



February 2, 2021

Chief, Environmental Enforcement Section  
Environment and Natural Resources Division  
U.S. Department of Justice  
Box 7611 Ben Franklin Station  
Washington, D.C. 20044-7611  
Re: DOJ No. 90-5-1-1-09841

Brad Ammons  
Environmental Engineer  
Clean Water Enforcement Branch  
Municipal and Industrial Enforcement  
U.S. EPA Region 4  
61 Forsyth Street, SW  
Atlanta, GA 30303

Karl Fingerhood  
Environmental Enforcement Section  
U.S. Department of Justice  
Box 7611 Ben Franklin Station  
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Michelle Clark, P. E., BCEE  
Office of Pollution Control  
Environmental Compliance & Enforcement Div.  
P.O. Box 2261  
Jackson, MS 39225-2261

Re: City of Jackson, Mississippi, EPA Consent Decree  
CMOM Training Program Update

Dear Ladies and Gentlemen:


The City of Jackson has been working over the past 6 years to update and uniformly establish a training program that meets the Jackson Consent Decree requirements approved in June 2014. In fact, the City of Jackson has updated record keeping by the purchase of the Litmos software that allows individual employee record keeping of training status and certifications. The City also has a fulltime Training Coordinator.

This Training Program has been updated to reflect current and updated training practices adopted by the City of Jackson to better equip the Public Works Department personnel to meet the demands of operation and maintenance of the Wastewater Collection and Transmission System.

The City of Jackson confirms that the Public Works Department has continued to meet and exceed all the requirements set forth by the CMOM Training Program approved on June 2, 2014.

Should you have any questions, or need additional information, please contact me at your earliest convenience.

Sincerely,



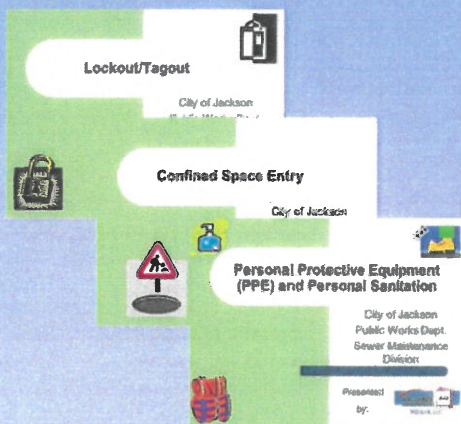
Jennifer Jorge, Ph.D.  
Program Manager

Enclosure

cc: Honorable Chokwe Antar Lumumba, Mayor  
Timothy C. Howard, City Attorney  
Charles Williams, P.E., Ph.D., Director, Public Works Department  
Robert Blaine, Ph.D., Chief Administrative Officer  
Mary Carter, Deputy Director of Public Works  
Terry Williamson, Legal Counsel  
Bailey Long, MDEQ  
Public Depository, Eudora Welty Public Library



# CMOM Training Program



## Department of Public Works Wastewater Infrastructure Redevelopment Program

February 28, 2014

Approved with conditions April 30, 2014

Revised January 30, 2021

*City of Jackson*  
*Wastewater Infrastructure Redevelopment*  
*Program*

**CMOM Training Program**

February 28, 2014

Approved with conditions April 30, 2014

Revised January 30, 2021

**Prepared for:**

City of Jackson  
Department of Public Works  
P.O. Box 17  
Jackson, MS 39205-0017

**Prepared by:**

WEI/AJA, LLC.  
143-A LeFleurs Square  
Jackson, MS 39211



# City of Jackson, Mississippi

## CMOM Training Program

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering such information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.



Chokwe Antar Lumumba  
Mayor

2/1/2021

Date

Charles Williams, Jr., Ph.D., P.E. Director  
Department of Public Works

1/29/2021

Date



## Summary of Revisions to the Training Program

Date of Revision	Author(s)	Section(s) Revised	Description of Revisions
01/15/2021	COJ WEI/AJA LLC	1.3	Replaced United Water Services Mississippi LLC with Veolia North America-South LLC and verb tense.
01/15/2021	COJ WEI/AJA LLC	2.1,2.1.3	Replaced Business Administration with Water Sewer Business Administration (WSBA).
01/15/2021	COJ WEI/AJA LLC	2.2	Replaced Transportation Management with Infrastructure Management.
01/15/2021	COJ WEI/AJA LLC	2.2.3	Added reference to Sewer System Maintenance section to refer to the current Sewer Overflow Response Plan (SORP) for additional details and deleted bulleted text for office group, field groups, preventive maintenance and repairs because this is addressed in the current SORP.
01/15/2021	COJ WEI/AJA LLC	2.3	Replaced 'revised' with 'current'.
01/15/2021	COJ WEI/AJA LLC	3.1	Removed Jackson State as a primary vendor and added Litmos. Replaced United Water Services Mississippi LLC with Veolia North America-South LLC. Removed reference to recommended 'r' certifications. All training is either Required 'R' or Suggested 'S'.
01/15/2021	COJ WEI/AJA LLC	3.2	Revised number of available certification classes and schedule to match current offerings of outside training providers.
01/15/2021	COJ WEI/AJA LLC	3.3	Removed reference to recommended 'r' training. Added reference that 'S' is suggested training
01/15/2021	COJ WEI/AJA LLC	3.4	Replaced 'does not currently maintain' with 'has implemented'. Replaced 'employee's supervisor' with 'Training Coordinator'. Updated verb tense.
01/15/2021	COJ WEI/AJA LLC	4.1	Removed Jackson State as a primary vendor. Replaced United Water Services Mississippi LLC with Veolia North America-South LLC.
01/15/2021	COJ WEI/AJA LLC	4.3, 5.3	Added reference that 'S' is suggested training.
01/15/2021	COJ WEI/AJA LLC	5.1	Replaced 'foremen' with 'Training Coordinator' and removed reference to Training presentations prepared by WEI/AJA, LLC.
01/15/2021	COJ WEI/AJA LLC	6.1	Updated that the City of Jackson currently has a 'Training Coordinator' and is not adding a training coordinator position.
01/15/2021	COJ WEI/AJA LLC	6.2	Updated to state that the City of Jackson has implemented the CMOM Training Program.
01/15/2021	COJ WEI/AJA LLC	Appendix A	Replaced in its entirety with Veolia Water Training Documents.
01/15/2021	COJ WEI/AJA LLC	Appendix B	Replaced with updated Training Matrices to remove the recommended 'r' designation; using only 'R' for required and 'S' for suggested. Deleted positions in upper City Administrative Management from Public Works training matrices because job descriptions of those individuals do not require this level of Public Works training. Added NIMS training as 'required' in the Technical Training Matrix for Public Works Director, Deputy Director of Operations, and the Utilities Manager. Modified the 'required' training for the Deputy Director of Operations to be the same as the Public Works Director in the Safety Training Matrix.
01/15/2021	COJ WEI/AJA LLC	Appendix D	Removed the Implementation Schedule in its entirety, because the City of Jackson has implemented the CMOM Training Program.

# City of Jackson, Mississippi

## CMOM Training Program

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## **1.0 INTRODUCTION**

### **1.1 Consent Decree Overview**

On March 1, 2013, the U.S. District Court for the Southern District of Mississippi entered a Consent Decree (CD) between the City of Jackson, Mississippi (City), U.S. Environmental Protection Agency (EPA), and the Mississippi Department of Environmental Quality (MDEQ,) regarding the City's wastewater collection and treatment system. Over a 17½ year timeline, the Consent Decree requires the City to:

- Develop, submit, finalize, and implement plans for the continued improvement of the Wastewater Collection and Transportation System (WCTS) and Wastewater Treatment Plants (WWTPs);
- Develop, submit, finalize, and implement plans to insure proper Capacity, Management, Operation, and Maintenance of the Sewer System (CMOM);
- Eliminate Sanitary Sewer Overflows (SSOs), effluent limit violations (including any violations of the new effluent limits for nutrients), and reporting violations, and
- Minimize Prohibited Bypasses.

### **1.2 CMOM Programs**

Capacity, Management, Operations and Maintenance (CMOM) programs are programs of accepted industry practices to properly manage, operate and maintain sanitary wastewater collection, transmission and treatment systems, investigate capacity-constrained areas of these systems, and respond to SSO events. The CD requires the City of Jackson to develop and implement the following CMOM programs:

- Training Program
- Capacity Assurance Program
- Sewer Overflow Response Plan
- Inter-Jurisdictional Agreement Program
- Private Lateral Program
- Water Quality Monitoring Program
- Pump Station Operations Program
- Fats, Oils, and Grease Control Program
- Pump Station Preventive Maintenance Program
- Gravity Line Preventive Maintenance Program



- WWTP Operations and Maintenance Program
- Financing and Cost Analysis Program

### **1.3 Training Program**

The CD required that by February 28, 2014, the City submit to EPA for review and approval a Training Program, including a schedule for full implementation of the program. This document contains the Training Program for the employees of the City of Jackson Public Works Department who are involved in operating and maintaining the City's sewer collection system.

Operation and maintenance of the three wastewater treatment facilities, industrial pretreatment program, pump stations, land application, and laboratory are contracted to Veolia North America-South LLC (Veolia). Veolia has its own separate training program for its personnel. Veolia training documents are attached as Appendix A.

#### **1.3.1 CMOM Training Objectives**

All employees must have the knowledge and skills necessary to perform their duties efficiently and safely. The training program is designed to provide personnel with the abilities they need to effectively operate and maintain the WCTS and treatment facilities.

The Training program has the following objectives:

- Identify the abilities that employees will need to effectively and safely perform their duties.
- Define the conditions under which duties must be performed.
- Identify and develop internal and external resources for training employees to eliminate the deficiencies in their abilities.
- Provide training opportunities for employees to achieve proficiency in their duties.
- Ensure that appropriate personnel acquire and maintain certifications and licenses that are required for their positions.

### **1.3.2 CMOM Training Components**

The City and its contractors provide training in three broad areas: technical, skills, and safety. Required components of the training program are listed below.

#### **1.3.2.1 Technical**

The technical training component shall contain, at a minimum, the following:

- (i.) Employee technical training and refresher technical training requirements (curriculum) that ensure that each City employee has a level of knowledge, commensurate with duties, of the overall functions of the City's infrastructure;
- (ii.) A description of outside technical training and networking opportunities, such as conferences and seminars, that are made available to City employees;
- (iii.) A description of the extent to which employee certification, at the State or at the City level, is required as a basis for obtaining or maintaining a position;
- (iv.) Records of technical training, including on-the-job training, which shall be maintained in an information management system and shall describe the degree to which completed technical training and on-the-job training is tied to promotion and pay; and
- (v.) A description of the technical training required before an employee can undertake specific work assignments or tasks.

