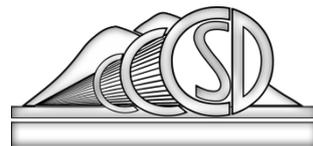


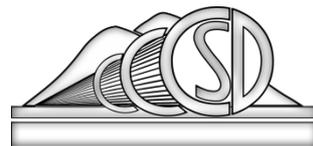
# Central Contra Costa Sanitary District's "Yellow Book"

Presented by: Steve Sauter  
Field Operations Superintendent  
Central Contra Costa Sanitary District

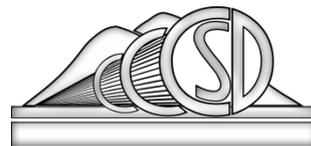


# Why do we need the yellow book?

- Central San needs to ensure that Maintenance Crew Member staff are trained consistently and adequately on all areas of Field Operations and that the training is tracked and documented.

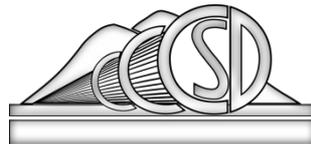


- To achieve this, Central San developed the “Yellow Book.”
  - The yellow book is a training manual specifically designed to assist with the training of our Maintenance Crew Member I classification.
  - The Maintenance Crew Member is an entry level classification that is responsible for the construction, repairing, cleaning, locating and inspection of the District’s wastewater collection system and reclaimed water distribution system.



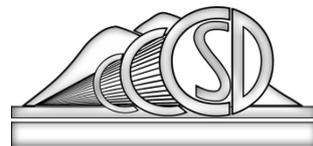
# Training

- Each Maintenance Crew Member (MCM) I rotates through the four main sections within the Collection System Operation Division.
  - Construction
  - Hydro
  - Rodding
  - TV/Location



# Training, cont'd

- As they become trained in each section, the employee is required to demonstrate competency in several tasks that are indicated on the training/status sheets.
- Some samples.....



Central Contra Costa Sanitary District  
Collection System Operations Department

**MAINTENANCE CREW MEMBER  
FIELD TRAINING STATUS SHEET**

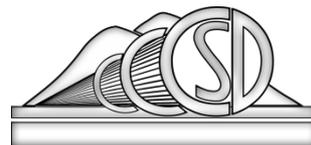
**RODDING**

Employee Name: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Training		Passed		Approved	
Maintenance Crew Member is able to:		Crew Leader	Date	Supervisor	Date
1	Demonstrate knowledge of the District and Thomas Bros. mapping systems.				
2	Demonstrate knowledge of types and causes of pipeline stoppages.				
3	Demonstrate knowledge and ability of selecting proper tools and identifying the size of tool used in removing stoppages and cleaning various sizes of pipeline.				
4	Demonstrate knowledge and ability to determine equipment needs for various cleaning operations.				
5	Demonstrate a safe rodding equipment set-up in the field.				
6	Demonstrate knowledge of sewer cleaning operation.				
7	Demonstrate proper operating procedures, including care and maintenance, when using the following equipment:				
	a. Power rodder				
	b. Hand rod				
	c. Hand rod power unit				

CSOD\N:\Users\SJocovic\FIELDOPS\Training\Yellow Book\Rodding.doc



Central Contra Costa Sanitary District  
Collection System Operations Department

**MAINTENANCE CREW MEMBER  
FIELD TRAINING STATUS SHEET**

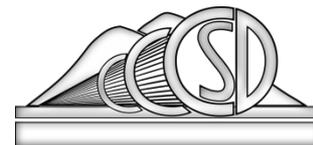
**HYDROFLUSH/VACTORS**

Employee Name: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Training		Passed		Approved	
Maintenance Crew Member is able to:		Crew Leader	Date	Supervisor	Date
1	Demonstrate knowledge of types and causes of pipeline stoppages.				
2	Demonstrate knowledge and ability of selecting proper nozzles and identifying the discharge angles in removing stoppages and cleaning various sizes of pipelines.				
3	Demonstrate knowledge in determining equipment needs for various high-velocity cleaning operations.				
4	Demonstrate a safe hydroflush cleaning equipment set-up in the field.				
5	Demonstrate knowledge of sewer cleaning operation.				
6	Demonstrate proper operating procedures, including care and maintenance, when using the following equipment:				
	a. Hydroflush				
	b. Vactor (vacuum unit)				
7	Learn and perform specific safety procedures in the Hydroflush section and demonstrate the ability to carry them out.				

