



WASTEWATER SERVICES DIVISION

Senior Environmental Technician Pretreatment Program

\$4,402 – 5,622/month (Depending on Experience)

Consider this Opportunity

The **Wastewater Services Division** is seeking a qualified candidate to fill the position of **Senior Environmental Technician**. The primary responsibility of the Senior Environmental Technician is to perform the duties of the City's pretreatment program coordinator, which includes permitting, monitoring, site inspections, communicating with industrial representatives, and preparing technical reports to achieve and maintain regulatory requirements. This position exercises lead work responsibilities over the positions of Environmental Technician I/II, coordinates a variety of technical projects, and performs other assignments. The Senior Environmental Technician also provides public education regarding pollution prevention and provides technical assistance to industry in code compliance, pretreatment needs, treatment equipment operation, and pollution control plans.

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 cleaning and TV inspecting the City's 152 miles of sanitary sewer lines

and 75 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 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 staff is a motivated team that takes pride in maintaining and operating the collection system and the WRF to the highest standards. It is simply a great group of people with the same goal of giving our ratepayers the best we have to offer.

The City and the Community

The City of McMinnville and the community have many advantages to offer. McMinnville has a growing population of 33,665; 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.



McMinnville City Hall

The City of McMinnville is a full service city, which provides a broad range of public services:

- Parks and recreation programs
- Library programs
- Safety and emergency services
- Public works and water reclamation
- Building permits and inspections
- Engineering and community planning

The City of McMinnville has an elected Mayor and City Council. The City Manager and the City's management team handle daily administrative duties. The City's mission is to maintain a safe, livable environment within the community through open governance and the efficient delivery of public services.

The Duties and Responsibilities

The Senior Environmental Technician:

- Manages all industrial wastewater discharge permits.
- Ensures that adequate and frequent inspections are conducted at permitted industries to monitor compliance with pretreatment regulations. Consults with industry representatives concerning code interpretations, pretreatment needs, technology, treatment equipment operation, and pollution control plans.
- Interprets codes, regulations, and laws regarding pretreatment activities.
- Provides technical assistance to other City departments, the Oregon 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 storm water systems and local waterways.
- Provides recommendations and suggestions on budgetary matters affecting the pretreatment program.
- Conducts the ambient water quality program as required for regulatory compliance with the NPDES permit.
- Manages the 1200Z Stormwater permits for the WRF and Municipal Airport.
- Performs inspections on selected industrial facilities to ensure regulatory compliance, meets with industrial representatives and technical specialists to discuss regulations, and prepares comprehensive inspection reports.
- Manages septage hauler permits and maintains appropriate records.

The Qualifications

The minimum qualifications include the following knowledge, skills, and abilities.

Knowledge Requirements

- Advanced principles and practices of current technology and common treatment processes utilized by various industrial pretreatment methods.
- Advanced sampling methods and the preservation of samples.
- Federal and state laws and regulations relating to industrial waste control.
- Program and project management.
- Statistical analysis.
- Technical reporting and report writing.
- City laboratory and storage procedures, and the means and techniques for collecting, storing and disposing of field samples.
- Data gathering and research methods.
- Word processing, spreadsheet, and database software.
- Basic math and algebraic calculations.

Ability Requirements

- Coordinate programs and activities to achieve goals and objectives.
- Use equipment associated with industrial pretreatment.
- Conduct field investigations and inspections.
- Collect field data and samples, analyze samples, and make recommendations regarding environmental data and sampling results.
- Monitor discharges and enforce federal and state laws.
- Maintain technical files.
- Follow safety precautions when working at field sites.
- Learn and apply City, state or federal codes and regulations.
- Communicate effectively and establish good working relationships with the public and industry representatives.
- Evaluate problems and identify solutions.

Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job functions is qualifying. A “typical” way to qualify includes graduation from high school, trade or vocational school, or G.E.D. equivalent; college level courses in engineering, chemistry, biology, or environmental sciences; experience program or project management/coordination, training in supervision, and increasingly responsible experience in an industrial pretreatment program, a wastewater laboratory, or wastewater treatment facility.



Required Licenses / Certifications

Must successful complete the California State University, Sacramento course in Pretreatment Industrial Inspection within one year from the hiring date. Successful completion of this course is required as a condition of completing the orientation period and achieving regular status in employment. A valid state driver's license is required.

Desirable Experience & Education

An Associate's degree with coursework in engineering, chemistry, or biology; previous lead work experience in an industrial pretreatment program; and experience in using computer applications for managing data via spreadsheets and databases is desirable, but not required. Since this position works closely with the Lab, lab experience is also desirable.

Physical Demands and Working Conditions

Frequently standing, sitting, communicating, reaching and manipulating objects, tools or controls are required. The position requires mobility and occasional bending and stooping. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office and laboratory equipment; and infrequently weighing up to 70 pounds. Interpretation and application of federal, state and local laws is frequently required. 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 dust, noise, fumes, odors, and hazardous, toxic, or pathogenic substances.

Compensation and Benefits

The salary range for Senior Environmental Technician \$4,402 - \$5,622 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;
- 10 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 Senior Environmental Technician **must submit a City employment application and attach written response to the following four questions.**

1. Please describe your communication style and how you are effective at communicating to your peers, superiors, and the business community that you must regulate as a Pretreatment Coordinator.
2. Describe your experience in developing industrial permits and/or implementing guidance procedures for industries.
3. Describe your background, training and experience with conducting industrial facility or other environmental inspections. Please list the type of industrial operations you have personally inspected.
4. Describe your experience with the production of written reports for industries, municipalities and/or regulatory authorities such as DEQ or EPA.

City employment applications and attached responses will be accepted until 5:00 pm on May 21, 2018 and may be submitted to 230 NE 2nd Street, McMinnville, Oregon, 97128 or electronically to hr@mcminnvilleoregon.gov. City employment application forms are available by calling (503) 434-7405, or by emailing, or at the City's website www.mcminnvilleoregon.gov. **Note:** Applicants accepts all responsibility to confirm with Human Resources that an electronic application has been received via email.

Tentative Recruitment and Selection Schedule

May 21, 2018 Closing date for receiving City employment application and responses to written questions.

May 25, 2018 Complete screening and scoring of applications and written responses. Schedule interviews.

May 29 - June 1, 2018 Conduct interviews.

June 6, 2018 Complete references and background investigations. Negotiate offer with candidate.

June 25, 2018 Tentative start date.

Still Have Questions?

Please contact Erica Thomas at (503) 434-7405.

Equal Opportunity Employer

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment or selection process should request assistance by calling Erica Thomas at (503) 434-7405 or by FAX at (503) 472-4104.

Note that this announcement is intended as a general description of the Senior Environmental Technician classification and the hiring process. It is subject to change and does not constitute an expressed or implied contract