

Central Contra Costa Sanitary District  
**COLLECTION SYSTEM OPERATIONS DEPARTMENT**  
**NEW EMPLOYEE ORIENTATION**  
**ADMINISTRATIVE CHECKLIST**

Employee Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

| Information/Topic                                                                                                                                                                                                                                                                                 | Assigned to | Completed (initial / date) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------|
| 1. CCCSD Mission, Vision, and Values (attached)                                                                                                                                                                                                                                                   | Supervisor  |                            |
| 2. Hours of work: 6:30 a.m. – 3:00 p.m.<br><ul style="list-style-type: none"> <li>• Lunch: half hour when appropriate</li> <li>• Breaks: two 15-minute break periods</li> <li>• Completed "Statement of Work Hours" form</li> </ul>                                                               | Susan       |                            |
| 3. Call in <u>before 6:30 a.m.</u> (or as soon as you know) when not coming to work (229-7172)<br><ul style="list-style-type: none"> <li>• Blue card with phone numbers in case of emergency (attached)</li> <li>• Phone numbers in case of emergency</li> <li>• Employee Contact Form</li> </ul> | Susan       |                            |
| 4. Leave Request Form:<br><ul style="list-style-type: none"> <li>• How to complete</li> <li>• <u>3 days' minimum</u> for leave requests; fill out as soon as possible</li> </ul>                                                                                                                  | Susan       |                            |
| 5. Holidays: (District calendar attached)                                                                                                                                                                                                                                                         | Susan       |                            |
| 6. Pay period (Timesheets/Overtime)<br><ul style="list-style-type: none"> <li>• Every month from 18<sup>th</sup> until 17<sup>th</sup></li> <li>• Please turn in all Overtime forms by 17<sup>th</sup></li> </ul>                                                                                 | Susan       |                            |
| 7. Last working day of the month:<br><ul style="list-style-type: none"> <li>• Pay day</li> <li>• End-of-the-Month Meeting (EOM) / Safety Training</li> </ul>                                                                                                                                      | Susan       |                            |
| 8. Parking:<br><ul style="list-style-type: none"> <li>• Employee parking areas at 1250 Springbrook</li> <li>* <i>Parking spots are not assigned, but courtesy is appreciated.</i></li> </ul>                                                                                                      | Susan       |                            |
| 9. Coffee Fund<br><ul style="list-style-type: none"> <li>• \$5.00 per month – complete payroll deduction form</li> </ul>                                                                                                                                                                          | Susan       |                            |

| Information/Topic                                                                                                                                                                                                                                                                 | Assigned to                   | Completed (initial / date) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------|
| 10. Tour of facilities: <ul style="list-style-type: none"> <li>• Walnut Creek Offices, Yard, &amp; Warehouse</li> <li>• Vehicle Shop</li> <li>• HOB &amp; Annex (Martinez)</li> </ul>                                                                                             | Supervisor                    |                            |
| 11. Fitness: <ul style="list-style-type: none"> <li>• Gym - employees only (No temps)</li> <li>• W.H.I.P. – Wellness Health Incentive Program (Brochure)</li> <li>• Wellness Liability Release Form</li> </ul>                                                                    | Susan                         |                            |
| 12. Rules regarding: <ul style="list-style-type: none"> <li>• Smoking areas - No smoking in vehicles</li> <li>• Seatbelts (<u>all</u> the time) – Drive 10 mph in yard</li> </ul>                                                                                                 | Supervisor                    |                            |
| 13. Access / Information: <ul style="list-style-type: none"> <li>• Mailbox (not to be used for storage)</li> <li>• Boards / Postings</li> <li>• ID Badge</li> <li>• Alarm codes               <ul style="list-style-type: none"> <li>○ Access Request Form</li> </ul> </li> </ul> | Susan<br><br><br><br>Rozul    |                            |
| 14. Procurement card: <ul style="list-style-type: none"> <li>• Form</li> <li>• Training</li> </ul>                                                                                                                                                                                | Susan<br><br>Chris N.         |                            |
| 15. Behavior Guidelines: (attached) <ul style="list-style-type: none"> <li>• “Life in a Fishbowl”</li> <li>• Public relations / conduct (memo attached)</li> <li>• Proper conduct</li> </ul>                                                                                      | Superintendent / Supervisor   |                            |
| 16. Contractor Referral memo and form (attached)                                                                                                                                                                                                                                  | Supervisor                    |                            |
| 17. Assign: <ul style="list-style-type: none"> <li>• Locker (no stickers on doors, no storage on top)</li> <li>• Mud locker</li> </ul>                                                                                                                                            | Supervisor / Tifton           |                            |
| 18. IT: <ul style="list-style-type: none"> <li>• Log in/password, Outlook email Accela, GDI</li> <li>• OTIS</li> <li>• Accela and GDI</li> </ul>                                                                                                                                  | IT                            |                            |
| 19. Compensation Plan <ul style="list-style-type: none"> <li>• Voluntary 457 Deferred Compensation Payroll Deduction Form</li> </ul>                                                                                                                                              | D. Rolley / Accounting / ICMA |                            |

