

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

**JOB TITLE: Operator-In-Training**

**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 direct supervision of an Operations Supervisor and monitoring by a California SWRCB Certified Wastewater Operator, the Operator-In-Training (OIT) inspects and performs routine operation and preventative maintenance on a variety of equipment in connection with the continuous operation of a modern activated sludge wastewater treatment plant. An OIT is required to work an assigned shift that rotates every four (4) months. An OIT must complete one full year of qualifying experience or a minimum of 1,800 hours in wastewater operations to become certified.

This is a 2-year commitment. At the end of the 2 years and successfully completing and obtaining the Grade I Wastewater Operator certification administered by the California State Water Resource Control Board, the OIT/Operator could be promoted into a position, subject to requirements and available positions.

**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 and support the SVCW Safety Culture.
- Conduct reads and rounds on plant and pump station equipment.
- Perform standardized control tests.
- Clean, lubricate, and perform routine maintenance of plant equipment, facilities, and grounds.
- Inspect plant equipment, perform preventative maintenance, report failures and/or operating difficulties.
- Initiate work orders and repair requests in SVCW's Computerized Maintenance Monitoring System (CMMS).
- Collect data and keep records; maintain logs (E-Logger software); prepare reports, perform data entry (HACH WIMS).
- Monitor the operation of automatic bar screens at pump station and Treatment Plant.
- Perform scheduled cleaning of Primary Sedimentation Tank scum accumulation, Primary Thickener weirs and Secondary Clarifier weirs.
- Clean Beast FOG Screening Unit and the FOG receiving area.
- Change screening and grit collection bins.
- Set up pumps, generators, hoses, and other equipment for tank dewatering and scheduled shutdowns.
- Clean process tanks, conveyance channels, and piping.

- Participate in scheduled plant shutdowns to facilitate maintenance activities.
- Equipment refueling.
- Drying bed operation and cleaning.
- Routine maintenance on air relief valves.
- Receive supplies and ensure their proper storage; receive and handle chemicals.
- 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 Entry Team.
- Perform “Lock Out Tag Out” on equipment to be repaired.
- Participate in daily turnover and Process Control Meetings.
- Participate/complete all required safety training.
- 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:**

- Basic knowledge of tools, materials, and techniques used in general repair or construction.
- Fundamental understanding of 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:**

- Learn Silicon Valley Clean Water policies and procedures.
- Understand and follow safety rules and protocols, including confined space entry and chemical handling.
- Perform heavy manual labor.
- Demonstrate effective problem-solving skills.
- Demonstrate safe work practices required in wastewater treatment operations.
- Solve simple algebraic problems.
- Learn to diagnose malfunctions in the wastewater treatment plant and determine appropriate corrective action.
- Learn applicable regulations relating to wastewater treatment standards.
- Learn the elementary principles of chemistry, biology, and mathematics.
- Learn to perform basic laboratory tests, take readings of gauges and meters, and maintain records.
- 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 pickups, yard goats, forklifts, electric carts, scissor lifts, and other industrial powered vehicles.
- Prepare reports.
- Learn to operate the treatment facility using SCADA.
- Learn to utilize 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 (such as a GED).
- College transcripts or a diploma recognized by the State of California.
- Certificates of completion for wastewater treatment and management courses.
- Experience in wastewater treatment, water treatment or chemical plant operations is desirable.
- Must be at least 18 years of age.

## **CERTIFICATION and LICENSES**

- Meet the required education and/or experience above to obtain an Operator-In-Training Certificate issued by the California State Water Resource Control Board.
- Must obtain California Grade I SWRCB Plant Operator's certificate within eighteen (18) months from date of hire.
- Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards are required.

## **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 uses their hands to finger, handle, or feel, reaches with their hands and arms, and communicates 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 – 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.*

