

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

ELECTRICAL/ INSTRUMENTATION ASSISTANT MAINTENANCE SUPERVISOR

SUMMARY

Under supervision of the Maintenance Supervisor; supervises, directs and reviews the work of electrical and instrumentation technicians (E&I). Plans, organizes, schedules, oversees and performs preventive and corrective electrical and instrumentation 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 E&I 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 E&I technicians, and department staff as assigned.
- Installs, performs preventive maintenance on, and repairs and replaces Agency managed and/or maintained electrical and instrumentation 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.
- Prepares clear, accurate, and effective correspondence, reports, documentation, specifications, procedures, and other written material.
- 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.
- Attends, leads, and participates in meetings, trainings, and safety sessions, and on teams and subcommittees as required.
- Directs and organizes E&I parts 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, plans and estimates time, equipment, and materials required to effect repairs.
- Installs and maintains Agency security systems including plant cameras, entry gates, plant radios, and repeater communication systems, licensing, and call-all annunciator.
- 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 a variety of complex electrical, electronic, pneumatic, hydraulic, heating, air conditioning, control equipment, and electro-mechanical systems.
- Reads and interprets specifications, diagrams, manuals, and other documentation for troubleshooting and for design comments.
- Performs confined space entries as required.
- Maintains accurate records in CMMS and 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 E&I technicians in the maintenance department and other employees as assigned. The employee carries out supervisory responsibilities in accordance with agency guidelines, 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/or Experience

Equivalent to completion of an Associate of Arts degree with major course work in process instrumentation and electronic technology or a field related to the work. Additional experience as outlined below may be substituted for the education on a year-for-year basis. Three years of progressively responsible technical experience in installing, maintaining and upgrading electrical and instrumentation equipment.

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; 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, 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 apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability

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

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess Electrical/Instrumentation Grade IV certification issued by the California Water Environment Association (CWEA), or possess a Grade III Electrical/Instrumentation certificate with the ability to obtain a 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 this standard 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 and talk or hear in person or on the telephone or radio.
- The employee frequently is required to stand, walk, sit, and reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must be able to lift and/or move up to 25 pounds to shoulder height, up to 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 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 "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: Electrical/Instrumentation Assistant Maintenance Supervisor
Department: Maintenance
Reports To: Maintenance Supervisor
FLSA Status: Non-Exempt
Revised Date: January 2018