

Public Utilities Department
 Employee Training & Development Center
 5510 Kiowa Drive
 La Mesa, Ca 91942
 MS 43A

PUBLIC UTILITIES DEPARTMENT
 TRAINING CALENDAR
October 2012

24-HOUR
 TRAINING SCHEDULE INFORMATION LINE
 (619) 668-2010

Monday	Tuesday	Wednesday	Thursday	Friday
			3 Confined Space Annual Requalification-CEU 7:00am-3:30pm-MBC	5
	8 SPLASH Basics 8:00am-11:00am-MOC2	9 Forklift Training 8:00am-12:00pm-Chollas	10 First Aid Medic 8:00am-5:00pm-ETDC	12
		16 Hazardous Materials Handler 7:45am-4:00pm-Ridgehaven	17 Confined Space Annual Requalification-CEU 7:00am-3:30pm-MBC	19
	22 First Aid Medic 8:00am-5:00pm-MOC II	23	24 Hazardous Materials Review for Supervisors 12:30pm-3:30pm-Ridgehaven	26
29 Understanding Public Utilities Allocations of Expenditures 8:30am-10:30am-MOC II	30 Confined Space Entry Certification (Day 1)-CEU 7:00am-3:30pm-MBC	30 Confined Space Entry Certification (Day 2)-CEU 7:00am-3:30pm-MBC Traffic Control for Supervisors 7:00am-3:30pm-ETDC	31	

To register for any offered trainings please go to:

<http://publicutilities/pure>

If you have questions, please call a Trainer:

- Kate Christensen (619) 668-2752
- Will Curcio: (619) 668-2091
- Mike Krasovich: (619) 668-2087
- Stephen Sorrentino: (619) 668-2059

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PUBLIC UTILITIES DEPARTMENT
 TRAINING CALENDAR
November 2012

24-HOUR
 TRAINING SCHEDULE INFORMATION LINE
 (619) 668-2010

Monday	Tuesday	Wednesday	Thursday	Friday
			Confined Space Entry Certification (Day 3)-CEU 7:00am-12:00pm-MBC	2
	5 SPLASH Query 8:00am-10:00am-MOC2	6 Commercial ABC and Airbrakes 8:00am-12:00pm-Chollas Understanding Public Utilities Allocations of Expenditures 1:00pm-3:00pm-MOC II	7 Confined Space Annual Requalification-CEU 7:00am-3:30pm-MBC Threat Management for Supervisors 8:30am-11:30am-ETDC	8 9
12 HOLIDAY		13 Vehicle Pre-Trip Inspection and DOT 8:00am-12:00pm-Chollas	14 Water Math Review-CEU 8:00am-12:00pm-ETDC First Aid Medic 8:00am-5:00pm-ETDC	15 EPRP 8:30am-4:30pm-ETDC 16
	19 First Responder Operation 8:00am-4:00pm-MOC II	20 Confined Space Annual Requalification-CEU 7:00am-3:30pm-MBC	21 HOLIDAY	22 23
26 Public Utilities New Employee Orientation 8:00am-5:00pm-ETDC IIPP/RF Awareness/Storm Water/SEMS Basic 10:30am-2:00pm-ETDC Fire Safety Initial 2:00pm-5:00pm-ETDC	27 Water Systems Overview-CEU 8:00am-5:00pm-ETDC First Aid Medic 8:00am-5:00pm-MOC II	28 Basic Hydraulics-CEU 8:00am-12:00pm-ETDC Water Distribution Valves-CEU 1:00pm-5:00pm-ETDC	29 Meter Operations-CEU 8:00am-12:00pm-ETDC	30 AAIT 8:30am-4:30pm-ETDC Disinfection of Mains and Chlorine Basic Awareness-CEU 8:00am-12:00pm-ETDC Water Treatment Plant Operations Basic-CEU 1:00pm-5:00pm-ETDC

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PUBLIC UTILITIES DEPARTMENT
 TRAINING CALENDAR
December 2012