#### **1.3.2.2 Skills**

The Skills training component shall contain, at a minimum, the following:

- (i.) Employee skills training and refresher skills training requirements (curriculum) that ensure that each City employee has a level of knowledge, commensurate with duties, of the specific equipment to be used and the procedures to be followed in carrying out duties;
- (ii.) A description of outside skills training opportunities, such as manufacturers' training, that are made available to employees;
- (iii.) A description of the extent to which employee certification, at the State or at the City level, is required as a basis for obtaining or maintaining a position;
- (iv.) Records of skills training, including on-the-job training, which shall be maintained in an information management system and shall describe the degree to which completed skills training and on-the-job training is tied to promotion and pay; and
- (v.) A description of the skills and on-the-job training required before an employee can undertake specific work assignments or tasks.

### **1.3.2.3 Safety**

The safety training component shall contain, at a minimum, the following:

- (i.) Employee safety training and refresher safety training requirements (curriculum) that ensure that each City employee has level of knowledge regarding on-the-job safety that is commensurate with the employee's equipment and work environment;
- (ii.) A description of the extent to which employee safety certification at the State or at the City level is required as a basis for obtaining or maintaining a position;
- (iii.) Records of safety training, including on-the-job training, which shall be maintained in an information management system and shall describe the degree to which completed safety training and on-the-job training is tied to promotion and pay; and
- (iv.) A description of the safety training required before an employee can undertake specific work assignments or tasks.



## **2.0 JPWD ORGANIZATION**

The City of Jackson Public Works Department is divided into two (2) primary divisions, **Administration** and **Operations**. This division separates the two main functions of the department into areas that are clearly defined and manageable. Each division has a director who reports directly to the Public Works Department Head.

### **2.1 Administration**

The Division of Administration consists of four distinct Sections. These are Facility Management, Municipal Garage, Water Sewer Business Administration (WSBA), and Solid Waste. The functions performed by each of these Sections are summarized below.

#### **2.1.1 Facility Management**

This Section maintains city buildings and provides custodial services to these buildings.

#### **2.1.2 Municipal Garage**

This Section is responsible for maintaining city vehicles.

#### **2.1.3 Water Sewer Business Administration (WSBA)**

This Section performs the business activities for the City, including billing for water and sewer customers.

#### **2.1.4 Solid Waste**

This Section manages the solid waste program for the City, including the collection, hauling and disposal of solid wastes.

### **2.2 Operations**

The Division of Operations is composed of three major groups. These are Engineering, which includes obtaining all Rights of Way and managing Capital Projects, Infrastructure Management, which includes streets, bridges and drainage, and traffic, and Utility Management, which includes water and wastewater management.

### **2.2.1 Engineering**

The Engineering Group is responsible for obtaining easements and rights-of-way for all the various programs within the city. It also manages all capital projects by procuring outside consulting services, managing design consultants, and managing construction projects.

### **2.2.2 Infrastructure Management**

This group is responsible for maintaining the city streets, bridges and drainage, and traffic and traffic control devices

### **2.2.3 Utility Management**

The Utility Management Group is responsible for management, operation, and maintenance of all the City's water and wastewater facilities.

- Water Treatment Plants: This Section operates and maintains the City's two water treatment facilities.
- Water Systems Operation: This Section is responsible for the operation and maintenance of the City's water distribution system.
- Sewer System Maintenance: The purpose of the Sewer Maintenance Section is to maintain the city's wastewater collection and transportation system. Some of the activities generally associated with maintaining a sewer collection system, such as pump station maintenance, are performed through contractual services.

For a detailed description of Sewer System Maintenance, please refer to the current Sewer Overflow Response Plan (SORP).

## **2.3 Organizational Chart**

An organizational chart for the Jackson Public Works Department is in the current Sewer Overflow Response Plan.

## **2.4 Other Departments**

The Public Works Department is supported by the efforts of the Building Permits and Inspection Department. The Permits and Inspection department is responsible for water and sewer service line inspections as they relate to the actual construction of permitted buildings.

## **3.0 TECHNICAL TRAINING PROGRAM**

Technical training addresses the requirements, materials, and conditions for proper operation and maintenance of the collection system. The City of Jackson does not presently have a formal program of technical training. All technical knowledge is learned by on-the-job experience. As a result of the CMOM requirements, a formal Technical Training Program is being implemented.

The Technical Training Program will provide courses to train employees to perform their duties safely, effectively, and efficiently. Some of these courses will be taught by City of Jackson personnel, while some are provided by outside organizations or vendors. An employee must receive training before performing some specified tasks. Records will be maintained to document the training an employee is required to take and has received.

### **3.1 Technical Training Master Sheet**

Technical training offerings proposed for employees of the Sewer Maintenance Division are shown in Appendix B-1. The Technical Training Master sheet shows at a glance all courses that are proposed.

Courses include, but are not necessarily limited to, the following:

- Periodic training in implementing the Sewer Overflow Response Program (SORP) mandated by the CD. This training is being provided by the Program Manager, Burns & McDonnell. Training is provided to maintenance employees in such tasks as estimating volumes, minimizing environmental impact, and reporting to MDEQ.
- Training materials from outside sources. Professional organizations, educational institutions, and government agencies provide training materials that the City can use to train employees. Materials include videos, interactive online courses, textbooks, and brochures. Some of the providers available include:
  - Water Environment Federation (WEF)
  - Office of Water Programs at California State University
  - U. S. Environmental Protection Agency (EPA)
  - Mississippi Department of Environmental Quality (MDEQ)
- Training from a primary vendor, Litmos, specializing in training.
- Joint training with the contract operator of the City's wastewater treatment facilities and pump stations, Veolia North America-South LLC (Veolia). Many of the topics are applicable to the City's collection system personnel.



- Training from other vendors with expertise in specific topics. Training topics might include:
  - Materials of Construction and Design Considerations for Sewer Pipe.
  - Sewer Trench Backfill Materials and Compaction Requirements.
  - Trenching and Shoring
  - Collection System Operation and Maintenance
  - Biological Activity and Pathogens in Wastewater

Positions are listed in the Master Sheet by work group within the Utility Maintenance Division. Supervisory personnel with responsibility overseeing the Utility Maintenance Division are included. For each position, training programs are marked “R” for required, or “S” for suggested. For each employee in a position, the appropriate training is included in the Employee Training Record as described in Section 3.4 below.

### 3.2 Outside Training Opportunities

The Public Works Department encourages employee participation in professional organizations. These groups have regular meetings in which they offer training on a variety of topics. Groups include:

- Mississippi Water and Pollution Control Operators Association (MWPCOA), an organization of water and wastewater operators, keeps members abreast of changes in regulations. Each year, it provides training at regular meetings and short courses:
  - Two one-week short courses conducted by MDEQ personnel. Operator certification examinations are given at the conclusion of each Short Course. It is the goal of the City that all Crew Leaders, Field Supervisors, and the Sewer Maintenance Superintendent be required to attend the Class II-C Short Course.
  - Various one day Pollution Control Operators Day Training events conducted by MDEQ personnel and vendors.
  - Six bimonthly meetings in each District, with training conducted by MSDH, MDEQ, or vendors.
  - Annual Conference in April or in conjunction with one of the Short Courses.
- Mississippi Water Environment Association (MWEA), the state affiliate of the Water Environment Federation (WEF), is a professional, non-profit, technical and educational organization devoted to preservation and enhancement of the statewide water environment. Membership is composed of engineers, scientists, utility managers, plant operators, and others working in government, academia, industry, and private practice. Training opportunities include:
  - Four-day annual conference each June
  - Various one-day workshops

- Mississippi Rural Water Association (MsRWA) is the state's largest water and wastewater utility membership organization. It provides training sessions for operators, managers, bookkeepers and decision makers. Some of its training sessions include:
  - Two one-week short courses conducted by MDEQ personnel. Operator certification examinations are given at the conclusion of each Short Course. It is the goal of the City that all Crew Leaders, Field Supervisors, and the Sewer Maintenance Superintendent be required to attend the Class II-C Short Course.
  - Four-day annual conference in March.
  - Three-day training in June and October
  - Two-day certification review courses prior to the examination.
  - One-day training events at various times.
- Mississippi Department of Environmental Quality (MDEQ) issues certification for wastewater treatment and collection system operators, based on class of the systems. Jackson's collection system is Class II-C. The Treatment facilities are Class IV. MDEQ also conducts various workshops through the year. In addition, MDEQ staff provides trainers for many programs sponsored by the organizations listed above.

As discussed below, training provided by these organizations, as well as scheduled training provided by the City, is included in the calendar in Appendix D.

### **3.3 Specific Task Requirements**

Employees should receive appropriate training before performing some specific tasks and work assignments. The Technical Training Master Sheet in Appendix B-1 lists training that is required for individual positions. Training marked "R" is required, and "S" designates training that is suggested. The City is currently evaluating the specific requirements for each position.

### **3.4 Employee Training Record**

The City has implemented an organized system for recording personnel training. A new Employee Training Record has been developed as part of the CMOM Training Program that documents the required and optional training for an individual employee. This document will be completed by the Training Coordinator. Required training topics will be taken from the Master Sheet if required for the employee's current job or for promotion. The required frequency for completing the course or a refresher is also noted. In addition, if the training is required before the employee undertakes a specific work assignment or task, that task is listed. The Employee Training Record integrates technical, skills, and safety training, as shown in Appendix C.

Optional training courses will be added to each Employee Training Record as the courses are taken. These courses may be offered by organizations, vendors, or state agencies.

MDEQ issues certification for four classes of wastewater operators and two classes of collection system operators. For initial certification, an applicant must meet certain educational and/or experience requirements. Operators must renew their certificates every three years after completing a specified number of hours of continuing education. Generally, treatment plant operators must receive 36 hours of related continuing education within the three-year period, with at least 18 hours satisfied by attending MDEQ-sponsored training. Certified collection system operators must receive 18 hours of continuing education. There are exceptions for senior operators and for out of state residents.

Operator Certification is required for the operator of record of the treatment facilities. It is recommended that the Utilities Manager also obtain a Class IV Certificate. It is further recommended that all Crew Leaders, Field Supervisors, and the Sewer Maintenance Superintendent obtain a Class II-C Certificate.

The certification requirements for an employee's position are shown on his/her Training Record. In addition, the Record shows what certifications the employee has received. Approved continuing education credits are included in the employee's course listing.

