

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

**JOB TITLE: 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 the supervision of an Operations Supervisor and technical/functional direction by a Senior Operator, the Operator performs a broad range of skilled and semi-skilled duties associated with the routine operation and preventative maintenance of equipment in connection with the continuous operation of a modern activated sludge wastewater treatment plant. The position is assigned to a shift that rotates every four (4) months.

**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.
- Perform process monitoring and process control; with oversight, adjust processes to keep within established parameters; collect samples and run laboratory analyses.
- Operate pumps, valves, and other equipment through SCADA, hand controls, or mechanical means and monitor equipment function.
- Regulate wastewater flow through treatment processes.
- Operate the treatment plant utilizing the SCADA system.
- Perform standardized process control tests.
- Clean, lubricate, and perform routine maintenance of equipment, facilities, and grounds.
- Inspect plant equipment, perform preventative maintenance, report failures and/or operating difficulties.
- Initiate detailed work orders and repair requests in SVCW's Computerized Maintenance Monitoring System (CMMS).
- Assist other Operators with skill step training and safety training.
- Collect data and keep records; maintain logs (E-Logger software); prepare reports, perform data entry (HACH WIMS software).
- Receive supplies and ensure their proper storage; receive and handle chemicals.
- Participate in emergency response.
- Use common hand and power tools.
- Drive motor vehicles on SVCW and public roadways.
- 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.
- Verify invoices for grease and septic receiving.
- 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:**

- 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.
- Elementary chemistry and biology.
- Operation and maintenance of motors, pumps, and related equipment.
- Office equipment such as a computer, printer, and photocopier.
- Word processing, spreadsheet, and other related software applications.

### **Ability to:**

- Problem solve.
- Perform heavy manual labor.
- Learn to perform basic laboratory tests, take readings of gauges and meters, and maintain records.
- To learn and retain vital information and the ability to demonstrate the procedures or processes.
- Communicate effectively verbally and in writing in English.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.
- Drive and operate motor vehicles, including yard goats, front loaders, skip loaders, scissor lifts, and forklifts.
- Learn to operate the treatment facility using SCADA.
- Learn about our Wastewater NPDES permit and certification regulations.
- Learn about our Recycled water treatment, production, and Title 22 regulations.

### **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.
- Experience in wastewater treatment, water treatment, or chemical plant operations.

### **CERTIFICATION and LICENSING**

- Minimum California Grade I SWRCB Wastewater Treatment Plant Operator Certificate.
- Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards are required.
- Obtain certification 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 to finger, 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, holidays, 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.*