Central Contra Costa Sanitary District  
**COLLECTION SYSTEM OPERATIONS DEPARTMENT**  
**PRELIMINARY ORIENTATION TO FIELD OPERATIONS SECTIONS**  
**CHECKLIST**

Employee Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

| Information/Topic                                                                                                                                                                                                                                                                                      | Assigned to | Completed (initial/ date) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------|
| 1. <u>Rodding</u> <ul style="list-style-type: none"> <li>•       Loading rod</li> <li>•       Cutting and disposal of rod</li> <li>•       Intro to hand rod</li> <li>•       Body mechanics while moving hose</li> <li>•       Don't touch auger until tension is unloaded</li> </ul>                 | Supervisor  |                           |
| 2. <u>Construction</u> <ul style="list-style-type: none"> <li>•       Pinch points</li> <li>•       Proper mechanics during install and removal</li> <li>•       Proper tools</li> <li>•       Pump can</li> <li>•       Shoring</li> </ul>                                                            | Tifton G.   |                           |
| 3. <u>Heavy Equipment Operation</u> <ul style="list-style-type: none"> <li>•       Hard hat</li> <li>•       Be aware of equipment swing</li> <li>•       Hand signals</li> <li>•       Forklift familiarity</li> </ul>                                                                                | Tifton G.   |                           |
| 4. <u>Locating</u> <ul style="list-style-type: none"> <li>•       Unloading reel from truck</li> </ul>                                                                                                                                                                                                 | Chris J.    |                           |
| 5. <u>CCTV</u> <ul style="list-style-type: none"> <li>•       Lifting / lowering TV camera (body mechanics)</li> <li>•       Constant monitoring</li> </ul>                                                                                                                                            | Chris J.    |                           |
| 6. <u>Hydro/Vactor</u> <ul style="list-style-type: none"> <li>•       Positioning reel over manhole</li> <li>•       Finger pinch points / entanglement hazard</li> <li>•       Nozzle / pressure hazards</li> <li>•       Proper PPE</li> <li>•       Respirator recommended, not required</li> </ul> | Ed S.       |                           |

Central Contra Costa Sanitary District  
**COLLECTION SYSTEM OPERATIONS DEPARTMENT**  
**NEW EMPLOYEE ORIENTATION**  
**FIELD OPERATIONS CHECKLIST**

Employee Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

| Information/Topic                                                                                                                                                                                                                                                                                                                          | Assigned to | Completed (initial/date) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------|
| 1. Overview:(see Administrative checklist)                                                                                                                                                                                                                                                                                                 |             |                          |
| 2. Safety requirements and expectations: <ul style="list-style-type: none"> <li>• IIPP</li> <li>• Safety Directives</li> <li>• First aid/CPR (intro)</li> <li>• Confined space entry (intro)</li> <li>• Hard Hat policy / use</li> <li>• Eye and Ear protection</li> <li>• Body mechanics (general)</li> </ul>                             | Dwight W.   |                          |
| 3. Emergencies/injuries/accidents: <ul style="list-style-type: none"> <li>• Injury reporting – inform Supervisor</li> </ul>                                                                                                                                                                                                                | Dwight W.   |                          |
| 4. Gas meters: <ul style="list-style-type: none"> <li>• Monitoring manholes</li> <li>• Monitoring confined space entries</li> <li>• Continued use during TV operations</li> </ul>                                                                                                                                                          | Dwight W.   |                          |
| 5. Hygiene: <ul style="list-style-type: none"> <li>• Hand washing</li> <li>• Bloodborne pathogens</li> <li>• Showers</li> </ul>                                                                                                                                                                                                            | Dwight W.   |                          |
| 6. Driver safety: <ul style="list-style-type: none"> <li>• Backing/ground guide <ul style="list-style-type: none"> <li>➤ Hand signals (video)</li> <li>➤ Backing (video)</li> </ul> </li> <li>• “Circle of Safety”</li> <li>• Forklift introduction (video)</li> <li>• Loader / Back hose (video)</li> <li>• Golf cart training</li> </ul> | Dwight W.   |                          |

