

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

MAINTENANCE SUPERVISOR

SUMMARY

Under supervision of the Treatment Plant Manager, supervises and provides direction to subordinate supervisors, lead workers, maintenance technicians, and utility workers. Performs preventive and corrective maintenance, repairs and replacement work on stationary and mobile equipment as found in the wastewater treatment plant, collection systems, and related facilities. The position assists with the Agency's short- and long-range asset management planning and budgeting through the use of the Agency's Computerized Maintenance Management System (CMMS). The position ensures that maintenance department activities adhere to all applicable laws, regulations, and Agency policies, and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to the following:

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Maintenance Department.
- Directs the work of the Maintenance Department and coordinates as necessary with other Agency departments, work groups, and staff.
- Prepares, administers, and is responsible for department budget development; forecasts funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Plans, prioritizes, assigns, supervises, and reviews maintenance activities and the work of subordinate staff.
- Ensures that all department staff have weekly work activities planned and assigned utilizing the CMMS scheduling module.
- Ensures that all daily accomplished work, as well as parts, materials, and services used to complete the work, are recorded in the CMMS and in document files.
- Installs, performs preventive maintenance on, and repairs and replaces Agency's managed and/or maintained equipment.
- Stipulates safe work practices and mandates adherence to all CMSA safety policies and procedures. 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.
- 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 affect 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 facilities;
 - Maintaining collection system assets that the Agency is contractually obligated to maintain for other entities;
 - 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.
- Regularly reviews critical equipment records to ensure asset condition updates and repair planning.
- Attends meetings and trainings, and prepares reports as necessary.
- Performs the duties of the Treatment Plant Manager on a relief or as-assigned basis.

SUPERVISORY RESPONSIBILITIES

This position supervises the employees in the maintenance department including assistant supervisors, electrical & instrumentation technicians, lead maintenance workers, mechanical technicians, and utility workers. The employee carries out supervisory responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory, and safety laws and regulations. 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 and 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

Possession of a Plant Maintenance Mechanical Technologist Grade IV certificate issued by the California Water Environmental Association (CWEA), or six 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 and the ability to obtain a Grade IV certificate within the probationary period of employment in the position. Equivalent to graduation from high school supplemented by training required for certification by the CWEA. A college degree is desirable.

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 managers, peers and subordinates; to work as a team member or independently as needed; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting self or others; 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 Plant Maintenance Mechanical Technologist Grade IV 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, to reach with hands and arms, and to 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, 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" 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.

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: Maintenance Supervisor

Department: Maintenance

Reports To: Treatment Plant Manager

FLSA Status: Nonexempt

Revised Date: January 2018