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# Collection and Transmission Systems Training Program

Department of Watershed Management (DWM)  
Capacity, Management, Operations, and  
Maintenance (CMOM) Program



December 2018

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# Acronyms

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AWTF	Advanced Wastewater Treatment Facility
AWWA	American Water Works Association
C&M	Construction and Maintenance
CCTV	Closed Circuit Television
CDL	Commercial Driver's License
CERP	Contingency and Emergency Response Plan
CMOM	Capacity, Management, Operations, and Maintenance
CPR	Cardiopulmonary Resuscitation
DWM	Department of Watershed Management
EPD	Georgia Environmental Protection Division
GAWP	Georgia Association of Water Professionals
GED	Graduate Equivalent Degree
GWEF	Georgia Water Environment Federation
MNGWPD	Metropolitan North Georgia Water Planning District
NPDES	National Pollutant Discharge Elimination Systems
OJT	On the Job Training
OSHA	Occupational Safety and Health Administration
PPE	Personal Protection Equipment
SOP	Standard Operating Procedure
SSO	Sanitary Sewer Overflow
EPA	U.S. Environmental Protection Agency
WEF	Water Environment Federation

# 1. Collection and Transmission Systems Training Program Overview

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## 1.1 Introduction

DeKalb County (the County) Department of Watershed Management (DWM) currently maintains a training program for all Watershed employees, including its Wastewater Collection and Transmission System (WCTS) employees, to ensure all personnel have the knowledge and skills required to function efficiently and safely in their respective roles. The present training for DWM employees include:

1. Orientation (for all employees);
2. Safety Training (for all employees);
3. Wastewater and Water Operator Certification (plant operations, collection and distribution, laboratory and maintenance courses);
4. Technical Skills Training (for technical and field personnel); and
5. General Customer Service, Management, and Leadership Training (required and optional training for all employees provided by Human Resources (HR) and Risk Management).

The CMOM Collection and Transmission Systems Training Program builds on and adds to the County's existing program. This document details the CMOM Collection and Transmission Systems Training Program required by the Consent Decree as well as other components of DWM's training/development program including career development and customer relations training. **The other training/development programs not required by the Consent Decree are included for the sake of maintaining one document for ease of use by the County's employees and are not enforceable by Environmental Protection Agency (EPA) or the Environmental Protection Division (EPD).** The document is divided into six sections as follows:

1. Introduction (provides an overview of the program document);
2. Purpose and Goals (provides the aims of the program);
3. Regulatory Drivers (gives an overview of what regulations, policies, and guidance are used in creating the CMOM Collection and Transmission Systems Training Program);
4. Program Resources (details the human and material resources that are available (or will be available) for the County to use in further developing, implementing and maintaining the program);

5. Program Activities (details the general training, the wastewater collection system training, the wastewater transmission system training, safety training, certifications, professional/career development opportunities, training frequency, and the training tracking system); and
6. Appendices (provides several attachments of the tools used in the County's Training Program including a listing of all training courses available, the Training Matrix, Compliance Suite™ report examples, training calendar plan, training course format and retraining master plan).

## 1.2 Purpose and Goals

The County's Collection and Transmission Systems Training Program has the following purposes:

- Identify and deliver necessary training and provide personnel with the proper technical knowledge and skills to complete job requirements and responsibilities in compliance with regulatory requirements
- Develop training methods that educates and empowers employees with the necessary tools to perform their jobs effectively
- Promote an environment for employees to acquire the motivation, knowledge, skills and professional attitude necessary to provide comprehensive professional services
- Develop innovative instructional programs that will meet the needs of a diverse professional employee body
- Define principles under which work is to be accomplished
- Ensure employees maintain required certifications
- Enforce specific regulations and procedures
- Provide continuing education and career development to maintain current state licensure requirements

The goal of the Collection and Transmission Systems Training Program is to ensure that DWM staff has the level of knowledge and skills commensurate with duties of the overall functions of the DWM sewer system infrastructure to maintain an efficient, safe operation that provides quality service to its customers.

## 1.3 Regulatory Drivers

The DWM Collection and Transmission Systems Training Program is a formally structured program that, among other things, incorporates criteria that are set forth in the Consent Decree - DeKalb County, Civil Action File No. 1:10-cv-4039-WSD. In addition, various guidance documents and materials were consulted in the formulation of the Program, such as the following:

- U.S. Environmental Protection Agency *Guide for Evaluating Capacity, Management, Operations, and Maintenance (CMOM) Programs at Sanitary Sewer Collection Systems*, 2005; EPA Region 4 *Guide to Collection and Transmission System Management, Operation, and Maintenance Programs* 2003.
- Georgia Association of Water Professionals (GAWP) and Georgia Water Environment Federation (GWEF), *Guidance for the Georgia Environmental Protection Division Zero Tolerance Strategy* entitled *Capacity, Management, Operations, and Maintenance (CMOM) Consent Agreement Guidance*, 2006.
- Office of Water Programs at California State University, *Operations and Maintenance of Wastewater Collection Systems, a Field Study Training Program*, Volumes I and II (of the most current edition).
- Metropolitan North Georgia Water Planning District (MNGWPD) *Wastewater Management Plan*, 2009.
- Occupational Safety and Health Administration (OSHA), *Occupational Safety and Health Standards, Part 1910*
- Georgia Water/Wastewater Board *Rule 750-1-.06; 750-3-.01, .02, .04; 750-4-.01, .02, .03, .04; 750-5-.01; 750-6-.02, .03, .04, .05; 750-7-.01, .02; 750-10-.01.*
- Georgia Water/Wastewater Board *Rule 43-51-6.*
- DWM *National Pollutant Discharge Elimination Systems (NPDES) permits for Pole Bridge Advanced Wastewater Treatment Facility (AWTF) (NPDES - GA0026816) and Snapfinger AWTF (NPDES - GA0024147).*

## 1.4 Program Resources

The DWM has various resources dedicated to actively organize, evaluate, and implement various portions of the Training Program. The Collection and Transmission Systems Training Program will be fully rolled out over a four-year period.

The initial phase of the program (2012 - 2013) will focus on those areas that require immediate training such as the Contingency and Emergency Response Plan (CERP), enhanced equipment operations training, and reporting requirements. The long-term three-year training cycle begins in 2013 and initiates the rotation of DWM's employees through several training courses. (See Appendix 1). Subsequent seminars, additional one-time offerings, webcasts, and training from local organizations will follow as needed when program management assistance is procured in 2012 onward.

Program Element	2012	2013	2014	2015
Initial Priority Training	X	X		
Staffing and Management	X	X		
Supplies and Materials	X	X		
Long-Term Schedule		X	X	X
Additional Training (seminars, one-time offerings)	X	X	X	X

Appendix 2 provides a full listing of all the courses offered in connection with the Collection and Transmission System Training Program, while Appendix 3 describes the type of training format that will be used for each of the core course element. The format may vary depending on initial, follow-up, and intermediate retraining of the core course elements.

