



MAINTENANCE SUPERVISOR

THE OPPORTUNITY

Central Marin Sanitation Agency (CMSA) is recruiting to fill a Maintenance Supervisor position. Under supervision of the Treatment Plant Manager, supervises and provides direction to Assistant Maintenance Supervisor, lead workers, maintenance technicians, and utility workers. Performs preventive and corrective maintenance, repair and replacement work on stationary and mobile equipment in the wastewater treatment plant, collection systems, and related facilities. 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). Ensures that Maintenance Department activities adhere to all applicable laws, regulations, and Agency policies.

KEY RESPONSIBILITIES

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Maintenance Department.
- Develops and administers department budget; forecasts funds for staffing, equipment, materials, supplies.
- 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.
- Oversees and maintains the Agency's Cogeneration facilities.
- Stipulates safe work practices and mandates adherence to all safety policies and procedures; observes appropriate safety procedures, oversees Equipment Specific LOTO Procedures, and works to applicable codes and guidelines.
- Manages 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; estimates time, equipment, and materials required for repairs.
- Regularly reviews critical equipment records to ensure asset condition updates and repair planning.
- Performs the duties of the Treatment Plant Manager on a relief or as-assigned basis.



EDUCATION & 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.

COMPENSATION & BENEFITS

The monthly salary range is \$11,003.10 to \$13,374.34 depending on qualifications and experience. The specific job description for this position is available at www.cmsa.us/employment/descriptions.

Employee benefits can be found on CMSA's website at www.cmsa.us/employment/benefits.

HOW TO APPLY

To apply, please visit Koff & Associates' website at <https://koffassociates.com/maintenance-supervisor-2/> and submit a resume and signed CMSA application.

If you have any questions regarding this opportunity please contact Koff & Associates at (510) 658-5633.

The deadline to apply is Friday, April 15, 2022.



CENTRAL MARIN SANITATION AGENCY

CMSA operates a water resource recovery facility in Marin County which treats and disposes wastewater as clean effluent into the San Francisco Bay, consistently meeting and exceeding federal and state regulatory requirements. We also beneficially use recycled water, reuse biosolids and biogas, and produce renewable power.

BENEFITS

MEDICAL

Agency fully pays CalPERS medical for employee and dependents (up to the Kaiser Bay Area family rate)

DENTAL

Agency pays up to \$2,500 per year for employee and dependents

VISION

Agency fully paid vision plan (VSP) for employee and dependents

CALPERS RETIREMENT PLAN

Classic: 2.7% @ 55 PEPPRA: 2.0% @ 62

LONG TERM DISABILITY

Agency fully paid for employee

LIFE INSURANCE

Agency provides \$100,000 policy for each employee

RETIREMENT SAVINGS PLANS

Agency offers voluntary pre-tax 457K and 401(a) plans for retirement savings

VACATION

Zero-three years of employment: 10 days.

After completion of three years of employment: 15 days.

After completion of seven years of employment: 20 days.

SICK LEAVE

Accrued at one day (8 hours) per month (12 days per year)

HOLIDAYS

13 holidays per year (includes three floating holidays)

OPERATIONS SHIFT DIFFERENTIAL

Swing Shift = 7%

Graveyard = 10%

MISSION

CMSA protects the environment and public health and is integral to the community by providing wastewater, environmental, and resource recovery services.

VISION

CMSA will be a forward-thinking organization by providing innovative and effective wastewater services, capturing and utilizing renewable resources, and implementing sustainable solutions for an enhanced quality of life.

VALUES

Continuous regulatory compliance to protect the environment.

Sound financial practices.

Effective asset management.

A safe and healthy workplace.

Creating job satisfaction within a diverse workforce.

Engaging public outreach and educational programs.

Leadership, partnerships, teamwork, and collaboration.