| Information/Topic                                                                                                                                                                                                                                                                  | Assigned to         | Completed (initial/date) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|
| 7. Additional Safety Videos: <ul style="list-style-type: none"> <li>• Trenching</li> <li>• Cleaning tools</li> </ul>                                                                                                                                                               | Dwight W.           |                          |
| 8. Personal protective equipment: <ul style="list-style-type: none"> <li>• Issue hard hat</li> <li>• Prescription safety glasses (Request process)</li> </ul>                                                                                                                      | Dwight W.           |                          |
| 9. Safety Supplies: <ul style="list-style-type: none"> <li>• Gloves, glasses, ear plugs, etc.</li> <li>• Uniforms (pickup day, repair tags, towel service, and distribution of hats, T-shirts, and jackets - sizes</li> <li>• Safety shoe authorization form (attached)</li> </ul> | Steve S.            |                          |
| 10. Communications: <ul style="list-style-type: none"> <li>• Sprint phones (including appropriate usage)</li> <li>• Hand-held (two-way) radios</li> <li>• Emergency radios</li> </ul>                                                                                              | Steve S.            |                          |
| 11. Tools and equipment orientation: <ul style="list-style-type: none"> <li>• Jackhammers</li> <li>• Forklift</li> <li>• Safety around heavy equipment and job site</li> </ul>                                                                                                     | Tifton G.           |                          |
| 12. Traffic safety: <ul style="list-style-type: none"> <li>• Set-up (chock, cone, signs)</li> <li>• Flagging</li> </ul>                                                                                                                                                            | Tifton G.           |                          |
| 13. Poison oak awareness: (brochure attached) <ul style="list-style-type: none"> <li>• Pre-exposure cream</li> <li>• Protective suits</li> <li>• Cleanser</li> <li>• Poison oak shower policy</li> </ul>                                                                           | Safety / Supervisor |                          |
| 14. Manhole opening/closing: <ul style="list-style-type: none"> <li>• Body mechanics</li> <li>• Atmospheric testing</li> </ul>                                                                                                                                                     | Safety / Supervisor |                          |
| 15. Vehicle & Equipment Maintenance Shop: <ul style="list-style-type: none"> <li>• Pre-trip vehicle inspection (checklist attached)</li> <li>• Pressure washer</li> </ul>                                                                                                          | Nick W.             |                          |

**Collection System Operations Department**

**FIELD OPERATIONS**

**MAINTENANCE CREW MEMBER**

**FIELD TRAINING STATUS**

Central Contra Costa Sanitary District  
Collection System Operations Department  
**Maintenance Crew Member**  
**Field Training Status Sheet Procedure**

The purpose of the Field Training Status Sheets is to provide a system of tracking an individual Maintenance Crew Member's field training progress. The employee is trained in the field by the Maintenance Crew Leader. The Crew Leader assures that the employee has been trained to be able to demonstrate knowledge of, to perform in a safe manner, and to meet performance standards in the specified skill on the status sheet. The Supervisor ensures that the Crew Leader has trained the Crew Member in the current approved procedures. The status sheets of specific skills are unique to each section of field work.

The Supervisor provides the Maintenance Crew Member with the status sheets. **Each employee is responsible for maintaining the status sheets until all have been completed.** The Supervisor and the Crew Member will meet and review the status sheets and complete the "Comment" area. The Maintenance Supervisor, Field Operations Superintendent and Department Director all sign the Comment sheet. The completed Field Training Status Sheets are filed in the employee's Supervisor's File in CSOD.

1. The Crew Member in field training is responsible for requesting to have the status sheet signed off by the Crew Leader when the employee feels he or she has acquired the ability to pass the specified skill area.
2. The Crew Leader is responsible for passing the employee and signing the status sheet for each specified skill area that the employee is able to demonstrate knowledge of, to perform in a safe manner, and to meet performance standards. The Crew Leader may recommend further training or require the employee to capably perform the assigned task(s) to verify competence. A Crew Leader should not pass an employee who cannot meet this criteria.
3. The Supervisor is responsible for approving the completion of the item after reviewing the Maintenance Crew Member's performance in a specific skill area with the Crew Leader.



## ***OUR MISSION***

**To** protect the public health and the environment by:

- Collecting and treating wastewater
- Recycling high quality water
- Promoting pollution prevention



## ***OUR VISION***

**Be** a high performance organization that provides exceptional customer service and full regulatory compliance at responsible rates.



## ***OUR VALUES***

**We** will achieve our goals by valuing:

- Each other
- Ethics and integrity
- A healthy and safe environment
- Community relationships
- The meeting of commitments
- All aspects of diversity