### People Resources

- Training Program Coordinator
- Administration Operations Manager
- Department Safety Coordinator
- Construction and Maintenance (C&M) Management Staff
- C&M Staff for On-the-Job-Training (OJT)
- Plant Operations Staff for OJT
- Vendors
- CMOM Coordinator
- Training Program Knowledge Retention Officer (staff person or contractor)

### 1.4.1 People Resources

DWM management and administrative staff drive the Collection and Transmission Systems Training Program. DWM management determines the course offerings, the frequency, and sometimes participates as instructors. The Training Program Knowledge Retention Officer assists the Training Program Coordinator with Standard Operating Procedure (SOP) tracking, vendor provided training, peer to peer knowledge transfer, documentation, records, training coordination, and

curricula development. This can be a staff or contractor position.

## 1.4.2 Other Tools and Resources

The DWM uses two primary tools to manage the Training Program – the Training Matrix (Appendix 4), and the Compliance Suite™ Training Tracking Program (Appendix 5).

The Training Matrix is the spreadsheet directory listing the training (including courses, pamphlets, and videos) offered by DWM. The training materials in the Training Matrix are first divided by DWM cost centers (e.g. Management, Administration, Engineering, Inspections, Field Operations, Support, Plant Operations, Plant Maintenance, Instrumentation & Control, Laboratory, Warehouse and Meters). Then, each DWM cost center is further subdivided into the corresponding job titles. Various training courses are marked with “R” for Required or “A” for applicable to some cost centers.

### Other Tools and Resources

- Training Matrix
- Compliance Suite™
- Computer training room for computer/math skills with capacity for 15 persons
- General training room with capacity for 50 persons
- Safety Training equipment

Raw training offerings in the Training Matrix are customized to the individual. The supervisor reviews the training list for mandatory training for the individual by job title. When the mandatory training is completed, the employee may help in the selection process for additional training. When the selection is completed, the training request is then added to the Compliance Suite™ course waiting list. The waiting list is compiled periodically to schedule course sessions, determine additional course work needs based on the wait list size, and develop the training courses for the year.

The Compliance Suite™ is a software repository that merges the training needs for all DWM employees, the training offerings from the Training Matrix, the training instructors, mandatory requirements, and frequency. The DWM uses the Compliance Suite™ for scheduling, organizing, document retention and triggering refresher courses. The required training is initially populated automatically when an employee is hired or promoted.

## 1.5 Program Activities

The Collection and Transmission Systems Training Program is a formal process to address staff training regarding the County’s wastewater collection and transmission systems.

The Collection and Transmission Systems Training Program includes a description of each program element. Specifically, the following items are included in this Program document, where appropriate:

- General training to address the fundamental mission, goals, and policies of DWM (including basic County requirements)
- Wastewater collection system training to address the methods, procedures, and techniques required to perform the duties and tasks necessary for proper operation



and maintenance of the collection system (including continued training under the constructed overflow program)

- Wastewater transmission system training to address the methods, procedures, and techniques required to perform the duties and tasks necessary for the proper operation and maintenance of the transmission system (wastewater lift stations and force mains)
- Training necessary to cover measures to avert or eliminate identifiable safety hazards associated with the maintenance and repair of the collection and transmission systems
- Appropriate frequency for training, including refresher training
- The documentation and tracking of training courses and attendees

### **1.5.1 General Training**

DeKalb County new employees complete Department of Human Resources orientation within the first two months of employment.

Other general training provided by Human Resources and Risk Management may include, but is not limited to the following:

- Accountability
- Conflict Resolution
- Customer Service
- Customer Service 202
- Ethics Count (required for all staff)
- Success on the Front-Line (required for all non-managerial staff)
- Time Management (required for all non-managerial staff)
- New Supervisor's Workshop (required for all managerial staff)
- Leadership and You
- Organizational Management for Results
- Performance Management Program (required for all managerial staff)
- Positive Communication and Leadership
- Presenting Issues and Solutions

### **1.5.2 Wastewater Collection System Training**

Technical Skills training includes wastewater collection system training to address methods, procedures, and techniques required to perform the duties and tasks necessary for proper operation and maintenance of the collection system. New DWM employees are typically required to have completed probation and mandatory classes to be eligible for technical or skills training courses. Exceptions are made when a course is offered on a limited frequency that would extend training time if the employee had to wait for the next offering.

The Training Program is built upon principles contained in and generally consistent with *Operations and Maintenance of Wastewater Collection Systems, a Field Study Training Program*,

Volumes I and II, prepared by the Office of Water Programs at California State University. Training required for employees may vary depending on their roles and length of service.

An example of the scope of collection system training provided by DWM C&M is listed in the Training Matrix. (See Appendix 4). The list of training methods may include, but is not limited to, the following:

- C&M personnel provide collection system operations and maintenance training.
- Vendor onsite training and demonstrations are provided for new equipment, software, and/or other specialized training to become familiar with the operation and maintenance of new collection system resources and tools. This training is set up and provided by C&M.
- Pipe installation/replacement; pipe cleaning, testing, and inspection techniques; and manhole training are provided in-house by DWM experts to crews (as either formal demonstrations or OJT). These training opportunities are also part of technical certification training, as appropriate, to prepare for licensing exams.
- Reading as-built drawings training is provided by instruction and/or OJT by C&M.
- Heavy Equipment Operator training is provided in house by C&M to all heavy equipment operators.
- Sanitary Sewer Overflow (SSO) response training is provided to employees as required by the Department's CERP. This course presents, among other things, how to respond to SSOs, document information, calculation of spill volume, post signage, and evaluation for a fish kill.
- Back Flow Preventer Training (for Engineering and Technical Services Division staff).
- Cross Connection Training (for Engineering and Technical Services Division staff).
- Tailgate Safety Talks.
- Scheduled Safety Topics.
- Georgia Utilities Protection Center Call Before You Dig Sessions.
- Various specialty training, webcasts, conference and other trainings are available to those employees who would benefit from the additional training opportunities.
- Employees are also encouraged to volunteer with our local operator association (GAWP), and local/national affiliates of American Water Works Association (AWWA) and Water Environment Federation (WEF) to share their skills and help bring back new concepts to enhance DWM.

### **1.5.3 Wastewater Transmission System Training**

Wastewater transmission system training is provided to address methods, procedures, and techniques required to perform the duties and tasks necessary for the proper operation and maintenance of the wastewater transmission system. The Training Program is based on and is generally consistent with *Operations and Maintenance of Wastewater Collection Systems, a*

*Field Study Training Program*, Volumes I and II, prepared by the Office of Water Programs at California State University.

