

Central Marin Sanitation Agency
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ASSISTANT MAINTENANCE SUPERVISOR

SUMMARY

Under supervision of the Maintenance Supervisor; supervises, directs and reviews the work of mechanical technicians. Plans, organizes, schedules, oversees and performs preventive and corrective maintenance, repairs and replacement on stationary and mobile equipment as found in a wastewater treatment plant, collection systems and related facilities. Regularly uses the Computerized Maintenance Management System (CMMS) to create, schedule and assign, perform, complete, and reconcile work orders. Ensures that maintenance technician activities adhere to all applicable laws, regulations, and Agency policies. 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 mechanical technicians, mechanics, and department staff as assigned.
- Installs, performs preventive maintenance on, and repairs and replaces Agency's managed and/or maintained equipment.
- Provides technician training and development as needed. Stipulates safe work practices and mandates adherence to all CMSA safety policies and procedures. Instructs employees in safe work practices and procedures to be followed while working with and around electrical as well as mechanical equipment.
- Attends, leads, and participates in meetings, trainings, and safety sessions, and on teams and subcommittees as required.
- Prepares clear, accurate, and effective correspondence, reports, documentation, specifications, procedures, and other written materials.
- Manages contracts and projects as required.
- Directs the work assigned by the Maintenance Supervisor and coordinates as necessary with other Agency departments, work groups, and staff.
- Financial duties include participation in the annual Maintenance department budget development, recommending short- and long-term Agency capital improvements, and assisting with the development of Agency managed asset budgets and capital improvements.
- Directs and organizes inventory storage to maintain parts, materials, supplies and tools; requisitions additional materials as required by CMMS inventory control or for projects.
- Troubleshoots equipment problems, and estimates time, equipment, and materials required to effect repairs.
- Participates in maintenance functions of the treatment plant and related facilities, performing such activities as:
 - Inspecting a variety of complex stationary and mobile mechanical equipment, facilities, and related appurtenances;
 - Maintaining the Agency's cogeneration and stand-by emergency power systems;
 - 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.
- Using and maintaining a variety of hand and power tools and safety equipment.
- Performs confined space entry as required.
- Maintains accurate records in CMMS and in document files of work performed, and materials and supplies used.
- Regularly reviews critical equipment records to ensure asset condition updates and repair planning.
- 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 a relief or as-assigned basis.

SUPERVISORY RESPONSIBILITIES

This position supervises the mechanical technicians, maintenance workers, and utility workers in the maintenance department, and other employees as assigned. The employee carries out supervisory responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory and safety laws. Responsibilities include interviewing, making hiring recommendations, and training employees; planning, assigning, 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 Experience

Three years of progressively responsible 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. An Associates college degree or equivalent is desirable.

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 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 department's 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 IV certification issued by the California Water Environment Association (CWEA), or possess a Grade III Mechanical Technologist certificate with the ability to obtain the Grade IV certificate within the probationary period of employment in the position.
- 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 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.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

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, 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: Assistant Maintenance Supervisor

Department: Maintenance

Reports To: Maintenance Supervisor

FLSA Status: Non-Exempt

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