

City of Yuma
Utilities Department

Distribution & Collection

Operator-In-Training Program

City of Yuma

QUALITY ☆ SUSTAINABILITY ☆ SERVICE

Utilities Department



Utilities Department
155 W. 14th Street
Yuma, AZ 85364



January 2018

Introduction

The City of Yuma Utilities Department operates water transmission/distribution and wastewater collection systems. Both systems require ADEQ certified operators/technicians over four levels to perform maintenance, repairs and replacement, maintain proper operations, and ensure regulatory quality throughout. Both require Commercial Drive Licenses with additional endorsement. The Collections technicians also require National Association of Sewer Service Companies (NASSCO) inspector certifications. All the technicians are qualified to respond to emergency water breaks and sanitary sewer issues while on-call 24 hours a day/ 7 days a week. The Systems Division has experienced a road block in the Distribution and Collections technician entry position. These technicians gain vast experience and upgrade their operator certifications over time, yet lack specific positions that denote their levels of advanced experience and responsibility. They must wait for a rare vacancy for advancement to recognize and place value to their higher status levels. This has prompted the department to develop a program that requires mandatory training and proven expertise to be qualified for tiered operator designations.

Water Transmission & Distribution System

Yuma's drinking water is transported from the City's treatment facilities to residential, commercial and industrial customers via a transmission and distribution infrastructure system. It consists of more than 540 miles of pipelines sized from 2" to 42", over 13,000 valves, 3,600 fire hydrants, and 30,000 water meters sized from 5/8" to 8". Two pressure zones with 12 pressure reducing valves are monitored and adjusted for optimum pressure output with minimal fluctuations. In addition to installation, repair, maintenance, and replacement of water mains and services, technicians also conduct a valve exercising program, hydrant inspections and maintenance, a flushing program for water quality, and Blue Stake locate services.

Wastewater Collection System

Residential and commercial wastewater is transported from customer sites to the two wastewater treatment facilities. This occurs through 320 miles of sanitary sewer gravity interceptor mains, major trunk lines, and collection mains sized from 4" to 36". Additionally, there are 20 miles of sewer force main, 25 sewer lift stations and 5,100 manholes. Technicians are certified inspectors of manholes, pipelines and lateral connections using sophisticated closed circuit television equipment. They jet clean the entire sanitary sewer collection system approximately every two and a half years, repair collection mains, respond to stoppage complaints, odors and vermin complaints, assist with emergency water main repairs, as well as inspect and jet clean storm system basins and collection lines.

Operator-In-Training Program Overview

The City of Yuma Operator-In-Training (OIT) Program was developed as an applied training program to supplement on the job experiences. Practical knowledge gained through hands-on training and coursework is put to immediate use during the Probationary Apprentice Technician work assignments and activities. The experience received during the training program is invaluable as the Apprentice Technicians demonstrate the lessons received during the course of their studies. The OIT Program includes a rotation through specific water distribution or wastewater collection technician procedures to gain a better understanding of the responsibilities, skills, and knowledge necessary to operate and maintain the system facilities.

Water distribution and wastewater collection technicians are required to perform challenging duties using large complex equipment often under extreme circumstances of emergency infrastructure failures, after-hours, and in safety sensitive conditions. The OIT Program has been developed to provide Apprentice Technicians with the training and education necessary to perform these difficult tasks in a safe manner. The attached OIT Program Matrix outlines a 5-year training and experience program which takes the Apprentice from entry level through training with time specified experience. When satisfactorily completed, it culminates in a lead Technician III designation. The training matrix ensures that they are studying relevant material to progress with their education. It is expected that an Apprentice advances through the Matrix program as proposed with little modifications in order to verify that they are on target to meet the requirements of the OIT Program. If alternate training is desired, the training matrix may be adjusted with written approval from the Systems Division Manager.

Commitment of Agreement

Apprentice Technicians within the OIT Program are required to be accountable for their progression through the attached matrix. They are responsible for communicating with their immediate supervisors and tracking their progression through the program by using the attached Signatory Completion List. They will be provided ample time on the job to complete self-study assignments. A typical Apprentice probation workday is an 8-hour shift; 6-hours will be technician work assignments and 2-hours will be allocated for self-study and professional development. The first Apprentice tier requires completion within one year of employment. Failure to do so results in termination of employment as a probationary employee. The remaining tiers have minimum time in place requirements to advance, but no requirement to complete the criteria otherwise, leaving the Operator at that tier in perpetuity.