In summary, the City is continuing to enhance its staff Technical Training Program to incorporate additional training opportunities that will meet the CMOM objectives.

## **4.0 SKILLS TRAINING PROGRAM**

Skills training addresses the methods, procedures, and techniques required for proper operation and maintenance of the collection system. Subject matter will often overlap with technical training.

Currently, skills training is developed “on the job.” There are currently no formal training activities provided to improve the skills of the employees within the City’s wastewater system department. New courses to train employees to perform their duties safely and effectively have been compiled as part of the CMOM enhanced Training Program. Some of these courses are taught by City of Jackson personnel, while some are provided by outside organizations or vendors. An employee must receive training before performing some specified tasks. Records are kept to document the training an employee is required to take and has received.

### **4.1 Skills Training Master Sheet**

Proposed skills training courses are shown in Appendix B-2. The Skills Training Master Sheet shows all courses that are proposed. Courses may include:

- Employees’ supervisors currently teach skills in daily on-the-job training. Examples of skills include:
  - Cleaning out main lines
  - Smoke testing
  - Installing Service taps
  - Repairing main lines

These skills are not necessarily included in the Master Sheet of training courses. However, they are included in each employee’s Training Record as described in Section 4.4 below.

- Training from a primary vendor specializing in training.
- Joint training with the contract operator, Veolia, of the City’s wastewater treatment facilities and pump stations. Many of the topics are applicable to the City’s collection system personnel.

- As discussed in the Technical Training section, professional organizations, educational institutions, and government agencies provide training materials that the City can use to provide skills training to employees. Materials include videos, interactive online courses, textbooks, and brochures. Some of the providers include:
  - Water Environment Federation (WEF)
  - Office of Water Programs at California State University
  - U. S. Environmental Protection Agency (EPA)
  - Mississippi Department of Environmental Quality (MDEQ)
- Training from other vendors. Training topics might include:
  - Backhoe/loader operations
  - Jet truck operations
  - Dump truck operations
  - Proper use of construction materials (couplings, pipe fittings, Etc.)
  - Trench shoring and safety
  - Backfill or asphalt placement and compaction

As described in the Technical Training section, positions are listed in the Master Sheet by work group within the Utility Maintenance Division, as well as for supervisory personnel with responsibility overseeing the Utility Maintenance Division. Training programs are marked “R” or “S.” The appropriate training is included in the Employee Training Record as described below.

## 4.2 Outside Training Opportunities

As discussed in the Technical Training section, nonprofit organizations provide training opportunities to employees. The groups listed below provide skills training:

- Mississippi Water and Pollution Control Operators Association (MWPCOA)
- Mississippi Water Environment Association (MWEA)
- Mississippi Rural Water Association (MsRWA)
- Mississippi/Alabama Section of the American Water Works Association (AWWA)
- Mississippi Department of Environmental Quality



### **4.3 Specific Task Requirements**

Employees should receive appropriate training before performing some specific tasks and work assignments. The Skills Training Master Sheet in Appendix B-2 lists training that is required for individual positions. Required training is marked "R," and "S" designates training that is suggested. The City is currently evaluating the specific requirements for each position.

### **4.4 Employee Training Record**

As discussed above, the proposed Employee Training Record in Appendix C documents the required and optional training for an individual employee. Skills training is also included in each employee's Record.

## **5.0 SAFETY TRAINING PROGRAM**

Safety training is necessary to reduce injuries, minimize and avoid property damage, legal liability, illnesses, workers' compensation claims, and missed time from work. The Safety Training Program demonstrates to employees the importance of workplace safety and fosters a culture of safety in which employees encourage each other to maintain safe practices. As with the other training programs, mandating safety training courses helps employees to perform their duties safely and effectively.

### **5.1 Safety Training Master Sheet**

Safety training offerings for employees of the Sewer Maintenance Division are shown in Appendix B-3. The Safety Training Master Sheet shows all courses that will be offered.

The Sewer Maintenance Division provides general safety training by discussing a safety topic once a week. Safety topics are generally presented by the Training Coordinator or supervisors. Examples of topics include:

- Confined Space Entry
- Lockout/Tagout
- Personal Protective Equipment
- Personal Sanitation

### **5.2 Training from Vendors**

Safety training is available from vendors with expertise in general and specific safety issues. Examples of topics include:

- Defensive Driving
- CPR Basics
- First Aid Basics
- Self-Contained Breathing Apparatus (SCBA)

Some local providers of training for utility construction safety are:

- National Utility Contractors Association
- Associated Builders and Contractors of Mississippi
- HASCATS, Inc.
- Professional Safety Services

General first aid and CPR instruction is available from:

- American Red Cross
- City of Jackson Fire Department
- Mississippi Manufacturers Association

Defensive driving courses or training is available through:

- MS Public Education
- Mississippi Safety Services
- Kingdom CDL Services
- Commercial Drivers Institute
- Save of Mississippi Inc.

General Equipment Safety Training may be obtained through a number of local equipment sales companies including:

- Deviney Equipment
- Puckett Machinery
- Equipment Inc.
- Heavyquip
- Stribling Equipment

Specialty equipment training may also be obtained through local sales representatives.

Other Sources of information and/or training include:

- Mississippi 811
- Entergy
- Atmos Energy
- Comcast
- AT&T

As described above, positions are listed in the Master Sheet by work group within the Utility Maintenance Division, as well as for supervisory personnel with responsibility overseeing the

Utility Maintenance Division. Training programs are marked "R" or "S.". The appropriate training is included in the Employee Training Record as described below.

### **5.3 Specific Task Requirements**

Employees should receive appropriate training before performing some specific tasks and work assignments. The Safety Training Master Sheet in Appendix B-3 lists training that is required for individual positions. Training marked "R" is required, and "S" designates training that is suggested. The City is currently evaluating the specific requirements for each position.

### **5.4 Employee Training Record**

As discussed above, the proposed Employee Training Record in Appendix C documents the required and optional training for an individual employee. Safety training is included in each employee's Record.

## **6.0 CMOM TRAINING PROGRAMS IMPLEMENTATION**

The Consent Decree requires that the Training Program included “a schedule for full implementation of the program not to exceed twelve (12) months after its approval by EPA.”

### **6.1 Training Coordinator**

The Public Works Department has a Training Coordinator. Duties of the training coordinator include:

- Implementing the CMOM Training Program
- Consulting with managers and supervisors to establish training standards for staff
- Developing and acquiring training materials
- Developing contracts with outside training providers
- Setting up training sessions
- Maintaining a calendar of training opportunities and communicating those opportunities to managers and supervisors
- Maintaining the training database
- Maintaining copies of individual training records
- Maintaining records of operator certification and required continuing education
- Conducting an annual review of the training program, including guidance documents and training materials, and making recommendations for improvement to the Director of Public Works or designee

### **6.2 Program Implementation**

The CMOM Training Program has been implemented by the City of Jackson.



# Appendix A

## Veolia Water Training Documents

# Project Manager I

## JOB DESCRIPTION



Business Unit / Location: VWNA/ VWS - Various Locations	Position Code: 270035 <b>Benchmark</b>
Department: Engineering	Prepared by: S. Lyons Last Update: March 30, 2006
Managed by (Title): VP	FLSA Status: Exempt
Department Approval	HR Approval

### SUMMARY

Plans, manages and coordinates municipal or industrial design/build projects. Leads strategic planning, proposal coordination, estimating, sales support, contract development / contract relations, design review and construction management.  
Manages the detail technical schedule and financial performance of the project in order to deliver a quality product, on time and at the lowest achievable cost consistent with overall business objectives.

### KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED TO CARRY OUT THE JOB

Technical Knowledge, Years of Related Experience, Certifications Required, Equipment and/or Systems Experience

Degree in Engineering or Construction Management.  
Seven to ten years progressive experience within a water /wastewater treatment environment with thorough knowledge of the methods, techniques, principles, and practices of water/wastewater treatment, water distribution and wastewater collection.  
Highest level of certification as a water/wastewater operator required by site. If from another state, must achieve certification within one year of appointment to Project Manager.  
Demonstrated leadership ability with demonstrated ability to motivate a diverse group of people, many without a direct reporting relationship.  
Must demonstrate an understanding of Human Resources / Relations principals, knowledge of Process / Operations Management, QA/QC procedures, Safety, Environmental and Facilities / Capital Equipment Management.  
Ingenuity and initiative are required to coordinate problem resolution, resolve conflicting priorities and to meet assignment deadlines within a team environment.  
Demonstrated ability to diagnose complex problems and manage remedial action.  
Demonstrated knowledge of contracts, project scheduling / management, budget preparation and cost control and have the ability to forecast budget, staffing and equipment needs.  
Demonstrated effective communication, presentation and interpersonal skills in order to interface with and motivate all levels of personnel.  
Demonstrated ability to prepare accurate, effective, complete and easily understood written communications and reports.  
Strong PC skills with proficiency in word processing, spreadsheet, database and project management software and the ability to optimize the use of technology and systems to communicate, manage budget and to streamline processes and increase efficiency.  
Proficiency in the care and use of all site specific, facility required PPE (Personal Protection Equipment).  
Demonstrated commitment to compliance with applicable laws and regulations, the Company's Code of Business Conduct and other Company policies and procedures.  
Must be able to serve rotational 24 hour emergency on-call if required by site.  
Valid Driver's license and safe driving record.

### TRAINING REQUIRED

What training will an employee require to successfully perform the duties of the position?

Project Mgr I 3.30.06

## Project Manager I

Employee Orientation. Financial / budgeting training. Performance management training. Must stay abreast of advancements in technology and systems. HAZWOPER (Hazardous Waste Operations and Emergency Response) Level I and II certification if required by site. May perform more advanced functions as part of training and development.

