

## Public Job Posting (Recruitment Announcement)

### Operator Trainee — Arch Cape Water and Sanitary Districts

*Arch Cape, Oregon (north coast, between Cannon Beach and Manzanita)*

The Arch Cape Domestic Water Supply District and Arch Cape Sanitary District are hiring an Operator Trainee. This is a full-time, entry-level operator-track position on the north Oregon coast, working in a very small team. You would be one of only two day-to-day field staff, working directly with our Manager of Plants and Operations. We are looking for someone reliable, trainable, mechanically capable, and willing to learn the water and wastewater trade. Team fit matters a lot in an operation this small: you should be someone who takes direction well from a single supervisor, communicates respectfully, builds trust over time, and is comfortable working closely with one other person most days.

#### What you'd do

You would work directly with the Manager of Plants and Operations across the Districts' treatment plants, distribution system, collection system, and watershed. Day-to-day, that looks like:

- Plant rounds, sampling, cleaning, and routine maintenance.
- Meter reads, hydrant and valve work, and distribution-system upkeep.
- Sewer line, manhole, and pump-station checks.
- Grounds, road, and watershed maintenance.
- Storm-event and after-hours callouts as backup to the lead operator.
- Helping contractors on site when they're in for repairs or projects.

#### What we're looking for

We care about reliability, trainability, judgment, mechanical aptitude, and the ability to fit well in a small team, more than we care about any specific résumé line.

You should be:

- Comfortable working closely with one other person most days and taking direction well from a single supervisor.
- Respectful, trust-building, and able to contribute to a productive working relationship in a small organization.
- Comfortable with outdoor, wet, and dirty field work. A lot of this job is not glamorous.
- Comfortable working around wastewater, chemicals, and confined spaces after training.
- Willing to work alone at times and use sound judgment about when to call your supervisor.
- Willing to study for and pass Oregon operator certifications.
- Professional in interactions with the public, contractors, and regulators.

#### Minimum requirements

- High school diploma or GED.
- Valid Oregon driver's license and an insurable driving record.
- Able to pass a post-offer background check and drug screen.
- Physically able to perform field and plant work with or without reasonable accommodation.

## Certifications

This is a training-track role. You are expected to obtain at least one applicable Oregon operator certification, typically Water Distribution Level 1 or the Small Water System Operator certification, within 12 months of hire. The Districts will pay reasonable exam, training, and study costs, and will allow some study time on the clock. The Districts may extend the 12-month timeline by up to 180 days where a trainee is making documented good-faith effort but exam scheduling or experience timing pushes beyond the first year. A second Oregon operator certification is expected within 24 months.

## Schedule and response

The regular schedule is five 8-hour days. Some nights, weekends, storm-event work, and alarm response are part of the job; at least in the first year, you'll be backup to the Manager of Plants and Operations rather than the primary on-call lead. You should be reasonably available to respond to District facilities within about 20 minutes during callout periods, or be willing to relocate to meet that expectation within about 6 months of hire.

## Compensation and benefits

Compensation: \$42,000 to \$52,000 per year, depending on qualifications and experience. Benefits include medical, dental, vision, paid vacation and sick leave, and Oregon PERS. The position is part of the Districts' trainee-to-operator development path, and pay progression is tied to certification milestones and satisfactory performance over time.

## How to apply

Submit a cover letter, résumé, employment application (see website for application) and three references to the Arch Cape Water and Sanitary Districts:

Arch Cape Water and Sanitary Districts

32065 E. Shingle Mill Lane, Arch Cape, OR 97102

Email: [districtadmin@archcapewater.org](mailto:districtadmin@archcapewater.org)

Position open until filled. First review of applications begins May 14, 2026

*The Arch Cape Water and Sanitary Districts are equal-opportunity employers. Employment offer is contingent on a background check and drug screen.*