24-HOUR
 TRAINING SCHEDULE INFORMATION LINE
 (619) 668-2010

Monday	Tuesday	Wednesday	Thursday	Friday
3 First Aid Medic 8:00am-5:00pm-ETDC	4 Fieldbook Basics-CEU 8:00am-12:00pm-ETDC Hazardous Materials Review 8:00am-12:00pm-MOC II PPE, Hearing & Noise Conservation, HAZCOM-CEU 1:00pm-5:00pm-ETDC	5 EPRP 8:30am-4:30pm-ETDC Traffic Control Basics 10:00am-12:00pm-ETDC Cross Connection Control-CEU 1:00pm-5:00pm-ETDC	6 Pumps & Motors-CEU 8:00am-12:00pm-ETDC First Responder Awareness 1:00pm-3:00pm-ETDC Electrical Safety & Lockout/Tagout 3:00pm-5:00pm-ETDC	7
10 Water Distribution- Recycled Water Overview-CEU 8:00am-12:00pm-ETDC Respiratory Protection 2:00pm-5:00pm-ETDC	11 AAIT 8:30am-4:30pm-MOC II Confined Space Annual Requalification-CEU 7:00am-3:30pm-MBC	12 Water Main Repair-"4-16" Cast Iron Mains-CEU 8:00am-12:00pm-ETDC Back Injury & Safe Lifting 1:00pm-2:00pm-ETDC Construction Ergonomics 2:00pm-4:00pm-ETDC	13 SPLASH Plotting 8:00am-11:00am-MOC2	14 Sexual Harassment Prevention for Employees 8:00am-11:00am-ETDC
17 First Aid Medic 8:00am-5:00pm-MOC II	18 Reasonable Suspicion Training for Supervisors 8:00am-10:00am-ETDC	19 Confined Space Annual Requalification-CEU 7:00am-3:30pm-MBC	20	21
24	25 HOLIDAY	26	27	28
31				

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October

Word 2007 - Level 1 Friday, October 5, 2012

PowerPoint 2007 - Level 1 Monday, October 15, 2012

Outlook 2007 - Level 1 Friday, October 12, 2012

Excel 2007 - Level 2 Thursday, October 18, 2012

November

Word 2007 - Level 2 Friday, November 09, 2012

Excel 2007 - Level 1 Monday, November 19, 2012

PowerPoint 2007 - Level 2 Thursday, November 15, 2012

Excel 2007 - Level 1 Wednesday, November 21, 2012

Excel 2007 - Level 3 Friday, November 16, 2012

December

Word 2007 - Level 3 Friday, December 7, 2012

Excel 2007 - Level 3 Thursday, December 20, 2012

Excel 2007 - Level 2 Monday, December 10, 2012

Word 2007 - Level 3 Thursday, December 20, 2012

DIRECTIONS FOR OUR CENTER

From the I-15

- Drive West on Miramar Rd
- Our Office is in the Row of buildings behind the Ashley Furniture (Glass Pyramid Store) on the Right

From the 805

- Drive East on Miramar Rd
- You will see the Ashley Furniture on Carroll Rd. Our office is in the row of buildings behind that.

Lots of parking! On the Second Floor beside Treasures Take the elevator to 2nd floor, around the corner to the left is our front door

SOME IMPORTANT THINGS TO KNOW

1. All Continuing Education courses offered by the Training Section have specific course completion requirements. Continuing Education Course participants are required to:

- Sign the roster at the start of class and initial next to their name when the roster is distributed at the end of class
- Attend 100% of the course
- Complete and submit a pre-test prior to the start of instruction and a self-assessment exam at the end of class
- Complete and submit a course evaluation at the end of class

2. Your Training records, including pre-tests, exams and course evaluations are confidential.

- Only Training Section Staff and you have access to this information
- Copies of course completion certificates/transcripts will only be provided to you upon written request

3. You may use Continuing Education contact hours only once during a renewal period.

- You may not repeat the same classes and combine the total hours
- A variety of classes are required to accumulate Continuing Education contact hours