The entire scope of transmission system training provided by DWM Plant Operations is listed in the Training Matrix. (See Appendix 4). The list of training methods may include, but is not limited to, the following:

- Plant Operations personnel provide training including heavy equipment and chemical spill response.
- Vendor onsite training and demonstrations are provided for new equipment, software, and/or other specialized training to become familiar with the operation and maintenance of new treatment system resources and tools. This training is set up and provided by Plant Operations personnel.
- Lift Station inspection, operation and maintenance, repair, and mechanical and electrical procedures; Plant Operations; and Process Control and Systems training are provided in house by DWM experts to crews (as either formal demonstrations or OJT). These training opportunities are also part of technical certification training, as appropriate, to prepare for licensing exams.
- Pumps, electrical and Control Systems.
- SSO response training is provided to employees as required by the Department's SSO CERP. This course presents, among other things, how to respond to SSOs, document information, calculate spill volume, post signage, and evaluate for a fish kill.
- Hazardous Material Spill Response.
- Effective Disinfection and Dechlorination.
- Treatment Facility Tours.
- Weekly/Monthly Safety Lectures/Sessions.
- Risk Management Plan Training.
- Fire Drills.
- Chlorine drills.
- Various specialty training, webcasts, conference and other trainings are available to those employees who would benefit from the additional training opportunities.
- Employees are also encouraged to volunteer with our local operator association (GAWP) and local/national affiliates of AWWA/WEF to share their skills and help bring back new concepts to enhance DWM.

#### **1.5.4 Safety Training**

DeKalb County and DWM maintain comprehensive safety training programs. As defined by Occupational Safety and Health Administration (OSHA) regulations, *Occupational Safety and Health Standards, Part 1910*, safety training is necessary to cover measures to avert or eliminate identifiable safety hazards. DeKalb County and DWM safety training follows the

OSHA regulations. In addition, the safety Training Program is generally consistent with *Operations and Maintenance of Wastewater Collection Systems, a Field Study Training Program*, Volumes I and II, prepared by the Office of Water Programs at California State University. Safety training is primarily focused with regards to potential hazards associated with maintenance and repair of the collection and transmission systems. Safety training and measures include safety procedures specific to the types of maintenance activities and repair projects undertaken, specifying the safety equipment for the tasks being performed, and where appropriate, providing confined space entry, vehicle control procedures, and lock-out/tag-out procedures.

The current scope of safety training courses offered by DeKalb County and/or DWM under the oversight of the Safety Training Coordinator is included in the Training Matrix (See Appendix 4). The list of training may include, but is not limited to, the following subjects:

- Confined Space
- Personal Protective Equipment (PPE)
- Lockout/Tagout
- Chlorine Safety
- Bloodborne pathogens
- Medic First Aid/ Cardiopulmonary Resuscitation (CPR)
- Noise
- Commercial Driver's License (CDL)
- Defensive Driving Course or Professional Truck Driving for CDL staff
- Back Safety
- Crane Safety – Boom Truck Operations
- Rigging Training
- Flagging/Traffic Control
- Forklift Safety
- Gas Monitoring
- Laboratory Training
- Trenching and Shoring
- Worksite Setup (Ergonomics)
- Fire Extinguisher

The DWM program includes a mandatory once per week safety training activity during which pertinent topics are discussed relevant to specific types of operation and maintenance

activities. Safety training basics regarding these topics are also part of technical certification training, as appropriate, to prepare for licensing exams.

### 1.5.5 Wastewater Collection and Treatment Plant Operator Certification

**The Treatment Plant Operator Certification program is not required by the Consent Decree but is included for the sake of maintaining one document for ease of use by the County's employees and is not enforceable by EPA or the EPD.**

The Training Program Coordinator is responsible for design, development, implementation, instruction, and recordkeeping requirements associated with technical certification and skills training, unless otherwise noted, for DWM collection and wastewater treatment staff.

An Identification Number to use the California Manual for certification courses, is routinely applied for by the County. In addition, a member of DWM management applies for and receives instructor approval from the Georgia Water/Wastewater Board for certification courses. Application and approval process includes consideration of relevant educational training, teaching experience, and maintenance of a Class II Treatment license. The Board must approve training course outlines and approved instructors must re-apply for approval every 2 years. The Board also provides a letter with instructor name, organization, and courses approved to teach.

#### 1.5.5.1 Certification Requirements

Requirements for obtaining and maintaining certification is outlined by The Georgia Water/Wastewater Board *Rule 750-3-01, 02, and 04*. This Rule includes requirements for Public Water Supply System Operators, Biological Wastewater Treatment System Operators, Water Laboratory Analysts, Wastewater Laboratory Analysts, Water Distribution System Operators, and Wastewater Collection System Operators. All Operators must be certified. Prior to any certification, an applicant must have earned a minimum of a high school diploma or Graduate Equivalent Degree (GED) certificate.

In order to be certified in a particular class or category, as stated in Georgia Water/Wastewater *Rule 750-3-.04*, an applicant must meet requirements as set forth below.

- **Current Certification.** Applicants must hold the required certificate(s) before taking an examination for the next level of certification. An applicant must pass an examination in order to receive a certificate.
- **Experience.** Applicants must have completed the requisite experience in the actual system operation prior to taking an examination. The amount of experience that is required is dependent upon the applicant's education. For those applicants who have a high school diploma or GED certificate, the Board may consider other factors, including post-secondary education and other training and experience, to determine satisfaction of the experience requirements.
- **Education.** Every applicant must have earned a minimum of a high school diploma or GED certificate prior to taking the examination and must provide proof of education when he/she submits his/her application for certificate to the Board.
- **Course Work.** Applicants must have completed the required course work prior to taking the examination and provide proof of completion of course work when they

submit their application for certificate to the Board. The Board may evaluate, on a case by case basis, post-secondary education to determine satisfaction of the course work requirements.

DWM approved Certification Courses offered include the following:

- DWM Wastewater Collection System Operator Certification Course is based on *Operations and Maintenance of Wastewater Collection Systems, a Field Study Training Program*, Volumes I and II, prepared by the Office of Water Programs at California State University. Completion of this training is a prerequisite for taking the State licensing examination.
- DWM Wastewater Treatment System Operator Certification Course (Class I, II, and III) is based on *Operations and Maintenance of Wastewater Collection Systems, a Field Study Training Program*, Volumes I and II, prepared by the Office of Water Programs at California State University. Completion of training is a prerequisite for taking the state licensing examination.

DWM maintains approved, written course curricula for the above certifications and will incorporate the new certification rules that are being released during the 2012-2013 period and become effective in the next certification renewal cycle.