Learning Curve: How much time is required to effectively perform the job? ☐ 0-3 months ☐ 3-6 months ☐ 6-9 months ☒ 9 months to 1 year ☐ 1 - 1 ½ years ☐ 1 ½ to 2 years ☐ 2 to 3 years

<b>E or N</b>	<b>MAIN ACTIVITIES CARRIED OUT</b> <b>Identify the major tasks accomplished by this job. Identify % of time spent on each and whether activity is an E- essential function or N – non-essential function of the job.</b>	<b>% OF TIME</b>
E	Serves as the primary <u>internal</u> contact with management for the Project and coordinates communication between the various functional areas. Ensures that project status and progress is effectively communicated to the Veolia Project Team and to the customer. Ensures that all issues that may have negative impacts to budget and schedule are communicated to upper management along with mitigation plan to recover.	20%
E	Serves as the primary point of contact for the <u>customer</u> from proposal through construction. Builds and maintains relationship with customer and other suppliers associated with the project in keeping with the goal of enhancing future business opportunities. Administers client contracts to ensure compliance and customer satisfaction and prompt identification and client notification of scope changes. Participates in client meetings, presentation of progress and special reports, and handles resolution of client service problems in a professional manner.	20%
E	Leads <u>proposal and construction contract</u> development. Works to enhance project profitability through improved budget and bid accuracy and drive toward standardized systems, procedures and products as appropriate. Champions standardized processes and procedures to reduce project lead-time and maximize resources. Leads value engineering efforts and design innovation feedback to enhance future product desirability.	20%
E	<u>Defines project team member responsibilities</u> and tracks and monitors individual <u>performance</u> , quality of output and the impact of output on project delivery and profitability. Manages the <u>human resource</u> functions of assigned team including hiring and firing, salary and job change actions, and coaching and counseling team. Works with EHS&S and training team to ensure that all personnel receive safety and process training. Coaches and counsels team to improve technical skills and interpersonal and problem resolution skills. Works to identify and provide opportunities for team to learn new skills and techniques.	15%
E	Develops a realistic <u>project schedule</u> . Monitors compliance with the defined project objectives, and project management process to ensure the timely completion of project milestones and final delivery.	10%
E	Proactively manages <u>safety</u> , site appearance and <u>environmental</u> issues and ensures compliance with Federal and State standards including Hazardous Waste Disposal and Air Quality Standards. Ensures that issues are identified and addressed and elevated if necessary in a timely manner.	10%
E	Establishes and maintains a documented <u>quality system</u> as a means of ensuring that all elements of the Project conform to contract requirements, specific certificate standards and regulatory requirements. Ensures that a <u>document control</u> procedure is in place and is followed.	5%

N	<b>SPECIFIC ACTIVITIES (INTERMITTENT, ON AN OCCASIONAL BASIS, ETC.)</b> Assists with the preparation and/or review of reports to regulatory agencies and assists with public relations duties as necessary. May oversee construction and maintenance of roads and communication lines used in operating water supply system.	
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#### SCOPE AND IMPACT OF THE JOB

**Revenue or budget managed: \$ site specific \_\_\_\_\_** Leads project team in the development and communication of project budget. Approves all project related expenditures as authorized and manages costs to meet budget commitments. Ensures that adequate resources are applied to the project.

Monitors and manages all budget elements to ensure cost effective project and is responsible for developing mitigative plans to recover schedule and budget slip.

**Investments decided upon / managed:**

**Number of Direct Reports: site specific \_\_\_\_\_** **Number of Indirect Reports: \_\_\_\_\_**

**Titles of Reports:** Construction Manager/ Supervisor, Project Engineer, Project Administrator, Sub-Contractors

**Nature of Supervisory Responsibility:** ☒ **Manager** – In addition to supervisory duties, has impact on budgeting, controlling costs, planning, and scheduling & procedural change. In some cases, staff responsibility is still a large portion of the job.

**Degree of supervision received or the degree of autonomy given: The degree to which supervisor outlines the methods to be followed or results to be obtained and checks work or progress.**

Receives limited supervision: Overall objectives and resources available are communicated. In consultation with manager, develop deadlines, projects, and work to be done. Plans and carries out the assignment, resolves most of the conflicts, coordinates work with others and interprets policy on own initiative. Keeps manager informed of progress, potentially controversial matters, or far-reaching implications.

**Complexity of Duties and Decisions: The extent to which duties are guided by standard policy, practice or precedents or the amount of resourcefulness and planning and creative effort in devising new methods, policies, procedures, products or original application.**

Develops project goals and activities required to meet overall business objectives. Establishes the standards, guidelines and procedures needed, specifies what is to be done at lower levels and how the resources allocated by upper management are to be deployed.

Is expected regularly identify, evaluate and implement improvements to improve utility reliability, regulatory compliance and/or cost effectiveness.

Assists staff in complex problem diagnosis and corrective action planning.

**Initiative: Describe the ingenuity, creative imagination or original thought that is expected of the job.**

Self-directed and confident in their ability to overcome challenges and respond to deviations without the need for direction. Acts independently, secure in the knowledge that they have support from above when acting within policy and practice and accepted limits.

**How errors detected and what is possible impact of those errors?**

Errors in judgement or timeliness of action / communication may affect quality, delivery and ultimately customer satisfaction and/or profitability. High customer visibility with potential long-term impact.

#### INTERPERSONAL / COMMUNICATIONS

**Indicate internal and external contacts and purpose of contacts.**

Ensures that business initiatives and goals are effectively communicated to employees.

Primary customer contact with daily interface.

Demonstrates objective listening on a consistent basis and creates and maintains an environment that encourages open communication. Promotes respect within and outside the work group, teaches and encourages collaborative problem solving and effective working relationships.

Demonstrates a high degree of confidentiality and discretion when dealing with sensitive issues.

Interfaces daily with other functional areas including Engineering, Quality Control and Purchasing.

### WORK ENVIRONMENT AND DEMANDS

List the work environment and physical demands encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:** Spends 50% of time in operations environment and 50% of time in office environment. May need to work outside in inclement weather conditions and drive company vehicle to perform duties. Occasional travel for training or meetings.

**Possible Work Hazards:** May be exposed to possible operations hazards including dust, fumes, toxic and caustic chemicals, rotating machinery, high pressure, hot or cold work temperatures, slippery surfaces, water and electrical hazards.

**Physical Demands:** Amount of time spent – Standing 25%, Sitting 50%, Walking 25%  
While performing the duties of this job, the employee is regularly required use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch and enter confined spaces. May be required to use ladders or stairs.

Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

*This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.*



# Operations Manager

## JOB DESCRIPTION



Business Unit / Location: Veolia Water NA / Various Locations	Position Code: 170025 <b>Benchmark</b>
Department: Operations	Prepared by: S. Lyons Last Update: March 30, 2006
Managed by (Title): Plant Manager / Director	FLSA Status: Exempt
Department Approval	HR Approval

### SUMMARY

Supervises two or more full time employees in an assigned plant or department. Plans and coordinates activities of workers to operate and maintain water / wastewater treatment, processing, disposal and testing equipment in water / wastewater treatment facility to purify water to meet permit requirements and operational requirements.

### KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED TO CARRY OUT THE JOB

#### Technical Knowledge, Years of Related Experience, Certifications Required, Equipment and/or Systems Experience

Degree in related field (24 credits in Chemistry is a plus) or equivalent related experience.  
Highest level of Water / Wastewater Certification and Highest level of Water Treatment Certification with knowledge of current and pending water treatment standards, regulations and federal, state and local laws and codes.  
Five to seven years in various positions within a water / wastewater treatment environment with knowledge of methods, principles and practices of operating, maintaining and repairing water treatment plant equipment, instrumentation and associated systems.  
Lead experience or supervisory training required with understanding of human relations, training, performance evaluation and health and safety.  
Must have an understanding of water /wastewater treatment process engineering, water quality assurance, maintenance strategy and laboratory procedures.  
Must demonstrate effective skills in troubleshooting, problem solving and team building.  
Ingenuity and initiative are required to coordinate problem resolution and to execute the schedule requirements within a team environment.  
Must have general knowledge of budget preparation and understanding of cost control.  
Demonstrated good verbal communications and interpersonal skills in order to interface with and motivate all levels of personnel.  
Demonstrated ability to prepare accurate, timely, effective, complete and easily understood written communications and reports.  
Proficiency in the care and use of all site specific, facility required PPE (Personal Protection Equipment).  
PC skills and knowledge of word processing, spreadsheet and presentation software for preparing work related reports, charts, graphs and data submittal requirements. Ability to use computer systems for preparing work orders and purchasing requisitions.  
Must be able to serve rotational 24 hour emergency on-call if required by site.  
Demonstrated commitment to compliance with applicable laws and regulations, the Company's Code of Business Conduct and other Company policies and procedures.

### TRAINING REQUIRED

#### What training will an employee require to successfully perform the duties of the position?

Employee Orientation. Standard Operating Procedures. Safety, OSHA & Quality Training.  
Financial and performance management training.  
Must stay abreast of advancements in technology and systems.

## Operations Supervisor

HAZWOPER (Hazardous Waste Operations and Emergency Response) Level I and II certification if required by site. Forklift certification if required by site. Highest level state certification for water/wastewater treatment required by site. May perform more advanced functions as part of training and development.		
Learning Curve: How much time is required to effectively perform the job? <input type="checkbox"/> 0-3 months <input type="checkbox"/> 3-6 months <input type="checkbox"/> 6-9 months <input checked="" type="checkbox"/> 9 months to 1 year <input type="checkbox"/> 1 - 1 ½ years <input type="checkbox"/> 1 ½ to 2 years <input type="checkbox"/> 2 to 3 years		
<b>E or N</b>	<b>MAIN ACTIVITIES CARRIED OUT</b> Identify the major tasks accomplished by this job. Identify % of time spent on each and whether activity is an E- essential function or N – non-essential function of the job.	<b>% OF TIME</b>
E	Assigns personnel to shifts and plans daily schedules to operate filtering and chemical treatment, coagulating and settling basins, and other plant facilities. Coordinates schedule to ensure that plant resources are being utilized to achieve project objectives.	20%
E	Oversees the human resource functions of assigned team including hiring and firing, performance appraisals, coaching and counseling team. Recommends and provides input for salary and job change actions. Works with HSE and training team to ensure that all personnel receive safety and process training. Coaches and counsels team to improve technical skills and interpersonal and problem resolution skills. Works to identify and provide opportunities for team to learn new skills and techniques.	20%
E	Prepares work orders either manually or from a CMMS system as required and prepares work related reports, procurement requisitions, charts, graphs and data submittal requirements in an accurate and timely manner.	20%
E	Ensures that consistent process control and quality assurance procedures are followed in all assigned areas and shifts. Ensures that uniform monitoring and recordkeeping are performed facility-wide.	10%
E	Reviews and evaluates water reports, records, logs, and graphs to confirm adequacy of present and projected water needs. Prepares reports concerned with chemical and bacteriological analyses of water for internal purposes, client and regulatory agencies.	10%
E	Provides leadership in achieving safety goals. Proactively manages safety and environmental issues and ensures compliance with Federal and State standards including Hazardous Waste Disposal and Air Quality Standards. Ensures that issues are identified, addressed, and elevated if necessary, in a timely manner.	10%
E	Establishes maintenance schedules and ensures that machines, equipment, tooling and other accessories are properly maintained and in top working condition. Assists in diagnosing and evaluating complex equipment and process failures.	5%
E	Recommends and maintains an up-to-date plan of action to be taken in event of emergencies such as machine, equipment or power failure, or need to release dammed water to affect flood control. Executes the plan if necessary.	5%
N	<b>SPECIFIC ACTIVITIES (INTERMITTENT, ON AN OCCASIONAL BASIS, ETC.)</b> Executes capital and facility improvement plans as required. May oversee construction and maintenance of roads and communication lines used in operating water supply system. May occasionally be called upon to fill in or help handle excess production workload demands.	

