



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<https://sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Senior Water Pollution Control Operator**

An Equal Opportunity Employer

SALARY

\$43.77 - \$55.86 Hourly

OPEN DATE: 10/13/20

CLOSE DATE: Continuous

THE POSITION

SENIOR WATER POLLUTION CONTROL OPERATOR

Regular Full-Time Employment Opportunity

The City of Sunnyvale is seeking a highly motivated individual for the position of **Senior Water Pollution Control Operator**. The ideal candidates will have a journeyman level understanding of Wastewater Treatment and the associated equipment and controls required to operate those systems. The Sunnyvale Water Pollution Control Plant is a Class V Wastewater Treatment Facility with Recycled Water production.

The Sunnyvale Water Pollution Control Plant is undergoing an exciting transition, we are replacing original processes, structures, and equipment with the latest treatment technologies and we would like you to be part of that upgrade. The SWPCP is currently constructing new Screening, Pumping, Grit Removal, Sedimentation, Odor Control, Power Distribution, and SCADA system as the first major replacement effort. The Plant is also in design for a new Secondary Treatment process with Dewatering and Thickening to carry the city forward in our on-going effort to protect the bay and provide high-quality Recycled Water.

The Senior Water Pollution Control (WPC) Operator provides support for their team members on an assigned shift. The Senior WPC Operator, as the shift supervisor, oversees the operation, inspection, and maintenance of the treatment process, plant equipment, and facilities. The Senior WPC Operator is a reliable communicator that prioritizes tasks and ensures that Operators, Maintenance, and other team members work in a safe and productive environment.

For a complete job description, please click here: [Job Description](#)

ESSENTIAL JOB FUNCTIONS

(May include, but are not limited to, the following):

- Performs all water pollution control operator duties including, operating centrifugal pumps, piston pumps, valves, sluice gates, blowers, mechanical bar screens, chemical feeders, chlorinators, collectors, aerators, channel masters or grinders; monitors, reads and calculates the flow of water through the Water Pollution Control Plant by meters, gauges and visual inspections.
- Oversees and inspects the work of assigned staff, and ensures the safe, compliant and effective operation of the plant.

- Coordinates emergency response measures at the plant; notifies the Department of Public Safety as needed; and is familiar with contingency plans, operations, layout and activities in the facility, including the location of all pertinent records and documents.
- Monitors all of the plant processes to ensure that local, state, and federal regulatory requirements are met.
- Reviews, comments and makes recommendations on plans and specifications for Capital Improvement Projects during design and construction at the Water Pollution Control Plant.
- Acts as liaison and coordinator for contractors and vendors on an as-needed-basis.
- Operates and makes minor repairs to engines, motors, pumps, sedimentation basins, chlorinators, contact channels and other related equipment.
- Becomes proficient at the use and application of the Plants Computerized Maintenance Management System and issues work orders in a timely fashion to ensure equipment is properly maintained.
- Certifies log books entries are accurate, complete and meet established guidelines.
- Performs analytical tests as needed.
- Performs confined space entry and may oversee such entries and ensure compliance with appropriate safety regulations
- Conducts sampling and monitoring by boat in the outfall channel, sloughs and ponds as necessary
- Ensures cost effective operations through the control and monitoring of electrical and chemical usage and costs.
- Regulates removal of primary sludge, sedimentation tank skimming and programming of sludge cycles.
- Checks and reviews time cards, and ensures compliance with vacancy guidelines; assists in training assigned staff and makes recommendations for improvement when needed.
- May act as the Designated Operator in Charge for the Water Pollution Control Operations Manager in his/her absence.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires near and far vision when operating assigned equipment. Acute hearing is required in both the field and the office. The ability to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat, and cold. The incumbent may be exposed to chemicals, hazardous materials, skin irritants, fumes, and solvents. The nature of the work may also require the incumbent to perform confined space entries, climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and work in heavy traffic conditions. All the work at the plant requires the use of appropriate personal protective equipment and/or established safety programs to perform the job. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

Graduation from high school or tested equivalent, AND

Three years of experience in the operation and maintenance of a wastewater treatment plant.

