

MAPLETON WATER DISTRICT

LEAD OPERATOR JOB DESCRIPTION

Job Title	Lead Operator	Department	Operations
FLSA Status	Non-exempt	Reports To	Board or Board-designated Manager
Position Status	Revised position	Effective/Review Date	_____

General Position Summary

The Lead Operator is the District's primary field operations professional. The position is responsible for the safe, reliable, and efficient operation, maintenance, repair, and regulatory compliance of the District's drinking water and wastewater systems. The Lead Operator performs field work, operates treatment facilities, maintains system infrastructure, responds to emergencies, keeps required records, and coordinates with the Board, contractors, regulators, and the Assistant Operator.

Essential Functions

- Operate and maintain the water treatment plant, intake, storage facilities, transmission and distribution systems, sewer system, and related District assets.
- Monitor system performance and water quality; collect samples, perform testing, and complete required operational and regulatory reporting.
- Inspect, troubleshoot, repair, and perform preventive maintenance on equipment, pumps, valves, pipelines, tanks, facilities, and related infrastructure, with contractor assistance when needed.
- Maintain accurate operational logs, maintenance records, timesheets, sampling records, and regulatory documentation.
- Interpret diagrams, schematics, maps, technical plans, equipment manuals, and related records.
- Coordinate operational repairs and projects with contractors, vendors, suppliers, regulators, and other parties.
- Respond to system failures, customer field-service issues, emergencies, and after-hours call-outs during assigned availability periods or when otherwise directed.
- Attend Board meetings as directed, provide operational information, and participate in emergency preparedness and capital-improvement planning.
- Perform other related duties assigned by the Board or Board-designated Manager.

Secondary Responsibilities

- Maintain District buildings, grounds, intake areas, and storage-tank sites.
- Read meters, perform service shutoffs and field calls, and monitor chlorine levels and system pressure.
- Lead monthly safety meetings and support compliance with applicable workplace-safety requirements.
- Assist with orientation and training, purchasing, budgeting, scheduling, and coordination of staff and contractors.

Job Scope

Work is performed independently within District policies, operator-certification requirements, applicable regulations, and direction from the Board or Board-designated Manager. The Lead Operator exercises sound judgment in daily operations and refers unusual, sensitive, complex, or high-risk matters to the Board or Board-designated Manager. Errors may affect public health, regulatory compliance, customer service, safety, system reliability, equipment, or District costs.

Compensation

- Hourly pay range: \$25.50 to \$37.50, paid monthly.
- Uncertified Operator: \$25.50 to \$30.00 per hour.
- Under-certified Operator: \$30.00 to \$32.50 per hour.
- Fully Certified Operator (Level 2 Treatment / Level 1 Distribution): \$32.50 to \$37.50 per hour.

Hours, Availability, and Call-Outs

The regular schedule is 32 hours per week, Monday through Friday. The District workweek runs from 12:00 a.m. Monday through 11:59 p.m. Sunday. Weekend availability alternates with the Assistant Operator or is otherwise scheduled. The Lead Operator must be reachable during assigned availability periods and for operational emergencies unless other coverage has

been approved. While available, the employee may use the time for personal purposes but must remain able to respond within the required response time.

Availability Pay

For each assigned availability day, the Lead Operator will receive one hour of regular pay regardless of whether a call-out occurs, provided the employee remains within one hour's driving distance of the Water Treatment Plant at 11419 Highway 36, Mapleton, Oregon, and is able to respond.

Call-Out and Overtime Pay

Call-outs are paid for actual time worked. Overtime is paid at 1.5 times the employee's regular rate for hours worked over 40 in the District workweek, in accordance with applicable law and District policy. Non-emergency overtime requires advance approval from the Board or Board-designated Manager. For emergency overtime, the employee should notify the Board or Board-designated Manager within the first hour when feasible.

Holiday Work

Work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day is paid at 1.5 times the regular rate. Non-emergency holiday work must be approved by the Board or Board-designated Manager.