The physical duties of a Distribution or Collection technician require persons to regularly work outdoors in any weather, step up, stoop, crouch, use hand tools and pneumatic equipment, all in and out of traffic to complete required tasks. Technicians within the OIT

Program are expected to lift and/or move up to 75 pounds and to stand for long periods. A technician's mental duties require significant oral and written communication skills, the ability to read and interpret data and information, analyze problems and develop solutions, and operate computers. Technicians are also expected to respectfully interact with other employees, organizations, and the general public.

Mentors

All Utility Systems staff is committed to mentoring Apprentice and Trainee Technicians. Specifically, the Supervisor for the system which the technician is assigned will be available to offer instruction and answer any questions that may develop during training. The Supervisor and the Superintendent will be responsible to ensure the technician makes suitable progression through the matrix and confirms milestones by initialing the appropriate section within the Signatory Completion List.

Training Expenses

The City of Yuma Utilities Department will provide for all the training, travel, and class fees within the scope of the attached training matrix. The Department will also pay for the first ADEQ Certification Exam associated fees, including travel if needed. This is for the required certifications only – not certification in another application. If a technician is unsuccessful in obtaining the required ADEQ License on his/her first attempt any future cost associated with obtaining an ADEQ License is to be the responsibility of the technician, and the reimbursement protocols within the Utilities Department ADEQ Testing Reimbursement Standard Operating Procedure will apply.

Attachment A
Operator-In-Training
Water Distribution
Training Matrix and Signatory List

Operator-In-Training Training Matrix – Water Distribution

Dist Module	Month	Safety Classes	Professional Development	Trainings & PDH Travel	Correspondence / Educational Program	Certification/ License Tests	
Block 1 Water Systems (Probation) Apprentice Technician 1 yr R30 \$13.18/hr	1	Mandatory OSHA Trainings - not in order:	Equipment Use: Tools, equipment, radios, vehicles	Basic MS Outlook & Word	WSO Water Distribution with Q & A		
	2	PPE	Set/Replace/Read Meters	Division SOPs/ COY ARs	AWWA Math Book		
	3	Heat Stress	Replace Angle Stop/ Curb Stop	Water, Sewer & Storm Atlas	Arizona Online Training (e-link)		
	4	Mechanized Tools Safety	Repair Leaking Service	Lucity Work Order Procedures			
	5	Safe Driving, Backing Up		CDL Walk-Around and Driving Practice			
	6	Excavation, Trenching, Shoring		AZ811 Damage Prevention		CDL Class A (deadline)	
	7	Bloodborne Pathogens	Fire Hydrant O & M	Basic Locater: Hook-up for water assets			
	8	Hazard Communications	Assist w/Run New Water Service	Basic Locater: Coll and Storm assets			
	9	Harassment Prevention		SSO Response Plan			
	10	Emer Evacuation, Fire Extinguisher/ Prevention	Start On-Call Duty				
	11	Confined Space/ Non-Permit Entry		Hydro-Excavator Operations			
	12 EOP	Working with Asbestos Pipe	Completion: Basic Water Dist O & M	Basic MS Excel	Sacramento State - Water Dist System O&M (deadline)	ADEQ Dist Op Grade 1 (deadline)	
Block 2 Water Systems Tech I 2 yrs Mandatory R36 \$15.38/hr	1 - 12 months	Mandatory OSHA Topics - Annual Trainings Continue	Replace Services	MS Word & Excel	WSO Water Dist Op 2 with Q & A	Trenching & Shoring Certification	
			Make 1" and 2" New Service Taps	Tapping Machine	AWWA Math Book	AZLTAP Work Zone Flagger	
			Install Double and Triple Band Repair Clamps, 4"-16"	Hydraulic Pipe Snappers		AZLTAP Work Zone Traffic Control II	
			Routine Fire Hydrant Repair	Asbestos Pipe Safe Handling		Competent Person	
			Hydro-Excavation	Lucity Work Order Documentation		NIMS IS-100 and IS-700	
					Tri-State		
	13 - 24 months			Locate Valves and Meters using Electronic Detectors	Dist Walk Thru Procedures		
				Assist w/Flushing, Install Autoflushers and Laterals	Backhoe Operation		
				Conduct Complete Dist Walk Thrus	Proper Operation of 2" - 48" Valves		
				Fully Developed Water Transmission/Dist O & M			ADEQ Dist Op Grade 2 (necessary to promote)
Block 3 Water Systems Tech II 2 yrs Mandatory R41 \$17.28/hr	24 months	Mandatory OSHA Topics - Annual Trainings Continue	Valve Machine Operator	TTHM Sampling	WSO Water Dist Op 3 with Q & A	AZLTAP Work Zone Traffic Control III	
			Backhoe Operator	Advanced Record Keeping, Data Logging	AWWA Math Book	Forklift Certification	
			Operate and perform 4" - 12" hot taps	Advanced MS Word & Excel		NIMS IS-200 and IS-800	
			Hydrant Data Logging Equipment & Software Ops				
			Take and Process TTHM and Cl2 Samples				
			Blue Stake Locater, Create and On-line Ticket Response				
			GPS Water Assets				
			Handle Customer Complaints				
				Advanced Water Transmission/Dist O & M	Tri-State		ADEQ Dist Op Grade 3 (necessary to promote)

