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|----------------------------------------|--------------------------------------------|------------------------------|-----------------------------------------------------------|
| <b>Job Title</b>                       | Lead Operator                              | <b>Department/Division</b>   | Operations                                                |
| <b>FLSA Status</b>                     | Non-exempt                                 | <b>Reports To</b>            | Mapleton Water District Board or Board-designated Manager |
| <b>Pay Grade/Range</b>                 | \$25.50 to \$37.50 per hour, twice a month | <b>Effective/Review Date</b> |                                                           |
| <b>New Position / Revised Position</b> | Revised Position                           | <b>Prepared By</b>           |                                                           |

## General Position Summary

The Lead Operator is the primary field and operations professional for the District. The position is responsible for the safe, reliable, and efficient operation, maintenance, and repair of the District's intake infrastructure, water treatment facilities, storage tanks, water transmission and distribution lines, sewer infrastructure, and sewer operations. The position is a working field position requiring knowledge of treatment plant operations, sewer operations, State of Oregon sampling and reporting requirements, distribution functions, regulatory records, and daily operations.

## Essential Functions / Major Responsibilities

- Operates the MWD water treatment plant, sewer system, and related water and wastewater facilities.
- Operates, monitors, maintains, and supports sewer system infrastructure, facilities, and operations as assigned.
- Performs sewer-related monitoring, operational coordination, recordkeeping, and response duties as assigned by the Board or Board-designated Manager.
- Conducts routine and regulatory sampling for laboratory testing, including water quality testing and related reporting.
- Ensures water quality and compliance with State of Oregon, county, and other applicable drinking water reporting requirements.
- Performs laboratory testing, sampling, recordkeeping, and reporting of water quality data as required by the State of Oregon.
- Maintains clear and accurate operation logs, operator logs, timesheets, and regulatory records.
- Operates, maintains, and repairs District intake infrastructure, treatment facilities, storage tanks, water transmission lines, distribution facilities, sewer facilities, sewer infrastructure, and other District assets with contractor assistance when needed.
- Monitors and repairs District assets with contractor assistance.
- Interprets and works from diagrams, schematics, maps, technical plans, and related records.
- Audits infrastructure and water quality.
- Serves as a primary operations contact for contractors, vendors, suppliers, and other operations-related parties.
- Attends monthly MWD Board meetings as directed and provides operational information as needed.
- Participates in District emergency preparedness and capital improvements planning.
- Performs other related duties as assigned by the Board of Commissioners or the Board-designated Manager.

## Secondary Functions

- Performs building and facilities maintenance, groundskeeping, and management of tank and intake grounds.
- Performs meter reading, shut-offs, in-house calls, chlorine monitoring, and pressure monitoring.

- Leads monthly safety meetings and supports District compliance with OSHA standards and safety requirements.
- Assists with orientation and training of new hires and the Assistant Water System Operator as assigned.
- Assists with departmental planning, materials and supplies purchasing, budgeting, and coordination with staff and contractors.
- Participates in emergency response, including call-outs at any hour when required by operational needs.

## Job Scope

Work is regular and recurring, with occasional variations depending on weather, water and sewer system conditions, customer needs, and emergency response. The employee performs assigned duties with moderate supervision and refers unusual, complex, sensitive, or higher-risk matters to the supervisor. The position requires independent work in carrying out and completing assigned tasks, while following District policies, operator certification requirements, regulatory requirements, and direction from the Board or Board-designated Manager. Errors may result in delayed service, inaccurate records, water or sewer system impacts, equipment damage, safety and regulatory concerns, public health concerns, or additional cost to the District.

## Compensation Summary

- Rate of pay range: \$25.50 to \$37.50 per hour, 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 of Work and Availability

The Lead Operator is expected to work a total of 32 hours every week, Monday through Friday. The District workweek runs from 12:00 a.m. Monday through 11:59 p.m. Sunday. Weekend availability shall alternate between the Lead Operator and the Assistant Operator, or as scheduling requires. The Lead Operator is expected to be available by phone 24 hours a day, 7 days a week, unless other arrangements have been made or coverage is provided by the Assistant Operator. The position may be called out to respond to water or sewer emergencies at any hour, day or night.

### Availability Pay

For days the Lead Operator is available, the Lead Operator shall be entitled to one (1) hour of regular pay regardless of whether the Lead Operator is called out. The Lead Operator is eligible for availability pay when within one hour driving distance of the Water Treatment Plant located at 11419 Highway 36, Mapleton, Oregon and available to respond.

Call-outs will be paid at the regular rate until actual hours worked exceed 40 hours in the workweek. Availability pay will not be considered in the calculation of overtime, except for the first hour of work performed during an on-call day.

### Overtime

The Lead Operator shall be entitled to overtime pay at 1.5 times the standard rate for work performed in excess of 40 actual hours worked during the District workweek. Non-emergency overtime should be approved by the MWD Board or Board-designated Manager. For emergency overtime, the operator should notify the Board or Board-designated Manager within the first hour when feasible so the District can plan for additional cost.

