

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	Permanent Full-time	Effective/Review Date	August 5, 2026
Compensation Range	\$24.00-\$34.00 per hour	Recruitment Status	Open until filled

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.
- Coordinate with the Assistant Operator, other staff, and contractors to schedule and complete work requiring two or more people.
- 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.

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 as 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 acknowledge the call promptly and report to the required District location within one hour. Operational schedules, training, and assignments requiring two or more people may be coordinated by the Lead Operator in consultation with the Board or Board-designated Manager.

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 able to acknowledge a call promptly and report to the required District location within one hour. Availability pay is separate from, and does not offset or reduce, compensation for time actually worked during a call-out.

Call-Out and Overtime Pay

Call-outs are paid for actual time worked in addition to the one hour of regular availability pay. A time-sensitive emergency call-out requiring a field response within one hour will be paid for a minimum of two hours when approved by the Board or Board-designated Manager. A time-sensitive emergency includes a condition requiring prompt action to protect public health, maintain essential service, or prevent significant damage to District or customer property or equipment. 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

The Lead Operator is responsible for day-to-day work coordination of the Assistant Operator and may coordinate the work of new hires, other staff, and contractors as assigned. In consultation with the Board or Board-designated Manager, the Lead Operator may assign and schedule operational work, coordinate training, and direct completion of assigned and multi-person tasks. Authority to hire, discipline, evaluate, or terminate employees remains with the Board or Board-designated Manager unless expressly delegated.

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.

Minimum Qualifications at Hire

- High school diploma or equivalent.
- Valid, unrestricted Oregon driver's license.
- Everyday access to a reliable personal vehicle suitable for responding to work locations throughout the District because the District does not currently provide an operations vehicle.
- 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.
- Ability to pass any job-related background, driving record, drug-screening, or other pre-employment requirements adopted by the District and permitted by law.

Certification Requirements After Hire

- Obtain and maintain Oregon Water Distribution Level 1, Oregon Water Treatment Level 2, and Oregon Wastewater Collection Level 1 and Wastewater Treatment Level 1 certifications at the levels required for the District's systems and Direct Responsible Charge (DRC) and Designated System Supervisor (DSS) coverage within a District-approved timeframe.

- 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

Driving is an essential function of this position and includes reading meters, investigating leaks, responding to emergencies, transporting supplies, and attending meetings and training. The employee must maintain a valid driver's license, everyday access to a reliable personal vehicle suitable for travel throughout the District, and automobile insurance meeting District requirements. Authorized business mileage will be reimbursed in accordance with the District's adopted mileage-reimbursement policy.

Working Conditions

- Work is performed indoors and outdoors in varying weather and may involve chemicals and chemical vapors, noise, odors, wastewater, rough or uneven terrain, slippery surfaces, traffic, confined or cramped spaces, heights, treatment facilities, sewer facilities, intake areas, and storage-tank sites.
- The position requires standing, walking, bending, kneeling, climbing, reaching, lifting, carrying, pushing, pulling, using tools, and performing sustained physical labor.
- Emergency response, after-hours work, weekend or holiday work, and assigned availability periods may be required.
- The employee may be required to wear respiratory protection or other personal protective equipment and to satisfy related medical-clearance or fit-testing requirements.
- Reasonable accommodation will be provided as required by applicable law.

Physical Requirements

The employee must be able to stand and walk for extended periods; climb stairs and ladders; bend, stoop, kneel, crouch, crawl, reach, and work in confined or elevated areas; and regularly lift and carry up to 50 pounds. The employee must possess sufficient strength, coordination, vision, hearing, and manual dexterity to operate valves, tools, vehicles, laboratory equipment, computers, and treatment-system controls. Work may occur indoors or outdoors in adverse weather and around noise, odors, chemicals, biological hazards, pressurized equipment, moving machinery, uneven surfaces, and potentially hazardous atmospheres. The employee must be able to wear required personal protective equipment and respond safely to operational emergencies. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

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/Bo ard Review		Date	
HR/Designee Review		Date	