

Central Marin Sanitation Agency
1301 Anderson Drive
San Rafael, CA 949
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LEAD MAINTENANCE REPAIR WORKER

SUMMARY

Under general supervision, performs advanced, complex and critical preventive maintenance on, repairs and replaces a variety of components on pump stations and a variety of facilities and stationary and mobile equipment of as found in a wastewater treatment plant and related facilities; directs the work or staff on a project or day-to-day basis; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following:

- Inspects a variety of complex and critical stationary and mobile mechanical equipment, facilities and related appurtenances, such as found in a wastewater treatment plant and related facilities.
- Maintains the Agency' pump stations and cogeneration facilities.
- Installs, performs preventive maintenance on, repairs and replaces such equipment.
- Troubleshoots complex equipment problems, and recommends time, equipment and materials required to effect repairs; makes emergency repairs as required.
- Repairs, overhauls or replaces malfunctioning, damaged or worn parts, materials and equipment.
- Cleans, services and paints equipment, machinery, vehicles, structures, buildings, pipelines, storage tanks and any additional items.
- Services, adjusts and tunes a variety of equipment such as engines, motors, pumps, valves, control systems, boilers, heat exchangers, chemical feed systems.
- Uses gas and/or arc welding equipment to cut, heat, weld or braze.
- Uses and performs maintenance on a variety of hand and power tools and safety equipment.
- Reads and interprets specifications, diagrams, manuals and other documentation.
- Designs equipment installations and modifications; makes required mathematical calculations prepares schematics and diagrams for documenting installations; determines supplies and materials required.
- Assists in maintaining an inventory of materials, tools and supplies; requisitions materials as required.
- Confers with operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Makes changes to and maintains control records regarding Agency lock and key systems.
- Maintains accurate records and files of work performed and materials and supplies used.
- Observes appropriate safety procedures and works to applicable codes and guidelines.
- Attends training and safety sessions as assigned.
- Direct the work of less experienced or seasonal workers on a project or day-to-day basis; provides technical assistance to staff and instructs staff in work and safety procedures; provides input into employee performance appraisals.
- Performs confined space entry and rescue.
- Acts for the Maintenance Supervisor on a relief or as assigned basis.

SUPERVISORY RESPONSIBILITIES

Indirectly supervises employees in the Maintenance Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning and directing work, appraising performance, rewarding and disciplining

employees, addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Equivalent to graduation from high school supplemented by trade school training in a mechanical repair or related field. Completion of an appropriate apprenticeship program is desirable.

Possession of a Grade III Maintenance Worker certificate issued by the California Water Environmental Association (CWEA), or three years of experience in the maintenance and repair of a variety of structures, facilities and equipment such as found in a secondary wastewater treatment plant and related pumping facilities and the ability to obtain a Grade III certificate within two years of appointment. Failure to maintain this certificate may result in loss of employment

INTERPERSONAL SKILLS

Ability to interact with others(co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from supervisors, equals and subordinates; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely affecting impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

LANGUAGE SKILLS

Ability to read, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, correspondence and procedures. Ability to effectively present information and respond to questions from staff, other departments' managers, customers, the public, and technical representatives.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to recognize, mitigate and correct unsafe conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.

Failure to maintain these standards may result in loss of employment.

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 use hands to finger, handle, or feel and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds

up to 9" off the ground (such as for a manhole cover). Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; to moving mechanical parts; fumes or airborne particles; and outdoor weather conditions. The employee is occasionally exposed high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration.

The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

May be required to be "On Call" on a rotating basis. May be required to be available to work overtime and off-shift hours, including weekends, on a project or emergency basis.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title:	Maintenance Lead Worker
Department:	Maintenance
Reports To:	Maintenance Supervisor
FLSA Status:	Non-Exempt
Date:	May 2007

