

## **Section 3 - Goals and Organization**

### **A. Goals**

#### **1. Introduction**

This Sewer System Management Plan (SSMP) has been prepared to meet the requirements adopted by the State Water Resources Control Board (SWRCB) on May 2, 2006.

#### **2. Regulatory Requirement**

The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that occur.

#### **3. SSMP Goals**

The goals of this SSMP are to:

1. Properly manage, operate, and maintain all portions of the Agency's wastewater collection system.
2. Provide adequate capacity to convey the peak wastewater flows. Adequate capacity, for the purposes of this SSMP, is defined as the capacity to convey the peak wastewater flows that are associated with the design storm event.
3. Minimize the frequency of SSOs.
4. Mitigate the impacts that are associated with any SSO that may occur.
5. Meet all applicable regulatory notification and reporting requirements.

#### **4. City of Ceres Goals**

See attached GOALS AND OBJECTIVES for the Sewer Services Department goals.

### **B. Organization**

#### **1. Introduction**

The intent of this section of the SSMP is to identify Agency Staff who are responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Authorized Representative to meet SWRCB requirements for completing and certifying spill reports.

## **2. Regulatory Requirement**

The SSMP must identify

1. The name of the agency's responsible or authorized representative
2. The names and telephone numbers for management, administrative, and maintenance positions for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and

The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

## **3. Organization Charts**

The following organization charts shows the management, administrative, and maintenance positions for implementing specific measures in the SSMP program and lines of authority. The first chart shows the overall City structure. The second shows the organization of the Wastewater System Department.

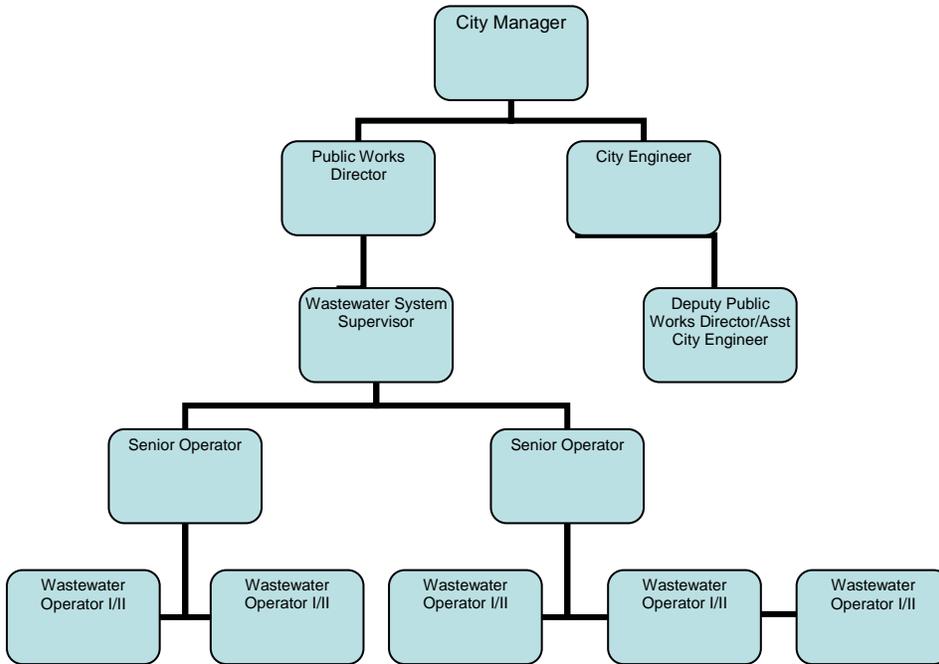
## **C. Authorized Representative**

The Agency's Authorized Representative in all wastewater collection system matters is:

Mr. Terry Turner  
Wastewater System Supervisor  
City of Ceres  
Mail: 2720 2nd. Street  
Office: 4200 Morgan Road  
Ceres, CA 95307

Mr. Turner is authorized to submit verbal, electronic, and written spill reports to the RWQCB, SWRCB, County Health Agency, and OES. Mr. Turner is also authorized to certify electronic spill reports submitted to the SWRCB.

## Public Works Organizational Chart



### D. Names, Phone Numbers, and Lines of Authority

Name and telephone numbers for key management, administrative, and maintenance positions for implementing specific measures in the SSMP program are as follow:

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Telephone Number</u></b>
City Manager	Toby Wells	(209) 538-5751
Public Works Director	Jeremy Damas	(209) 538-5717
City Engineer	Daryl Jordan	(209) 538-5775
Deputy Public Works Director/ Assistant City Engineer	Michael Brinton	(209) 538-5758
Wastewater System Supervisor	Terry Turner	(209) 538-3269

**Responsibilities** (summarized from job descriptions posted on the City's web site)

City Manager – This is an exempt position appointed by the City Council responsible for implementing City Council policy and for planning, organizing, directing and controlling the activities and operations of the City of Ceres including public safety, community development, finance, public works and administration; to develop policy recommendations for City Council action; and to provide highly responsible and complex administrative support to the City Council.

Public Works Director – Plans, directs, manages, and oversees the activities and operations for street maintenance, facility maintenance, landscape maintenance, equipment maintenance, wastewater collection and treatment, and water production and distribution. Coordinates assigned activities with other departments and outside agencies. Provides highly responsible and complex administrative support to the City Manager.

Director of Engineering Services/City Engineer – Promote the orderly development of the city by providing engineering services to regulate the construction of municipal structures, city streets, sewage collection and treatment, water supply, and storm drainage facilities. The division also oversees traffic safety, solid waste and recycling, and public transportation. Provides highly responsible and complex administrative support to the City Manager.

Wastewater System Supervisor – Organizes monitors and supervises assigned functions including the wastewater reclamation facility and sewer collection system within the Public Works department. Perform a variety of technical tasks relative to the wastewater/sewer operations. Provides technical assistance to Public Works Director. Manages field operations and maintenance activities, leads emergency response, investigates and reports SSOs, and trains field crews.

Senior Operators – Provides technical and functional supervision over assigned wastewater operator personnel. Performs a variety of skilled tasks in the maintenance and operation of the City's wastewater treatment plant and sanitary sewer collection system. Perform preventive maintenance activities, mobilize and respond to notification of stoppages and SSOs (mobilize sewer cleaning equipment, by-pass pumping equipment, and portable generators).

## Chain of Communication For Reporting SSOs