Central Contra Costa Sanitary District  
Collection System Operations Department

**MAINTENANCE CREW MEMBER  
FIELD TRAINING STATUS SHEET**

**FIELD OPERATIONS**

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

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

| Training                            |                                                                                                                                            | Passed      |      | Approved   |      |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------|------|------------|------|
| Maintenance Crew Member is able to: |                                                                                                                                            | Crew Leader | Date | Supervisor | Date |
| 1                                   | Know the District's Mission, Vision, and Values Statements                                                                                 |             |      |            |      |
| 2                                   | Demonstrate knowledge and proper use of:                                                                                                   |             |      |            |      |
|                                     | a. District mapping system.                                                                                                                |             |      |            |      |
|                                     | b. Thomas Bros. mapping system.                                                                                                            |             |      |            |      |
| 3                                   | Demonstrate satisfactory ability in basic computer skills:                                                                                 |             |      |            |      |
|                                     | a. GDI: Print a map of a specific line segment.                                                                                            |             |      |            |      |
|                                     | b. OTIS: Log on and navigate the District's intranet system (safety information, calendar of activities, news/alerts/ notifications, etc.) |             |      |            |      |
|                                     | c. Microsoft Outlook and e-mail. (sending and retrieving)                                                                                  |             |      |            |      |
|                                     | d. CMMS database and work orders.                                                                                                          |             |      |            |      |
| 4                                   | Demonstrate basic knowledge of procedures and materials to use in an overflow mitigation.                                                  |             |      |            |      |

| Training                            |                                                                                                                                   | Passed      |      | Approved   |      |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------|------|------------|------|
| Maintenance Crew Member is able to: |                                                                                                                                   | Crew Leader | Date | Supervisor | Date |
| 5                                   | Demonstrate knowledge of procedures for reporting overflows by:                                                                   |             |      |            |      |
|                                     | a. Ability to fill-out the Overflow/Stoppage Response Form (orange sheet).                                                        |             |      |            |      |
|                                     | b. Ability to compute the overflow amount by using the Overflow spill volume estimation sheet.                                    |             |      |            |      |
|                                     | c. Familiarity with CIWQS Overflow Categories                                                                                     |             |      |            |      |
| 6                                   | Demonstrate knowledge of Division requirements when working on private property.                                                  |             |      |            |      |
| 7                                   | Show satisfactory performance in the following categories while working in Field Operations:                                      |             |      |            |      |
|                                     | a. Dealing with the public and other agencies                                                                                     |             |      |            |      |
|                                     | b. Safe driving                                                                                                                   |             |      |            |      |
|                                     | c. Job site traffic control                                                                                                       |             |      |            |      |
|                                     | d. Cell phones (Verizon)/Two-way radio procedures                                                                                 |             |      |            |      |
| 8                                   | Demonstrate ability to properly complete the DOT "Commercial Motor Vehicle Daily Pre-trip Inspection Report."                     |             |      |            |      |
| 9                                   | Demonstrate knowledge of Injury, Serious Accident, and Vehicle Incident Reporting and Handling Procedures. (Safety Directive 1.1) |             |      |            |      |
| 10                                  | Basic understanding and ability to fill-out the following Safety forms:                                                           |             |      |            |      |
|                                     | a. Accident or Injury Report                                                                                                      |             |      |            |      |
|                                     | b. Vehicle Accident Report                                                                                                        |             |      |            |      |

| Training                            |                                                                                                              | Passed      |      | Approved   |      |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------|------|------------|------|
| Maintenance Crew Member is able to: |                                                                                                              | Crew Leader | Date | Supervisor | Date |
|                                     | c. Incident/Accident Investigation Report                                                                    |             |      |            |      |
|                                     | d. Near Miss Report                                                                                          |             |      |            |      |
|                                     | e. Employee's Claim for Worker's Compensation Benefits (DWC Form 1, 1/94)                                    |             |      |            |      |
| 11                                  | Demonstrate knowledge and ability to operate gas detection meters including bump testing and calibrating.    |             |      |            |      |
| 12                                  | Demonstrate knowledge of proper body mechanics when lifting manhole covers and handling tools and equipment. |             |      |            |      |
| 13                                  | Be accustomed with regular work times (start/stop of day, shower, exercise, out-of-yard goals).              |             |      |            |      |
| 14                                  | Be able to completely fill out a leave request form.                                                         |             |      |            |      |
| 15                                  | Be acquainted with procedures in using a gas card, locking up the yard, and building security.               |             |      |            |      |
| 16                                  | Complete forklift training:                                                                                  |             |      |            |      |
|                                     | a. Demonstrate knowledge of forklift operation and safety.                                                   |             |      |            |      |
|                                     | b. Ability to properly fill-out and complete a pre-use checklist.                                            |             |      |            |      |

MAINTENANCE CREW LEADER COMMENTS: \_\_\_\_\_

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SUPERVISOR COMMENTS: \_\_\_\_\_

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**THE EMPLOYEE HAS SATISFACTORILY COMPLETED THE REQUIRED QUALIFICATIONS IN THIS AREA:**