4. Electronic Training Forms available online under Employee Resources/Training at: <http://publicutilities/>

To register for any of these courses please go to <http://publicutilities/pure>

**PUBLIC UTILITIES TRAINING SECTION
(619) 668-2010**

CONTINUING EDUCATION TRAINING DATES

October

Confined Space Annual Requalification-CEU
Thursday, 10/04/12, 7:00am-3:30pm-MBC

Confined Space Entry Certification (Day 1)-CEU
Tuesday, 10/30/12, 7:00am-3:30pm-MBC

Confined Space Annual Requalification-CEU
Thursday, 10/18/12, 7:00am-3:30pm-MBC

Confined Space Entry Certification (Day 2)-CEU
Wednesday, 10/31/12, 7:00am-3:30pm-MBC

November

Confined Space Entry Certification (Day 3)-CEU
Thursday, 11/01/12, 7:00am-12:00pm-MBC

Basic Hydraulics-CEU
Wednesday, 11/28/12, 8:00am-12:00pm-ETDC

Confined Space Annual Requalification-CEU
Thursday, 11/08/12, 7:00am-3:30pm-MBC

Water Distribution Valves-CEU
Wednesday, 11/28/12, 1:00pm-5:00pm-ETDC

Water Math Review-CEU
Thursday, 11/15/12, 8:00am-12:00pm-ETDC

Meter Operations-CEU
Thursday, 11/29/12, 8:00am-12:00pm-ETDC

Confined Space Annual Requalification-CEU
Wednesday, 11/21/12, 7:00am-3:30pm-MBC

Disinfection of Mains and Chlorine Basic Awareness-CEU
Friday, 11/30/12, 8:00am-12:00pm-ETDC

Water Systems Overview-CEU
Tuesday, 11/27/12, 8:00am-5:00pm-ETDC

Water Treatment Plant Operations Basic-CEU
Friday, 11/30/12, 1:00pm-5:00pm-ETDC

December

Fieldbook Basics-CEU
Tuesday, 12/04/12, 8:00am-12:00pm-ETDC

Water Distribution-Recycled Water Overview-CEU
Monday, 12/10/12, 8:00am-12:00pm-ETDC

PPE, Hearing & Noise Conservation, HAZCOM-CEU
Tuesday, 12/04/12, 1:00pm-5:00pm-ETDC

Confined Space Annual Requalification-CEU
Tuesday, 12/11/12, 7:00am-3:30pm-MBC

Cross Connection Control-CEU
Wednesday, 12/05/12, 1:00pm-5:00pm-ETDC

Water Main Repair - "4-16" Cast Iron Mains-CEU
Wednesday, 12/12/12, 8:00am-12:00pm-ETDC

Pumps & Motors-CEU
Thursday, 12/06/12, 8:00am-12:00pm-ETDC

Confined Space Annual Requalification-CEU
Thursday, 12/20/12, 7:00am-3:30pm-MBC

Public Utilities Training Classes October-December 2012

Appointing Authority Interview Training (AAIT).....	October 26 November 30 December 11
Back Injury Prevention/Safe Lifting.....	December 12
Basic Hydraulics.....	November 28
Commercial ABC and Airbrakes.....	November 7
Confined Space Entry Certification (3 days).....	October 30 - November 1
Confined Space Annual Requalification.....	October 4, 18 November 8, 21 December 11, 20
Construction Ergonomics.....	December 12
Cross Connection Control.....	December 5
Disinfection of Mains & Chlorine Basic Awareness.....	November 30
Electrical Safety & Lockout/Tagout.....	December 6
Employee Performance Review Training (EPRP).....	October 19 November 16 December 5
Fieldbook Basics.....	December 4
Fire Safety Initial.....	November 26
First Aid Medic.....	October 11, 23 November 15, 27 December 3, 18
First Responder Awareness.....	December 6
First Responder Operations.....	November 20
Forklift Training.....	October 10

