



SEWER SYSTEM MANAGEMENT PLAN
FOR
THE CITY OF MT. SHASTA

CHAPTER 1

GOALS and ACTIONS

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The goals of this Sewer System Management Plan (SSMP) are that:

1. The City sanitary sewer collection system facilities are properly operated, maintained and managed to reduce frequency and severity of an SSO and their potential impacts on public health, safety, and on the environment; and,
2. When an SSO occurs, prompt action is taken to identify, contain, remove the cause and then to promptly report the event to appropriate regulatory authorities and that the public is adequately and timely notified; and,
3. All SSO and system deficiencies and remedial actions taken are well documented; and,
4. The City's sewer system operators, employees, contractors, responders, or other agents are adequately trained and equipped to address an SSO event; and,
5. The City sewer system is adequately designed, constructed and funded to provide sufficient capacity to convey base flows and peak flows while meeting or exceeding applicable regulations, laws and the generally acceptable practices relative to sanitary sewer system operations and maintenance.

The actions to be taken under this SSMP are:

1. Conduct planned and scheduled maintenance and training programs to minimize risk and the occurrence of SSO in support of the SSMP goals.
2. When an SSO occurs, respond to the reported site in a timely manner and under-take feasible remedial actions to contain overflow impacts, including stopping the flow from reaching the storm drain, if possible; and,
3. Stop the overflow as soon as possible and limit public access to the overflow area to prevent public contact with any wastewater contamination; and,
4. Completely recover the overflow, return it to the sewer system and clean up the contaminated area; and,

5. Gather and compile all pertinent information regarding the overflow event, investigate as necessary to determine probable cause, document findings, report to the appropriate regulatory agencies in a timely manner, and file the completed report; and,
6. Condition all development and capital projects to evaluate, design and construct sewer facilities to the City approved standards and criteria.

CHAPTER 2 DESCRIPTION OF ORGANIZATION

2.1 Management

The City of Mt. Shasta provides sewer service to a population of approximately 3,500. The sewer system is managed by the Mt. Shasta Public Works Department, Utilities Maintenance Division. The total annual budget for system operation, maintenance and administration is over \$120,000. The collection system consists of approximately 30 miles of gravity.

The Public Works Department Utilities Division has 4 budgeted positions. The distribution of the Public Works Department personnel is depicted in the organization chart presented in section 2.3.2 of this program. These personnel maintain facility record plans and administer preventive maintenance and sewer construction programs.