Recertification/renewal/refresher courses are also offered through the DWM Collection and Transmission Systems Training Program. Recertification, renewal, and refresher courses are completed by attending training and safety classes offered by DeKalb County such as technical and skills training, day tours of facility operations and maintenance, day tours at other utilities, and re-taking of certification classes; attending classes offered by the Georgia Water and Wastewater Institute; and/or attending GAWP conferences. Re-certification points are required every year (number of points and fee depends on certification) and licenses expire on June 30 of every odd year. License renewal fee is paid for by the County.

Annual certification continuing education points currently required include the following (annual certification points are subject to change in the future):

- Class I Operator: 18
- Class II Operator: 12
- Laboratory Analyst: 12
- Class III Operator: 6
- Collection System Operator: 6

### **1.5.5.2 Certified Personnel**

Personnel requiring certification are identified by the Georgia Water/Wastewater Board *Rule 750-3-01*. This Rule requires that any person who operates a wastewater treatment plant, wastewater collection system, water distribution system, or public water supply system must obtain a certificate from the Board. Any laboratory analyst who conducts certain tests, as defined by the Board, of water or wastewater samples in conjunction with the operation of public water system or wastewater treatment plant must also obtain a

certificate from the Board. The Board issues applicable licenses (after passing the Board licensing exam) based on State Rules. For detailed information regarding Rule requirements, refer to Appendix G, Collection System Operator Licensing Requirements, in the GAWP, GWEF Guidance for the EPD Zero Tolerance Strategy entitled *Capacity, Management, Operations, and Maintenance (CMOM) Consent Agreement Guidance*, 2006.

The Certification Instructor is to maintain follow-up tracking of all students attending DWM training to help track pass/fail, new certifications, and currently certified staff. They will help track and plan the required recertification hours for each two-year cycle.

For the following categories of DWM employees, certification is required for some positions and recommended for other positions:

- Public Water Supply System Operators
- Public Water Supply Distribution System Operators
- Biological Wastewater Treatment System Operators
- Wastewater Collection System Operators
- Wastewater Treatment Plant Operators
- Water/Wastewater Laboratory Analyst
- Water/Wastewater Mechanics
- Water/Wastewater Plant Supervisors
- Inspectors
- Equipment Operator/Principle Equipment Operator/Senior Equipment Operator
- Crew Supervisor
- General Foreman
- Superintendents
- Managers

### **1.5.6 Professional/Career Development Opportunities**

**The Professional/Career Development program is not required by the Consent Decree but is included for the sake of maintaining one document for ease of use by the County's employees and is not enforceable by EPA or EPD.**

DeKalb County Human Resources Department typically publishes a quarterly list of training courses available to employees. These courses include computer skills training, software training, supervisor and management training, new employee orientation, and employee growth and improvement courses. As needed/requested, the DWM Collection and Transmission Systems Training Program Coordinator also offers math and computer

skills training. This professional development training is interactive and uses videos and games as learning tools.

GED courses are offered through the County at no charge to the employee. This training opportunity is advertised among staff; day, evening, and online classes are/may be available for this course.

In addition, external training and networking opportunities such as AWWA, GAWP, WEF/GWEF, American Society of Civil Engineers, Association of Metropolitan Sewage Agencies, and various conferences and seminars are made available to employees, as approved by DWM.

### **1.5.7 Training Frequency**

The training and management staff determine the training frequency based on regulatory requirements as well as DeKalb County policy. When the frequency has been finalized for each course, the training staff input the desired frequency for each course into the Compliance Suite™ software. The software helps schedule classes and triggers reminders for individual employees before the refresher course due date. The refresher report and training frequency are documented in Appendix 5 and 6.

Courses availability is dependent on several factors including instructor schedule, classroom size, or HR and Risk Management department resources. Appendix 1 provides the 3-year training cycle calendar for many common courses required of the majority of DWM employees. Some courses are featured at the same time each year to focus staff attention on that element for those timeframes.

### **1.5.8 Documentation and Tracking**

Records of technical and skills training are maintained by DWM. The Program specifies the technical and skills training required before an employee is permitted to undertake specific work assignments or tasks.

The Compliance Suite™ Software maintains training documentation. County and DWM Program staff and supervisors work with the Training Coordinators to track training that is offered, and completed by, employees. This software has been tailored to County needs and features include personnel training records, grades, and scanned certifications, etc. and automatic email reminders for personnel training and refresher course needs. DWM will generate quarterly reports for management and trainers from this software that provides the status of training for each employee, including training refresher due dates.

Training documentation also includes, but is not limited to the following:

- Completed training leave slip for offsite training and conferences;
- Training duration and roll sheet;
- Copy of the tailgate topic with a signature as receipt;
- Training report;
- Certificate of attendance and issuance of certification credit; and



- Webcast enrollment form.

## **2. Appendix**

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**Appendix 1 – Training Calendar**

**Appendix 2 – Training Course Listing**

**Appendix 3 – Training Course Format**

**Appendix 4 – The Training Matrix**

**Appendix 5 – The Compliance Suite™**

1. Retraining Report Sample

2. Training Frequency Chart Sample

**Appendix 6 – Re-Training Course Master Plan**

## 2.1 Appendix 1 – Training Calendar (course type and frequency may change based on technological or job requirements)

Operations Master Training Calendar			
Safety Training			Conferences
Classroom	Pamphlet	Video	
<b>Year 1</b>			
Lock Out / Tag Out	Night Work	Crane Safety	
Personal Protection Equipment	Noise and Hearing Conservation	Hazard Communication	GAWP Industrial Conference
Confined Space	Office Safety	Electrical Safety	GAWP Spring Conference
Trenching	Power Tools	Personal Protection Equipment	
CPR, First Aid, AED	Slip, Trip and Fall Safety Section	Back Safety	
Defensive Driving	Ultraviolet Safety	Heavy Equipment	AWWA ACE
Electrical Safety	Walking and Working Surfaces	Fall Protection & Heights	GAWP Annual Conference
Ergonomics and Manual Handling	Water Safety	Ladders and Scaffolds	
Flagging	Working Outdoors	Fire Safety	
Groundskeeping		Noise and Hearing Conservation	WEFTEC
Hot Work Procedures		Forklift Safety	GAWP Fall Conference
Housekeeping and Sanitation		Material Handling and Storage	
<b>Year 2</b>			
Lock Out / Tag Out	Night Work	Night Work	
Personal Protection Equipment	Noise and Hearing Conservation	Hazard Communication	GAWP Industrial Conference
Confined Space	Office Safety	Office Safety	GAWP Spring Conference
Trenching	Power Tools	Personal Protection Equipment	
Ultraviolet Safety	Slip, Trip and Fall Safety Section	Back Safety	
Chemical Safety	Ultraviolet Safety	Rotating Equipment	AWWA ACE
Spills and Secondary Containment	Walking and Working Surfaces	Slip, Trip and Fall Safety Section	GAWP Annual Conference
Crane Safety	Water Safety	Ultraviolet Safety	
Flagging	Working Outdoors	Walking and Working Surfaces	
CPR, First Aid, AED		Water Safety	WEFTEC
Defensive Driving		Welding Safety	GAWP Fall Conference
Housekeeping and Sanitation		Working Outdoors	
<b>Year 3</b>			
Lock Out / Tag Out	Night Work	Avoiding Carpal Tunnel	
Personal Protection Equipment	Noise and Hearing Conservation	Hazard Communication	GAWP Industrial Conference
Confined Space	Office Safety	Blood Borne Pathogens	GAWP Spring Conference
Trenching	Power Tools	Personal Protection Equipment	
Electrical Safety	Slip, Trip and Fall Safety Section	Back Safety	
Chemical Safety	Ultraviolet Safety	Lock Out / Tag Out	AWWA ACE
CPR, First Aid, AED	Walking and Working Surfaces	Noise and Hearing Conservation	GAWP Annual Conference
Ergonomics and Manual Handling	Water Safety	Compressed Air and Explosive Gas	
Flagging	Working Outdoors	Power Tools	
Chemical Hygiene Plan		Hot Taps	WEFTEC
Defensive Driving		Material Handling and Storage	GAWP Fall Conference
Spills and Secondary Containment		Ergonomics and Manual Handling	