<b>SCOPE AND IMPACT OF THE JOB</b>	
<b>Revenue or budget managed:</b> \$ Provides input to budget. Approves overtime. Monitors overtime and other spending areas to ensure compliance to budget.	
<b>Investments decided upon / managed:</b> Prepares plans and specifications for the upgrade of equipment and instrumentation to ensure capability exists to meet organizational objectives.	
<b>Number of Direct Reports:</b> _____ <b>site specific</b> <b>Number of Indirect Reports:</b> _____	
<b>Titles of Reports:</b> Operator, Maintenance Tech, O&M Tech	
<b>Nature of Supervisory Responsibility:</b> <input checked="" type="checkbox"/> <b>Supervisory</b> – Oversees day-to-day operations. Initiates and communicates personnel actions (hire, fire, job / salary changes, performance, disciplinary actions, etc.	

## Operations Supervisor

**Degree of supervision received or the degree of autonomy given:** The degree to which supervisor outlines the methods to be followed or results to be obtained and checks work or progress.

Receives limited supervision: Overall objectives and resources available are communicated. In consultation with manager, develops deadlines, projects, and work to be done. Plans and carries out the assignment, resolves most of the conflicts, coordinates work with others and interprets policy on own initiative. Keeps the manager informed of progress, potentially controversial matters, or far-reaching implications.

**Complexity of Duties and Decisions:** The extent to which duties are guided by standard policy, practice or precedents or the amount of resourcefulness and planning and creative effort in devising new methods, policies, policies, procedures, products or original application.

Must adhere to Company policies, practices and ensure compliance with applicable laws and regulations.

Determines the means or process of achieving the objectives established at higher levels and is subject to the limits imposed by the available technology and resources and to the constraints set by upper management. Specifies and oversees what is done at lower levels.

Is expected to evaluate methods and processes and recommend improvements.

**Initiative:** Describe the ingenuity, creative imagination or original thought that is expected of the job.

Must be proactive to prevent non-compliances and to act when a challenging situation has the potential for worsening if action is not taken to resolve the problem on the spot and reports periodically. Such preauthorized actions are recorded and later reported at regular weekly or monthly meetings.

**How errors detected and what is possible impact of those errors?**

Errors in judgement may affect quality, delivery and ultimately customer satisfaction and/or profitability.

### INTERPERSONAL / COMMUNICATIONS

**Indicate internal and external contacts and purpose of contacts.**

Ensures that business initiatives and goals are effectively communicated to employees as appropriate.

Demonstrates objective listening on a consistent basis and creates and maintains an environment that encourages open communication. Promotes respect within and outside the work group, teaches and encourages collaborative problem solving and effective working relationships.

Coaches and counsels assigned staff to adhere to values, policies and standards and to improve safety, quality and process reliability in a cost effective manner.

Interfaces daily with other functional areas including Engineering, Quality Control and Purchasing.

### WORK ENVIRONMENT AND DEMANDS

**List the work environment and physical demands encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Work Environment:** Typically spends 75% of time in operations environment and 25% of time in office environment. May need to work outside in inclement weather conditions and drive company vehicle to perform duties. May serve rotational 24 hour emergency on-call.

**Possible Work Hazards:** May be exposed to possible operations hazards including dust, fumes, toxic and caustic chemicals, rotating machinery, high pressure, hot or cold work temperatures, slippery surfaces, water and electrical hazards.

**Physical Demands:** Amount of time spent – Standing 25%, Sitting 25%, Walking 50%.

While performing the duties of this job, the employee is regularly required use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch and enter confined spaces. May be required to use ladders or stairs.

The employee must lift and/or move up to 50 pounds (occasionally 60 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Requires close visual observation to detect process non-conformance and machine malfunction.

*This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.*

# Operator I

## JOB DESCRIPTION



Business Unit / Location: VWNA / Various Locations	Position Code: 170015 <b>Benchmark</b>
Department: Plant Operations	Prepared by: S. Lyons Last Update: March 20, 2006
Managed by (Title): Plant Operations Lead / Supv / Mgr / Dir	FLSA Status: Non-Exempt
Department Approval	HR Approval

### SUMMARY

Operates and maintains water/wastewater treatment, processing, disposal and testing equipment in water/wastewater treatment facility to purify water to meet permit and operational requirements.

### KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED TO CARRY OUT THE JOB

**Technical Knowledge, Years of Related Experience, Certifications Required, Equipment and/or Systems Experience**

Must have the ability to read, write and comprehend English (operational, process, safety and quality instructions). Must have the ability to perform basic mathematical calculations. Typically holds or is working toward a first level treatment certificate. (Requires minimum water/wastewater license as required by regulatory agencies at site).  
Six months to two years experience in a related position and environment with knowledge of the methods, techniques, and practices of water/wastewater treatment.  
Must consistently demonstrate the ability to learn and independently operate assigned machines and equipment meeting or exceeding processing and quality targets.  
Must demonstrate ability to learn and independently operate equipment such as pumps, engines, centrifuge, generators, valves, gates, mixers, conveyors, blowers, dryers, chemical feed, odor control, disinfection equipment, sludge processing filters, belt presses and measuring/control devices, testing equipment and material handling equipment.  
Must demonstrate a working ability to use computer programs for process control.  
Must demonstrate ability to work in a team environment and willingness to assume additional or new responsibilities readily.  
Must be able to serve rotational 24 hour emergency on-call if required by site.  
Must possess a valid driver's license and a safe driving record.

### TRAINING REQUIRED

**What training will an employee require to successfully perform the duties of the position?**

Employee Orientation, Departmental Operating Procedures, Safety, OSHA and Quality Training. HAZWOPER (Hazardous Waste Operations and Emergency Response) Level I and II certification within 6 months of hire date if required by site.  
Cross-training if feasible.  
Must become proficient in the care and use of all site specific, facility required PPE (Personal Protection Equipment), including respirators, gas detectors, confined space equipment, etc.)  
Forklift Certification if required at site. Work toward higher level water treatment certification.  
May perform more advanced functions as part of training and development.

Learning Curve: How much time is required to effectively perform the job ☒ 0-3 months  
☐ 3-6 months ☐ 6-9 months ☐ 9 months to 1 year ☐ 1 – 1 ½ years ☐ 1 ½ to 2 years ☐ 2 to 3 years

E or N	MAIN ACTIVITIES CARRIED OUT	% OF TIME
	Identify the major tasks accomplished by this job. Identify % of time spent on each and whether activity is an E- essential function or N – non-essential function of the job.	
E	Tends automatic and semi-automatic machines and related equipment including pumps, engines, generators, valves, gates, mixers, conveyors, blowers, chemical feed	30%



# Plant Operator I

	and odor control and vacuum filters used to decontaminate waste water by settling, aeration and sludge digestion. Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow.	
E	Monitors flow meters, gauges, flow ratios, pressures and related controls through instrument panels, computer terminals and programmable logic control units in assigned area. Monitors and records operating conditions observations and data in area shift log. Ensures conformance to process specifications. Diagnoses basic operational problems and takes corrective action per procedure. Verifies and reports suspected malfunctions and variances to supervisor and takes corrective actions. Performs routine and preventative maintenance and maintenance related items as assigned.	30%
E	Performs manual labor including filling and emptying of machine bins and cleaning equipment, facilities and grounds as required. Performs minor maintenance including, but not limited to, routine preventive maintenance, lubrication and minor adjustments. Operates vehicles for plant operational purposes. Practices good housekeeping in assigned area and properly disposes of waste according to safety and environmental policies.	20%
E	Performs field tests (chemical, physical and biological) in order to pace chemical dosages for process and odor control units or alter unit processes. Samples wastewater, sludge and gases (odor control, digester, etc.) according to schedule. Prepares chemical solutions and services automatic samplers. Monitors process chemical supplies and recommends reorder.	10%
E	Performs routine lab tests. Performs routine instrument calibration for portable meters including, but not limited to, dissolved oxygen, pH, H <sub>2</sub> S, percent oxygen, lower explosive limit.	10%
N	<b>SPECIFIC ACTIVITIES (INTERMITTENT, ON AN OCCASIONAL BASIS, ETC.)</b> Assists in other areas of plant as needed.	

SCOPE AND IMPACT OF THE JOB	
Revenue or budget managed: \$ 0 Investments decided upon / managed: none at this level	
Number of Direct Reports: 0	Number of Indirect Reports: 0
Titles of Reports: n/a	
Nature of Supervisory Responsibility: <input checked="" type="checkbox"/> None	
<b>Degree of supervision received or the degree of autonomy given: The degree to which supervisor outlines the methods to be followed or results to be obtained and checks work or progress.</b> Works under <u>direct supervision</u> : Specific instructions are given on assignments or follows written or verbal instructions and established procedures and standard practice to perform assigned tasks. Work is reviewed for completeness and accuracy, or inherent checks are built into the nature of the work.	
<b>Complexity of Duties and Decisions: The extent to which duties are guided by standard policy, practice or precedents or the amount of resourcefulness and planning and creative effort in devising new methods, policies, policies, procedures, products or original application.</b> Performs a <u>variety of manual functions</u> . Follows established procedures to perform standardized or routine tasks. Must follow established operational, process control, compliance and safety and emergency response procedures. Must adhere to specifications and schedule. May suggest process improvements.	
<b>Initiative: Describe the ingenuity, creative imagination or original thought that is expected of the job.</b>	



## Plant Operator I

Uses initiative in carrying out recurring assignments. Waits for direction for next steps or assignments outside of routine. Keeps supervisor informed of problems.

**How errors detected and what is possible impact of those errors?**

Most errors are caught during self-inspection before leaving work unit. Impact is minimal.

### INTERPERSONAL / COMMUNICATIONS

**Indicate internal and external contacts and purpose of contacts.**

Little or no contacts except with immediate associates and immediate supervisor for instructions, training and guidance.