Operator-In-Training

Training Matrix – Water Distribution continued

Dist Module	Month	Safety Classes	Professional Development	Trainings & PDH Travel	Correspondence / Educational Program	Certification/ License Tests
Block 4 Water Systems Tech III R47 \$20.29/hr	Must possess 3 yrs' experience and Dist Op Cert 3 at entry Accelerated Sr Tech requires 4 yrs' experience and Dist Op Cert 4 to qualify	Mandatory OSHA Topics - Annual trainings continue	Instructor: Backhoe and Hydraulic Equipment Ops	Accelerated Lucy: Work Order Assignments	Continuing Op Cert Study Material	Backhoe Operator Certification
		Oversee Field Crews: Ensure Safe Operations, Monitor for Proper Traffic Control	Lead Advanced Dist Operations: Large main Repairs, Large Meter installs, Hydrant & Valve Replacement	Site Monitor Certification for Confined Space Non-Permit Entry		Site Monitor of Confined Space Non-Permit Entry
			Read/Follow Construction and Traffic Control Plans	Distribution Budget Accounts		CDL Tanker Endorsement
			Prepare Weekly Schedule	COY Supervisor FastTrack		NIMS 701 Series and others as assigned by Supv
			Accelerated Lucy - Assign, Review & Close Work Orders	Pryor VIP: In-Class and On-Line Training Membership		FEMA MAG 300 and 400 (Classroom Setting)
			Monitor Blue Stake Tickets/ Verify Proper Documentations			AZLTAP Work Zone Supervisor (as training is available)(
			Compiles Data on Daily, Weekly, Monthly Track Sheets			
			Submit TC Plan Draft for Projects and Repairs			
			Troubleshoot Distribution System issues			
			Budget Participation			
			Fully capable to fill-in for Supervisor during absences		AZ Water Conference	Sac State Continuing Education - Water Treatment

Operator-In-Training

Signatory Completion List (Distribution) **Dist Tech Name:** _____

Safety Classes

- | | | |
|--|----------------------|------------------------|
| 1. Personal Protective Equipment (PPE) | Employee Intl: _____ | Sup Intl & Date: _____ |
| 2. Heat Stress | Employee Intl: _____ | Sup Intl & Date: _____ |
| 3. Mechanized Tools Safety | Employee Intl: _____ | Sup Intl & Date: _____ |
| 4. Safe Driving and Backing Up | Employee Intl: _____ | Sup Intl & Date: _____ |
| 5. Excavation, Trenching, and Shoring | Employee Intl: _____ | Sup Intl & Date: _____ |
| 6. Bloodborne Pathogens | Employee Intl: _____ | Sup Intl & Date: _____ |
| 7. Hazard Communications – SDS | Employee Intl: _____ | Sup Intl & Date: _____ |
| 8. Harassment Prevention | Employee Intl: _____ | Sup Intl & Date: _____ |
| 9. Emergency Evacuation, Fire Prev | Employee Intl: _____ | Sup Intl & Date: _____ |
| 10. Confined Space/ Non-Permit Entry | Employee Intl: _____ | Sup Intl & Date: _____ |
| 11. Working with Asbestos Pipe | Employee Intl: _____ | Sup Intl & Date: _____ |
| 12. _____ | Employee Intl: _____ | Sup Intl & Date: _____ |
| 13. _____ | Employee Intl: _____ | Sup Intl & Date: _____ |