Public Utilities Training Classes October-December 2012

Hazardous Materials Handler	October 17
Hazardous Materials Review	December 4
Hazardous Materials Review for Supervisors	October 25
IIPP/RF Awareness/Storm Water/SEMS Basic	November 26
Meter Operations	November 29
PPE, Hearing & Noise Conservation, HAZCOM	December 4
Public Utilities New Employee Orientation	November 26
Pumps & Motors	December 6
Reasonable Suspicion for Supervisors	December 19
Respiratory Protection	December 10
Sexual Harassment Prevention for Employees	December 14
SPLASH Basic	October 9
SPLASH Plotting	December 13
SPLASH Query	November 6
Threat Management for Supervisors	November 8
Traffic Control Basics	December 5
Traffic Control for Supervisors	October 31
Understanding Public Utilities Allocations of Expenditures	October 29
	November 7
Vehicle Pre-Trip Inspection and DOT	November 14
Water Distribution-Recycled Water Overview	December 10
Water Distribution Valves	November 28
Water Main Repair-4"-16" Cast Iron Mains	December 12
Water Math Review	November 15
Water Systems Overview	November 27
Water Treatment Plant Operations-Basic	November 30

Tailgate Training Topics

Note: Another ready source for Tailgate Training topics is the *Safety Talks* published by AWWA. To get your copy, call your Training Coordinator.

Page 1 of 3

ADA/FEHA Reasonable Accommodations
(30 min.) WU1SADA1

A-OK Finger Safety
(10 min.) WU200425

Asbestos Cement Pipe Awareness
(10 min.) WU1S3400

A Welcome Interruption – GFCI
(10 min.) WU200420

Backing Up
(10 min.) WU200405

**Bee Wasp, Hornet, Yellow
Jacket Stings**
(10 min.) WU1S1101

Bomb Threat Awareness
(10 min.) WU1S1310

Calibrating Liquid Feed Pumps
(10 min.) WU20TBST

***Cellular Phone Usage**
(30 min.) WU802112/MW802112

Chain Saw Safety
(10 min.) WU1S7012

Chemical Handling Safety: The Basics
(10 min.) WU101338/MW101338

Chemical Release and Reporting
(60 min.) WU1*CRAR

Chlorination
(10 min.) WU20TBST

Corrosion Control
(10 min.) WU20TBST

Cross Connection and Backflow Prevention
(10 min.) WU20TBST

Customer Service: But I Don't Have Any Customers!
(10 min.) WU1S7235

Customer Service: Conflict Resolution: A Win-Win Approach
(10 min.) WU4CS510

Customer Service: Difficult Customers Alert
(10 min.) WU4CS500

Customer Service: Specific Storm Water and Pollution Materials
(10 min.) WU14SW12

Defensive Driving: A Crash Course
(15 min.) WU1S7090

Defensive Driving: Principles
(10 min.) WU200412

Defensive Driving: Strategies
(10 min.) WU200413

***Diesel Exhaust Fluid (DEF) System**
(30 min.) WU510010/MW510010

Digging Up Trouble – Trenching
(10 min.) WU200424

Disinfection
(10 min.) WU20TBST

Dreams into Nightmares
(10 min.) WU200422

Employee Benefits
(60 min.) WU820101/MW820101

**Environmental Responsibilities:
It's Part of our Job**
(15 min.) WU1S5110

Equal Employment Opportunity (EEO) Policy
(10 min.) WU1S3527

Falling Objects
(10 min.) WU200417

Fire Safety Extinguishers
(10 min.) WU1S1610

Filter Backwashing
(10 min.) WU20TBST

Filtration
(10 min.) WU20TBST

Fire Safety Refresher
(1 hr.) WU101083

Flagging: You're the Director
15 min.) WU1S5600

Fueling a Machine
(10 min.) WU200408

**Identifies New Tailgates*

Some tailgates now available online at <http://publicutilities/>

Tailgate Training Topics

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Fundamentals of Hydraulics: Pressure

(10 min.) WU20TBST

Gas Cylinders – Overview

(10 min.) WU200401

Gas Cylinders – Welding, Cutting and Brazing

(10 min.) WU200402

Global Positioning System (GPS) Training

(10 min.) WU1SGPS1

Groundskeeping Safety: Be A Pro

15 min.) WU1S7011

Groundskeeping Safety: Critters & Bugs

(15 min.) WU1S1100

Hand Tool Safety

(15 min.) WU1S7030

Hand's Free Cell Phone Law

(July 2008)

