

**SILICON VALLEY CLEAN WATER**  
**Job Description**  
**November 2019**

*Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.*

**JOB TITLE: Operator**

**FLSA: Non-Exempt**

*Every employee shall serve at the will and pleasure of Silicon Valley Clean Water (SVCW). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.*

**SUMMARY**

Under the supervision of an Operations Supervisor and monitoring by a Senior Operator, the Operator operates, inspects, and performs routine operation and preventative maintenance on a variety of equipment in connection with the continuous operation of a modern activated sludge wastewater treatment plant. Operators are required to work an assigned shift that rotates every four (4) months.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.*

- All SVCW employees shall work safely.
- Performs process monitoring and process control; adjusts processes to keep within established parameters.
- Operates pumps, valves, and other equipment by hand controls or mechanical means; monitors equipment function.
- Regulates wastewater flow through treatment processes.
- Operate the treatment plant utilizing the plant SCADA system.
- Performs standardized control tests.
- Cleans, lubricates, and performs routine maintenance of plant equipment, facilities and grounds.
- Inspects plant equipment, performs preventative maintenance tests, reports failures and/or operating difficulties.
- Initiates work orders and repair requests in SVCW's Computerized Maintenance Monitoring System (CMMS).
- Receives and assists other Operators with skill step training and safety training.
- Collects data and keeps records; maintains logs (E-Logger software); prepares reports, performs data entry (HACH WIMS).
- Receives supplies and ensures their proper storage; receives and handles chemicals.
- Participates in emergency response.
- Uses common hand and power tools.
- Drives motor vehicles on SVCW and public roadways.
- Safely enters and works in confined spaces and assists the SVCW Confined Space Rescues Team.
- Performs "Lock Out Tag Out" on equipment to be repaired.
- First aid responder.

- Verifies invoices for grease and septic.
- Performs a variety of other duties as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

- Silicon Valley Clean Water policies and procedures.
- Materials, tools, and methods used in general construction, repair, maintenance, and operation of wastewater treatment plants and related pump stations.
- Safety regulations and practices; emergency response procedures and safety policies.
- Elementary chemistry and biology.
- Operation and maintenance of motors, pumps, and related equipment.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.
- Wastewater NPDES permit and certification regulations.
- Recycled water treatment, production and Title 22 regulations.

**Ability to:**

- Perform heavy manual labor.
- Learn to perform basic laboratory tests, take readings of gauges and meters; maintain records.
- Communicate effectively verbally and in writing in English.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.
- Drive and operate motor vehicles including yard goats and fork lifts.
- Fill out work requests.
- Prepare reports.
- Learn to operate the treatment facility using SCADA.
- Learn to utilize various computer software programs to perform required job duties

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstration of strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.

**EDUCATION and/or EXPERIENCE:**

*Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:*

- High School Diploma or an equivalent certificate or diploma recognized by the State of California.
- Experience in wastewater treatment, water treatment or chemical plant operations.

**CERTIFICATION AND LICENSING**

- Possession of a current OIT Certificate issued by the California SWRCB.

- Must obtain California Grade I SWRCB Plant Operator's certificate within eighteen (18) months from date of hire.
- Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards required.
- Obtain certification in CPR and basic first aid.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is regularly required to walk long distances and climb stairs and ladders. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear in English. The employee is occasionally required to stand and sit. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee regularly works in indoor and outdoor conditions and works near video displays. The employee is exposed to chemicals, fumes, odors, and gasses, works at heights, and works with and around machinery having moving parts. The employee is exposed to outside weather conditions, uses a vehicle, and is also assigned to work evenings, nights, holidays and/or on weekends. The noise level in the work environment is usually moderate to loud. Safety is priority while performing all SVCW work tasks.