\_\_\_\_\_  
MAINTENANCE SUPERVISOR

\_\_\_\_\_  
DATE

**REVIEWED:**

\_\_\_\_\_  
FIELD OPERATIONS SUPERINTENDENT

\_\_\_\_\_  
DATE

**APPROVED:**

\_\_\_\_\_  
COLLECTION SYSTEM OPERATIONS DIVISION MANAGER

\_\_\_\_\_  
DATE

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                                                                                                                                          |             |      |            |      |

| Training                            |                                                                                                                                    | Passed      |      | Approved   |      |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------|------|------------|------|
| Maintenance Crew Member is able to: |                                                                                                                                    | Crew Leader | Date | Supervisor | Date |
| 8                                   | Learn and perform specific safety procedures in the Rodding section and demonstrate the ability to carry them out.                 |             |      |            |      |
| 9                                   | Demonstrate knowledge of methods used to check pipeline stoppages.                                                                 |             |      |            |      |
| 10                                  | Demonstrate the ability to look for and be prepared to handle unusual occurrences on a sewer pipeline cleaning job.                |             |      |            |      |
| 11                                  | Demonstrate knowledge and ability to properly complete:                                                                            |             |      |            |      |
|                                     | a. Rodding Daily Work Reports                                                                                                      |             |      |            |      |
|                                     | b. Rodding computer schedules                                                                                                      |             |      |            |      |
|                                     | c. Yellow Sheet                                                                                                                    |             |      |            |      |
|                                     | d. Orange Sheet                                                                                                                    |             |      |            |      |
|                                     | e. Rodding Overtime Report                                                                                                         |             |      |            |      |
| 12                                  | Demonstrate knowledge and ability to use proper body mechanics when lifting and pulling rod guide hose.                            |             |      |            |      |
| 13                                  | Demonstrate knowledge of procedures used for:                                                                                      |             |      |            |      |
|                                     | a. Loading and unloading rod                                                                                                       |             |      |            |      |
|                                     | b. Cutting and disposal of rod                                                                                                     |             |      |            |      |
| 14                                  | Demonstrate the proper steps in handling sewer overflows and following clean-up procedure and acknowledge supervisor notification. |             |      |            |      |

MAINTENANCE CREW LEADER COMMENTS: \_\_\_\_\_

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SUPERVISOR COMMENTS: \_\_\_\_\_

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**THE EMPLOYEE HAS SATISFACTORILY COMPLETED THE REQUIRED QUALIFICATIONS IN THIS AREA:**

\_\_\_\_\_  
MAINTENANCE SUPERVISOR

\_\_\_\_\_  
DATE

**REVIEWED:**

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FIELD OPERATIONS SUPERINTENDENT

---

DATE

**APPROVED:**

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COLLECTION SYSTEM OPERATIONS DIVISION MANAGER

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DATE



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.                                             |             |      |            |      |

| Training                            |                                                                                                                                                                 | Passed      |      | Approved   |      |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------|------------|------|
| Maintenance Crew Member is able to: |                                                                                                                                                                 | Crew Leader | Date | Supervisor | Date |
| 8                                   | Demonstrate knowledge of methods used to check pipeline stoppages.                                                                                              |             |      |            |      |
| 9                                   | Demonstrate the ability to look for and be prepared to handle unusual occurrences on a sewer pipeline cleaning job.                                             |             |      |            |      |
| 10                                  | Demonstrate knowledge regarding completion of:                                                                                                                  |             |      |            |      |
|                                     | a. Hydroflush Daily Work Reports                                                                                                                                |             |      |            |      |
|                                     | b. Hydroflush computer schedules                                                                                                                                |             |      |            |      |
|                                     | c. Hydroflush Overtime Reports                                                                                                                                  |             |      |            |      |
| 11                                  | Demonstrate knowledge of proper body mechanics when lifting and pulling hydro hose.                                                                             |             |      |            |      |
| 12                                  | Demonstrate knowledge of procedures to be used for determining when you should or should not set up on certain structures to hydroflush and unplug sewer lines. |             |      |            |      |
| 13                                  | Demonstrate the ability to safely repair hydroflush hose.                                                                                                       |             |      |            |      |

MAINTENANCE CREW LEADER COMMENTS: \_\_\_\_\_

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SUPERVISOR COMMENTS: \_\_\_\_\_  
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**THE EMPLOYEE HAS SATISFACTORILY COMPLETED THE REQUIRED QUALIFICATIONS IN THIS AREA:**

\_\_\_\_\_  
MAINTENANCE SUPERVISOR

\_\_\_\_\_  
DATE

**REVIEWED:**

\_\_\_\_\_  
FIELD OPERATIONS SUPERINTENDENT

\_\_\_\_\_  
DATE

**APPROVED:**

\_\_\_\_\_  
COLLECTION SYSTEM OPERATIONS DIVISION MANAGER

\_\_\_\_\_  
DATE

Central Contra Costa Sanitary District  
Collection System Operations Department

**MAINTENANCE CREW MEMBER  
FIELD TRAINING STATUS SHEET**

**TELEVISION INSPECTION**

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 the use and purpose of CCTV inspection in the collection system.      |             |      |            |      |
| 3                                   | Demonstrate knowledge of CCTV inspection procedures and the ability to perform them including: |             |      |            |      |
|                                     | a. Setting up for a CCTV inspection.                                                           |             |      |            |      |
|                                     | b. Shutting down after completion of the run.                                                  |             |      |            |      |
|                                     | c. Removal of equipment from manholes and preparation for next run.                            |             |      |            |      |
|                                     | d. Special precautions to be taken during inspection.                                          |             |      |            |      |
| 4                                   | Demonstrate knowledge of the equipment and manpower required for CCTV inspection.              |             |      |            |      |
| 5                                   | Demonstrate knowledge and proper use of the mini-cam operation.                                |             |      |            |      |
| 6                                   | Demonstrate knowledge and proper use of the wireless mini-cam operation.                       |             |      |            |      |