Professional Development and Experience

- | | | |
|--|----------------------|------------------------|
| 1. Proper Equipment Use: Tools, Veh, etc | Employee Intl: _____ | Sup Intl & Date: _____ |
| 2. Set, Replace and Read Meters | Employee Intl: _____ | Sup Intl & Date: _____ |
| 3. Replace Angle/ Curb Stop | Employee Intl: _____ | Sup Intl & Date: _____ |
| 4. Repair Leaking Water Service Line | Employee Intl: _____ | Sup Intl & Date: _____ |
| 5. Fire Hydrant Ops and Maintenance | Employee Intl: _____ | Sup Intl & Date: _____ |
| 6. Assist with Run New Service Line | Employee Intl: _____ | Sup Intl & Date: _____ |
| 7. On-Call Duty – Primary & Secondary | Employee Intl: _____ | Sup Intl & Date: _____ |
| 8. Replace Services | Employee Intl: _____ | Sup Intl & Date: _____ |
| 9. Perform 1” and 2” New Service Taps | Employee Intl: _____ | Sup Intl & Date: _____ |
| 10. Install Double/Triple Band Clamps | Employee Intl: _____ | Sup Intl & Date: _____ |
| 11. Fire Hydrant Repair | Employee Intl: _____ | Sup Intl & Date: _____ |
| 12. Hydro-Excavation | Employee Intl: _____ | Sup Intl & Date: _____ |
| 13. Locator – All Procedures | Employee Intl: _____ | Sup Intl & Date: _____ |
| 14. Install Autoflusher Services, Laterals | Employee Intl: _____ | Sup Intl & Date: _____ |
| 15. Conduct Complete Dist Walk-Thrus | Employee Intl: _____ | Sup Intl & Date: _____ |
| 16. Valve Machine Operator | Employee Intl: _____ | Sup Intl & Date: _____ |
| 17. Backhoe Operator | Employee Intl: _____ | Sup Intl & Date: _____ |
| 18. Perform 4” – 12” Hot Taps | Employee Intl: _____ | Sup Intl & Date: _____ |
| 19. Hydrant Data Logging Operations | Employee Intl: _____ | Sup Intl & Date: _____ |
| 20. Take and Process TTHM, Cl2 Samples | Employee Intl: _____ | Sup Intl & Date: _____ |
| 21. GPS Water Assets | Employee Intl: _____ | Sup Intl & Date: _____ |
| 22. Handle Customer Complaints | Employee Intl: _____ | Sup Intl & Date: _____ |
| 23. Instructor: Backhoe, Hydraulic Equip | Employee Intl: _____ | Sup Intl & Date: _____ |
| 24. Lead: Lg Main/Mtr Rprs, Hyd/Val Repl | Employee Intl: _____ | Sup Intl & Date: _____ |
| 25. Read/Follow Construction, TC Plans | Employee Intl: _____ | Sup Intl & Date: _____ |
| 26. Prepare Weekly Schedule | Employee Intl: _____ | Sup Intl & Date: _____ |
| 27. Accelerated Lucity Work Order Tasks | Employee Intl: _____ | Sup Intl & Date: _____ |
| 28. Monitor & Verify Blue Stake Docs | Employee Intl: _____ | Sup Intl & Date: _____ |
| 29. Records Data on Various Spreadsheets | Employee Intl: _____ | Sup Intl & Date: _____ |
| 30. Prepare TC Draft Plans for Spec Projs | Employee Intl: _____ | Sup Intl & Date: _____ |
| 31. Troubleshoot Distribution Issues | Employee Intl: _____ | Sup Intl & Date: _____ |
| 32. Budget Preparation Participation | Employee Intl: _____ | Sup Intl & Date: _____ |
| 33. Fill-In for Supervisor in Absentia | Employee Intl: _____ | Sup Intl & Date: _____ |

Operator-In-Training

Signatory Completion List (Distribution continued)

Correspondence Courses (Books Provided)

1. Sac State Office of Water Programs – Water Dist System O & M Date Completed: _____
2. WSU Water Distribution with Q & A Date Completed: _____
3. AWWA Math Book Date Completed: _____
4. Arizona Online Training (e-link) Employee Intl: _____ Sup Intl & Date: _____
5. MS Outlook, Word, Excel, Database Library Card obtained: _____ Sup Intl & Date: _____

