

SILICON VALLEY CLEAN WATER
Job Description
January 2026

JOB TITLE: Plant Mechanic - Instrumentation Technician

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 supervision of an Operations Supervisor, performs skilled Instrumentation and minor electrical maintenance, installation, and repair work, and assists other Instrumentation staff as needed at the Agency's remote pump stations and modern Class V activated sludge wastewater treatment plant.

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 "Lock Out Tag Out" on equipment.
- Abide by OSHA Safety regulations and practices.
- Collect samples to perform analyses, for testing and calibrating Operations Division process control equipment (equipment can include chlorine and bisulfite analyzers, dissolved oxygen sensors, turbidity meters, and others).
- Maintain various wastewater plant systems and equipment, such as sampling equipment, flow meters, oxygen sensors, mix liquor probes, gas monitors, electronic level sensors, and pressure and flow systems.
- Fabricate parts, fittings, and assemblies used in the repair and construction of the plant and pump station facilities, treatment process units, and their control systems.
- Calibrate and maintain personal gas monitors.
- From work orders, drawings, specifications, and verbal instructions; perform a variety of complex tasks; fabricate parts, fittings, and assemblies used in the repair and construction of the plant and pump station facilities, treatment process units, and their control systems, not including SCADA or PLC systems.
- Read, record, interpret, and act on information taken from instruments.
- Assist in locating and troubleshooting plant equipment malfunctions and initiate work orders in SVCW's Computerized Maintenance Monitoring System (CMMS).
- Take part in the preventive maintenance, repair, and installation of all instrumentation equipment.
- Participate in emergency response.
- Assist in developing and implementing improvement projects for the facilities' structures, systems, and equipment.
- Assist in the writing of work plans.
- Use hand and power tools, precision measuring instruments.

- Make rough estimates of labor, materials, and supplies required for the performance of specific assignments.
- Basic understanding of the process flow path.
- Drive motor vehicle on SVCW and public roadways.
- Perform 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:

- Standard practices, methods, tools, and materials of the electrical, instrumentation, and mechanical trades.
- Knowledge of National Electric Codes and OSHA regulations.
- Mathematics, chemistry, and physics.
- Use of bench, hand, and power tools, machines, and equipment of the mechanical trades.
- Office equipment such as a computer, printer, and photocopier.
- Word processing, spreadsheet, and other related software applications.

Ability to:

- Understand and follow all applicable safety regulations and practices.
- Understand and comply with all SVCW's Standard Administrative Policies (SAP) and Memorandum of Understanding (MOU).
- Learn, retain information, and demonstrate procedures.
- Prepare written and verbal reports.
- Manipulate hand tools.
- Ability to distinguish colors
- Perform heavy manual labor.
- Work with accuracy and attention to detail.
- Operate PC and related software applications.
- Effectively organize and prioritize assigned work.
- Communicate effectively in English, both verbally and in writing.
- Take directions and complete work as assigned.
- Work effectively with general supervision.
- Perform arithmetical calculations correctly.

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.
- One (1) year of experience in semi-skilled and skilled instrumentation maintenance work involving electrical, instrumentation, and mechanical repair and installation.

CERTIFICATION and LICENSES

- Ability to obtain California Water Environment Association (CWEA) Grade I Electrical/Instrumentation certification 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.
- Obtain a 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, stand, bend, stoop, kneel, and climb. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is required to 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 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. The employee is exposed to chemicals, fumes, and odors; works at heights; uses power tools; and works with and around machinery with moving parts. The employee is occasionally exposed to outside weather conditions and operates various powered vehicles and special-purpose equipment. The noise level in the work environment is usually moderate to loud. May be assigned, or called in to work in the evenings, nights, and days, and/or on weekends, including holidays. Safety is a priority when 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 not intended to include, every possible activity and task performed by every specific employee