### WORK ENVIRONMENT AND DEMANDS

**List the work environment and physical demands encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Work Environment:**

Spends 100% of time in operations environment. May need to work outside in inclement weather conditions and drive company vehicle to perform duties.

**Possible Work Hazards:**

May be exposed to possible operations hazards including fumes, toxic and caustic chemicals, heavy machinery, high pressure, hot or cold work environment temperatures, slippery surfaces, water hazards and electrical equipment.

**Physical Demands:**

Amount of time spent – Standing 25%, Walking 75% for as many as five miles per shift.

While performing the duties of this job, the employee is regularly required use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch and enter confined spaces. May be required to use ladders or stairs.

The employee must lift and/or move up to 50 pounds (occasionally 60 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Requires close visual observation to detect process non-conformance and machine malfunction.

*This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.*

# Maintenance Manager

## JOB DESCRIPTION



Business Unit / Location: Veolia Water NA / Various Locations	Position Code: <b>Benchmark</b>
Department: Operations	Prepared by: S. Lyons Last Update: December 5, 2006
Managed by (Title): Plant Manager	FLSA Status: Exempt
Department Approval	HR Approval

### SUMMARY

Manages all aspects of the maintenance function of a large wastewater treatment plant and high-volume merchant sludge incineration facility. Manages Preventive, Predictive and Corrective maintenance services, installation or repairs in one or more skills areas such as plumbing, mechanical, electrical repairs, pneumatic, hydraulic, installation, carpentry, painting or vehicle servicing.

### KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED TO CARRY OUT THE JOB

#### Technical Knowledge, Years of Related Experience, Certifications Required, Equipment and/or Systems Experience

Degree in related field (Civil, Mechanical, or Electrical Engineering) or equivalent related experience. Technical / trade school or licensing (plumbing, welding, electrician, HVAC, etc) a plus.  
Must hold or be working toward the highest level of Water / Wastewater Certification and highest level of Water Treatment Certification as required by site. Must demonstrate knowledge of current and pending water treatment standards, regulations and federal, state and local laws and codes.  
At least seven years in various positions within a water / wastewater treatment environment with knowledge of methods, principles and practices of operating, maintaining and repairing water treatment plant equipment, instrumentation and associated systems. Industrial waste treatment or incineration experience preferred.  
Experience with pumps, motor, hydraulics, compressed air, electronics (VFD's, PLC's etc.), high speed rotational equipment and conveying equipment.  
At least three years Lead or Supervisory experience required with understanding of human relations, training, performance evaluation and health and safety.  
Must have an understanding of water /wastewater treatment process engineering, water quality assurance, maintenance strategy and laboratory procedures.  
Must demonstrate effective skills in troubleshooting, problem solving and team building.  
Ingenuity and initiative are required to coordinate problem resolution and to execute the schedule requirements within a team environment.  
Must have general knowledge of budget preparation and understanding of cost control.  
Demonstrated good verbal communications and interpersonal skills in order to interface with and motivate all levels of personnel.  
Demonstrated ability to prepare accurate, timely, effective, complete and easily understood written communications and reports.  
Proficiency in the care and use of all site specific, facility required PPE (Personal Protection Equipment).  
PC skills and knowledge of word processing, spreadsheet and presentation software for preparing work related reports, charts, graphs and data submittal requirements. Ability to use computer systems for preparing work orders and purchasing requisitions. (CMMS Software)  
Must be able to serve rotational 24 hour emergency on-call if required by site.  
Demonstrated commitment to compliance with applicable laws and regulations, the Company's Code of Business Conduct and other Company policies and procedures.

## Maintenance Manager

<b>TRAINING REQUIRED</b>		
<b>What training will an employee require to successfully perform the duties of the position?</b>		
Employee Orientation. Standard Operating Procedures. Safety, OSHA & Quality Training. Financial and performance management training. Must stay abreast of advancements in technology and systems. HAZWOPER (Hazardous Waste Operations and Emergency Response) Level I and II certification if required by site. Forklift certification if required by site. May perform more advanced functions as part of training and development.		
Learning Curve: How much time is required to effectively perform the job? <input type="checkbox"/> 0-3 months <input type="checkbox"/> 3-6 months <input type="checkbox"/> 6-9 months <input checked="" type="checkbox"/> 9 months to 1 year <input type="checkbox"/> 1 - 1 ½ years <input type="checkbox"/> 1 ½ to 2 years <input type="checkbox"/> 2 to 3 years		
<b>E or N</b>	<b>MAIN ACTIVITIES CARRIED OUT</b> <b>Identify the major tasks accomplished by this job. Identify % of time spent on each and whether activity is an E- essential function or N - non-essential function of the job.</b>	<b>% OF TIME</b>
E	Develops and manages Reliability-Centered Maintenance Strategies. Manages Preventive, Predictive and Corrective Maintenance programs for equipment, instrumentation and controls. Establishes maintenance schedules and ensures that machines, equipment, tooling and other accessories are properly maintained and in top working condition. Assists in diagnosing and evaluating complex equipment and process failures. Ensures that maintenance resources are being utilized to achieve project objectives.	20%
E	Oversees the human resource functions of assigned team including hiring and firing, performance appraisals, coaching and counseling team. Recommends and provides input for salary and job change actions. Works with HSE and training team to ensure that all personnel receive safety and process training. Coaches and counsels team to improve technical skills and interpersonal and problem resolution skills. Works to identify and provide opportunities for team to learn new skills and techniques.	20%
E	Implements and runs CMMS and Asset Management programs. Prepares work orders either manually or from a CMMS system as required and prepares work related reports, procurement requisitions, charts, graphs and data submittal requirements in an accurate and timely manner.	20%
E	Ensures that consistent maintenance and quality assurance procedures are followed in all assigned areas and shifts. Ensures that uniform recordkeeping is performed facility-wide.	10%
E	Manages maintenance inventory, procurement and cost controls. Coordinates work with operational staff and assists in capacity management. Negotiates contracts with external vendors.	10%
E	Provides leadership in achieving safety goals. Proactively manages safety and environmental issues and ensures compliance with Federal and State standards including Hazardous Waste Disposal and Air Quality Standards. Ensures that issues are identified, addressed, and that risks are eliminated in a timely manner.	10%
E	Oversees capital projects and plant modifications.	10%
N	<b>SPECIFIC ACTIVITIES (INTERMITTENT, ON AN OCCASIONAL BASIS, ETC.)</b> Works on the plant leadership team to ensure optimum operational efficiencies and capacity requirements are met and that external customer requirements are achieved. May occasionally be called upon to fill in or help handle excess maintenance demands.	

<b>SCOPE AND IMPACT OF THE JOB</b>	
<b>Revenue or budget managed:</b> \$ Assists Plant Manager with budget planning for maintenance department. Researches and implements cost reduction initiatives in support of organizational goals. Approves overtime. Monitors overtime and other spending areas to ensure compliance to budget.	
<b>Investments decided upon / managed:</b> Prepares plans and specifications for the upgrade of equipment and instrumentation to ensure capability exists to meet organizational objectives.	
<b>Number of Direct Reports:</b> _____	<b>Number of Indirect Reports:</b> _____

<b>Titles of Reports:</b> Maintenance Techs, Custodian
<b>Nature of Supervisory Responsibility:</b> <input checked="" type="checkbox"/> <b>Manager</b> – In addition to supervisory duties, has impact on budgeting, controlling costs, planning, and scheduling & procedural change. Teaches and empowers others to make decisions within established parameters.
<b>Degree of supervision received or the degree of autonomy given:</b> The degree to which supervisor outlines the methods to be followed or results to be obtained and checks work or progress. Receives <u>limited supervision</u> : High responsibility, high demand and independent position. Must take charge of a large, highly complex maintenance program and do what it takes to keep the plant running at peak performance. Overall objectives and resources available are communicated. In consultation with manager, develops deadlines, projects, and work to be done. Plans and carries out the assignment, resolves most of the conflicts, coordinates work with others and interprets policy on own initiative. Keeps the manager informed of progress, potentially controversial matters, or far-reaching implications.
<b>Complexity of Duties and Decisions:</b> The extent to which duties are guided by standard policy, practice or precedents or the amount of resourcefulness and planning and creative effort in devising new methods, policies, policies, procedures, products or original application. Develops departmental goals and activities required to meet overall business objectives. Establishes the standards, guidelines and procedures needed, specifies what is to be done at lower levels and how the resources allocated by upper management are to be deployed. Is expected regularly identify, evaluate and implement improvements to improve utility reliability, regulatory compliance and/or cost effectiveness.
<b>Initiative:</b> Describe the ingenuity, creative imagination or original thought that is expected of the job. Must be proactive to prevent non-compliances and to act when a challenging situation has the potential for worsening if action is not taken to resolve the problem on the spot and reports periodically. Such preauthorized actions are recorded and later reported at regular weekly or monthly meetings.
<b>How errors detected and what is possible impact of those errors?</b> Errors in judgement may affect quality, delivery and ultimately customer satisfaction and/or profitability.

<b>INTERPERSONAL / COMMUNICATIONS</b>
<b>Indicate internal and external contacts and purpose of contacts.</b>
Ensures that business initiatives and goals are effectively communicated to employees as appropriate. Demonstrates objective listening on a consistent basis and creates and maintains an environment that encourages open communication. Promotes respect within and outside the work group, teaches and encourages collaborative problem solving and effective working relationships. Coaches and counsels assigned staff to adhere to values, policies and standards and to improve safety, quality and process reliability in a cost effective manner. Interfaces daily with other functional areas including Engineering, Quality Control and Purchasing.

<b>WORK ENVIRONMENT AND DEMANDS</b>
<b>List the work environment and physical demands encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</b>
<b>Work Environment:</b> Typically spends 75% of time in operations environment and 25% of time in office environment. May need to work outside in inclement weather conditions and drive company vehicle to perform duties.
<b>Possible Work Hazards:</b> May be exposed to possible operations hazards including dust, fumes, toxic and caustic chemicals, rotating machinery, high pressure, hot or cold work temperatures, slippery surfaces, water and electrical hazards.
<b>Physical Demands:</b> Amount of time spent – Standing 25%, Sitting 25%, Walking 50%. While performing the duties of this job, the employee is regularly required use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch and enter confined spaces. May be required to use ladders or stairs.

## Maintenance Manager

The employee must lift and/or move up to 50 pounds (occasionally 60 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Requires close visual observation to detect process non-conformance and machine malfunction.