PDH Travel, Certifications, Licenses

May require recertification or renewal

1. AZ CDL Class A Permit Exp: _____ Lic Exp: _____ Sup Intl & Date: _____
2. TriState PDH Training Employee Intl: _____ Sup Intl & Date: _____
3. NIMS IS-100 Employee Intl: _____ Sup Intl & Date: _____
4. NIMS IS-700 Employee Intl: _____ Sup Intl & Date: _____
5. Basic WZ Traffic Control/Flagger Employee Intl: _____ Sup Intl & Date: _____
6. Workzone Traffic Control Tech II Employee Intl: _____ Sup Intl & Date: _____
7. Workzone Traffic Control Tech III Employee Intl: _____ Sup Intl & Date: _____
8. Forklift Certification Employee Intl: _____ Sup Intl & Date: _____
9. NIMS IS-200 Employee Intl: _____ Sup Intl & Date: _____
10. NIMS IS-800 Employee Intl: _____ Sup Intl & Date: _____
11. OSHA ASB Transite Pipe C2 Cert Employee Intl: _____ Sup Intl & Date: _____
12. Competent Person Employee Intl: _____ Sup Intl & Date: _____
13. Backhoe Certification Employee Intl: _____ Sup Intl & Date: _____
14. NIMS 701 Full Series Employee Intl: _____ Sup Intl & Date: _____
15. FEMA MAG 300 Employee Intl: _____ Sup Intl & Date: _____
16. FEMA MAG 400 Employee Intl: _____ Sup Intl & Date: _____
17. AZLTAP WZ Supv (if available) Employee Intl: _____ Sup Intl & Date: _____

Examination

1. ADEQ Dist Op Cert Grade 1 - Pass Employee Intl: _____ Sup Intl & Date: _____
2. ADEQ Dist Op Cert Grade 2 - Pass Employee Intl: _____ Sup Intl & Date: _____
3. ADEQ Dist Op Cert Grade 3 - Pass Employee Intl: _____ Sup Intl & Date: _____

Superintendent's Review

1. Block One Requirements Met Supt Intl & Date: _____
2. Block Two Requirements Met Supt Intl & Date: _____
3. Block Three Requirements Met Supt Intl & Date: _____

Promotion to Water Systems Technician III

Non-Permit Conf Space Site Monitor Authorization Empl Intl: _____ Sup Intl & Date: _____

Block 4 Requirements Met Supt Intl & Date: _____

Approved: Systems Division Manager

Signature: _____ Date: _____

Qualifies for Accelerated Water Systems Technician III (Monthly Stipend)

- ADEQ Dist Op Cert Grade 4 - Pass Employee Intl: _____ Sup Intl & Date: _____
- AZLTAP WZ Supervisor (if available) Employee Intl: _____ Sup Intl & Date: _____
- 4 Years' Experience Documented Supt Intl & Date: _____

Systems Division Manager

Operator-In-Training

Signature: _____ Date: _____

Attachment B
Operator-In-Training
Wastewater Collections
Training Matrix and Signatory List

