

From: [Heath Cokeley](#)
To: [Jordan Walker](#)
Cc: [Dustin Basurto](#); [monselliott](#)
Subject: RE: Mapleton Water District - Draft Job Description
Date: Monday, July 13, 2026 8:58:52 AM
Attachments: [image001.png](#)
[Revised Lead Operator Job Description.docx](#)

Good morning, Jordan,

I think the job description was very thorough, though I did try to simplify it some and that is attached. This is just a suggestion, and my goal was not to change anything as far as pay or other compensation but hopefully say the same thing as the original in less words. If you choose to use this one you will want to put your signature boxes back in. another suggestion is the board may find it beneficial to take the section on pay totally out of this job description and have a second document that the board votes on just outlining compensation so that can be easily amended in the future without needing to change the document as a whole. It would also be good to clarify who is paying for vehicle insurance and is there pay for that individual using their vehicle, like a per mile reimbursement. Also, we had discussed minimum call out times, like if someone gets called out, they get a minimum of 2 hours or if the SCADA calls out minimum of half an hour. The district does not need to do this I don't believe, it can just be the amount of time it took to do the task, but it was discussed so I thought I would bring it up incase it was missed. I hope you find this helpful and let me know if you have any questions. Also, would it be beneficial for me to come out and discuss this in person tomorrow? I haven't heard if I am wanted out tomorrow, but at one point training on leak detection was discussed so I have left it open if it would be beneficial.

Also, as I have been working with the District, I have had lots of conversations with separate board members, and I know that can sometimes make it difficult for all the board members to have the same information. What I would like to do moving forward is if I had specific suggestions for the district I would like to put them in an email to you, and you can distribute it to the board if that is needed. It may just be a brief overview of what was discussed but I'm just hoping by doing that, it keeps everyone on the same page.

Heath Cokeley
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From: Jordan Walker <jwalker@mapletonwd.org>
Sent: Thursday, July 2, 2026 9:46 AM
To: Heath Cokeley <hcokeley@oawu.net>

Cc: Dustin Basurto <dbasurto@mapletonwd.org>; monselliott <monselliott@hotmail.com>

Subject: Mapleton Water District - Draft Job Description

Hi Heath,

I was hoping to get some feedback on the final draft of the Lead Operator. I suppose what we're looking for are any glaring errors or omissions.



Jordan Walker

Office Administrator
Mapleton Water District