*This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.*



# Maintenance Tech I

## JOB DESCRIPTION



Business Unit / Location: VWNA / Various Locations	Position Code: 170006 <b>Benchmark</b>
Department: Maintenance	Prepared by: S. Lyons Last Update: March 20, 2006
Managed by (Title): Maintenance or Plant Lead / Supv / Mgr / Dir	FLSA Status: Non-Exempt
Department Approval	HR Approval

### SUMMARY

Performs maintenance services, installation or repairs in one or more skill areas such as plumbing, mechanical, electrical repairs, pneumatic, hydraulic, installation, carpentry, painting or vehicle servicing.

### KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED TO CARRY OUT THE JOB

**Technical Knowledge, Years of Related Experience, Certifications Required, Equipment and/or Systems Experience**

High school or GED with the ability to read, write and comprehend English (operational, process, safety and quality instructions) and be able to carry out verbal and written instructions. Ability to perform basic mathematical calculations. Some vocational training and mechanical aptitude preferred, with the ability to read, interpret and record data from meters, gauges, scales, panels, computer consoles and other equipment.

Six months to two years experience in a related position with ability to comprehend specifications, blueprints and manuals.

Minimum water / wastewater license as required by regulatory agency at site.

Experience using power, pneumatic, hydraulic, and hand tools and shop tools such as drill press, band saw, bench grinder, and torque wrench preferred.

Experience using material handling equipment, pressure gauges and precision measuring instruments.

Must have ability to operate Computer Maintenance Management System (software).

Must consistently demonstrate the ability to learn and independently perform assigned duties and meet or exceed production and quality goals.

Must demonstrate ability to work in a team environment and willingness to assume additional or new responsibilities readily.

Must possess a valid driver's license and a safe driving record.

### TRAINING REQUIRED

**What training will an employee require to successfully perform the duties of the position?**

Employee Orientation, Departmental Operating Procedures, Safety, Confined Space training, OSHA and Quality Training.

HAZWOPER (Hazardous Waste Operations and Emergency Response) Level I and II First Responder Certification if required by site. Minimum water / wastewater operator state certification.

Must become proficient in the care and use of all site specific, facility required PPE (Personal Protection Equipment), including respirators, gas detectors, confined space equipment, etc.)

Forklift Certification if required by site.

Training in operation of mechanical drives, hydraulic pumps and valves, pneumatics, electronics and control systems.

Obtain or maintain HVAC, Electrician's, Plumber's or other trade License if assigned to that area.

*Note: Tech will not perform duties unless properly licensed.*

Training in the use of energy management systems as needed.

Works toward increasing skills in additional functional areas or in obtaining advanced skills / maintenance certifications.



## Maintenance Tech I

May perform more advanced functions as part of training and development.
Learning Curve: How much time is required to effectively perform the job? <input type="checkbox"/> 0-3 months <input checked="" type="checkbox"/> 3-6 months <input type="checkbox"/> 6-9 months <input type="checkbox"/> 9 months to 1 year <input type="checkbox"/> 1 - 1 ½ years <input type="checkbox"/> 1 ½ to 2 years <input type="checkbox"/> 2 to 3 years

<b>E or N</b>	<b>MAIN ACTIVITIES CARRIED OUT</b> Identify the major tasks accomplished by this job. Identify % of time spent on each and whether activity is an E- essential function or N – non-essential function of the job.	<b>% OF TIME</b>
E	Performs routine and preventative maintenance, lubrication and minor adjustments on machines and related equipment which may include pumps, engines, centrifuges, generators, valves, gates, mixers, conveyors, blowers, dryers, chemical feed and odor control, disinfection equipment, vacuum filters and belt presses. Promptly reports any operational problems with machines or equipment to Lead or Supervisor.	30%
E	Learns to inspect and becomes proficient at mechanical troubleshooting to determine repairs needed. Dismantles equipment to gain access to and repairs defective parts using hand tools, power tools and precision measuring and testing devices. Re-assembles and tests equipment ensuring safe and efficient operating condition is restored. Learns to troubleshoot hydraulic, pneumatic and electronic equipment and instrumentation.	30%
E	Performs facility maintenance and repair and may replace or install light bulbs, florescent tubes, damaged glass, windows, doors, partitions, ceiling or floor tile, door locks, carpet, and/or paint.	20%
E	May perform manual labor including cleaning equipment, facilities and grounds as required and properly disposes of waste according to safety and environmental policies. Operates vehicles for plant operational purposes.	20%
N	<b>SPECIFIC ACTIVITIES (INTERMITTENT, ON AN OCCASIONAL BASIS, ETC.)</b> Learns to estimate time and material costs for various projects. May assist in other areas of plant as directed.	

<b>SCOPE AND IMPACT OF THE JOB</b>	
Revenue or budget managed: \$ 0	Investments decided upon / managed: none at this level
Number of Direct Reports: 0	Number of Indirect Reports: 0
Titles of Reports: n/a	
Nature of Supervisory Responsibility: <input checked="" type="checkbox"/> None	
Degree of supervision received or the degree of autonomy given: The degree to which supervisor outlines the methods to be followed or results to be obtained and checks work or progress. Works under <u>direct supervision</u> : Specific instructions are given on assignments or follows written or verbal instructions and established procedures (specifications, blueprints and manuals) and standard practice to perform assigned tasks.	
Complexity of Duties and Decisions: The extent to which duties are guided by standard policy, practice or precedents or the amount of resourcefulness and planning and creative effort in devising new methods, policies, policies, procedures, products or original application. Performs a <u>variety of manual functions</u> . Follows established procedures to perform standardized or routine tasks. Must follow established operational, maintenance, safety and emergency response procedures. Must adhere to specifications and schedule. May suggest process improvements.	
Initiative: Describe the ingenuity, creative imagination or original thought that is expected of the job. Uses initiative in carrying out recurring assignments. Waits for direction for next steps and assignments outside of routine. Keeps supervisor informed of problems.	
How errors detected and what is possible impact of those errors? Work is reviewed for completeness and accuracy, or <u>inherent checks</u> are built into the nature of the work. Most errors are caught during self-inspection before leaving work unit. Impact is minimal.	

<b>INTERPERSONAL / COMMUNICATIONS</b>
Indicate internal and external contacts and purpose of contacts.

Little or no contacts except with immediate associates and immediate supervisor for instructions, training and guidance.

### **WORK ENVIRONMENT AND DEMANDS**

**List the work environment and physical demands encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Work Environment:**

Spends 100% of time in operations environment. Typically spends 25 – 35% of time exposed to outdoor and sometimes inclement weather. Company service vehicles are used as required. Travels 1 – 2 times per year for company provided training. May serve rotational 24 hour emergency on-call.

**Possible Work Hazards:**

May be exposed to possible operations hazards including fumes, dust, toxic and caustic chemicals, noise, rotating machinery, high pressure and hot and cold temperatures, slippery surfaces, water and electrical hazards.

**Physical Demands:**

Amount of time spent – Standing 25%, Walking 75% for as many as five miles per shift. Requires close visual and hearing observation to detect non-conformance and machine malfunction. Constantly uses hands to finger, handle or feel and frequently reaches with hands and arms. Works in various positions; works on ladders, catwalks, and supports at heights of 50 feet above the ground; and works with hands extended above and below head and body up to 40 minutes using hand tools weighing up to 15 pounds. Must be able to lift and carry 50 pounds (occasionally 60 pounds) distances of 10 feet. Occasional stooping, bending or kneeling and entering confined spaces.

*This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.*

## Lab Manager

### JOB DESCRIPTION



Business Unit / Location: Veolia Water NA / Various Locations	Position Code: 210020 <b>Benchmark</b>
Department: Operations	Prepared by: S. Lyons Last Update: July 27, 2006
Managed by (Title): Laboratory/ R&D Manager / Director	FLSA Status: Exempt
Department Approval	HR Approval

### SUMMARY

Organizes and manages laboratory personnel in sampling and testing programs. Manages the efficient operation of the laboratory and lab work including physical, bacteriological, microscopic, organic and inorganic chemical analysis of raw, plant and finished waters to accurately determine their content and assure compliance with company, regulatory and permit requirements. Is responsible for the legal defensibility of work performed in the laboratory.

### KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED TO CARRY OUT THE JOB

#### Technical Knowledge, Years of Related Experience, Certifications Required, Equipment and/or Systems Experience

Bachelor's degree in chemistry or microbiology. (Must meet minimum education and experience qualifications established by regulatory agencies if working in a NELAC or State Certified Lab).

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

Demonstrates ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulae, scientific equations, graphs, etc) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Highest level of Water / Wastewater Certification and highest level of Water Treatment Certification if required at site, with knowledge of current and pending water treatment standards, regulations and federal, state and local laws and codes.

At least six years of experience in a working laboratory performing chemical and biological analyses, or any equivalent combination of education and experience.

Three to five years supervisory experience in laboratory environment with a demonstrated understanding of human relations, training, performance evaluation and health and safety.

Must demonstrate comprehensive technical and practical knowledge of procedures for tests and analysis.

Must have an understanding of water /wastewater treatment process engineering, water quality assurance, maintenance strategy and laboratory procedures.

Must demonstrate effective skills in troubleshooting, problem solving and team building.

Ingenuity and initiative are required to coordinate problem resolution and to execute the schedule requirements within a team environment.

Must have general knowledge of budget preparation and understanding of cost control.

Demonstrated good verbal communications and interpersonal skills in order to interface with and motivate all levels of personnel.

Demonstrated ability to prepare accurate, timely, effective, complete and easily understood written communications and reports for customers, top management, public groups and regulatory agencies.

Proficiency in the care and use of all site specific, facility required PPE (Personal Protection Equipment).

## Lab Manager

Must be available to serve rotational 24 hour on-call emergency if required by site.  
 PC skills and knowledge of word processing, spreadsheet and presentation software for preparing work related reports, charts, graphs and data submittal requirements. Demonstrates proficiency using computerized laboratory equipment.  
 Demonstrated commitment to compliance with applicable laws and regulations, the Company's Code of Business Conduct, confidentiality and other Company policies and procedures.  
 Valid Driver's license and safe driving record if required to use company vehicles.

### TRAINING REQUIRED

**What training will an employee require to successfully perform the duties of the position?**

Employee Orientation. Lab Policies and Procedures including analytical SOP's, chain of custody, equipment calibration and maintenance and data validation. See QA Manual for training details. Safety, OSHA & Quality Training.

Receives additional training when changes in areas such as methods, instrumentation, regulation and safety occur.

