



Planner / Scheduler

\$10,200.67 - \$13,591.07/month (\$58.85 - \$78.41/hour) Depending on qualifications & experience.
Confidential General Classification. Fully benefitted position.

Silicon Valley Clean Water (SVCW) is a diverse group of approximately 100 people dedicated to conveying and treating wastewater from more than 300,000 people and businesses in our service area. We are a Joint Powers Authority serving the communities of Belmont, Redwood City, San Carlos, and the West Bay Sanitary District. We value environmental stewardship and innovation and, by effectively treating wastewater at our advanced treatment facility, we help keep San Francisco Bay clean and environmentally healthy. SVCW is currently celebrating its 50th anniversary under the campaign "Innovation at 50", highlighting decades of environmental leadership and a forward-looking vision for clean water. More information can be found at www.svcw.org.

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.

Every employee appointed to a position at SVCW shall serve at the will and pleasure of the appointing authority.

THE IDEAL CANDIDATE

- 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.

A JOINT POWERS AUTHORITY

REDWOOD CITY | SAN CARLOS | BELMONT | WEST BAY SANITARY DISTRICT
1400 Radio Road Redwood City, California 94065 (650) 591-7121 www.svcw.org

- 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.

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; demonstrate 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; identify issues and concerns, explore solutions and implement improvements.

MINIMUM QUALIFICATIONS

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 TASKS AND ENVIRONMENTAL CONDITIONS

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.

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.

SVCW PERKS

- CalPERS Retirement: CalPERS Classic members 2%@60 and PEPRA members 2%@62 retirement.
- Medical Insurance: Fully paid health premiums for employees and dependents (up to the Kaiser rate); cash in lieu option available at \$400 per month.
- Dental and Vision: Fully paid by SVCW for employees and dependents.
- Medical Appointment Leave: 24 hours each Fiscal Year.
- Life Insurance: SVCW pays for basic life insurance up to \$100,000.
- Long-Term Disability Insurance: 2/3rds of salary up to the maximum monthly.
- Short Term Disability program offering up to 90 days of full salary continuation.
- Voluntary Benefits: deferred compensation plans (with Agency annual matching), health savings plans and flexible spending accounts (FSAs).
- Holidays: 9 holidays per year plus 5 floating holidays.
- Vacation: ranging from 10 to 25 days per year based on years of service.
- Work Schedule: This position typically works 40 hours per week, 5 days a week.
- Computer Purchase Loan Program.
- Wellness Program: Access to an array of wellness programs such as massage, fitness and meditation classes through ClassPass, Employee Assistance Program (EAP).

PRE-EMPLOYMENT PROCEDURES

The selection process may include, but is not limited to, an evaluation of the applicant's qualifications, interviews conducted by an appraisal board or departmental personnel, written and/or practical examinations, and reference checks. Any offer of employment is contingent upon the successful completion of all applicable pre-employment requirements, which may include verification of employment and education history, a criminal background investigation, and a pre-employment medical examination and drug screening.

You will be contacted regarding all phases of this recruitment via email, so please check your inbox for correspondence regarding next steps and results through the exam process. Please ensure that the email address on your application is correct and current before submitting your application.

HOW TO APPLY

- Application and Detailed Job Description can be found on the employment page at www.svcw.org
 - Complete an SVCW online employment application.
A resume and cover letter will not be accepted in lieu of the Authority's application form.

Filing Deadline

July 17, 2026, at 4:00 p.m. We encourage qualified applicants to apply now. Applications received after the deadline will be returned.

Application Screening and Panel Interview

Possession of the minimum qualifications does not guarantee an invitation to the next step in the selection process. All candidate materials will be carefully evaluated and only those considered best qualified will be invited to the next step in the selection process.