## 2.2 Appendix 2 – Training Course Listing Sample

<b>Mandatory (on hire)</b>	<b>Emergency Management</b>	<b>Plant Operations</b>
New Employee Orientation	Emergency Response Protocol	Screening
Customer Service 202	Emergency Response (Chlorine)	Pre-Treatment
Accountability	CERP-Sewage Spill Response	Clarification
Ethics	Chemical Spill Response	Filtration
Success on the Front Line	NIMS 100	Disinfection
Time Management	NIMS 200	Chemical Addition
<b>Mandatory (on Promotion)</b>	NIMS 300	Solids Handling
New Supervisors Workshop	NIMS 400	Disinfection
Performance Management Plans	NIMS 700	Plant Hydraulics
<b>Management Development</b>	<b>Regulatory</b>	<b>Plant Maintenance</b>
Train the Trainer	Consent Decree	Pumps
Organizational Management for Results	Certification	Motors
Presenting Issues and Solutions	EPD Environmental	Bearings
Work Place Feedback and Recognition	EPA Safe Drinking Water	Mechanical Seals
Counseling and Disciplinary Methods	EPA Clean Water Act	Instrumentation/Control
Writing Job Standards and MPO	Sedimentation and Erosion Control	Electrical
Leadership Series Workshop I	MNGAWPD Guidelines	Operations for Maintenance Staff
Leadership and You	County Ordinances	Maintenance for Operators
Manager Supervisor Update	Stormwater Ordinances	Generators
Positive Communication and Leadership	Billing Rates/Process	Electricity for Non-Electricians
Quality Problem Solving	Laboratory	<b>Instrumentation/Control &amp; Electrical</b>
Strategic Planning	Safe Dams	Low Voltage
Achieving Measurable Performance Standards	Underground Storage Tanks	Electrical Motors
County Policy Updates	Spill Prevention Control Plans, NPDES	RSView
Travel Policy	NPDES	Industrial Ethernet
<b>General Employee Development</b>	Land Application Site	Allen Bradley PLC
Being Proactive	GDOT	Electrical Drives
Effective Speaking I	Utility Protection-Safe Digging	Medium Voltage
Effective Speaking II	<b>Heavy Equipment</b>	Generators
Conflict Resolution	Heavy Equipment Operations	Grounding
Business Writing I	CDL Drivers License	Lightening Protection
Business Writing II	Jet Rodder Truck Operation	High Voltage
Productive Meetings	Rigging Training	I&C Training for Operators
Effective Meeting Facilitation	Portable Pumps and Equipment	<b>Laboratory</b>
Positive Communication	Fleet Operations	Water Analysis
Basic Math	<b>General Field</b>	Wastewater Analysis
GED	Field Customer Service	Mass Spectrometer
<b>Computer Programs</b>	OJT Equipment Training	Environmental Monitoring
MS Word I	Reading Maps and Plans	Biological Analysis
MS Word II	Surveying	Sample Collection Techniques
MS Excel Beginning	Field Hydraulics	QA/QC
MS Excel Intermediate	Job Site Set-up	Water Plant Operations Lab
MS Outlook	<b>Water Distribution System Repair</b>	Wastewater Plant Operations Lab
MS Power Point	Water Distribution	<b>Safety</b>
Kronos	Water Line Construction	Avoiding Carpal Tunnel
Oracle Financial	Water Line Repair	Back Safety
Compliance Suite	Major Line Repair	Blood Borne Pathogens
Peoplesoft	Booster Pumping Stations	Chemical Safety
LIMs (Lab Information Management System)	Line Testing and Cleaning	Chemical Hygiene Plan
FOG Tracking Program	Valve Installation and Maintenance	Confined Space
Scheduling (Project or Primavera)	Fire Hydrant Installation	Compressed Air and Explosive Gas
ESRI Mapping	Flushing	CPR, First Aid, AED
Hydraulic Model	Repair Planning	Crane Safety
OPSWIN	ARV Installation and Maintenance	Defensive Driving
<b>Associated Systems-Computer</b>	<b>Water Meter Repair/Installation</b>	Electrical Safety
SR/WO Introduction and Completion	Water Meter Repair	Ergonomics and Manual Handling
SR/WO generation and tracking	Large Meter Repair/Replacement	Fall Protection & Heights
CMMS Planning/Scheduling	Meter Calibration/Testing Programs	Fire Safety
Report Generation	Radio Read Meters	Flagging
Asset Management	FLEXNET AMI	Forklift Safety
Inventory Management System	Meter Sizing	Groundskeeping
Warehouse Basics	Meter Installation	Hazard Communication
Warehouse Ordering	<b>Wastewater Collection System</b>	Heavy Equipment
Security System	Collection System Operations	Hot Taps
Security System Maint.	Water and Wastewater Technical Terminology	Hot Work Procedures
Dispatch Program	Grease Management Methods	Housekeeping and Sanitation
<b>Construction Contracts/Specifications</b>	Main Line Stoppages	Ladders and Scaffolds
County Construction Standards	Mechanical Rodding	Lock Out / Tag Out
County Specifications	Jet Rodder Cleaning	Material Handling and Storage
Paving Repair Contracts	Manhole Inspection	Night Work
Concrete/Wall Repair Contracts	Manhole Cleaning	Noise and Hearing Conservation
Fire Hydrant Repair Contract	Manhole Odors	Office Safety
Line Installation/Repair Contracts	Manhole Surcharge	Personal Protection Equipment
Testing Contracts	Repair/Replace Sewer Mains	Power Tools
Cleaning Contracts	Cavity / Sinkhole Repair	Rotating Equipment
Meter Installation	Concrete Grouting	Slip, Trip and Fall Safety Section
Construction Management	Line Abandonment	Spills and Secondary Containment
<b>Inspection &amp; Testing</b>	Manhole Construction	Trenching
CCTV Sewer Inspection	Raising / Lowering Manholes	Ultraviolet Safety
Pole Camera Sewer Inspection	Manhole Sealing	Walking and Working Surfaces
Elevated Creek Crossing Inspection	ARV Installation and Maintenance	Water Safety
Right of Way and Easement Inspections	<b>Wastewater Transmission Systems</b>	Welding Safety
Dye Testing	Smith and Lovelless Maintenance	Working Outdoors
Smoke Testing	Air/Vac Valve O&M	
Inspection of Large Sewer/Water Lines	Force Mains	
Identifying Inflow/ Infiltration	Backflow Preventers	
External Sewer Inspection		
Flow Meters: Installation and Operation		
Hydraulic Modeling Overview		
Program Management		
Back Flow Prevention		
Manhole Inspections		



