



CENTRAL MARIN SANITATION AGENCY

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ASSISTANT OPERATIONS SUPERVISOR

SUMMARY

Under general direction of the Operations Supervisor, plans, and supervises the administrative and staffing needs of the Operations Department and is responsible for daily operations, process adjustments and performance of the wastewater treatment plant and related facilities; develops and implements tests for analyzing and optimizing processes; ensures that requirements for the NPDES and BAAQMD permits are continuously met; operates, and performs preventive and corrective maintenance on equipment and facilities.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Plans, prioritizes, assigns, supervises, and reviews plant operations and the work of operations staff.
- Ensures appropriate facility staff coverage, manages overtime and shift bidding, and considers leave requests.
- Monitors facility processes and makes appropriate operational changes to ensure compliance with NPDES and BAAQMD permits, and attainment of Agency operational goals.
- Monitors, tests, and analyzes treatment processes to improve efficiency and optimize performance.
- Leads and participates in meetings and trainings, and serves on teams and committees as required.
- Coordinates work and cooperates with department managers and their staff, contractors, Agency customers, and the general public as necessary.
- Oversight of treatment plant, pump station, and odor control facilities operation.
- Operating valves, pumps, and automated controls to regulate the flow of water and wastewater.
- Operates and performs preventive and corrective maintenance on a variety of equipment.
- Use a variety of hand and power tools and testing equipment.
- Maintains accurate records of process data, chemical test results, and Operations' work performed.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Participates in the development of the annual operating and capital budgets; recommends short- and long-term projects that will enhance cost-effective operations
- Processes purchase orders, receipts, and invoices as required; and manages assigned budget accounts.
- Prepares clear, accurate, and effective correspondence, reports, documentations, specifications, procedures, and other written materials.
- Collects and analyzes wastewater, biosolids, and other samples from various treatment processes.
- Writes, approves, and completes CMMS work orders.
- Ensures appropriate safe work procedures and practices are observed at all times and verifies that assigned safety equipment is maintained per manufacturer's recommendation.
- Works shifts and/or holidays as operational staffing levels dictate, and overtime or off-hour shifts in emergency conditions, and for planned shutdowns.
- Maintains an inventory of chemicals and supplies and places purchase requisitions for additional materials as required.
- Provides tours of the Agency and related facilities.
- Performs confined-space entries, self-rescues, and Emergency Response (SEMS/ICS).
- Performs the duties of the Operations Supervisor on a relief or as-assigned basis.

- Manages projects as required.
- Drives to off-site facilities to assist with deliveries, responds to alarms, performs inspections, and supports routine and emergency work as needed.

SUPERVISORY RESPONSIBILITIES

In conjunction with the Operations Supervisor, this position supervises department staff of varying certification levels. This position carries out supervisory responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory, and safety laws. Responsibilities include interviewing, preparing hiring recommendations, and training employees. Plans, assigns, and sets staffing levels, and ensures preventive maintenance work is completed; tracks and authorizes time sheets; sets staff work expectations, performance goals and work plans; appraises 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 essential job functions 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 training required for certification by the California State Water Resources Control Board. Two years of college is desirable. Five years of experience in operating and performing routine maintenance of facilities and equipment in a secondary wastewater treatment plant and related pumping stations, which includes one year in a lead or supervisory capacity.

Interpersonal Skills

Ability to work cohesively in a team setting; 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; successfully balance life demands with work demands.

Language Skills

Ability to read, analyze, and interpret processes trends and graphs, and 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 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. Ability to project budget expenses, prepare maintenance project layout calculations, and solve wastewater-related math problems.

Reasoning Ability

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to recognize, mitigate, and correct unusual, inefficient, or dangerous operating conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a Grade IV wastewater treatment plant operator certificate issued by the California State Water Resources Control Board (SWRCB). Must possess a valid California Class C driver's license, have a satisfactory driving record, and continue to meet CSRMA driving standards.

PHYSICAL DEMANDS

While performing the essential job functions, the employee is regularly required to use hands to handle or feel; and to talk or hear in person, on the telephone, or on the radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell.

The employee is occasionally required to climb, balance, 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 inches off the ground (such as for a manhole cover). Specific vision ability required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the essential job functions, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; wet and/or humid conditions; 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.

Job Title: Assistant Operations Supervisor
Department: Operations
Reports To: Operations Supervisor
FLSA Status: Non-Exempt
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