## Holidays

The Lead Operator shall be entitled to pay at 1.5 times the standard rate for work performed during the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Non-emergency work performed on these days must be approved by the Operations Manager to be eligible for the holiday pay rate.

## Time Off

The Lead Operator shall be allowed up to five (5) unpaid days off per year beginning immediately. After one year of employment, the Lead Operator will be eligible for five (5) days of paid time off in addition to five (5) unpaid days off. One additional day of paid time off will be added for each additional year of employment, up to a total of fourteen (14) days of paid time off.

## Supervisory Responsibility

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

## Interpersonal Contacts

Contacts occur regularly with the District Manager or Board-designated Manager, Board members, coworkers, customers, contractors, consumers, vendors, suppliers, regulators, and the public. Contacts may involve upset customers, safety concerns, confidential information, operational coordination, regulatory matters, or contractor/vendor coordination. Contacts occur in person, by phone, and through written or electronic records.

## Specific Job Skills

*Identify the minimum knowledge, skills, abilities, licenses, tools, equipment, and mental/physical capabilities needed to perform the essential functions.*

- Strong communication skills and ability to maintain positive relationships with staff, Board members, customers, contractors, vendors, suppliers, and the public.
- Ability to perform basic math operations and to read, write, and speak effectively.
- Ability to understand and carry out oral and written instructions regarding the operation of the District's water treatment, distribution, sewer, and related systems.
- Ability to work independently in carrying out and completing assigned tasks.
- Ability to prepare clear and accurate timesheets, operator logs, regulatory records, and other required records.
- Ability to operate light and heavy equipment.
- Basic electrical knowledge and electro-mechanical troubleshooting skills.
- Familiarity with a variety of mechanical repairs.
- Ability to interpret diagrams, plans, schematics, maps, and technical records.
- Basic computer skills.
- Ability to function in an administrative capacity, including departmental planning, materials and supplies purchasing, budgeting, and coordination or supervision of staff and contractors as assigned.
- Ability to lift at least 60 pounds and be physically mobile and agile enough to work safely in field conditions.

## Education and/or Experience

- Minimum high school diploma or equivalent.
- Acquire and maintain current certifications required for the position and ensure Direct Responsible Charge (DRC) coverage as needed.

- Oregon Water Distribution Certification Level 1.
- Oregon Water Treatment Certification Level 2, or the certification level required for the District's treatment system and DRC coverage.
- Cross Connection Control Inspector Certification, or ability to obtain within a District-approved timeframe if required.
- Ability to earn appropriate State of Oregon certifications for the operation and maintenance of drinking water treatment and distribution systems within six months if not already held, when permitted by applicable rules.
- Valid, unrestricted Oregon driver's license.
- Licensed and insured vehicle available for use on the job.
- Minimum of two years of responsible experience in similar work with drinking water, wastewater, or sewer systems, or six years of experience in a relevant trade such as carpentry, plumbing, forestry, landscaping, or similar work with good references.
- Certifications must be kept current in accordance with applicable rules and regulations.

## Job Conditions

- Job entails exposure to chemicals, chemical vapors, noise, and a variety of weather conditions, including cold and rain.
- Work may occur in high spaces, cramped spaces, confined spaces, rough terrain, water treatment facilities, sewer facilities, intake areas, storage tank areas, and other field locations.
- Position may require overtime, emergency call-outs, and on-call availability by phone or otherwise as scheduled.
- Position may require living within approximately one-half hour of Mapleton, Oregon, or otherwise being able to meet the District's response-time needs.
- Must meet physical and mental requirements of the position with reasonable accommodation.

## Disclaimer / Other Duties

This job description is designed to outline the primary duties, qualifications, and job scope of the position. It does not identify every task that may be assigned, nor does it establish performance standards. The organization may assign other related duties consistent with business need and the employee's role.

## Employee Acknowledgement

I acknowledge that I have received and reviewed this job description. I understand this document is intended to describe the general nature and level of work assigned to the position. It is not an exhaustive list of all duties, responsibilities, or requirements, and job duties may be revised or assigned consistent with organizational needs. My signature acknowledges receipt and review of the job description; it does not necessarily indicate agreement with every statement.

|                              |  |             |  |
|------------------------------|--|-------------|--|
| <b>Employee Signature</b>    |  | <b>Date</b> |  |
| <b>Employee Name (Print)</b> |  |             |  |

## Review and Approvals

|                          |  |             |  |
|--------------------------|--|-------------|--|
| <b>Supervisor Review</b> |  | <b>Date</b> |  |
|--------------------------|--|-------------|--|

|                                         |  |             |  |
|-----------------------------------------|--|-------------|--|
| <b>Department/Leadership<br/>Review</b> |  | <b>Date</b> |  |
| <b>HR/Designee Review</b>               |  | <b>Date</b> |  |