

**SILICON VALLEY CLEAN WATER**  
**Job Description**  
**August 2024**

**JOB TITLE: Senior 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 general direction of an Operations Supervisor, acts as shift leader in an assigned area. The Senior Operator performs a broad range of skilled and semi-skilled duties associated with the operation and preventative equipment maintenance of a modern activated sludge wastewater treatment plant. The position is assigned a shift that rotates every four (4) months. The Senior Operator provides leadership and training to Operators.

**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.
- Assists in the coordination, scheduling, and review of the operation and routine preventive maintenance of the wastewater conveyance and treatment facilities during an assigned shift.
- Operates pumps, valves, and other equipment through SCADA, hand controls or mechanical means; monitors equipment function.
- Leads operational activities in accordance with established procedures, regulations, and safety requirements; provides direction to Operators and organizes work on shift.
- Provides operators with ongoing technical and safety training.
- Inspects plant equipment and facilities for proper operation; assists in locating and troubleshooting plant malfunctions and initiates work orders in SVCW's Computerized Maintenance Monitoring System (CMMS).
- Reviews daily plant records to ensure compliance with established operating conditions and parameters.
- Regulates process controls in accordance with the SVCW Process Control Management Plan.
- Reads, records, interprets, and acts on information taken from instruments.
- Makes increasingly complex operating adjustments.
- Prepares oral and written reports.
- Writes new and revises existing Standard Operating Procedures, Operation and Maintenance Manuals, Contingency Plans, and other procedures.
- Orders chemicals; processes and verifies invoices and billing for utilities, chemicals, and supplies
- Verifies invoices for grease and septic receiving.
- Collects data and keeps records; maintains logs (E-Logger software); prepares reports, performs data entry (HACH WIMS).
- Participates in emergency response.
- Receives and assists other Senior Operators and Operators with skill step training and safety training.

- 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.
- When necessary, acts as a 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 a modern activated sludge wastewater treatment plant and related pump stations.
- Safety regulations and practices; emergency response procedures and safety policies Normal operating parameters and guidelines and the 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, and 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:**

- Plan activities for multiple or individual operators.
- Lead Operators.
- Perform heavy manual labor.
- Perform basic laboratory tests, take readings of gauges and meters; maintain records.
- Learn and retain vital information and demonstrate procedures and/or processes.
- Maintain technical and regulatory competence.
- Communicate effectively verbally and in writing in English.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Drive and operate motor vehicles including yard goats, front loader, skip loader, scissor lifts, and forklifts.
- Fill out and prioritize work requests.
- Prepare written and verbal reports.
- Complete and submit computerized work requests.
- Prepare reports.
- Operate the treatment facility using SCADA.
- Utilize PC’s and various computer software programs to perform required job duties.

#### **Interpersonal Effectiveness**

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.
- Three (3) years' experience as a certified operator in a municipal wastewater treatment plant required.

### **CERTIFICATION and LICENSING**

- 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.*

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.*

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 while performing all SVCW work tasks.

*Disclaimer – Job classification descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, nor are they intended to include, every possible activity and task performed by every specific employee.*