## 2.4 Appendix 4 – The Training Matrix Sample (course type and frequency may change based on technological or job requirements)

Courses	Cost Centers													
	08001 - Director's Office	08002 - Admin & Fiscal Operations	08003 - Warehouse	08009 - GPS/GIS/Data Management	08010 - Eng Design/Survey/Land	08015 - IT Support	08018 - P&E Engineering Planning	08024 - Sewer Lab Admin & Supv	08025 - Sewer Laboratory	08026 - Sewer Monitoring	08028 - Sewer - WPC Shop/Finger	08029 - Sewer - Lift Station	08030 - Sewer	08031 - Sewer
<b>All NEW Employees</b>														
Department Safety Management System	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Employee Rights And Responsibilities	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Safety Management Division Overview	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Ergonomics	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Slip, Trip, Fall Prevention	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Fire Prevention Plans (29 CFR 1910.39)	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Medical Services and First Aid (29 CFR 1910.151)	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Workplace Violence Awareness – Mandatory Annual Update	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Hazard Communication (29 CFR 1910.1200) – Mandatory Annual Update	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Bloodborne Pathogens (29 CFR 1910.1030) – Mandatory Annual Update	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Personal Protective Equipment (29 CFR 1910.132) – Mandatory Annual Update	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Emergency Action/Response Plan (29 CFR 1910.38) – Mandatory Annual Update	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Accountability	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Ethics	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Customer Service	R	R	R	R	R	R	R	R	R	R	R	R	R	R
<b>All Employees Expected to Operate a County Vehicle</b>														
Defensive Driving (NSC) (Every Three Years)	R	R	R	R	R	R	R	R	R	R	R	R	R	R
<b>NEW Assignment to a Plant</b>														
Confined Space Awareness	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Control of Hazardous Energy (Lock Out, Tag Out)	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Electrical Safety	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Fall Protection	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Hearing Conservation (29 CFR 1910.95)	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Respiratory Protection	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Hazardous Materials Awareness (29 CFR 1910.120)	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Highly Hazardous Chemicals (29 CFR 1910.119) - (Every Three Years)	R													
Occupational exposure to hazardous chemicals in laboratories (29 CFR 1910.120)	R													
Machinery and Machine Guarding			A	A	A	A	A	A	A	A	A	A	A	A
Powered Platforms, Man lifts, and Vehicle-Mounted Work Platforms			A	A	A	A	A	A	A	A	A	A	A	A
Powered Industrial Trucks (Forklift)			A	A	A	A	A	A	A	A	A	A	A	A
Welding Cutting and Brazing			A	A	A	A	A	A	A	A	A	A	A	A
<b>NEW Assignment to the Field</b>														
Confined Space Awareness	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Control of Hazardous Energy (Lock Out, Tag Out)	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Electrical Safety	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Fall Protection	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Hearing Conservation (29 CFR 1910.95)	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Respiratory Protection	A	A	A	A	A	A	A	A	A	A	A	A	A	A

## 2.6 Appendix 5 – The Compliance Suite™

### 1. Retraining Report Sample

*PLANT SYSTEMS MANAGEMENT*

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**Course Retraining** *Friday, August 10, 2012, 3:45 PM*

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Retraining Date 12/20/2011 - 06/30/2013; Course Title Equal To, CERP Spill Response 2012

Course Title: CERP Spill Response 2012

<u>Student</u>	<u>Job Title</u>	<u>Department</u>	<u>Office Phone</u>	<u>Retrain Date</u>	<u>Supervisor</u>
Abram, Mark, A.	Equipment Operator Senior	8038		6/13/2013	
Adams Jr, Robert, L.	WQC Foreman	8028		6/12/2013	
Adams, Keith, T.	Wtr Prod Poll Contrl Brch Supt	8030		6/12/2013	
Agee, Hervy, B.	Crew Supervisor	8040		6/13/2013	
Ash, Jaru, T.	Lab Monitor Supervisor	8024		6/12/2013	
Austin, Steven	Crew Worker	8040		6/20/2013	
Baniassad, Kian	Engineer	8028		6/12/2013	
Barber, Kipper, O.	Crew Worker	8037		6/19/2013	
Barner, Cornell	Crew Worker	8040		6/19/2013	
Barnes, George, E.	Crew Worker Sr.	8037		6/19/2013	
Barron, Chester	Water Maintenance Mechanic	8033		6/12/2013	
Battle, John, L.	General Foreman	8038		6/20/2013	
Baxley, Gilbert	Crew Worker Sr.	8038		6/20/2013	
BelleFleur, Patrick	WQC Foreman	8028		6/12/2013	
Benton, Artis, J.	Crew Worker	8037		6/26/2013	
Boddie, Abu-Jahmaal	Crew Worker	8040		6/26/2013	
Bolton, Calvin	Crew Worker	8040		6/19/2013	
Bonner, Walter	Crew Worker	8038		6/26/2013	
Bowden Jr., Donald, L.	Crew Supervisor CDL	8037		6/19/2013	
Brayton, Alexander, M.	Crew Supervisor CDL	8037		6/26/2013	
Carter, Anthony, C.	Crew Supervisor CDL	8037		6/26/2013	
Carter, Kenneth	Crew Worker	8038		6/20/2013	
Character, Michael	Crew Supervisor CDL	8037		6/26/2013	
Character, Reginald, M.	Crew Worker Sr.	8040		6/26/2013	
Childs, Adrain		8040		6/26/2013	
Clark, Bobby, G.	Equipment Operator Principal	8041		6/13/2013	
Clark, Deonta, A.	Crew Supervisor CDL	8040		6/13/2013	
Clarke, Hickbal, O.	Crew Worker Sr.	8042		6/26/2013	