| Training                            |                                                                                                                      | Passed      |      | Approved   |      |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------|------|------------|------|
| Maintenance Crew Member is able to: |                                                                                                                      | Crew Leader | Date | Supervisor | Date |
| 7                                   | Learn and perform specific safety procedures in Television Inspection and demonstrate the ability to carry them out. |             |      |            |      |
| 8                                   | Demonstrate knowledge of proper body mechanics when lifting and pulling TV cable.                                    |             |      |            |      |
| 9                                   | Demonstrate knowledge and ability to properly complete TV Inspection Daily Work Reports.                             |             |      |            |      |
| 10                                  | Demonstrate ability to accurately locate repairs in the sewer pipe.                                                  |             |      |            |      |

MAINTENANCE CREW LEADER COMMENTS: \_\_\_\_\_

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SUPERVISOR COMMENTS: \_\_\_\_\_

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**THE EMPLOYEE HAS SATISFACTORILY COMPLETED THE REQUIRED QUALIFICATIONS IN THIS AREA:**

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MAINTENANCE SUPERVISOR

---

DATE

**REVIEWED:**

---

FIELD OPERATIONS SUPERINTENDENT

---

DATE

**APPROVED:**

---

COLLECTION SYSTEM OPERATIONS DIVISION MANAGER

---

DATE

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.                                                                 |             |      |            |      |
| 4                                   | Know and understand:                                                                                  |             |      |            |      |
|                                     | 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                                                                          |             |      |            |      |

| Training                            |                                                                                                                                                | Passed      |      | Approved   |      |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------|------------|------|
| Maintenance Crew Member is able to: |                                                                                                                                                | Crew Leader | Date | Supervisor | Date |
| 6                                   | Accurately field mark and locate for USA/other agencies                                                                                        |             |      |            |      |
| 7                                   | Demonstrate knowledge of USA computer program and completion of USA paperwork requests.                                                        |             |      |            |      |
| 8                                   | Properly process service requests from the Permit Counter                                                                                      |             |      |            |      |
| 9                                   | Learn and perform safety procedures involving the location of sewer lines.                                                                     |             |      |            |      |
| 10                                  | Demonstrate knowledge of mapping system for reclaimed water (location of system, types of valves, maintenance and repair of structures/valves) |             |      |            |      |

MAINTENANCE CREW LEADER COMMENTS: \_\_\_\_\_

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SUPERVISOR COMMENTS: \_\_\_\_\_

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**THE EMPLOYEE HAS SATISFACTORILY COMPLETED THE REQUIRED QUALIFICATIONS IN THIS AREA:**

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MAINTENANCE SUPERVISOR

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DATE

**REVIEWED:**

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FIELD OPERATIONS SUPERINTENDENT

---

DATE

**APPROVED:**

---

COLLECTION SYSTEM OPERATIONS DIVISION MANAGER

---

DATE

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                            |                                                                                                              | Passed      |      | Approved   |      |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------|------|------------|------|
| Maintenance Crew Member is able to: |                                                                                                              | Crew Leader | Date | Supervisor | Date |
| 4                                   | Demonstrate knowledge of the need for shoring in a trench:                                                   |             |      |            |      |
|                                     | a. Understand shoring regulations.                                                                           |             |      |            |      |
|                                     | b. Demonstrate ability to properly install shoring in actual field conditions.                               |             |      |            |      |
| 5                                   | Demonstrate proper operating procedures, including care and maintenance, when using the following equipment: |             |      |            |      |
|                                     | a. Air compressor and tools (clay spade, jackhammer, pogo stick, and grinders)                               |             |      |            |      |
|                                     | b. Fork Lift                                                                                                 |             |      |            |      |
|                                     | c. Pumps:                                                                                                    |             |      |            |      |
|                                     | 1. Small pumps                                                                                               |             |      |            |      |
|                                     | 2. Gorman-Rupp and bypass pump equipment set-up                                                              |             |      |            |      |
|                                     | d. Generators                                                                                                |             |      |            |      |
|                                     | e. Compactors                                                                                                |             |      |            |      |
|                                     | f. Front-end loader                                                                                          |             |      |            |      |
|                                     | g. Concrete saw                                                                                              |             |      |            |      |
| 6                                   | Demonstrate knowledge of how to perform all tasks required to:                                               |             |      |            |      |
|                                     | a. Raise a manhole casting and cover                                                                         |             |      |            |      |
|                                     | 1. With Allcrete/jackhammer                                                                                  |             |      |            |      |
|                                     | 2. With steel grade rings                                                                                    |             |      |            |      |
|                                     | b. Raise other structures                                                                                    |             |      |            |      |

