

**SILICON VALLEY CLEAN WATER**  
**Job Description**  
**May 2026**

**JOB TITLE: Planner/Scheduler**

**FLSA: Non-Exempt**

**CLASSIFICATION: Confidential-General**

*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**

Under general supervision, this position is responsible for planning and coordinating preventive, proactive, corrective, routine, and emergency maintenance on the treatment plan, pump station equipment, and facility equipment. Scheduling maintenance tasks with the Operations & Maintenance Divisions to ensure that the equipment is available and properly secured prior to any maintenance activities. The Planner/Scheduler is also responsible for ensuring that all parts are available and correct for performing the desired tasks. The Planner/Scheduler is expected to utilize the computerized maintenance monitoring system (CMMS) work order pilot (WO-Pilot), process requisitions for material purchases, use the asset management program to develop preventive maintenance, and communicate with Operations when the equipment is fully repaired and released for return to service.

The Planner/Scheduler uses judgment and experience to evaluate needs, solve problems, and advise Supervisors/Directors of recommended actions, procedures, and guidelines as appropriate. The Planner/Scheduler coordinates with a broad group of staff members, organizes and leads meetings, and ensures appropriate follow-up activities are completed.

**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.*

- Work as a team member in all work efforts towards planning for preventive maintenance, corrective maintenance, and installation of all facilities' process systems, structures, and equipment.
- Prepare for and facilitate weekly planner/scheduler meetings for work order coordination between Operations and Maintenance.
- Assist as necessary with the planning and coordination of contractors, consultants, and vendor-related System Outage Requests (SOR's).
- Assist in tracking assets to provide the Asset Management Specialist with information regarding labor and material costs, estimated asset life cycles, and the identification of asset serial/model numbers and their locations.
- Assist with prioritization and coordination of daily maintenance activities between Operations and Maintenance Divisions, develop repair plans with Maintenance staff by reviewing work orders, clarify intent with originator, determine scope of work for each job, and ensure that repair parts and materials are received and available prior to commencement of jobs.
- Collect details pertaining to installation, maintenance, and repair history and other information to ensure a current and complete record of work and site documentation.

- Work closely with the Materials Specialist to maintain appropriate inventory, develop critical equipment inventory, parts list, and assist with the removal of obsolete parts from inventory.
- Coordinate documents and information, including drawings, schematics, equipment lists, and Operations and Maintenance Manuals; update manuals as needed; document all parts required for each piece of equipment for reference when re-ordering.
- Review, develop, and schedule changes to the preventive and corrective maintenance programs, which may include mechanical, electrical, and lubrication components.
- Ensure compliance with safety regulations and respond to emergencies.
- Train users on the CMMS Work Order Pilot (WO-Pilot), including how to generate work orders, add service notes, set up filters for assigned work orders, and complete work orders.
- Assign preventive maintenance work orders to maintenance staff.
- 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:**

- General knowledge of tools, equipment, and safe working practices in the maintenance field.
- Desirable wastewater treatment plants, pump stations, and/or facilities experience.
- Planning and scheduling maintenance and repair work.
- Parts inventory and control.
- Safety regulations and practices; emergency response procedures and safety policies.
- Office equipment such as a computer, printer, barcode scanner, and photocopier.
- General knowledge using Microsoft Power Apps, SharePoint, Word, Excel, and other related software applications.

#### **Ability to:**

- Understand and follow all applicable safety rules.
- Ability to distinguish colors.
- Effectively organize and prioritize assigned work.
- Take directions and complete work as assigned.
- Understand and follow oral and written directions in English.
- Communicate effectively, verbally and in writing in English.
- Work effectively with general supervision.
- Perform arithmetical calculations correctly.
- Operate all SVCW equipment and vehicles in a safe manner at all times.

#### **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 equivalent certificate or diploma recognized by the State of California. An associate or bachelor's degree in trades is desired.
- Minimum of one (1) year of experience in wastewater treatment maintenance and/or facility maintenance.

### **CERTIFICATION and LICENSES**

- Certification as a California Wastewater Treatment Operator and/or a California Water Environment Association (CWEA) Mechanical Technologist Certification is desired.
- Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

### **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 ability to adjust focus. The employee must be able to sit up to 50% of the time and work at a computer.

### **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 may work at heights and work with and around machinery having moving parts. The employee is exposed to outside weather conditions, to gases, fumes, and odors, and to untreated and partially treated wastewater. The employee operates light utility vehicles, including a variety of powered vehicles, forklifts and special purpose equipment. The noise level in the work environment may be moderate to loud. May be assigned, or called in, to work in the evenings, nights, and 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*