

Lead Operator Job Description Mapleton Water District (District)

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, distribution system, sewer system, storage facilities, intake infrastructure, and related District assets.
- Monitor system performance and water quality; collect samples, perform testing, and complete required regulatory reporting.
- Inspect, troubleshoot, repair, and perform preventive maintenance on equipment, pumps, valves, pipelines, tanks, and related infrastructure.
- Maintain accurate operational logs, maintenance records, timesheets, and regulatory documentation.
- Coordinate repairs and projects with contractors, vendors, and suppliers.
- Respond to emergencies, system failures, customer issues, and after-hours call-outs.
- Participate in emergency preparedness, capital improvement planning, and Board meetings as requested.
- Perform other related duties assigned by the Board or Board-designated Manager.

Secondary Responsibilities

- Maintain buildings, grounds, intake areas, and storage tank sites.
- Read meters, perform service shutoffs, monitor chlorine and pressure, and complete customer field service work.
- Lead monthly safety meetings and support OSHA compliance.
- Assist with training, purchasing, budgeting, scheduling, and coordination of staff and contractors.

Job Scope

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

Compensation

- Hourly pay: \$25.50–\$37.50 (paid monthly).
 - Uncertified: \$25.50–\$30.00
 - Under-certified: \$30.00–\$32.50
 - Fully Certified (Level 2 Treatment / Level 1 Distribution): \$32.50–\$37.50

Hours and On-Call

- Regular schedule: 32 hours per week, Monday through Friday. Weekend on-call duties alternate with the Assistant Operator or as scheduled. Must be available by phone while on call and able to respond within approximately one hour when receiving availability pay. Overtime applies after 40 actual hours worked in the District workweek. Holiday work is paid at 1.5 times the regular rate in accordance with District policy.

Time Off

- Up to five unpaid days off during the first year. After one year: five paid days plus five unpaid days. Paid time off increases by one day per year of service to a maximum of fourteen days.

Qualifications

- High school diploma or equivalent.
- Valid Oregon driver's license and insured vehicle.
- Obtain and maintain required Oregon operator certifications and DRC coverage as applicable.
- Preferred: two years of water/wastewater experience or equivalent trade experience.
- Ability to safely lift 60 pounds, operate equipment, use computers, communicate effectively, and interpret technical documents.

Working Conditions

- Regular exposure to weather, chemicals, noise, confined spaces, heights, and field environments. Position requires emergency response, overtime, and on-call availability. Residence close enough to meet District response-time expectations may be required. Reasonable accommodations will be provided where applicable.

Disclaimer

- This job description describes the primary duties and qualifications of the position. It is not intended to list every responsibility. The District may assign other related duties consistent with operational needs.