Time Off and Oregon Sick Time

The Lead Operator may take up to five unpaid vacation/personal days during the first year of employment. After one year, the employee is eligible for five paid vacation/personal days plus five unpaid vacation/personal days. Paid vacation/personal time increases by one day for each additional year of employment, to a maximum of fourteen paid days.

The District will provide unpaid Oregon sick time in accordance with applicable Oregon law, including accrual beginning at employment and use of accrued sick time no later than the 91st calendar day of employment. Oregon sick time is separate from the District's vacation/personal time.

Supervisory Responsibility

This position has no formal supervisory responsibility unless assigned by the Board or Board-designated Manager. The Lead Operator may assist with orientation, scheduling, training, and day-to-day work coordination for new hires, the Assistant Operator, other staff, and contractors.

Interpersonal Contacts

The Lead Operator regularly communicates with the Board or Board-designated Manager, coworkers, customers, contractors, vendors, regulators, and the public. Contacts may involve upset customers, safety concerns, confidential information, operational coordination, or regulatory matters and may occur in person, by phone, or in writing.

Required Knowledge, Skills, and Abilities

- Communicate effectively and maintain productive working relationships with staff, Board members, customers, contractors, vendors, regulators, and the public.
- Read, write, perform basic mathematics, follow oral and written instructions, and prepare clear and accurate records.
- Work independently, prioritize operational needs, and respond appropriately to changing conditions and emergencies.
- Operate light and heavy equipment and perform mechanical, basic electrical, and electro-mechanical troubleshooting and repairs.
- Use computers and interpret diagrams, plans, schematics, maps, technical records, and equipment manuals.
- Assist with departmental planning, purchasing, budgeting, and coordination of staff and contractors as assigned.
- Lift at least 60 pounds and safely perform field work in the conditions described below, with reasonable accommodation where applicable.

Minimum Qualifications at Hire

- High school diploma or equivalent.
- Valid, unrestricted Oregon driver's license.
- Access to a reliable vehicle for authorized District business when a District vehicle is unavailable.

- Either two years of responsible experience in drinking-water, wastewater, or sewer-system work, or six years of relevant trade experience such as carpentry, plumbing, forestry, landscaping, or similar work, with satisfactory references. Equivalent combinations of education and experience may be considered.

Certification Requirements After Hire

- Obtain and maintain Oregon Water Distribution Level 1 and Oregon Water Treatment Level 2 certifications, or the certification levels required for the District's systems and Direct Responsible Charge (DRC) coverage, within six months after hire when permitted by applicable certification rules and the District's approved schedule.
- Obtain and maintain Cross Connection Control Inspector certification within a District-approved timeframe if required for the position.
- Complete required continuing education and renew all required licenses and certifications on time.
- Until the employee is qualified to serve in DRC, the District will arrange legally sufficient DRC coverage and define the employee's duties consistent with the employee's certification level.

Personal Vehicle Use

When authorized to use a personal vehicle for District business, the employee must maintain a valid driver's license and automobile insurance meeting District requirements. Authorized business mileage will be reimbursed in accordance with the District's adopted mileage-reimbursement policy.

Working Conditions

- Regular exposure to weather, chemicals and chemical vapors, noise, rough terrain, confined or cramped spaces, heights, treatment facilities, sewer facilities, intake areas, and storage-tank sites.
- Emergency response, overtime, and assigned on-call availability may be required.
- Residence or availability close enough to meet District response-time requirements may be required.
- Reasonable accommodation will be provided as required by applicable law.

Disclaimer / Other Duties

This job description summarizes the position's primary duties, qualifications, and scope. It does not list every task or establish performance standards. The District may assign other related duties consistent with operational needs and the employee's role.

Employee Acknowledgement

I acknowledge that I have received and reviewed this job description. I understand that it describes the general nature and level of work assigned to the position and is not an exhaustive list of duties, responsibilities, or requirements. My signature acknowledges receipt and review; it does not necessarily indicate agreement with every statement.

Employee Signature	Date
Employee Name (Print)	
Supervisor/Board Review	Date
HR/Designee Review	Date