

SILICON VALLEY CLEAN WATER
Job Description
May 2013

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: Planner/Scheduler Assistant

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 general supervision, this position is responsible for assisting the Planner/Scheduler Supervisor with planning and coordinating preventive, predictive, corrective, routine, and emergency maintenance on treatment plant and pump station equipment. Scheduling System Outage Requests (SOR) with Operations/Maintenance/Contractors and insuring all parts are available and correct to perform the desired tasks. The Planner/Scheduler Assistant also works with the computerized maintenance monitoring system (CMMS) INFOR for SVCW asset tracking.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Works as a SVCW team member in all work efforts towards the preventive maintenance, repair and installation of all facilities process systems, structures and equipment.
- Assists with the planning and coordination all aspects of preventive/corrective maintenance work at the treatment plant and pump stations.
- Assists with the planning and coordination of contractors, consultants, and vendor related SOR's for CIP including electrical, mechanical, pipeline, equipment installation, and protective coating work.
- Track SVCW assets to provide information to Finance for Asset Management, differentiate labor and material costs, estimate asset life cycles and identify asset serial/model number and location.
- Assists with the prioritization and coordination of daily maintenance activities between Operations and Maintenance, Contractors, Engineers and Member Agencies as required.
- Work closely with Materials Services to maintain appropriate inventory, develop critical equipment and parts list, assists with removal of obsolete parts from inventory.

- Coordinate documents and information including; drawings, schematics, equipment lists for O&M Manuals; update manuals as needed; document all parts required for each piece of equipment for reference when re-ordering.
- Filling equipment maintenance kits to insure that all parts necessary for the preventive or corrective maintenance are in the kit.
- Assures compliance with safety regulations, responds to emergencies.
- Keeps records for work and safety related data; makes verbal and written reports.
- 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.
- Standard practices, methods, tools, and materials of the electrical, plumbing, instrumentation, and mechanical trades.
- Methods, tools, equipment and safe working practices in the maintenance and repair of wastewater treatment plants and pump stations.
- Planning and scheduling comprehensive, complex maintenance and repair work
- CMMS INFOR.
- Asset Management practices.
- Parts inventory and control.
- SVCW treatment plant operation and process.
- SVCW pump station and force-main operation.
- Safety regulations and practices; emergency response procedures and safety policies.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.

Ability to:

- Understand and follow all applicable safety rules.
- Ability to distinguish colors.
- Effectively organize and prioritize assigned work.
- Take direction and complete work as assigned.
- Read and write.
- Understand and follow oral and written directions in English.
- Communicate effectively, verbally and in writing in English.
- Work effectively with general supervision.
- Perform arithmetical calculations correctly.
- Work with accuracy and attention to detail.
- Drive and operate vehicles in a safe manner at all times.
- Operate PC and related software applications.

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. An Associates or Bachelor's degree is desirable.

Minimum of one (1) year experience in wastewater treatment operations and maintenance.

CERTIFICATION and LICENSING:

Certification as a California Wastewater Treatment Operator and/or a California Water Environment Association (CWEA) Mechanical Technologist Certification are desirable.

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

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, stand, bend, stoop, kneel, and climb. The employee frequently is required to use hands and fingers to handle, or feel; reach with hands and arms; and talk and hear. The employee is required to stand and walk. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The employee must be able to sit up to 50% of the time and work at a computer.

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. The employee may work at heights and works with and around machinery having moving parts. The employee is exposed to outside weather conditions, to gases, fumes and odors, and to untreated and partially treated wastewater. The employee operates light utility vehicles, including a variety of powered vehicles, forklifts and special purpose equipment. The noise level in the work environment may be moderate to loud. May be assigned, or called in, to work in the evenings, nights, and days and/or on weekends, including holidays.