

P.O. BOX 8  
SPRINGFIELD, OREGON 97477  
541-746-1676  
TTY 1-800-735-2900  
[www.rwdonline.net/marcola](http://www.rwdonline.net/marcola)

## POSITION DESCRIPTION

**Title:** Backup Water Operator (part-time)

**Exempt/Non-Exempt:** Non-Exempt

**Reports To:** Rainbow Water District Assistant Superintendent

**Pay Grade/Range:** \$15.00 per hour

**Effective Date:** October 15, 2023

### **General Position Summary:**

The Water Operator is a safety sensitive position that operates and maintains water system facilities such as pumps, pipes, valves, chemical feed systems, electrical equipment and other items to provide continuous water service to the customers of the Marcola Water District.

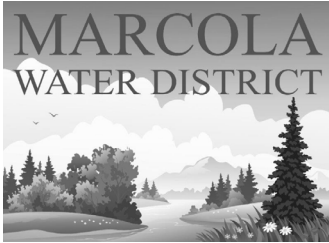
### **Essential Functions/Major Assignments:**

The Back Up Water Operator will work for Marcola Water District and be trained by Rainbow Water District employees and the (primary) Marcola Water Operator.

- The primary responsibility of this position is to provide weekend and vacation coverage for the Water Operator, to ensure equipment is operating and able to produce water of good quality and quantity for delivery to Marcola customers.
- The Backup Water Operator will be required to drive regularly (their personal vehicle) to complete the scope of work required by this position. The routine work includes water system equipment checks at various facilities, operation of chemical feed and treatment systems to produce potable water, simple repairs, customer relations, meter reading, water sampling, telemetry and control system adjustments and troubleshooting, careful record keeping, and other duties as assigned.
- The Backup Water Operator will be responsible for tracking the miles used on their personal vehicle and submitting on a monthly basis for expense reimbursement; Mileage is reimbursed at the IRS rate for business use of a personal vehicle.
- A key part of the job is the ability to respond to customer concerns and questions in a prompt, friendly and helpful manner.
- The Backup Water Operator supports the Marcola Water Operator, often working alone but with assistance as needed from the other Marcola employee and/or Rainbow employees.
- Beyond the routine scheduled checks, this position, when available, may be contacted by the Marcola Water Operator or Rainbow On-Call employee and asked to respond to operational alarms or trouble calls. These would be infrequent and this work would be in addition to the normal 5 hours per week.
- Will be required to read distribution maps, read and record instrument readings, describe and record work activities in legible handwriting and make simple, clear sketches.
- Driving personal vehicle is sometimes required to attend training sessions and pick up supplies, tools, and equipment.
- May provide support for larger repairs and maintenance work on water facilities like well piping, metering systems, storage reservoirs, chemical feed systems, and operation and maintenance of equipment.

### **Secondary Functions:**

- All other duties as assigned.



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### **Supervision Received**

- Job supervision is provided by the Rainbow Water District Superintendent and Assistant Superintendent. Technical assistance and support are provided by Rainbow and Marcola Water District employees.

### **Specific Job Knowledge, Skill and Ability:**

- Must be available and able to normally work about 2-3 hours per day on weekends and holidays, performing routine system checks and record keeping. May be contacted, and if available, asked to respond to operational alarms and trouble calls (outside the routine checks) during the week.
- High internal motivation, using personal initiative to reliably accomplish assignments alone with only occasional supervision.
- Ability to define, analyze and solve field problems and to participate in group problem solving.
- Strong verbal and written communication skills with legible penmanship and sketching skills.
- Ability to explain technical matters to non-technical listeners and patiently handle occasionally angry customer questions.
- Ability to work outside for extended periods in all weather conditions and to perform strenuous manual labor and walking for periods up to eight hours/day or longer when helping with emergency repairs or larger projects that have been scheduled in advance.
- Ability to perform basic math skills and read and transfer numbers.
- Ability to interpret and follow written and verbal instructions, and to use hearing to diagnose potential mechanical problems and to communicate over the radio or cellular phone.
- Ability to recognize safety hazards and perform all work in a safe and efficient manner.
- Willingness to respond to customer calls and potential water system problems at any time.
- Must have the skill and ability to provide careful attention to details.
- Skill and ability with mechanical detail such as maintaining and troubleshooting distribution system, construction, pumping, metering, telemetry, and other equipment.
- Skill and ability with administrative details including reading distribution maps, reading, and recording instrument readings, describing and recording work activities, legible handwriting and making simple, clear sketches.
- Ability to prioritize assigned work to provide excellent utility service.
- Ability to adjust to varying types of work and changing priorities.
- Willingness and ability to learn water system operation and attend occasional training sessions.
- Ability to obtain an Oregon Small Water System Operator certification within six months of hire.

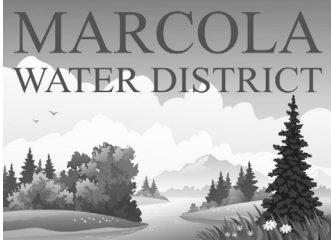
### **Education, Experience, and Certification/Licensure:**

#### **Required**

- Current and valid driver's license.
- High School Diploma or GED.

#### **Desired**

- Certification as an Oregon Small Water System Operator or Water Distribution I or higher.



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**Job Conditions:**

- The Backup Water Operator’s standard work schedule is Saturday, Sunday, and holidays, with some occasional hours during the week to provide coverage for the weekday Water Operator.
- The position will require an estimated 5 hours per weekend plus occasional weekday coverage for the Water Operator. Employee must be able to drive and provide own vehicle. Mileage is reimbursed at the IRS rate for business use of a personal vehicle.
- Manual digging of soil and related materials using shovels, picks, pry bars and other manual excavation means, with occasional work around heavy equipment when assisting excavation for water main repairs; employee will be required to work both indoors and outdoors in all kinds of weather.
- Lifting and lowering odd-shaped materials frequently up to 50 pounds, occasionally in excess of 50 pounds in awkward positions including twisting and bending.
- Frequent bending and lifting (e.g. meter reading).
- Eyesight adequate to read 1/4" high figures at 5' distance with or without prescription eyewear.
- Infrequently uses standard office equipment like computers. Ability to use a computer or cell phone with app for monitoring and operating water system remotely.
- In performance of the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear; and drive an automobile.
- This position does not normally require travel outside the Eugene-Springfield metro area. An annual water operator training may require one to two hours of travel as far as Portland, Bend, or the Oregon coast.

Appointees will be subject to a post-offer, pre-employment drug and alcohol screen and post-offer criminal background check. New hires must satisfactorily complete a 90-day probationary period to continue.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified.

This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*(The signature of the employee indicates this document has been read and is understood.)*

\_\_\_\_\_  
Supervisory Approval

\_\_\_\_\_  
Date

*(The signature of the Supervisor confirms the assignment of work to the employee.)*

Back Up Water Operator

October 2023