplemental question) WILL BE ACCEPTED UNTIL 5:00 P.M., FRIDAY, SEPTEMBER 23, 2016. SUBMISSIONS MAY BE MADE VIA HARD COPY AND ADDRESSED TO:

**CITY OF McMINNVILLE
HUMAN RESOURCES
230 NE SECOND STREET
McMINNVILLE OR 97128**

Or

Via e-mail to:

hr@mcminnvilleoregon.gov

Note: Applicant accepts all responsibility to confirm with Human Resources that an electronic application has been received via e-mail. Confirmation can occur either via phone at (503) 434-7405 or via e-mail to hr@mcminnvilleoregon.gov

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 Rose Lorenzen, the ADA Coordinator (see phone number and e-mail address listed above). This is not an implied contract and may be modified without notice.