

SILICON VALLEY CLEAN WATER
Job Description
March 2025

JOB TITLE: Senior Operator

FLSA: Non-Exempt

CLASSIFICATION: General Represented

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 an Operations Supervisor, acts as a 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.

- Senior Operator leads their shift in promoting and modeling a culture of safety.
- Promote Silicon Valley Clean Water policies and procedures.
- Abide by OSHA Safety regulations and practices; emergency response procedures, and safety policies.
- Ability to learn and regulate all operating parameters and guidelines based on SVCW's Process Control Management Plan.
- Read, record, interpret, and act on information taken from instruments.
- Make increasingly complex operating adjustments.
- Assist in coordinating, scheduling, and reviewing the operation and routine preventive maintenance of the wastewater conveyance and treatment facilities during an assigned shift.
- Operate pumps, valves, and other equipment through SCADA, hand controls or mechanical means; monitors equipment function.
- Lead operational activities per established procedures, regulations, and safety requirements; direct operators and organizes work on shift.
- Provide operators with ongoing technical and safety training.
- Inspect plant equipment and facilities for proper operation; assist in locating and troubleshooting plant malfunctions and initiate work orders in SVCW's Computerized Maintenance Monitoring System (CMMS).
- Review daily plant records to ensure compliance with established operating conditions and parameters.
- Prepare oral and written reports.
- Write new and revise existing Standard Operating Procedures, Operation and Maintenance Manuals, Contingency Plans, work plans, and other procedures.
- Order chemicals; process and verify invoices and billing for utilities, chemicals, and supplies; verify invoices for grease and septic receiving.

- Collect data and keep records; maintain logs (E-Logger software); prepare reports and data entry (HACH WIMS).
- Receive and assist other Senior Operators and Operators with skill step training and safety training.
- Use common hand and power tools. Drive motor vehicles on SVCW and public roadways.
- Participate in emergency response.
- Safely enter and work in confined spaces and assist the SVCW Confined Space Rescue Team.
- Perform “Lock Out Tag Out” on equipment to be repaired.
- When necessary, act as a first aid responder.
- Perform 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.
- Principles and objectives of laboratory analysis for treatment and process control.
- Operation and routine mechanical 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 computers, 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 routine 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, scissor lifts, and forklifts.
- Perform heavy manual labor.
- Fill out and prioritize work requests.
- Prepare written and verbal reports.
- Complete and submit computerized work requests.
- Operate the treatment facility using SCADA.

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.
- Four (4) years' experience as a certified operator in a municipal wastewater treatment plant, and at least two (2) of those years at a Class 4 or Class 5 equivalent wastewater treatment plant required.

CERTIFICATION and LICENSES

- 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 the 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.