| Training                            |                                                                                                                                                                                  | Passed      |      | Approved   |      |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------|------------|------|
| Maintenance Crew Member is able to: |                                                                                                                                                                                  | Crew Leader | Date | Supervisor | Date |
|                                     | c. Repair sunken trench and temporary pave                                                                                                                                       |             |      |            |      |
|                                     | d. Repair manhole bottoms, walls, and channels                                                                                                                                   |             |      |            |      |
| 7                                   | Demonstrate knowledge of and ability to install a Perma-Liner spot repair.                                                                                                       |             |      |            |      |
|                                     | a. Knowledge of differences among Perma-Liner spot repair kits.                                                                                                                  |             |      |            |      |
|                                     | b. Familiarity with necessary tools, material, and equipment.                                                                                                                    |             |      |            |      |
|                                     | c. Knowledge of and ability to <u>quickly</u> wet-out and prepare spot repair for insertion (this is a <u>time-sensitive</u> task).                                              |             |      |            |      |
| 8                                   | Demonstrate knowledge and understanding of the following roles during a confined space entry:<br>a. Entrant<br>b. Attendant (CPR First-Aid)<br>c. Confined space crew supervisor |             |      |            |      |
| 9                                   | Demonstrate knowledge of how to properly fill out the Stock Issuance Log.                                                                                                        |             |      |            |      |

MAINTENANCE CREW LEADER COMMENTS: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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SUPERVISOR COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE EMPLOYEE HAS SATISFACTORILY COMPLETED THE REQUIRED QUALIFICATIONS IN THIS AREA:**

\_\_\_\_\_  
MAINTENANCE SUPERVISOR

\_\_\_\_\_  
DATE

**REVIEWED:**

\_\_\_\_\_  
FIELD OPERATIONS SUPERINTENDENT

\_\_\_\_\_  
DATE

**APPROVED:**

\_\_\_\_\_  
COLLECTION SYSTEM OPERATIONS DIVISION MANAGER

\_\_\_\_\_  
DATE

Central Contra Costa Sanitary District  
Collection System Operations Department

**MAINTENANCE CREW MEMBER  
FIELD TRAINING STATUS SHEET**

**ON-CALL**

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

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

| Training                            |                                                                                                                                                                                               | Passed      |      | Approved   |      |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------|------------|------|
| Maintenance Crew Member is able to: |                                                                                                                                                                                               | Crew Leader | Date | Supervisor | Date |
| 1                                   | Demonstrate knowledge of all procedures and duties related to on-call status (i.e. Response time; Vehicle/Equipment selection).                                                               |             |      |            |      |
| 2                                   | Demonstrate the proper use and implementation of all two-way radios, dispatch radio, cellular phones, air-monitoring meters and District telephone system (i.e. to contact answering service) |             |      |            |      |
| 3                                   | Demonstrate the proper use and knowledge of all equipment, tools, maps, and supplies needed in an on-call status.                                                                             |             |      |            |      |
| 4                                   | Demonstrate full understanding of all follow-up procedures and paperwork in reporting on-call situations (Overflow Response Form – orange sheet).                                             |             |      |            |      |
| 5                                   | Demonstrate full understanding of responsibility of being on call and all regulations and paperwork required in switching scheduled on-call status.                                           |             |      |            |      |
| 6                                   | Comply with all safety regulations, procedures, and precautions regarding night work.                                                                                                         |             |      |            |      |

| Training                            |                                                                                                                                                         | Passed      |      | Approved   |      |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------|------------|------|
| Maintenance Crew Member is able to: |                                                                                                                                                         | Crew Leader | Date | Supervisor | Date |
| 7                                   | Demonstrate ability to perform professionally and courteously in public relations situations.                                                           |             |      |            |      |
| 8                                   | Demonstrate ability to follow security system procedures at CSOD yard.                                                                                  |             |      |            |      |
| 9                                   | Demonstrate the proper steps in handling sewer overflows, damage mitigation, and following clean-up procedures and acknowledge supervisor notification. |             |      |            |      |
| 10                                  | Demonstrate knowledge of on-call vehicle proper turnover and stocking procedures.                                                                       |             |      |            |      |
| 11                                  | Successfully complete three on-call training assignments.                                                                                               |             |      |            |      |