Operator-In-Training Training Matrix – Wastewater Collection

Coll Module	Month	Safety Classes	Professional Development	Trainings & PDH Travel	Correspondence / Educational Program	Certification/ License Tests	
Block 1 WW Systems (Probation) Apprentice Technician 1 yr R30 \$13.18/hr	1	Mandatory OSHA Trainings - not in order:	Equipment Use: Tools, equipment, radios, vehicles	Basic MS Outlook & Word	WEF WW Coll Syst Op Study Book w/Q & A		
	2	PPE	Opening/ Closing MHs and Air Testing	Division SOPs/ COY ARs	AWWA Math Book		
	3	Heat Stress	Basic Jet Vac Truck - Secondary	Water, Sewer & Storm Atlas	Arizona Online Training (e-link)		
	4	Mechanized Tools Safety	Jet Vac Truck - Leak Assists	Lucity Work Order Procedures			
	5	Safe Driving, Backing Up	Potholing	CDL Walk-Around and Driving Practice			
	6	Excavation, Trenching, Shoring		SSO Response Plan		CDL Class B w/Tanker Endorsement (deadline)	
	7	Bloodborne Pathogens	CCTV Secondary	AZ811 Damage Prevention			
	8	Hazard Communications	Storm Response	Trouble Spots Locations & Procedures			
	9	Harassment Prevention		Basic Locater: Hook-up for Coll/Storm assets and valves			
	10	Emer Evacuation, Fire Extinguisher/ Prevention	Start On-Call Duty	Basic Locater: Water assets			
	11	Confined Space/ Non-Permit Entry		Hydro-Excavator Operations			
	12 EOP	Working with Asbestos Pipe	Completion: Basic WW Coll O & M	Basic MS Excel	Sac State - O & M of WW Coll Syst Vol 1 (deadline)	ADEQ Coll Op Grade 1 (deadline)	
Block 2 WW Systems Tech I 2 yrs Mandatory R36 \$15.38/hr	1 - 12 months	Mandatory OSHA Topics - Annual Trainings Continue	Jet Vac Truck - Primary	MS Word & Excel	WEF WW Coll Syst Op Study Book w/Q & A	Trenching & Shoring Certification	
			Assist w/Storm Basin Cleaning	Basic MH & Pipeline Inspects (pre-NASSCO)	AWWA Math Book	AZLTAP Work Zone Flagger	
			Lift Station Assists	Mechanical Pipe Snappers		AZLTAP Work Zone Traffic Control II	
			Assist w/ Sewer Main Repairs			Competent Person	
			Hydro-Excavation	Lucity Work Order Documentation		NASSCO MACP/PACP/LACP	
			RC Dusting	Tri-State (NASSCO opportunity)		NIMS IS-100 and IS-700	
	13 - 24 months			CCTV Primary Operator (w/NASSCO only)	Coll Walk Thru Procedures		
				Locate WW Coll Assets using Electronic Detectors	Dump Truck Procedures		
				Conduct Complete Field Coll Walk Thrus	Install Autoflusher and Lateral Procedures		
				Fully Developed WW Coll O & M		Sac State - O & M of WW Coll Syst Vol 2 (deadline)	ADEQ Coll Op Grade 2 (necessary to promote)
Block 3 WW Systems Tech II 2 yrs Mandatory R41 \$17.28/hr	24 months	Mandatory OSHA Topics - Annual trainings continue	MH Inspections w/Tablet		WEF WW Coll Syst Op Study Book w/Q & A	AZLTAP Work Zone Traffic Control III	
			Storm Basin Cleaning Program	Advanced Record Keeping, Data Logging	AWWA Math Book	Forklift Certification	
			Trouble Spots - Monitor & Actions	Advanced MS Word & Excel		NIMS IS-200 and IS-800	
			Advanced Jet Vac: 3 Major Collection Mains				
			Install Sewer Plug in Active Line				
			Blue Stake Locater, Create and On-line Ticket Response				
			GPS Wastewater Collection Assets				
			Handle Customer Complaints				
				Advanced WW Coll O & M	Tri-State		ADEQ Coll Op Grade 3 (necessary to promote)

Operator-In-Training

Training Matrix – Wastewater Collection continued

Coll Module	Month	Safety Classes	Professional Development	Trainings & PDH Travel	Correspondence / Educational Program	Certification/ License Tests
Block 4 WW Systems Tech III R47 \$20.29/hr	Must possess 3 yrs' experience and Coll Op Cert 3 at entry Accelerated Sr Tech requires 4 yrs' experience and Coll Op Cert 4 to qualify	Mandatory OSHA Topics - Annual trainings continue	Instructor: Jet Vac and CCTV Operations	Accelerated Lucity: Work Order Assignments	Continuing Op Cert Study Material	AZ Dept of Ag - Pesticide Applicator's Certification
		Oversee Field Crews: Ensure Safe Operations, Monitor for Proper Traffic Control	Lead Advanced Jet Vac Ops: 3 Major Coll; Indust Trunk/ Yuma Valley Interceptor/ Yuma Mesa Trunk Sewer	Site Monitor Certification for Confined Space Non-Permit Entry		Site Monitor of Confined Space Non-Permit Entry
			Read/Follow Construction and Traffic Control Plans	Collections Budget Accounts		NIMS 701 Series and others as assigned by Supv
			Prepare Weekly Schedule	COY Supervisor FastTrack		FEMA MAG 300 and 400 (Classroom Setting)
			Accelerated Lucity - Assign, Review & Close Work Orders	Pryor VIP: In-Class and On-Line Training Membership		AZLTAP Work Zone Supervisor (as training is available)
			Monitor Blue Stake Tickets/ Verify Proper Documentations	Bypass Pumping Set-Up Process		
			Monitor CCTV Footages/ Verify Proper Documentations			
			SSO Checklist Documentation			
			Compiles Data on Daily, Weekly, Monthly Track Sheets			
			Submit TC Plan Draft for Projects and Repairs			
			Troubleshoot Collection System issues			
			Budget Participation			
			Fully capable to fill-in for Supervisor during absences	AZ Water Conference	Sac State Continuing Education - WW Treatment, Facilities and Pretreatment	ADEQ Coll Op Grade 4

Operator-In-Training

Signatory Completion List (Collections)

