



## **CENTRAL MARIN SANITATION AGENCY**

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

### **ASSISTANT MAINTENANCE SUPERVISOR**

#### **SUMMARY**

Under supervision of the Maintenance Supervisor, supervises and provides direction to subordinate lead workers, maintenance technicians, electrical/instrumentation technicians, institutional utility laborers, and utility workers. Plans, organizes, schedules, oversees and performs preventive, predictive, and corrective maintenance, repairs, and replacement work on stationary and mobile equipment as found in a wastewater treatment plant, collection systems, and related facilities. Regularly uses a Computerized Maintenance Management System (CMMS) to create, schedule and assign, perform, complete, and reconcile work orders. Ensures that maintenance department activities adhere to all applicable laws, regulations, and Agency policies.

#### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:**

- Plans, prioritizes, assigns, supervises and reviews maintenance activities and the work department staff as assigned.
- Installs, performs preventive maintenance on, and repairs and replaces equipment.
- Provides technician training and development as needed. Stipulates safe work practices and mandates adherence to all Agency safety policies and procedures. Instructs employees in safe work practices and procedures to be followed while working with and around all equipment.
- Directs the work assigned by the Maintenance Supervisor and coordinates as necessary with other Agency departments, work groups and staff.
- Troubleshoots complex equipment problems, plans and estimates time, equipment, and materials required to effect repairs.
- Maintains power systems including cogeneration tuning and controls, emergency generator transfer controls and switchgear, and various battery backup systems.
- Installs, monitors, tests, calibrates, troubleshoots, maintains, and repairs pneumatic, electrical, electronic, hydraulic, HVAC, control equipment, and electro-mechanical systems.
- Regularly reviews critical equipment records to ensure asset condition updates and repair planning.

#### **OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:**

Duties include, but are not limited to the following:

- Directs and organizes inventory storage to maintain parts, materials, supplies and tools; requisitions additional materials as required by CMMS inventory control or for projects.
- Prepares clear, accurate, and effective correspondence, reports, documentation, specifications, procedures, and other written material.
- Maintains accurate records of work performed, and materials and supplies used.
- Participates in the Maintenance Department budget development, recommends short- and long-term capital and asset management improvements, and assists with the development of Agency contract managed asset budgets and capital improvements.
- Attends, leads, and participates in meetings, trainings, and safety sessions, and serves on project teams and committees as assigned.
- Reads and interprets specifications, diagrams, manuals, and other documentation for troubleshooting and for design comments.
- Coordinates work, and cooperates with department managers and their staff, contractors, Agency customers, and the general public as necessary.

- Performs the duties of the Maintenance Supervisor on an assigned basis.
- Manages contracts and projects as required.
- Drives to off-site facilities to assist with deliveries, respond to alarms, perform inspections, and supports routine and emergency work as needed.

### **SUPERVISORY RESPONSIBILITIES**

This position assists with supervising employees in the maintenance department and carries out supervisory responsibilities in accordance with Agency policies and procedures, and applicable labor, regulatory, and safety laws. Responsibilities include interviewing applicants, making hiring recommendations, and training employees. Plans, assigns, and directs work; tracks and authorizes time sheets; set staff work expectations, performance goals and work plans; appraising performance; rewards and disciplines employees; investigates, addresses and resolves personnel complaints and related problems.

### **QUALIFICATIONS**

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

#### **Education and/or Experience**

Possession of a Mechanical or Electrical & Instrumentation Technologist Grade IV certificate issued by the California Water Environmental Association (CWEA), or five years of progressively responsible experience in the maintenance and repair of a variety of equipment, structures, and facilities such as found in water, wastewater, or industrial facilities. Equivalent to graduation from high school supplemented by relevant training is required.

#### **Interpersonal Skills**

Ability to interact with others (co-workers, supervisors, subordinates, vendors, members of the public) in a professional manner; ability 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; and to prevent personal problems from adversely impacting work for self or others.

#### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, other departments' managers and staff, customers, and the general public.

#### **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**

Either possession of a Grade IV Mechanical or Electrical & Instrumentation Technologist certificate issued by CWEA, or five years of facilities maintenance experience making repairs on a variety of mechanical or electrical equipment, structures, and appurtenances. Must possess a valid California Class C driver's license, have a satisfactory driving record, and meet CSRMA driving standards.

### **PHYSICAL DEMANDS**

While performing the essential job functions of this job, the employee is regularly required to use hands to handle or feel, to reach with hands and arms; and to talk or hear in person, on the telephone, or on the radio. Hearing is frequently required for equipment operation analysis. The employee frequently is required to stand, walk, sit, climb, balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to smell, using odors to determine process or equipment problems.

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

### **WORK ENVIRONMENT**

While performing the essential functions of this job, the employee is frequently exposed to risk of electric shock, moving mechanical parts, fumes or airborne particles, wet and/or humid conditions, and outdoor weather conditions. The employee is occasionally exposed high, precarious places, toxic or caustic chemicals, construction project site conditions, extreme heat, and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment. Employee will be required to be available to work overtime and off-shift hours, including weekends, on a project or emergency basis.

**Job Title:** Assistant Maintenance Supervisor  
**Department:** Maintenance  
**Reports To:** Maintenance Supervisor  
**FLSA Status:** Non-Exempt  
**Revised Date:** May 2026