(10 min.) WU201419

Hazard Communication: A Healthy Responsibility

(20 min.) WU1S9100

HCM Supervisor Tailgate

(120 min.) WU810144/MW810144

Hearing Conservation Refresher

(10 Min.) WU101171

Hearing Protection: It Makes Sense

(20 min.) WU1S3200

*Heat Illness Prevention

(60 min.) WU104151/MW104151

ISO Employee Orientation- Recycling

(20 min.) WU5ISO35

Information Security Policy AR 90.63

(20 min.) WU0*0701/MW0*0701

Knife & Blade Safety

(10 min.) WU1S7030

Lab Packs

(15 min.) WU1S9000

Lab Safety: Handling Hazardous Chemicals

(20 min.) WU1S7340

Ladder Safety

(10 min.) WU200410

Leak Detection and Water Loss Control

(10 min.) WU20TBST

Lighting Up Your Life

(10 min.) WU200407

Line Pigging

(10 min.) WU20TBST

Locating Distribution Lines

(10 min.) WU20TBST

Lockout/Tagout

(19 min.) WU1S5500

Media Relations

(25 min.) WU1S1035

New DOT/CDL Policy for Employees

(15min.) WU1DOTEM

Occupational Dog Bite Prevention

(60 min.) WU131501/MW131501

On Any Given Day

(10 min.) WU200411

Organic Removal

(10 min.) WU20TBST

Outdoor Safety: Critters and Plants

(10 min.) WU1S1100

Ozone

(10 min.) WU20TBST

Peer Pressure

(10 min.) WU200418

Portable Generators

(10 min.) WU200404

Power Tools – General Safety

10 min.) WU200406

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PPE Use & Accountability

(60 min.) WU101161/MW101161

Public Utilities Registration & Enrollment (PURE)

(45 min.) MW1SPURE/WU1SPURE

Pulling Trailers

(10 min.) WU200421

Pumps

(10 min.) WU20TBST

Process Safety Management

(Miramar)

(80 min.) WU5PSM00

Process Safety Management

(Otay)

(80 min.) WU5PSM01

Repairing Distribution Line Breaks

(10 min.) WU20TBST

Repetitive Stress Injuries: Construction

(10 min.) WU200414

Reservoirs, Towers, and Tanks

(10 min.) WU20TBST

RF Radiation Safety Awareness

(6 min.) WU1S2662

S.E.M.S.

(5 min.) WU1S1710

Slip, Slop & Slap: Skin Cancer Prevention

(7 min.) WU1S3800

Site-Specific HazMat Tailgate

(25 min.) WU1*HMTG

Storm Water Pollution Prevention (General)

(10 min.) WU14SW01

Storm Water Pollution Prevention –

Dams & Reservoirs

(10 min.) WU14SW10

Supervisor Injury Investigation Reporting System (SIIRS)

(60 min.) WU020211/MW020211

Taste and Odor Control

(10 min.) WU20TBST

The Big Reach – Crane Safety 1

(10 min.) WU200423

Training the Non-Trainer

(15 min.) WU202402

Trenching Safety 1

(10 min.) WU200415

Trenching Safety 2

(10 min.) WU200416

Turbidity Control

(10 min.) WU20TBST

Valve Exercising

(10 min.) WU20TBST

Valves

(10 min.) WU20TBST

Visions & Values: Voices of the City

(10 min.) WU1S1026

Water Hammer

(10 min.) WU20TBST

Water Meters

(10 min.) WU20TBST

Water Restriction- Phase II Policy

(30 min.) WU200605

Water Quality In Distribution Systems

(10 min.) WU20TBST

Who Are You, By The Way?

(10 min.) WU1S7230

Workplace Fatalities

(10 min.) WU200403

Zap! Power Line Safety

(10 min.) WU200426

System Control and Data Acquisition (SCADA)

(10 min.) WU20TBST

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