

SECTION 3. ORGANIZATION

This SSMP section describes the organization of the Public Works Department divisions responsible for the management, operation, and maintenance of the City's wastewater collection (sanitary sewer) system. It identifies City staff responsible for implementing the WDR compliance program. Also, the chain of communication for reporting sanitary sewer overflows (SSOs) is identified. The major items discussed in this section are as follows:

- Department Organization Charts
- General Responsibilities of Department Staff
- SSMP Development Task Force Organization
- Staff Contact Information
- Legally Responsible Officials
- Chain of Communication for SSO Reporting

DEPARTMENT ORGANIZATION CHARTS

Figure 3-1 depicts an overview of the organization of the City's Public Works Department. The department has three divisions that are involved in the management, operation, and maintenance of the wastewater collection system. The Maintenance Division is responsible for the management, operation, and maintenance of collection mains (sanitary sewers less than 12 inches in diameter) and for the maintenance of trunk sewers (sanitary sewers 12 inches and greater in diameter). The Utilities Division is responsible for the management of trunk sewer capacity and for the management, operation, and maintenance of lift stations and force mains. The Utilities Division is also responsible for enforcing the City's NPDES permits. The Engineering Services Division oversees the design and construction of collection mains, trunk sewers, lift stations, and force mains, and maintains as-built drawings and system mapping.

Each division maintains its own organization chart. The organizational charts of each of these divisions are attached. It should be noted that the organization charts include water supply utility staff. Some staff listed in the charts do both sanitary sewer and water utility work. Each division updates its organization chart periodically, as needed.

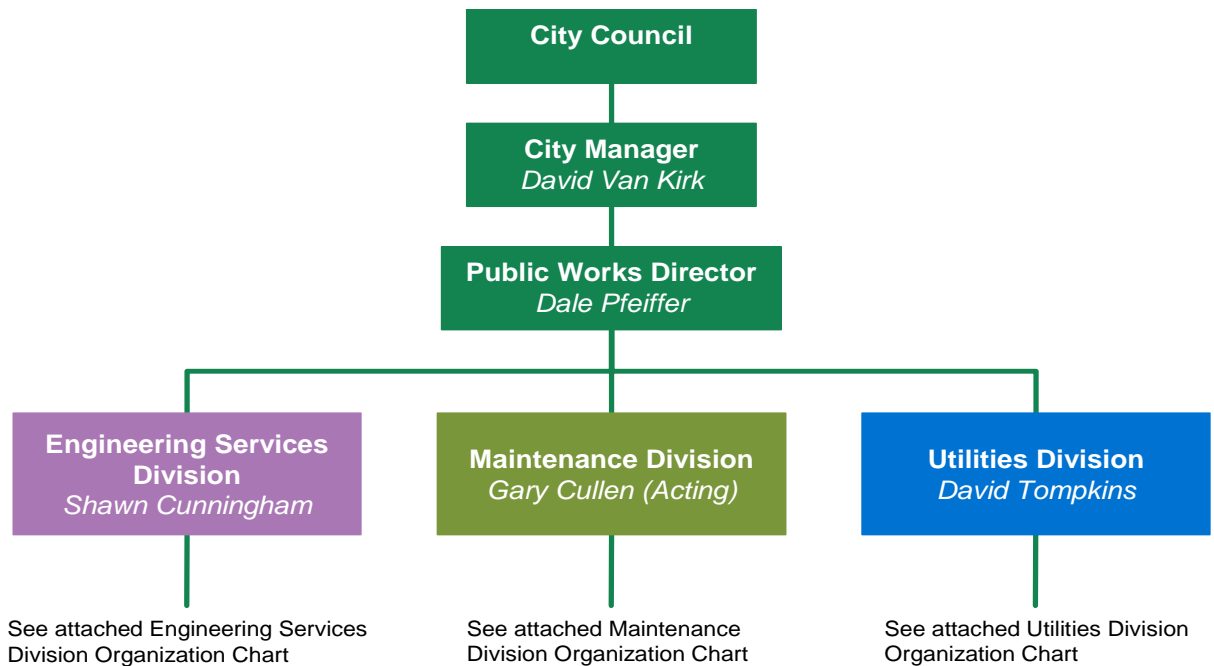


Figure 3-1. Organization Chart of Sanitary Sewer Staff.

GENERAL RESPONSIBILITIES OF DEPARTMENT STAFF

Descriptions of the general responsibilities of sanitary sewer staff are maintained by the City's Human Resources Department. The job descriptions for the job titles shown on each of the division's organization charts (discussed above) can be found at the following City Web page:

<http://agency.governmentjobs.com/vacaville/default.cfm?action=agencyspecs>

The Human Resources Department updates these job descriptions on an as-needed basis.