## 2. Training Frequency Chart Sample

Minimum Training Duration and Frequency						
Safety	Duration	Frequency	Refresher	Pamphlet	Video	Class
Back Safety	0.25 hours	Biannual	Annual	X		
Blood Borne Pathogens	.5 hours	Biannual	Annual	X	X	
Chemical Safety	2 hours	Biannual	Annual		X	X
Chemical Hygiene Plan	2 hours	Biannual	Annual	X	X	X
Confined Space	2 hours	Biannual	Annual		X	X
Compressed Air and Exp. Gas	0.25 hours	Biannual	Annual		X	
CPR, First aid, AED	6 hours	Biannual	Annual			
Crane Safety	2 hours	Biannual	Annual			
Defensive Driving	6 hours	Biannual	Annual			
Electrical Safety	1 hours	Biannual	Annual			
Ergonomics and Manual Handling	.5 hours	Biannual	Annual		X	
Fall Protection & Heights	.5 hours	Biannual	Annual			
Fire Safety	.5 hours	Biannual	Annual		X	
Flagging	2 hours	Biannual	Annual			
Forklift Safety	2 hours	Biannual	Annual		X	
Grounds keeping	2 hours	Biannual	Annual	X		
Hazard Communication	1 hours	Biannual	Annual		X	
Heavy Equipment	2 hours	Biannual	Annual			
Hot Taps	2 hours	Biannual	Annual			
Hot Work Procedures	.5 hours	Biannual	Annual		X	
Housekeeping and Sanitation	2 hours	Biannual	Annual	X	X	
Ladders and Scaffolds	0.25 hours	Biannual	Annual		X	
Lock Out / Tag Out	2 hours	Biannual	Annual	X	X	
Material Handling and Storage	.5 hours	Biannual	Annual			
Night Work	0.25 hours	Biannual	Annual		X	
Noise and hearing conservation	0.25 hours	Biannual	Annual	X	X	
Office Safety	2 hours	Biannual	Annual	X	X	
Personal Protection Equipment	2 hours	Biannual	Annual	X	X	
Power Tools	0.25 hours	Biannual	Annual	X		
Rotating Equipment	2 hours	Biannual	Annual			
Security	0.25 hours	Biannual	Annual	X		
Slip, Trip and Fall Safety Section	0.25 hours	Biannual	Annual	X		
Spills and Secondary Containment	0.25 hours	Biannual	Annual	X		
Trenching	3 hours	Biannual	Annual	X		
Ultraviolet Safety	0.25 hours	Biannual	Annual			
Walking and Working Surfaces	0.25 hours	Biannual	Annual			
Water Safety	0.25 hours	Biannual	Annual	X		
Welding Safety	.5 hours	Biannual	Annual			
Working Outdoors	0.25 hours	Biannual	Annual			
<b>Plant Operations</b>						
Screening	4 Hours	Annual	Biannual		X	X
Sedimentation	4 Hours	Annual	Biannual			X
Filtration	4 Hours	Annual	Biannual			X
Solids Handling	4 Hours	Annual	Biannual			X
Pumps	2 hours	Annual	Annual		X	
Bearings	2 hours	Annual	Annual			
Disinfection	2 hours	Annual	Annual	X		
Mechanical Seals	2 hours	Annual	Annual			



# 2.7 Appendix 6 – Re-Training Course Master Plan Sample

(course type and frequency may change based on technological or job requirements)

