

**SILICON VALLEY CLEAN WATER**  
**Job Description**  
**March 2025**

**JOB TITLE: Operations Supervisor**

**FLSA: Exempt**

**CLASSIFICATION: Management**

*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.*

**SUMMARY**

The Operations Supervisor position is a front-line management position within SVCW's Operations and Maintenance Department. Under general direction of the Operations Director, the Operations Supervisor is responsible for planning, organizing, supervising, reviewing, and evaluating the day-to-day work of assigned personnel. Performance of work requires independence, initiative, and discretion within established guidelines. The Operations Supervisor is accountable for Operations Division goals and objectives. This class is distinguished from the Senior Wastewater Treatment Plant Operator by the supervisory responsibility over staff and the assigned operations and maintenance function.

**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.*

- Supervisor takes the lead in developing, promoting, and modeling a culture of safety.
- Accomplish the agency's mission statement of protecting public health and environment.
- Supervise, plan, coordinate, schedule, and review the operation and routine preventative maintenance of the pump stations, conveyance system, and wastewater treatment plant equipment and facilities.
- Monitor and adjust process parameters to ensure permit compliance in all process areas; develop and implement improved operating methods through automation.
- Create, design, plan, implement, and maintain administrative programs guiding the operation and maintenance of the pump stations, conveyance system, and wastewater treatment equipment and facilities. Supervise and direct contractor activities; compile project contract packages.
- Supervise, direct, and evaluate employees; enforce company policies and procedures; follows up on performance and discipline issues; verify staffing levels.
- Train staff; develop process controls and safety training programs; determine training needs and verify training completion.
- Provide budget input to Management. Monitor and maintain budgets; report on budgeted expenses, prepare budget amendment recommendations.
- Manage emergency response; direct staff, implement emergency response actions and procedures.
- Review and evaluate operational data and operations procedures.
- Evaluate and report on special operations issues and implement recommendations.
- Implement operational changes to ensure compliance with established standards and regulations.

- Inspect pump stations, conveyance system and plant equipment; assist in locating and problem-solving process and equipment malfunctions. Perform duties of subordinate operators as required.
- Conduct visitor tours.
- Direct compilation of operational records; maintain documentation; prepare reports.
- Initiate purchase requests and work orders.
- 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 pump stations, conveyance system and an activated sludge wastewater treatment plant.
- Operation and routine mechanical maintenance of pumps, motors, and metering equipment.
- Modern office methods and procedures.
- Word processing, spreadsheet, SCADA, operations database experience, and other related software applications.

### **Ability to:**

- Analyze and correct functional faults in equipment and processes.
- Perform heavy manual labor.
- Maintain accurate records; prepare reports.
- Maintain technical and regulatory competence.
- Review and approve Operational Manuals, Standard Operating Procedures (SOP), Contingency Plans, Work Plans, and Training Modules.
- Write clear and concise training modules and directives.
- Supervise, train, and evaluate employees.
- Communicate effectively verbally and in writing.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships.

## **Interpersonal Effectiveness**

Effectively collaborate within an organization dedicated to continuous improvement. Establish and maintain a positive customer service attitude and foster strong working relationships with both internal and external customers. Demonstrate strong two-way communication skills, including the ability to listen, explain, and facilitate discussions. Be proactive in seeking input, offering help without being asked, and accepting suggestions from others. Work together to solve problems while providing recognition and encouragement. Address the needs of co-workers by identifying issues and concerns, exploring potential 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. Associate's degree in trades or sciences or higher college degree preferred.
- Five (5) years' experience in the operation of a Class 4 or Class 5 equivalent wastewater treatment plant.

### **CERTIFICATION and LICENSES**

- Possess and hold a valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.
- California Grade III or higher Water Quality Control Plant Operator's certificate.

### **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 accommodation 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 sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to climb stairs and ladders, 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. May be required to be physically capable of being medically certified to wear a respirator.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation 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 conditions and regularly works near a video display. 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 occasionally exposed to outside weather conditions and uses a vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate. May be assigned, or called in, to work in the evenings, nights, days and/or on weekends, including holidays.

*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.*