SSMP DEVELOPMENT TASK FORCE ORGANIZATION

A task force of Public Works Department managers and supervisors has been formed to develop the SSMP. Some of the task force members have been assigned to lead activities for developing the SSMP and complying with the WDRs. The Roles and Responsibilities Chart, Attachment A in Section 1 of the SSMP, shows graphically the organization of the task force leaders and the leaders' assigned activities. The Roles and Responsibilities Chart is described further in Section 1.

STAFF CONTACT INFORMATION

The contact information for the SSMP task force and activity leaders are listed in Table 3-1. The table also lists the information for other managers and supervisors that may be involved with WDR compliance activities. The contact information for other sanitary sewer staff is contained in phone lists maintained by the Public Works Department. These phone lists are distributed to all sanitary sewer staff and can be obtained from any administrative staff person.

Table 3-1. Contact Information for Sanitary Sewer Managers and Supervisors

Staff	Division (and Section)	Position	Phone Number
SSMP Task Force Members and Activity Leaders			
Deb Galway	Utilities Division, Engineering Section	Senior Civil Engineer	(707) 469-6418
Jeff Cooley	Utilities Division, Maintenance and Operation Section	Utilities Operations Manager	(707) 469-6413
Bev deLege	Utilities Division, Maintenance and Operation Section	Utilities Maintenance Supervisor (Instrumentation and Control Engineering)	(707) 469-6440
Steve Economon	Utilities Division, Maintenance and Operation Section	Utility Plant Supervisor, Wastewater	(707) 469-6451
Steve Gill	Utilities Division, Operations Section	Utilities Maintenance Supervisor (Mechanical)	(707) 469-4197
Jacque McCall	Utilities Division, Water Quality Section	Water Quality Manager	(707) 469-6416
Tom Reyes	Utilities Division, Water Quality Section	Water Quality Supervisor	(707) 469-6425
Gary Cullen	Maintenance Division	Acting Deputy Director of Public Works	(707) 469-6503
Jeff Horne	Maintenance Division	Field Utility Supervisor	(707) 469-6551
Craig Isham	Maintenance Division	PW Maintenance Superintendent	(707) 469-6540
Rod Moresco	Maintenance Division	Assistant Director of PW/Acting City Engineer	(707) 449-5145
Shawn Cunningham	Engineering Services Division	Deputy Director	(707) 449-5176
Other Sanitary Sewer Managers and Supervisors			
Dale Pfeifer	Public Works Department	Director	(707) 449-5169
David K. Tompkins	Utilities Division	Assistant Director of Public Works	(707) 469-6412
Vanessa Andrews	Utilities Division, Utilities Analysis Section	Utilities Analyst	(707) 469-6419
Fern Wilson	Utilities Division, Water Quality Section	Environmental Compliance Inspector I/I	(707) 469-6405
Tawnia Skow	Engineering Services Division	Senior Civil Engineer	(707) 449-5170
Tracy Rideout	Engineering Services Division	Associate Civil Engineer	(707) 449-5161

LEGALLY RESPONSIBLE OFFICIALS

The City has designated several legally responsible officials (LROs) with varying levels of responsibility and authority in implementing the WDR compliance program. The City's LROs are listed in Table 3-2. The Director of Public Works is the City's LRO for all wastewater collection system matters. For day-to-day activities, the Program Manager will act on the Public Works Director's behalf. The Assistant Director of the Public Works Department and Water Quality Manager are responsible for overall permit management and communication with regulatory agencies. Several supervisors and managers have been authorized to certify online SSO reports.

Table 3-2. Legally Responsible Officials for the WDR Compliance Program

Position	Name	Responsibility/Authority Level
Director of Public Works	Dale Pfeiffer	All activities
Water Quality Manager	Jacque McCall	Compliance Monitoring/Regulatory Contact
Assistant Director of Public Works Department	Dave Tompkins	Compliance Monitoring/Regulatory Contact
Senior Engineer/Program Manager	Deb Galway	All activities
Field Utility Supervisor	Jeff Horne	Primary Online SSO report certification
Public Works Maintenance Supervisor	Craig Isham	Secondary Online SSO report certification
Utilities Operation Manager	Jeff Cooley	Back-up Online SSO report certification
Utility Plant Supervisor, Wastewater	Steve Economon	Back-up Online SSO report certification

CHAIN OF COMMUNICATION FOR SSO REPORTING

The chain of communication for responding to and reporting sanitary sewer overflows is contained in the City's field manual titled "Field Reference Guide for Spill Response, Confined Space Entry, and Excavation" (Field Reference Guide). Several charts and tables under the Spill Response Procedures tab contain the chain of communication during a potential SSO. The chain of communication in the Field Reference Guide will be reviewed for compliance with the WDRs as part of the Overflow Emergency Response Plan element. Any needed modifications of the Field Reference Guide (and the SSO event chain of communication, if necessary) will be made before the WDR required due date of May 2, 2009.