Re-Training Course Master Plan																	
Training Course	Training Frequency					Training Course	Training Format					Training Course	Training Format				
	Initial	Annual	Bi-Annual	Tri-Annual	Refresher/Hubout		Initial	Annual	Bi-Annual	Tri-Annual	Refresher/Hubout		Initial	Annual	Bi-Annual	Tri-Annual	Refresher/Hubout
<b>Mandatory (on hire)</b>						<b>Emergency Management</b>						<b>Plant Maintenance</b>					
New Employee Orientation	X					Emergency Response Protocol	X	X	X	X	X	Pumps	X	X	X	X	X
Customer Service 202	X					Emergency Response (Chlorine)	X	X	X	X	X	Motors	X	X	X	X	X
Accountability	X					CERP-Sewage Spill Response	X	X	X	X	X	Bearings	X	X	X	X	X
Ethics	X					Chemical Spill Response	X	X	X	X	X	Mechanical Seals	X	X	X	X	X
Success on the Front Line	X					NIMS 100	X					Instrumentation/Control	X	X	X	X	X
Time Management	X					NIMS 200	X					Electrical	X	X	X	X	X
<b>Mandatory (on Promotion)</b>						NIMS 300	X					Operations for Maintenance Staff	X	X	X	X	X
New Supervisors Workshop	X					NIMS 400	X					Maintenance for Operators	X	X	X	X	X
Performance Management Plans	X					NIMS 700	X					Generators	X	X	X	X	X
<b>Management Development</b>						<b>Regulatory</b>						Electricity for Non-Electrics	X	X	X	X	X
Train the Trainer	X					Consent Decree	X				X	<b>Instrumentation/Control &amp; Electrical</b>					
Organizational Management	X					Certification	X				X	Low Voltage	X		X	X	X
Presenting Issues and Solutions	X					EPA Environmental	X				X	Electrical Motors	X		X	X	X
Work Place Feedback and Recognition	X					EPA Safe Drinking Water	X				X	SCADA	X		X	X	X
Counseling and Disciplinary Methods	X					EPA Clean Water Act	X				X	Industrial Ethernet	X		X	X	X
Writing Job Standards and MPO	X					Sedimentation and Erosion Control	X			X	X	Allen Bradley PLC	X		X	X	X
Leadership Series Workshop I					X	MNGAWD Guidelines	X			X	X	Electrical Drives	X		X	X	X
Leadership and You	X					County Ordinances	X			X	X	Medium Voltage	X		X	X	X
Manager Supervisor Update	X				X	Stormwater Ordinances	X			X	X	Generators	X		X	X	X
Positive Communication and Leadership	X					Billing Rates/Process	X			X	X	Grounding	X		X	X	X
Quality Problem Solving	X					Laboratory	X			X	X	Lightening Protection	X		X	X	X
Strategic Planning	X					Safe Dams	X			X	X	High Voltage	X		X	X	X
Achieving Measurable Performance Standards	X					Underground Storage Tanks	X			X	X	I&C Training for Operators	X		X	X	X
County Policy Updates	X				X	Spill Prevention Control Plans, NPDES	X			X	X	<b>Laboratory</b>					
Travel Policy	X				X	NPDES	X			X	X	Water Analysis	X		X	X	X
<b>General Employee Development</b>						Land Application Site	X			X	X	Wastewater Analysis	X		X	X	X
Being Proactive	X					GDOT	X			X	X	Mass Spectrometer	X		X	X	X
Effective Speaking I	X					Utility Protection-Safe Digging	X			X	X	Environmental Monitoring	X		X	X	X
Effective Speaking II	X					<b>Heavy Equipment</b>						Biological Analysis	X		X	X	X
Conflict Resolution	X					Heavy Equipment Operations	X			X	X	Sample Collection Techniques	X		X	X	X
Business Writing I	X					CCJ Drivers License	X			X	X	QA/QC	X		X	X	X
Business Writing II	X					Jet Rodder Truck Operation	X			X	X	Water Plant Operations Lab	X		X	X	X
Productive Meetings	X					Rigging Training	X			X	X	Wastewater Plant Operations Lab	X		X	X	X
Effective Meeting Facilitation	X					Portable Pumps and Equipment	X			X	X	<b>Safety</b>					
Positive Communication	X					Fleet Operations	X			X	X	Avoiding Carpal Tunnel	X		X	X	X
Basic Math	X					<b>General Field</b>						Back Safety	X		X	X	X
GED	X					Field Customer Service	X		X		X	Blood Borne Pathogens	X		X	X	X
<b>Computer Programs</b>						OUT Equipment Training	X			X	X	Chemical Safety	X		X	X	X
MS Word I	X					Reading Maps and Plans	X			X	X	Chemical Hygiene Plan	X		X	X	X
MS Word II	X					Surveys	X			X	X	Confined Space	X		X	X	X
MS Excel Beginning	X					Field Hydraulics	X			X	X	Compressed Air and Explosive Gas	X		X	X	X
MS Excel Intermediate	X					Job Site Set-up	X			X	X	CPR, First Aid, AED	X		X	X	X
MS Outlook	X					<b>Water Distribution System Repair</b>						Crane Safety	X		X	X	X
MS Power Point	X					Water Distribution	X			X	X	Defensive Driving	X		X	X	X
Kronos	X				X	Water Line Construction	X			X	X	Electrical Safety	X		X	X	X
Oracle Financial	X				X	Water Line Repair	X			X	X	Ergonomics and Manual Handling	X		X	X	X
Compliance Suite	X				X	Major Line Repair	X			X	X	Fall Protection & Heights	X		X	X	X
PeopleSoft	X				X	Booster Pumping Stations	X			X	X	Fire Safety	X		X	X	X
LIMS (Laboratory Information Management System)	X				X	Line Testing and Clearing	X			X	X	Flagging	X		X	X	X
FOG Tracking Program	X				X	Valve Installation and Maintenance	X			X	X	Forklift Safety	X		X	X	X
Scheduling (Project or Primavera)	X				X	Fire Hydrant Installation	X			X	X	Groundskeeping	X		X	X	X
ESR Mapping	X				X	Flushing	X			X	X	Hazard Communication	X		X	X	X
Hydraulic Model	X				X	Repair Planning	X			X	X	Heavy Equipment	X		X	X	X
OPSWIN	X				X	ARV Installation and Maintenance	X			X	X	Hot Taps	X		X	X	X
<b>Associated Systems-Computer</b>						<b>Water Meter Repair/Installation</b>						Hot Work Procedures	X		X	X	X
SRWVO Introduction and Completion	X				X	Water Meter Repair	X			X	X	Housekeeping and Sanitation	X		X	X	X
SRWVO generation and tracking	X				X	Large Meter Repair/Replacement	X			X	X	Ladders and Scaffolds	X		X	X	X
OMS Planning/Scheduling	X				X	Meter Calibration/Testing Programs	X			X	X	Lock Out / Tag Out	X		X	X	X
Report Generation	X				X	Radio Read Meters	X			X	X	Material Handling and Storage	X		X	X	X
Asset Management	X				X	FLEXNET AM	X			X	X	Night Work	X		X	X	X
Inventory Management System	X				X	Meter Sizing	X			X	X	Noise and Hearing Conservation	X		X	X	X
Warehouse Basics	X				X	Meter Installation	X			X	X	Office Safety	X		X	X	X
Warehouse Ordering	X				X	<b>Wastewater Collection System</b>						Personal Protection Equipment	X		X	X	X
Security System	X				X	Collection System Operations	X			X	X	Power Tools	X		X	X	X
Security System Maint.	X				X	Water and Wastewater Technical Terminology	X			X	X	Roasting Equipment	X		X	X	X
Dispatch Program	X				X	Grease Management Methods	X			X	X	Slip, Trip and Fall Safety Section	X		X	X	X
<b>Construction Contracts/Specifications</b>						Main Line Stoppages	X			X	X	Spills and Secondary Containment	X		X	X	X
County Construction Standards	X				X	Mechanical Rodding	X			X	X	Trenching	X		X	X	X
County Specifications	X				X	Jet Rodder Clearing	X			X	X	Ultraviolet Safety	X		X	X	X
Paving Repair Contracts	X				X	Manhole Inspection	X			X	X	Walking and Working Surfaces	X		X	X	X
Concrete/Wall Repair Contracts	X				X	Manhole Clearing	X			X	X	Water Safety	X		X	X	X
Fire Hydrant Repair Contract	X				X	Manhole Covers	X			X	X	Welding Safety	X		X	X	X
Line Installation/Repair Contracts	X				X	Manhole Surcharge	X			X	X	Working Outdoors	X		X	X	X
Testing Contracts	X				X	Repair/Replace Sewer Manis	X			X	X	<b>Inspection &amp; Testing</b>					
Cleaning Contracts	X				X	Cavity / Sinkhole Repair	X			X	X	OCTV Sewer Inspection	X		X	X	X
Meter Installation	X				X	Concrete Grouting	X			X	X	Pole Camera Sewer Inspection	X		X	X	X
Construction Management	X				X	Line Abandonment	X			X	X	Elevated Creek Crossing Inspection	X		X	X	X
<b>Plant Operations</b>						Manhole Construction	X			X	X	Right of Way and Easement Inspections	X		X	X	X
Screening	X				X	Raising / Lowering Manholes	X			X	X	Dye Testing	X		X	X	X
Pre-Treatment	X				X	Manhole Sealing	X			X	X	Smoke Testing	X		X	X	X
Clarification	X				X	ARV Installation and Maintenance	X			X	X	Inspection of Large Sewer/Water Lines	X		X	X	X
Filtration	X				X	<b>Wastewater Transmission Systems</b>						Identifying Inflow / Infiltration	X		X	X	X
Disinfection	X				X	Smith and Lovelace Maintenance	X			X	X	External Sewer Inspection	X		X	X	X
Chemical Addition	X				X	Air/Vac Valve O&M	X			X	X	Flow Meters: Installation and Operation	X		X	X	X
Solids Handling	X				X	Force Mains	X			X	X	Hydraulic Modeling Overview	X		X	X	X
Disinfection	X				X	Backflow Preventers	X			X	X	Program Management	X		X	X	X
Plant Hydraulics	X				X							Back Flow Prevention	X		X	X	X
												Manhole Inspections	X		X	X	X