



MAPLETON WATER DISTRICT
88151 RIVERVIEW AVENUE
PO BOX 435
MAPLETON, OR 97453
541-268-4348

Job Description: Lead Water System Operator

Full-time, 40 hours per week

Salary: Non-exempt \$25.50 per hour, paid monthly

Supervision: Direct Supervision by Mapleton Water District Board

Job Summary:

The Lead Water System Operator (or Operator of Record) is a working field position, and therefore this staff member must be completely knowledgeable about all treatment plant operations, State of Oregon sampling and reporting requirements, as well as system wide distribution functions. The Lead Operator is responsible for operating, maintaining and repairing the District's in-take infrastructure, water treatment facilities, storage tanks and water transmission lines. Additional responsibilities include the laboratory testing, sampling, record keeping and reporting of water quality data as required by the State of Oregon. The position will be the main contact for all operations related contractors, vendors and suppliers. The Lead Operator is also responsible for the scheduling, training and supervision of the Assistant Water System Operator. The duties also include, but are not limited to: Leading monthly Safety Meetings, ensuring the District's compliance with all OSHA regulations, attending monthly MWD Board meetings, as well as participating in the District's Emergency Preparedness and Capital Improvements Planning. The position will also be responsible for other duties as assigned by the board of commissioners or the board's designated manager.

Hours of Work:

The weekly work schedule of the Lead Water System Operator will be such as to provide 40 hours per week of coverage for systems operation as the on-duty operator. All hours worked above 40 hours per week will be compensated at time and a half and in compliance with Oregon State BOLI regulations. Except in the case of an emergency, necessary over-time hours need to be approved by the MWD Board. Overtime resulting from staff response to emergency situations, requires the Lead Operator to notify the Board within the first hour, so that the District can plan for the additional cost. The Lead Operator may be called out to respond to an emergency, at any hour, day or night. The Lead Operator is on-call 24/7 unless prior arrangements have been made. Vacations must be planned at least two months in advance. Illness, family and emergencies will be made a priority for time off.

Scope of Authority:

The Lead Water System Operator shall have (or have the ability to earn, within 6 months) appropriate certification from the State of Oregon in the operation and maintenance of drinking water treatment and distribution systems.

- Oregon Water Distribution Cert. 1
- Water Treatment Cert. 1
- Cross Connection Control Inspector Certification



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(Certifications must be kept current in accordance with rules and regulations.)

The Lead Operator is also responsible for ensuring that arrangements are made for certified coverage by a Direct Responsible Charge, as needed.

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.
- Live with-in 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.
- Possession of the ability to function in an administrative capacity demonstrating skills in the areas of departmental planning, materials and supplies purchasing, budgeting and the supervision of staff and contractors.
- Must have a Minimum of 2 years of responsible experience in similar work with drinking water systems or six years of experience in a relevant trade, such as carpentry, plumbing, forestry, landscaping; with good references.
- Must have proven skills in the operation of light and heavy equipment, basic electrical knowledge, familiarity with a variety of mechanical repairs, as well as interpreting diagrams, plans, schematics, maps and have basic computer skills.