



**CENTRAL MARIN SANITATION AGENCY**

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**JOB DESCRIPTION: LEAD MECHANICAL TECHNICIAN**

**SUMMARY**

Under general supervision, performs advanced, complex, and critical preventive, corrective, and unscheduled maintenance on mechanical equipment, processing facilities and pump stations, vehicles, tools, buildings, and grounds, and integrates special project work with regular work schedules. This is an advanced journey-level maintenance and repair classification that provides direction and monitors the work progress of the Agency's maintenance department technicians.

**DUTIES AND RESPONSIBILITIES**

Duties include, but are not limited to, the following.

- Directs the work of subordinate staff on a project or day-to-day basis.
- Utilizes electronic devices such as computers, laptops, data tablets, and cellular phones to monitor equipment, operational details, and trends in the performance of daily work activities.
- Troubleshoots complex equipment problems, and recommends time, equipment, and materials required to effect repairs; makes emergency repairs as required.
- Inspects, evaluates, and repairs a variety of complex and critical stationary and mobile mechanical equipment, electrical and electro-mechanical equipment, and facilities.
- Monitors operational details and performs or oversees maintenance work in conformance with OEM recommendations and technical requirements, and to department standard.
- Provides input on supervised staff performance evaluations including matters of discipline and/or commendation.
- Regularly uses a Computerized Maintenance Management System (CMMS) to create, assign, complete, and enter work completed on work orders; requisitions materials as required.
- Runs and reviews CMMS reports regularly to ensure service records are input correctly, and parts and equipment inventories are accurate and in the proper warehouse.
- Develops, reviews, revises, and archives maintenance and repair operating procedures.
- Maintains accurate records and files electronically and/or in hard copy as required of job plans, work performed, and materials and supplies used.
- Regularly reviews critical equipment records to ensure asset condition updates and repair planning.
- Repairs, overhauls, or replaces malfunctioning, damaged equipment or worn parts.
- Cleans, services, and paints equipment, machinery, vehicles, structures, buildings, pipelines, storage tanks, and any other assets.
- Services, adjusts, and tunes a variety of equipment such as engines, motors, pumps, valves, control systems, boilers, heat exchangers, and chemical feed systems.
- Uses GMAW, GTAW, SMAW welding and Plasma cutting equipment to cut, heat, fabricate, and weld or

braze various metals and/or metal alloy combinations.

- Uses and performs maintenance on a variety of hand and power tools and safety equipment.
- Reads and interprets specifications, diagrams, manuals, and other documentation.
- Designs equipment installations and modifications; makes required mathematical calculations; prepares schematics and diagrams for documenting installations; determines supplies and materials required.
- Confers with staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Observes appropriate safety procedures and works to applicable codes and guidelines.
- Performs and oversees confined space entry (CSE) and self-rescue work as required.
- Performs and oversees Lockout Tag-out (LOTO) work.
- Attends and leads training and safety sessions as assigned.
- Provides technical assistance and trains staff in job specific and safe work procedures.
- Functions as the Maintenance Supervisor as assigned by the Treatment Plant Manager.

### **SUPERVISORY RESPONSIBILITIES**

Indirectly supervises employees in the Maintenance Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work, appraising performance, rewarding, and disciplining employees, addressing complaints, and resolving problems.

### **QUALIFICATIONS**

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

#### **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 supervisors, equals, and subordinates; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely affecting impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

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

High school diploma or general education degree (GED). The Agency recognizes that there are various avenues for obtaining qualifying experience to meet Lead Mechanical Technician eligibility requirements. An equivalent combination of experience may be substituted for California Water Environment Association (CWEA) Mechanical Technologist certification.

#### **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**

Either possession of a Grade III Mechanical Technologist (MT) certificate, or higher, issued by CWEA, or a minimum of seven years of facilities maintenance experience making repairs on a variety of mechanical equipment, structures, and appurtenances. Must possess and maintain a valid California Class C driver's license, have a satisfactory driving record, and continue to meet CMSA 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 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 50 pounds.

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 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.

May be required to work "Stand-by" duty on a rotating basis. May be required to be available to work overtime and off-shift hours, including weekends, on a project or emergency basis.

### **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:** Lead Mechanical Technician

**Department:** Maintenance

**Reports to:** Maintenance Supervisor

**FLSA Status:** Non-exempt

**Revised Date:** October 2024