Knowledge, Skills and Abilities

Knowledge of:

- Chemistry, biology and operation of: primary treatment, oxidation ponds, fixed growth reactors, air flotation tanks and filtration; polymer, chlorine and sulfur dioxide additions, and other related wastewater and water reclamation technology, equipment and practices.
- Principles and practices necessary in the operation of filtration and disinfection for a Water Reclamation Plant.
- Principal and practices necessary in the operation of the Power Generation Facility and operation of related equipment.
- Regulatory agency guidelines as they apply to discharges of wastewater for both receiving water and water reclamation discharge.
- Mechanical, electrical and hydraulic principles.
- Safety procedures pertaining to plant operations, including the techniques for handling and storing hazardous chemicals, and responding to and reporting chemical spills and other emergencies.

Skill in:

- The use of hand, power, mechanical, electrical and pneumatic tools, parts and support equipment including their proper identification and application.

Ability to:

- Carry out all of Sunnyvale Water Pollution Control Plant standard operating procedures, and operations and maintenance requirements.
- Read and interpret drawings, plans, schematics and specifications.
- Keep accurate records and prepare clear and concise reports, correspondence and memoranda.
- Supervise and train assigned staff.
- Perform all plant operations without direct supervision.
- Analyze and correct plant operations problems, and ensure continuous safe operation of the plant.
- Perform routine laboratory analysis for treatment and process control evaluation.
- Work as a an effective member of a team capable of listening, taking direction and offering support.
- Travel to various and remote locations in and around the Water Pollution Control Plant, surrounding ponds and landfill area.

- Understand and carry out oral and written instructions, and to communicate in a professional manner both orally and in writing; establish and maintain effective working relationships with others.
- Respond to emergencies at any time of the day or night, or on weekends or holidays; occasionally perform duties for periods longer than the normal eight-hour work day or more than five days per week, or both.
- Work with, in, and around influents containing industrial wastes, plant process chemicals, hazardous materials, and residential sewage.
- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make complex operational adjustments based on recorded data.
- Wear a respirator or breathing apparatus.
- Observe safety principles and work in a safe manner.
- Operate standard office equipment.

Licenses and Certificates

- Possession and continued maintenance of a valid class C California driver's license and a safe driving record.
- Possession of a valid Grade III Wastewater Treatment Plant Operators Certificate issued by the California State Water Quality Control Board.

APPLICATION AND SELECTION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources.

This position is open continuous.

Candidates are asked to fully describe any training, education, experience or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at Sunnyvale.ca.gov and click on City Jobs or application materials may be submitted to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086. Incomplete applications will not be accepted.

EXAM PROCESS

Applications will be screened based on the minimum qualifications of this position. Based upon a review of the application materials, qualified candidates will be invited to participate in the next stage of the examination process, which may consist of an oral exam. Those candidates that meet the minimum qualifications will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

If selected to continue in the process, a copy of your current California Department of Motor Vehicles (DMV) record printout will be required. To obtain a copy, you can go to the DMV website at <http://www.dmv.ca.gov/portal/dmv/detail/online/dr> to purchase your record on-line for \$2.00.

SELECTION PROCESS

Candidates who meet the minimum qualifications will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check as well as a medical exam(s).

administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

ADDITIONAL INFORMATION

Positions in this job classification are represented by the Sunnyvale Employees Association (SEA).

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #19-00138

SENIOR WATER POLLUTION CONTROL OPERATOR
SG

Senior Water Pollution Control Operator Supplemental Questionnaire

* 1. Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

****Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

- ☐ Yes
☐ No

* 2. Do you have a high school diploma or an equivalent (GED)?

- ☐ Yes ☐ No

* 3. Do you have at least three years (40 hours per week) of experience in the operation and maintenance of a wastewater treatment plant?

- ☐ Yes ☐ No

* 4. If you answered "Yes" to the question above, please describe your experience with operation and maintenance of a wastewater treatment plant below. Please include the agency you work for, number of years you worked for them and your specific job duties you were responsible for. If you do not have this experience, please indicate N/A below.

* 5. Describe your experience reviewing and creating standard operating procedures (SOP's) for water/wastewater operations. If you do not have this experience, please indicate N/A below.

* 6. This position requires a Grade III Wastewater Treatment Plant Operator Certificate by the California State Water Resources Control Board. Do you possess a valid Grade III or above Wastewater Treatment Plant Operators Certificate issued by the California State Water Resources Control Board?

- ☐ Yes ☐ No

* 7. Do you have a valid California Driver's license with a safe driving record?

- ☐ Yes
☐ No

* Required Question