Coll Tech Name: _____

Safety Classes

- | | | |
|--|----------------------|------------------------|
| 1. Personal Protective Equipment (PPE) | Employee Intl: _____ | Sup Intl & Date: _____ |
| 2. Heat Stress | Employee Intl: _____ | Sup Intl & Date: _____ |
| 3. Mechanized Tools Safety | Employee Intl: _____ | Sup Intl & Date: _____ |
| 4. Safe Driving and Backing Up | Employee Intl: _____ | Sup Intl & Date: _____ |
| 5. Excavation, Trenching, and Shoring | Employee Intl: _____ | Sup Intl & Date: _____ |
| 6. Bloodborne Pathogens | Employee Intl: _____ | Sup Intl & Date: _____ |
| 7. Hazard Communications – SDS | Employee Intl: _____ | Sup Intl & Date: _____ |
| 8. Harassment Prevention | Employee Intl: _____ | Sup Intl & Date: _____ |
| 9. Emergency Evacuation, Fire Prev | Employee Intl: _____ | Sup Intl & Date: _____ |
| 10. Confined Space/ Non-Permit Entry | Employee Intl: _____ | Sup Intl & Date: _____ |
| 11. Working with Asbestos Pipe | Employee Intl: _____ | Sup Intl & Date: _____ |
| 12. _____ | Employee Intl: _____ | Sup Intl & Date: _____ |
| 13. _____ | Employee Intl: _____ | Sup Intl & Date: _____ |

Professional Development and Experience

- | | | |
|--|----------------------|---|
| 1. Proper Equipment Use: Tools, Veh, etc | Employee Intl: _____ | _____ |
| 2. Manholes and Air Testing | Employee Intl: _____ | 21. GPS Collection Assets |
| 3. 3. Basic Jet Vac – Secondary Operator | Employee Intl: _____ | Assets |
| 4. Jet Vac Ops - Leak Assists | Employee Intl: _____ | Employee Intl: _____ |
| 5. Jet Vac Ops - Potholing | Employee Intl: _____ | 22. Handle Customer Complaints |
| 6. CCTV – Secondary Operator | Employee Intl: _____ | Employee Intl: _____ |
| 7. Storm Response – Procedures | Employee Intl: _____ | _____ |
| 8. Jet Vac Ops – Primary Operator | Employee Intl: _____ | 23. Instructor: Jet Vac & CCTV Ops |
| 9. Jet Vac Ops – Storm Basins | Employee Intl: _____ | Employee Intl: _____ |
| 10. Lift Station Assist | Employee Intl: _____ | _____ |
| 11. Sewer Main Repair - Assist | Employee Intl: _____ | 24. Lead: Advanced Jet Vac Ops |
| 12. Hydro-Excavation | Employee Intl: _____ | Employee Intl: _____ |
| 13. Vermin Dusting – Safe Handling | Employee Intl: _____ | _____ |
| 14. CCTV – Primary Operator (PACP) | Employee Intl: _____ | 25. Read/Follow Construction/TC Plans |
| 15. Locator – All Procedures | Employee Intl: _____ | Employee Intl: _____ |
| 16. Collections Construction Walk Thrus | Employee Intl: _____ | _____ |
| 17. Manhole Inspections (MACP) | Employee Intl: _____ | 26. Prepare Weekly Schedule |
| 18. Storm Basin Cleaning Program | Employee Intl: _____ | Employee Intl: _____ |
| 19. Jet Vac – 3 Major Coll Trunk Mains | Employee Intl: _____ | 27. Accelerated Lucity Work Order Tasks |
| 20. Blue Stake Ops – On Line, Response | Employee Intl: _____ | _____ |

