

Central Marin Sanitation Agency  
1301 Andersen Drive  
San Rafael, CA 94901  
415.459.1455 415.459.3971 FAX

## **MAINTENANCE SUPERVISOR**

### **SUMMARY**

Under general supervision of the Treatment Plant Manager; plans, supervises and reviews the work of the maintenance staff. Performs advanced, complex and critical preventive and corrective maintenance, repairs and replacement on stationary and mobile equipment as found in the wastewater treatment plant, pump stations and other facilities. Regularly uses the Computerized Maintenance Management System (CMMS) to create, assign, complete, and enter work done on work orders. Performs related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties Include, but are not limited to the following:

- Plans, prioritizes, assigns, supervises and reviews maintenance activities and the work of crews maintaining and repairing such equipment as pumps, valves, electric motors, electrical and electro-mechanical equipment, gas engines and other equipment found in a wastewater treatment plant and related facilities.
- Installs, performs preventive maintenance on, and repairs and replaces the Agency's equipment, chemical stations and contract pump stations.
- Trains staff in work and safety procedures, evaluates the work of staff, and participates in selection and disciplinary procedures.
- Directs the work of the Maintenance Department and coordinates as necessary with other Agency departments, work groups and staff.
- Provides input to and participates in the administration of the annual budget.
- Manages and organizes inventory storage to maintain parts, materials, supplies and tools; requisitions additional materials as required by CMMS inventory control or for projects.
- Troubleshoots complex equipment problems, and estimates time, equipment and materials required to effect repairs.
- Sets up training for staff on existing SMPs and on new equipment or techniques.
- Participates in maintenance functions of the plant and related facilities, performing such activities as:
  - Inspecting a variety of complex and critical stationary and mobile mechanical equipment, facilities and related appurtenances;
  - Maintaining the Agency's cogeneration facilities and contract pump stations;
  - Repairing, overhauling or replacing malfunctioning, damaged or worn parts, materials and equipment;
  - Cleaning, servicing and painting equipment, machinery, vehicles, structures, buildings, pipelines, storage tanks and any additional items;
  - Reading and interpreting specifications, diagrams, manuals and other documentation;
  - Designing equipment installations and modifications; making required mathematical calculations and preparing schematics and diagrams for documenting installations.
- Uses and maintains a variety of hand and power tools and safety equipment.
- Performs confined space entry and rescue as required.

- Maintains accurate records in CMMS and in files of work performed and materials and supplies used.
- Regularly reviews critical equipment records to ensure asset condition updates and repair planning.
- Observes appropriate safety procedures, oversees Equipment Specific LOTO Procedures, and works to applicable codes and guidelines. Assigns and/ or leads training and safety sessions as required.
- Attends meetings, training and prepares reports as necessary.
- Performs the duties of the Treatment Plant Manager on a relief or an as-assigned basis.

**SUPERVISORY RESPONSIBILITIES**

This position supervises up to ten employees including leads, mechanics, painters, landscapers and utility workers. Carries out supervisory responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory and safety laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, staffing coverage, and directing work; tracking and authorizing time sheets; setting staff work expectations, performance goals, and work plans; appraising performance; rewarding and disciplining employees; investigating, addressing and resolving personnel complaints and related 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**

Three years of experience in the maintenance and repair of a variety of equipment, structures, and facilities such as found in a secondary wastewater treatment plant and related pumping facilities. Equivalent to graduation from high school supplemented by training required for certification by the CWEA.

**INTERPERSONAL SKILLS**

Ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and 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 Plant Maintenance Mechanical Technologist Grade III certification issued by the California Water Environment Association(CWEA). 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, reach with hands and arms, and talk or hear in person or on the telephone or radio. Hearing is frequently required for equipment operation analysis. The employee frequently is required to stand, walk, sit, and climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to smell, using odors to determine process or equipment problems.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally be required to lift and/or move up to 100 pounds.

Specific vision ability required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must regularly be fit tested and have the respiratory function to use an SCBA occasionally (in emergency situations).

**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 to 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.

Employee will be required to be "On Call" on a rotating basis and will 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 Supervisor  
**Department:** Maintenance  
**Reports To:** Treatment Plant Manager

**FLSA Status:** Non-Exempt  
**Revised Date:** January 2007