

MAPLETON WATER DISTRICT
ASSISTANT OPERATOR JOB DESCRIPTION

Job Title	Assistant Operator	Department	Operations
FLSA Status	Non-exempt	Reports To	Lead Operator; Board or Board-designated Manager
Position Status	Part-time, typically 20 hours/week	Effective/Review Date	August 5, 2026
Compensation Range	\$18.00-\$24.00 per hour	Recruitment Status	Open until filled

General Position Summary

The Assistant Operator is a part-time operations position that supports the Lead Operator in the safe, reliable, and efficient operation and maintenance of the District's drinking water and wastewater systems. The position performs assigned field work, routine monitoring, maintenance, physical labor, customer field-service work, recordkeeping, and emergency response. The successful employee must be self-motivated, dependable, willing to learn the District's water and sewer systems, and able to work cooperatively under the direction of the Lead Operator and the Board or Board-designated Manager.

Essential Functions

- Assist with operation and maintenance of the water treatment plant, intake, storage facilities, transmission and distribution systems, sewer system, and related District assets.
- Perform assigned inspections, operational checks, meter reading, sampling, testing, monitoring, and recordkeeping consistent with training and certification level.
- Assist with preventive maintenance, troubleshooting, repair, cleaning, vegetation control, grounds maintenance, construction support, and other physical labor tasks.
- Assist with pumps, valves, pipelines, tanks, treatment equipment, buildings, tools, vehicles, and related infrastructure.
- Respond to customer field-service needs, including service checks, meter work, shutoffs, and restoration work, as assigned.
- Maintain accurate timesheets, work logs, maintenance records, sampling records, and other assigned documentation.
- Follow safety procedures, use required personal protective equipment, and report unsafe conditions, equipment failures, water-quality concerns, sewer problems, and other unusual conditions promptly.
- Participate in emergency response, after-hours call-outs, and assigned availability periods.
- Serve as an emergency contact and provide operational coverage while the Lead Operator is off duty, on leave, or otherwise unavailable, within the Assistant Operator's training, certification, and assigned authority.
- Communicate promptly with the Lead Operator, Board or Board-designated Manager, customers, contractors, regulators, and other staff as directed.
- Attend training, safety meetings, staff meetings, and Board meetings when directed.

- Perform other related duties assigned by the Lead Operator, Board, or Board-designated Manager.

Job Scope and Direction

The Assistant Operator generally works under the day-to-day direction of the Lead Operator and under District policies and direction from the Board or Board-designated Manager. The employee is expected to work independently on assigned tasks after receiving appropriate instruction, recognize conditions that require assistance or escalation, and avoid work beyond the employee's training, certification, or authorization. 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. Unusual, sensitive, complex, unsafe, or high-risk matters must be referred promptly to the Lead Operator or Board or Board-designated Manager.

Hours, Scheduling, and Availability

This is a part-time position, typically scheduled for approximately 20 hours per week. Actual hours and workdays may vary depending on operational needs, projects, staffing, emergencies, seasonal demands, and available funding. The schedule will be established by the District and may include weekdays, weekends, holidays, early mornings, evenings, or split assignments.

The Assistant Operator will normally be assigned at least two on-call availability days per week and must also provide scheduled coverage when the Lead Operator is on approved leave or when operational schedules change. During assigned availability periods, the employee must remain reachable, acknowledge calls promptly, and be able to report to the required District location within one hour. Assigned availability does not guarantee that a call-out will occur. Availability assignments may be adjusted by the Lead Operator in consultation with the Board or Board-designated Manager to meet operational, leave, and multi-person staffing needs.

Availability Pay

For each assigned availability day, the Assistant 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.

Emergency Contact Responsibilities

- Remain reachable by the communication method designated by the District during assigned coverage periods.
- Acknowledge emergency calls promptly and report to the required District location within one hour.
- Assess the reported condition within the employee's training and authority, take reasonable immediate action to protect public health, safety, service, and District property, and contact additional assistance when needed.
- Notify the Lead Operator or Board or Board-designated Manager as soon as practical regarding significant incidents, service interruptions, regulatory concerns, safety hazards, or conditions outside the employee's qualifications.
- Document the call, response, work performed, time worked, and any follow-up needed.

Supervisory Responsibility

This position does not normally supervise employees. The Assistant Operator may coordinate a limited task with other staff, contractors, or volunteers when specifically assigned, but does not have authority to hire, discipline, evaluate, or terminate employees.

Required Knowledge, Skills, and Abilities

- Be self-motivated, dependable, punctual, and able to complete assigned work with limited supervision after appropriate training.
- Demonstrate a willingness and ability to learn the District's drinking water and sewer systems, operating procedures, safety requirements, and recordkeeping practices.
- Willingly assist with physical labor, maintenance, cleaning, excavation support, vegetation control, lifting, carrying, and other field tasks.
- Follow oral and written instructions, ask questions when uncertain, and communicate clearly about work status, hazards, equipment problems, and emergencies.
- Read, write, perform basic mathematics, use basic computer or mobile applications, and prepare clear and accurate records.
- Use hand tools, power tools, vehicles, and equipment safely after appropriate training and authorization.
- Work cooperatively with the Lead Operator, other staff, Board members, customers, contractors, vendors, regulators, and the public.
- Exercise sound judgment, maintain confidentiality when required, and provide courteous customer service.

Minimum Qualifications at Hire

- High school diploma or equivalent, or an equivalent combination of education and relevant experience.

- Valid, unrestricted Oregon driver's license and a driving record that satisfies District and insurer requirements.
- 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.
- Demonstrated reliability and willingness to learn. Prior experience in water, wastewater, utilities, construction, plumbing, mechanical work, landscaping, forestry, maintenance, or a related trade is preferred but not required.
- Ability to pass any job-related background, driving record, drug-screening, or other pre-employment requirements adopted by the District and permitted by law.

Training and Certification Requirements

- Complete District-required safety, operational, emergency-response, and equipment training.
- Certification is not required at hire. If the employee holds or later obtains a water, wastewater, cross-connection, or other relevant certification, the employee may be assigned certified-operator duties consistent with that certification and must maintain each certification required for assigned duties within a District-approved timeframe.
- Complete required continuing education and renew required licenses or certifications on time.
- Perform only those operational duties permitted by the employee's current training, certification level, and assigned authority. The District will maintain legally sufficient Direct Responsible Charge coverage where required.

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, create a contract of employment, or establish performance standards. Duties, schedules, and assignments may be changed by the District consistent with operational needs, applicable law, 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	