Operator-In-Training

Employee Intl: _____		Sup Intl & Date: _____
28. Monitor & Verify Blue Stake Docs	Employee Intl: _____	Sup Intl & Date: _____
—		Sup Intl & Date: _____
29. Monitor CCTV Footages/Verify Notes	Employee Intl: _____	Sup Intl & Date: _____
—		Sup Intl & Date: _____
30. SSO Checklist Documentation	Employee Intl: _____	Sup Intl & Date: _____
—		Sup Intl & Date: _____
31. Records Data on Various Spreadsheets	Employee Intl: _____	Sup Intl & Date: _____
—		Sup Intl & Date: _____
32. Prepare TC Draft Plans for Spec Projs	Employee Intl: _____	Sup Intl & Date: _____
—		Sup Intl & Date: _____
33. Troubleshoot Collections Issues	Employee Intl: _____	Sup Intl & Date: _____
—		Sup Intl & Date: _____
34. Budget Preparation Participation	Employee Intl: _____	Sup Intl & Date: _____
—		Sup Intl & Date: _____
35. Fill-In for Supervisor IN Absentia	Employee Intl: _____	Sup Intl & Date: _____
—		Sup Intl & Date: _____
Sup Intl & Date: _____		Sup Intl & Date: _____
Sup Intl & Date: _____		Sup Intl & Date: _____
Sup Intl & Date: _____		Sup Intl & Date: _____
Sup Intl & Date: _____		Sup Intl & Date: _____
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Sup Intl & Date: _____		Sup Intl & Date: _____
Sup Intl & Date: _____		Sup Intl & Date: _____
Sup Intl & Date: _____		Sup Intl & Date: _____
Sup Intl & Date: _____		Sup Intl & Date: _____
Sup Intl & Date: _____		Sup Intl & Date: _____
Sup Intl & Date: _____		Sup Intl & Date: _____
Signatory Completion List (Collections continued)		

Correspondence Courses and Books Provided

1. Sac State Office of Water Programs –O & M of WW Coll, Vol I		Date Completed: _____
2. Sac State Office of Water Programs – O & M of WW Coll, Vol II		Date Completed: _____
3. WEF WW Coll System Operator Study Book		Date Completed: _____
4. AWWA Math Book		Date Completed: _____
5. Arizona Online Training (e-link)	Employee Intl: _____	Sup Intl & Date: _____
6. MS Outlook, Word, Excel, Database	Library Card obtained: _____	Supt Intl & Date: _____

PDH Travel, Certifications, Licenses

May require recertification or renewal

1. AZ CDL Class B w/Tank	Permit Exp: _____ Lic Exp: _____	Sup Intl & Date: _____
2. TriState PDH Training	Employee Intl: _____	Sup Intl & Date: _____
3. NIMS IS-100	Employee Intl: _____	Sup Intl & Date: _____
4. NIMS IS-700	Employee Intl: _____	Sup Intl & Date: _____
5. Basic WZ Traffic Control/Flagger	Employee Intl: _____	Sup Intl & Date: _____
6. Workzone Traffic Control Tech II	Employee Intl: _____	Sup Intl & Date: _____
7. Workzone Traffic Control Tech III	Employee Intl: _____	Sup Intl & Date: _____
8. NASSCO	Employee Intl: _____	Sup Intl & Date: _____
9. Forklift Certification	Employee Intl: _____	Sup Intl & Date: _____
10. NIMS IS-200	Employee Intl: _____	Sup Intl & Date: _____
11. NIMS IS-800	Employee Intl: _____	Sup Intl & Date: _____
12. Competent Person	Employee Intl: _____	Sup Intl & Date: _____
13. NIMS 701 Full Series	Employee Intl: _____	Sup Intl & Date: _____
14. FEMA MAG 300	Employee Intl: _____	Sup Intl & Date: _____

Operator-In-Training

15. FEMA MAG 400 Employee Intl: _____ Sup Intl & Date: _____
16. AZLTAP WZ Supervisor (if available) Employee Intl: _____ Sup Intl & Date: _____

Examination

1. ADEQ Coll Op Cert Grade 1 - Pass Employee Intl: _____ Sup Intl & Date: _____
2. ADEQ Coll Op Cert Grade 2 - Pass Employee Intl: _____ Sup Intl & Date: _____
3. ADEQ Coll Op Cert Grade 3 - Pass Employee Intl: _____ Sup Intl & Date: _____

Superintendent's Review

1. Block One Requirements Met Supt Intl & Date: _____
2. Block Two Requirements Met Supt Intl & Date: _____
3. Block Three Requirements Met Supt Intl & Date: _____

Promotion to WW Systems Technician III

- Non-Permit Conf Space Site Monitor Authorization Empl Intl: _____ Sup Intl & Date: _____
AZ Dept of Ag Pesticide Applicator's License Empl Intl: _____ Sup Intl & Date: _____
Block 4 Requirements Met Supt Intl & Date: _____

Approved: Systems Division Manager

Signature: _____ Date: _____

Qualifies for Accelerated WW Systems Technician III (Stipend)

- ADEQ Coll Op Cert Grade 4 - Pass Employee Intl: _____ Sup Intl & Date: _____
AZLTAP WZ Supervisor (if available) Employee Intl: _____ Sup Intl & Date: _____
4 Years' Experience Documented Supt Intl & Date: _____

Approved: Systems Division Manager

Signature: _____ Date: _____