MAINTENANCE CREW LEADER COMMENTS: \_\_\_\_\_

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SUPERVISOR COMMENTS: \_\_\_\_\_

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**THE EMPLOYEE HAS SATISFACTORILY COMPLETED THE REQUIRED QUALIFICATIONS IN THIS AREA:**

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MAINTENANCE SUPERVISOR

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DATE

**REVIEWED:**

---

FIELD OPERATIONS SUPERINTENDENT

---

DATE

**APPROVED:**

---

COLLECTION SYSTEM OPERATIONS DIVISION MANAGER

---

DATE



**\*\*ATTACH COPIES OF ALL DWRs TO THIS TRACKING SHEET\*\***

EST. # GALLONS: \_\_\_\_\_ EST. # GAL. RECAPTURED AND RETURNED: \_\_\_\_\_  
INTO CREEK? ☐ No ☐ Yes

**Collection System Operations Department  
OVERFLOW/STOPPAGE RESPONSE FORM**

Date of First Response: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Location: Map No. \_\_\_\_\_ Structure Nos. \_\_\_\_\_

Homeowner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Time caller noticed spill: \_\_\_\_\_ ☐ AM ☐ PM Date: \_\_\_\_\_

Name of First Responder: \_\_\_\_\_

Action at First Response: \_\_\_\_\_ Results: \_\_\_\_\_

1. RERUN: Crew Leader: \_\_\_\_\_ Date: \_\_\_\_\_  
Action: \_\_\_\_\_ Results: \_\_\_\_\_  
Suggested Follow-up: \_\_\_\_\_

2. CCTV: Crew Leader: \_\_\_\_\_ Date: \_\_\_\_\_  
Results: \_\_\_\_\_  
Suggested Follow-up: \_\_\_\_\_

3. RERUN: Crew Leader: \_\_\_\_\_ Date: \_\_\_\_\_  
(if needed) Action: \_\_\_\_\_ Results: \_\_\_\_\_  
Suggested Follow-up: \_\_\_\_\_

4. RE-CCTV: Crew Leader: \_\_\_\_\_ Date: \_\_\_\_\_  
(if needed) Results: \_\_\_\_\_  
Suggested Follow-up: \_\_\_\_\_

5. ADDITIONAL WORK (if necessary) and/or COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. SCHEDULE CHANGE: \_\_\_\_\_

Response Completed: \_\_\_\_\_ Date: \_\_\_\_\_

Field Operations Superintendent

# CENTRAL CONTRA COSTA DISTRICT OVERFLOW ESTIMATION SHEET

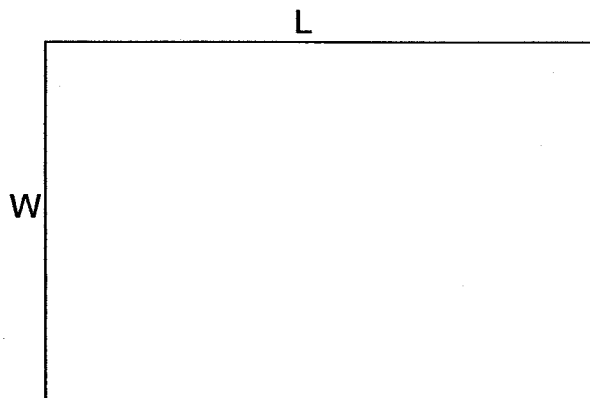
☐ EYEBALL ESTIMATE

☐ O/F Chart

| Size       | How Many | Total |
|------------|----------|-------|
| 1 Gallon   |          |       |
| 5 Gallons  |          |       |
| 30 Gallons |          |       |
| 55 Gallons |          |       |

$$\frac{\text{GPM}}{\text{TIME}} \times \frac{\text{TIME}}{\text{TOTAL}} = \frac{\text{TOTAL}}{\text{TOTAL}}$$

## VOLUME METHOD



$$\frac{\text{L}}{\text{L}} \times \frac{\text{W}}{\text{W}} \times \frac{\text{D}}{\text{D}} \times 7.48 \times \frac{\text{\% Wet}}{\text{\% Wet}} = \text{TOTAL}$$

| CONVERSION |       |
|------------|-------|
| Inches     | Feet  |
| Asphalt    | .0013 |
| Concrete   | .0026 |
| 1/8"       | .01'  |
| 1/4"       | .02'  |
| 3/8"       | .03'  |
| 1/2"       | .04'  |
| 5/8"       | .05'  |
| 3/4"       | .06'  |
| 7/8"       | .07'  |
| 1"         | .08'  |
| 2"         | .17'  |
| 3"         | .25'  |
| 4"         | .33'  |
| 5"         | .42'  |
| 6"         | .50'  |
| 7"         | .58'  |
| 8"         | .67'  |
| 9"         | .75'  |
| 10"        | .83'  |
| 11"        | .92'  |
| 12"        | 1.00' |