

SILICON VALLEY CLEAN WATER
Job Description
June 2023

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

JOB TITLE: Process Control Specialist

FLSA: 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 general direction of the Operations Director, monitor the various processes of the SVCW Treatment Plant and the conveyance system including pump stations. Ensure compliance with regulatory permits by recommending process control changes and interacting with and obtaining input from the Operations Division.

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

- All SVCW employees shall work safely.
- Assists in the coordination, and scheduling of any treatment facility process changes with Operations and other SVCW Divisions.
- Operate the treatment plant utilizing the SCADA system.
- Leads the bi-weekly Process Control Meetings in accordance with established procedures, regulations, and safety requirements; provides recommendations to Operators and the Operations Management Team.
- Provides operators with ongoing technical training.
- Manages and maintains the HACH WIMS data management software.
- Utilizes and trains operators in the use of Wonderware Dream Reports and SCADA trends.
- Reviews daily plant records to ensure compliance with established operating conditions and parameters.
- Regulates and manages process controls in accordance with the SVCW Process Control Management Plan.
- Prepares oral and written reports.

- Writes new and revises existing Standard Operating Procedures, Operation and Maintenance Manuals, Contingency Plans, and other procedures.
- Creates and implements workplans on critical SOR's, rerouting of flow, and process tank/equipment that are out of service.
- Collects data and keeps records; maintains logs (E-Logger software); prepares reports, performs data entry (HACH WIMS).
- Maintains communication and works closely with SVCW's Process Control Engineer.
- Works with operators and engineering staff on pilot studies and bench testing to optimize the processes.
- Provides Operating Budget input to the Operations Supervisors and Director.
- Participates in emergency response.
- Drives motor vehicles on SVCW and public roadways.
- First aid responder.
- 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.
- Principles, materials, and equipment used in the operation and routine maintenance of an activated sludge wastewater treatment plant and related pump stations.
- Safety regulations and practices; emergency response procedures and safety policies Normal operating parameters and the SVCW Process Control Management Plan.
- Principles and objectives of laboratory analysis for treatment and process control.
- Maintenance of pumps, motors, and metering equipment.
- Programmable logic controllers, supervisory control, and data acquisition systems.
- Modern office methods and procedures.
- Office equipment such as computer, printer, photocopier.
- Microsoft Word, Excel, Power Point, and other related software applications.
- Wastewater NPDES permit and certification regulations.
- SVCW air permit requirements.
- Recycled water treatment, production, and Title 22 regulations.
- 40 CFR 503 Biosolids Regulations.

Ability to:

- Plan activities for multiple or individual operators and engineers.
- Lead operators in process control.
- Maintain records and prepare reports.
- Maintain technical and regulatory competence.
- Communicate effectively verbally and in writing.

- Work with accuracy and attention to detail.
- Operate PC and related software applications.
- Effectively organize and prioritize assigned work.
- Drive and operate motor vehicles.
- Prepare written and verbal reports.
- Facilitate technical meetings with a variety of participants.

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; work in a professional and respectful manner; demonstrate strong two-way communication skills, including the ability to listen, explain and facilitate; demonstrate the ability to ask for and constructively receive input; offer help without being asked; accept suggestions; work with others to solve problems; provide recognition and encouragement; address co-workers needs; identify 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.

Bachelor's degree in biology, engineering, environmental sciences, or related discipline is desired.

Five years' experience as a certified operator in a municipal wastewater treatment plant required.

CERTIFICATES, LICENSES, REGISTRATIONS

California Grade III SWRCB Wastewater Treatment Plant Operator certificate required.

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

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

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

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 gases, 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 and/or on weekends. The noise level in the work environment is usually moderate to loud. Safety is a priority when performing all SVCW work tasks.