



MAPLETON WATER DISTRICT
88151 RIVERVIEW AVENUE
P.O. BOX 435
MAPLETON, OR 97453

JOB TITLE: ASSISTANT WATER SYSTEM OPERATOR

SALARY: HOURLY; \$18.50 PER HOUR

REPORTS TO: LEAD WATER SYSTEM OPERATOR OR OPERATOR OF RECORD

POSITION TYPE: PART-TIME, 20 HOURS PER WEEK-ADDITIONAL HOURS WITH PRE-APPROVAL

REVISION DATE: JULY 17, 2023

Position Summary:

The Assistant Water System Operator's position is a working field position in support of the Lead Water System Operator, and therefore the employee must be willing and able to learn how to operate and maintain the Mapleton Water District's water treatment and distribution system in the absence of the Lead Operator. This will include a minimum of 16 hours per week as the system's on-site operator. Further duties include but are not limited to: Reading the District's water meters on a weekly basis. Assisting with landscape and access maintenance to all District reservoirs, water mains, service lines, meters, pumps, and water treatment facilities. Assisting with repairs and upgrades to the District's Intake, treatment, and distribution systems. Perform routine cleaning and maintenance of the MWD treatment plant's workspaces and yard, on a schedule determined by the Lead Operator. The Assistant Operator will also participate in all District mandated safety and training activities.

Hours of Work:

Hours will be scheduled by the Lead Operator and will include at least 16 hours per week as the on-site operator. Work beyond 20 hours per week will be determined by the District's financial capabilities and/or District emergencies. All hours worked below 40 hours per week will be compensated at the base rate. Employees may be called out at any hour, day or night. Employees are on call 24/7 unless prior arrangement has been made. Vacations must be planned at least two months in advance. Illness, family, and emergencies will be made a priority for time off. The position may be responsible for other duties as assigned by the board of commissioners or the board's designated manager.

Supervisory Responsibilities:

This position has no supervisory responsibilities at this time.

Scope of Authority:

In the absence of the District's Lead Operator the Assistant Operator will perform all duties he is legally certified to perform in strict accordance with the district's safety standards and procedures. As required, the District will make arrangements for certified coverage by a Direct Responsible Charge.

Requirements:

- High School Diploma or equivalent.
- Ability to perform basic math operations, read, write and speak effectively.
- Possession of a valid, unrestricted Oregon Drivers License.
- Own a licensed, insured vehicle which can be used on the job.



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- Live within a half hour of Mapleton, OR.
- Must meet physical and mental requirements with reasonable accommodation.
- Must be able to lift at least 60 pounds.
- Must be able to work in conditions that may include, but are not limited to: cold, rain, high spaces, cramped spaces, rough terrain and exposure to chemical vapors.
- Possession of the ability to establish and maintain good relations and communication with fellow staff, District Board members and the Water District's customers.
- Must be able to understand and carry out oral and written instructions regarding the operation of the District's water treatment and distribution system.
- Must be able to work independently in carrying out and completing assigned tasks.
- Must be capable of preparing clear and accurate time sheets and Operator's logs, as required.
- Must have a Minimum of 2 years of related experience in a relevant trade, such as carpentry, plumbing, forestry, landscaping; with good references.
- Must be competent in using or operating basic tools and machinery, including using a chainsaw.
- Other duties as assigned.

Probationary Period: the period of time from September 1, 2023 to December 1, 2023 during which the Employee's performance and suitability for Employment will be monitored by the Lead System Operator.

Employee Signature: _____ Date: _____

Employee Name: _____