CSOD/N:\Users\SJocovic\FIELDOPS\Training\Yellow Book\Hydro.doc



Central Contra Costa Sanitary District  
Collection System Operations Department

**MAINTENANCE CREW MEMBER  
FIELD TRAINING STATUS SHEET**

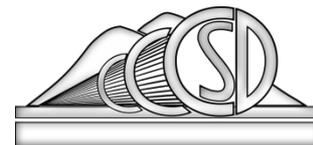
**LOCATING**

Employee Name: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Training		Passed		Approved	
Maintenance Crew Member is able to:		Crew Leader	Date	Supervisor	Date
1	Read and understand Common Ground Alliance (CGA) Best Practices for locating. (With emphasis on 4216)				
2	Demonstrate knowledge and ability of locating sewer lines by:				
	a. Identifying the sewer alignments/structures.				
	b. Detecting the line depth if buried.				
	c. Distinguishing the pressure lines.				
3	Demonstrate knowledge of dye testing.				
	Know and understand:				
4	a. How to use all of the features of the Locator and Receiver.				
	b. The different types of "sondes" and when they are applicable to use.				
5	Demonstrate knowledge and ability to properly complete the:				
	a. Locating Daily Work Reports				
	b. Locating Overtime Reports				

CSOD/N:\Users\SJocovic\FIELDOPSTraining\Yellow Book\Locating.doc



Central Contra Costa Sanitary District  
Collection System Operations Department

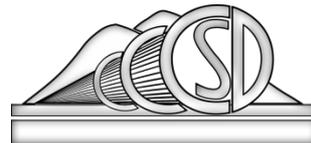
**MAINTENANCE CREW MEMBER  
FIELD TRAINING STATUS SHEET**

**CONSTRUCTION**

Employee Name: \_\_\_\_\_

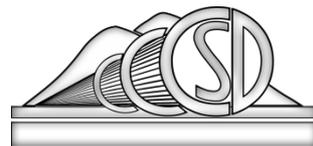
Date Hired: \_\_\_\_\_

Training		Passed		Approved	
Maintenance Crew Member is able to:		Crew Leader	Date	Supervisor	Date
1	Demonstrate knowledge and ability to properly complete Construction Daily Work Reports.				
2	Demonstrate knowledge and ability of constructing and repairing sewer lines and laterals as follows:				
	a. How to lay pipe, pipe joining, and materials to use.				
	b. Perform excavation methods, identification, and use of proper equipment and hand tools.				
	c. Bedding, backfill, and compaction methods and techniques.				
3	Demonstrate knowledge of repairing structures:				
	a. Identify materials used and installation procedures.				
	b. Perform excavation methods, identification, and use of proper equipment and hand tools.				
	c. Demonstrate proper bedding, backfill, and compaction methods and techniques.				



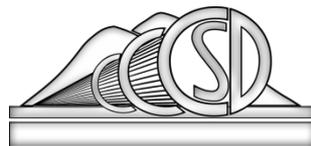
# Training, cont'd

- Maintenance Crew Leaders directly observe and sign off on each the required competencies as the MCM I rotates through each section.
- Once the Crew Leader has signed off, the employee meets with the Supervisor of each Section for a one-on-one discussion regarding the tasks and the Supervisor signs off on the task.



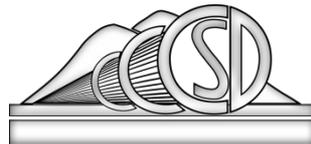
# Training, cont'd

- To become eligible for advancement, the MCM I must have completed the yellow book in addition to 18 months of experience.



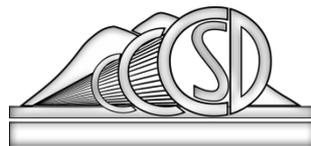
# Resources Required

- Minimal funding is required for this training program as it is completed on the job.
- The Maintenance Crew Leader and the Supervisor oversee the training which is within their assigned responsibility.



# Challenges

- The employee feels they are competent in a task but the Crew Leader does not feel they have demonstrated proficiency.
- Some tasks are performed very infrequently so it takes coordination from the Supervisors to ensure that those employees that need to demonstrate proficiency are all assigned to the crew performing that infrequent task.



# Benefits of the Yellow Book

- Allows for the employees to truly understand what is expected of them.
- Allows for the Division to document that all employees are being consistently trained on all areas within the Division.
- Should any employees not perform satisfactorily as they progress, the District has documentation that training had occurred.