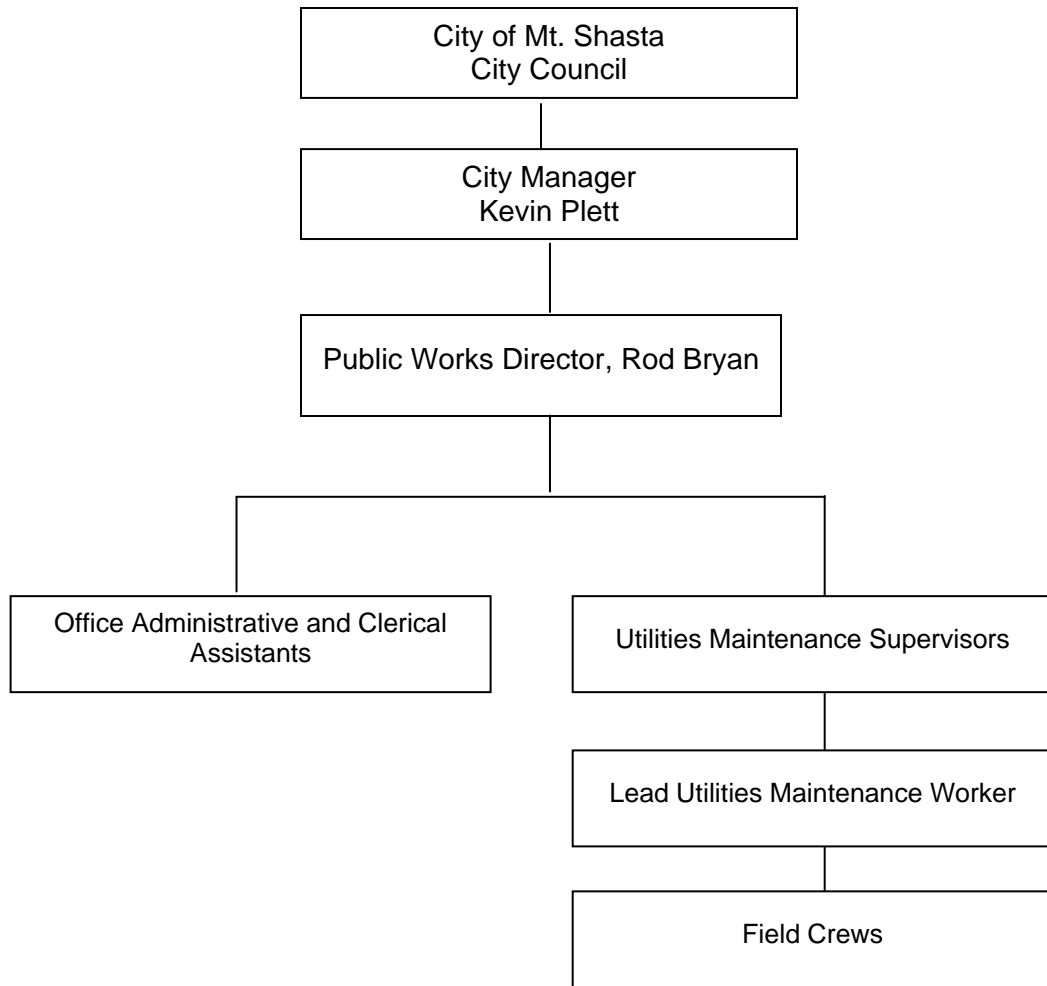
2.2 Authorized Representative

The Public Works Director is responsible for the execution of the compliance actions required under the WDRs. This includes, but is not limited to, signing and certification of all reports and correspondence as required under this order.

2.3 Organization Chart and Responsibilities

The organization chart showing the structure and relationships of all Public Works Department administrative, management and field positions is presented in Section 2.3.1 and the description of responsibilities is presented in Sections 2.3.2 and 2.3.3

2.3.1 ORGANIZATION CHART FOR THE PUBLIC WORKS DEPARTMENT



2.3.2 Description of Responsibilities

The description of the responsibilities or roles of each position especially as related to SSOs are as follows:

- City Council – Responsible for establishing new and amending existing laws governing the operations of the Public Works Department and approving all Public Works Department contracts and agreements.
- Public Works Director – Establishes Public Works Department policy within the scope of the City Council’s policy and legal requirements, directs its execution, and evaluates work accomplished by Public Works Department. Directs the development and enactment of new Ordinances and directs the enforcement of Plumbing Codes involving illegal connections, upkeep of sewer house laterals and the design and construction of new and rehabilitation of existing collection sewer systems.
- Utilities Maintenance Supervisor – Responsible for the sewer collection system operation and maintenance activities for the Public Works Department. Reports to Public Works Director. Responsible for the oversight of the field maintenance personnel including the construction crews, gravity sewer system operation and maintenance crews etc.
- Lead Utilities Maintenance Worker – Responsible for assigning work and has oversight for the activities of a crew of at least two field personnel. Reports to the Utilities Maintenance Supervisor.
- Field Crews – These include the Public Works Maintenance Workers and are responsible for maintenance activities of the sanitary sewer collection system including response to SSOs, sewer cleaning, construction and other activities as needed. Reports to Lead Utilities Maintenance Worker.
- Office Administrative and Clerical Assistants – Assist in the preparation of the Public Works Department budget, Board letters, and other correspondence, and are responsible for the sewer service charge direct assessments.

2.3.3 Key Support Divisions

Other Divisions within DPW are currently and will continue to be responsible for carrying out some of the compliance actions called for by the WDRs for the Public Works Department. The key support divisions and their responsibilities are described below:

- Administrative Services Division – Responsible for procuring equipment and as needed contract services for emergency sewer repair projects, printing and mailing of public education outreach program materials, and for procuring material and supplies needed for the day to day operation and maintenance activities.
- Building and Safety Division – Responsible for issuing permits for sewer connection and for the enforcement of the Plumbing Codes involving proper connection, maintenance of sewer house laterals and illegal discharges into the public sewers.
- Human Resources Division – Responsible for staffing the Public Works Department and training of personnel.

2.3.4 Chain of Communication for SSO Reporting

The chain of communication for reporting SSOs, from receipt of a complaint or other information to reporting to appropriate regulatory agencies, is presented in Section 2.3.5 below.

2.3.5 PUBLIC WORKS DEPARTMENT SSO PROCEDURES FLOW CHART