Financial and performance management training.

Must stay abreast of advancements in technology and systems by attending and hosting supplier seminars for new equipment or techniques, reading common scientific and technical journals, financial reports and legal documents.

HAZWOPER (Hazardous Waste Operations and Emergency Response) Level I and II certification if required by site. Forklift certification if required by site.

May perform more advanced functions as part of training and development.

Learning Curve: How much time is required to effectively perform the job? ☐ 0-3 months  
☐ 3-6 months ☐ 6-9 months ☐ 9 months to 1 year ☒ 1 - 1 ½ years ☐ 1 ½ to 2 years ☐ 2 to 3 years

<b>E or N</b>	<b>MAIN ACTIVITIES CARRIED OUT</b> Identify the major tasks accomplished by this job. Identify % of time spent on each and whether activity is an E- essential function or N - non-essential function of the job.	<b>% OF TIME</b>
E	Manages the Laboratory Quality Assurance Program. Ensures that consistent quality control and lab procedures are followed. Oversees the quality control program from collection through analysis and validates chain of custody and sample handling procedures. Ensures that uniform monitoring and recordkeeping (chain of custody, analytical SOP's, sample preservation and data validation) are performed. Measures and verifies laboratory performance and ensures integrity of the data presented to management. Reports non-conformance events to Project Manager, Lab QA Coordinator and EHS&S QA Manager. Initiates corrective action immediately to avoid adverse effect on quality. Establishes standards for sample collection and analyses to determine compliance. Coordinates the analysis and reporting of Proficiency Testing Samples.	20%
E	Prepares and manages annual budget for laboratory services. Oversees lab inventory control program. Ensures that lab resources are being utilized to achieve business objectives.	20%
E	Oversees the human resource functions of assigned team including hiring and firing, performance appraisals, coaching and counseling team. Recommends and provides input for salary and job change actions. Works with EHS&S and training team to ensure that all personnel receive safety, quality and process training and testing per QA manual. Conducts training classes on subject including laboratory procedures, math, statistics, quality assurance, and sampling to plant personnel. Coaches and counsels team to improve technical skills and interpersonal and problem resolution skills. Works to identify and provide opportunities for team to learn new skills and techniques.	20%

## Lab Manager

E	Supports plant operations by developing methods of analysis of samples whose content is unknown and by evaluating alternate treatment techniques and chemicals and effectiveness.	10%
E	Supervises metallurgical and corrosion studies and the analysis of lubricants. Supervises the analysis of treatment chemicals and other purchased substances to ensure that specifications are met.	10%
E	Reviews data prior to reporting to a regulatory agency. Updates quality control charts and graphs on a regular basis. Prepares reports, publications and presentations concerned with chemical and bacteriological analyses of water for internal purposes, client and regulatory agencies.	10%
E	Provides leadership in achieving safety goals. Proactively manages safety and environmental issues and ensures compliance with Federal and State standards including Hazardous Waste Disposal and Air Quality Standards in lab and in field testing assignments. Ensures that issues are identified, addressed, and elevated if necessary, in a timely manner. Ensures that current Materials Safety Data Sheets (MSDS) documentation is maintained.	10%
E	Establishes maintenance and calibration schedules and ensures that lab equipment, instrumentation and other accessories are properly maintained and in top working condition and proper records are kept. Assists in diagnosing and evaluating complex issues and coordinates outside maintenance when necessary.	5%
N	<b>SPECIFIC ACTIVITIES (INTERMITTENT, ON AN OCCASIONAL BASIS, ETC.)</b> May occasionally be called upon to fill in or help handle excess workload demands. Coordinates the emergency sample plan involving possible contamination events to the source water supplies.	

SCOPE AND IMPACT OF THE JOB	
<b>Revenue or budget managed:</b> \$ Prepares annual budget. Approves overtime. Monitors overtime and other spending areas to ensure compliance to budget.	
<b>Investments decided upon / managed:</b> Prepares plans and specifications for the upgrade of equipment and instrumentation to ensure capability exists to meet organizational objectives.	
<b>Number of Direct Reports:</b> _____ <b>site specific</b> <b>Number of Indirect Reports:</b> _____	
<b>Titles of Reports:</b> Lab Tech, Scientist, Microbiologist, Chemist	
<b>Nature of Supervisory Responsibility:</b> Manager - In addition to supervisory duties, has impact on budgeting, controlling costs, planning, and scheduling & procedural change. In some cases, staff responsibility is still a large portion of the job.	
<b>Degree of supervision received or the degree of autonomy given:</b> The degree to which supervisor outlines the methods to be followed or results to be obtained and checks work or progress. Receives <u>limited supervision</u> : Overall objectives and resources available are communicated. In consultation with manager, develops deadlines, projects, and work to be done. Plans and carries out the assignment, resolves most of the conflicts, coordinates work with others and interprets policy on own initiative. Keeps the manager informed of progress, potentially controversial matters, or far-reaching implications.	
<b>Complexity of Duties and Decisions:</b> The extent to which duties are guided by standard policy, practice or precedents or the amount of resourcefulness and planning and creative effort in devising new methods, policies, policies, procedures, products or original application. Establishes departmental priorities. Determines the means or process of achieving the objectives established at higher levels and is subject to the limits imposed by the available technology and resources and to the constraints set by upper management. Specifies and oversees what is done at lower levels. Is expected to evaluate methods and processes and recommend improvements.	
<b>Initiative:</b> Describe the ingenuity, creative imagination or original thought that is expected of the job. Must be proactive to prevent non-compliances and to act when a challenging situation has the potential for worsening if action is not taken to resolve the problem on the spot and reports periodically. Such preauthorized actions are recorded and later reported at regular weekly or monthly meetings.	
<b>How errors detected and what is possible impact of those errors?</b>	

Errors in judgement may affect quality, delivery and ultimately customer satisfaction and/or profitability.

### **INTERPERSONAL / COMMUNICATIONS**

**Indicate internal and external contacts and purpose of contacts.**

Ensures that business initiatives and goals are effectively communicated to employees as appropriate. Communicates the results of the quality control program with laboratory staff. Demonstrates objective listening on a consistent basis and creates and maintains an environment that encourages open communication. Promotes respect within and outside the work group, teaches and encourages collaborative problem solving and effective working relationships. Coaches and counsels assigned staff to adhere to values, policies and standards and to improve safety, quality and process reliability in a cost effective manner. Interfaces daily with other functional areas including Operations and Purchasing. Responds tactfully and effectively to customer inquiries or complaints, regulatory agencies or members of the business community.

### **WORK ENVIRONMENT AND DEMANDS**

**List the work environment and physical demands encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Work Environment:** Typically spends 75% of time in operations environment and 25% of time in office environment. May need to work outside in inclement weather conditions and drive company vehicle to perform duties. May serve rotational 24 hour emergency on-call.

**Possible Work Hazards:** May be exposed to possible operations hazards including dust, fumes, toxic and caustic chemicals, rotating machinery, high pressure, hot or cold work temperatures, slippery surfaces, water and electrical hazards.

**Physical Demands:** Amount of time spent – Standing 50%, Sitting 25%, Walking 25%. While performing the duties of this job, the employee is regularly required use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch and enter confined spaces. May be required to use ladders or stairs. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Requires close visual observation to detect process non-conformance and machine malfunction.

*This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.*



## Lab Tech I

### JOB DESCRIPTION



Business Unit / Location: VWNA / VWS Various Locations	Position Code: 21004 <b>Benchmark</b>
Department: R&D, Lab	Prepared by: S. Lyons Last Update: March 28, 2006
Managed by (Title): R&D / Lab Lead / Supv / Mgr / Dir	FLSA Status: Non-Exempt
Department Approval	HR Approval

### SUMMARY

Performs a variety of chemical, biological, and physical tests required for research, development or quality control. Compiles data for reports. Assists in special studies in the laboratory and in the field.

### KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED TO CARRY OUT THE JOB

**Technical Knowledge, Years of Related Experience, Certifications Required,  
Equipment and/or Systems Experience**

Associate's degree or equivalent, with coursework in qualitative and quantitative Chemistry or biology preferred. (Must met minimum qualifications established by regulatory agencies if working in a NELAC or State Certified Lab).

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Exposure to computerized lab equipment and related systems preferred.

Zero to two years experience in a related position in a similar environment with ability to use laboratory apparatus and equipment to perform accurate, repeatable work and to define problems collect data, establish facts and draw valid conclusions.

Ability to write reports, business correspondence and procedures manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Ability to adhere to Company policies and procedures and to quickly develop proficiency in the care and use of all site specific, facility required PPE (Personal Protection Equipment), including respirators, gas detectors, confined space equipment, etc.)

Must demonstrate ability to work in a team environment and willingness to assume additional or new responsibilities readily.

Must possess a valid driver's license and a safe driving record if performing field work.

### TRAINING REQUIRED

**What training will an employee require to successfully perform the duties of the position?**

Employee Orientation, Departmental Operating Procedures, Safety, OSHA and Quality Training.

Learns to perform more complex tests and analysis. Applicable technical training as required.

Stays abreast of new technology, water treatment and separation methods, procedures and regulations in field by reading business periodicals, professional journals, technical procedures and governmental publications.

HAZWOPER (Hazardous Waste Operations and Emergency Response) Level I and II First Responder Certification if required at site.

May perform more advanced functions as part of training and development.

Learning Curve: How much time is required to effectively perform the job? ☐ 0-3 months

☐ 3-6 months ☐ 6-9 months ☐ 9 months to 1 year ☐ 1 - 1 ½ years ☒ 1 ½ to 2 years ☐ 2 to 3 years

<b>E or N</b>	<b>MAIN ACTIVITIES CARRIED OUT</b> <b>Identify the major tasks accomplished by this job. Identify % of time spent on each and whether activity is an E- essential function or N – non-essential function of the job.</b>	<b>% OF TIME</b>
E	Sets up equipment and instrumentation required for tests, research, or process control. Cleans and makes minor repairs on laboratory apparatus and equipment and ensures a high standard of housekeeping, quality control and safety.	30%
E	Collects water samples in the field as assigned and performs routine tests such as turbidity, alkalinity, pH and residual chlorine. Records and computes results from test data and maintains quality control records and charts as assigned. Performs quantitative and qualitative analyses to determine chemical and physical properties of experimental and developmental materials.	40%
E	Prepares chemical solutions used in performing water analysis following standardized formulas or experimental procedures. Assists in maintaining an inventory of chemical stores. Collects and logs all Materials Safety Data Sheet (MSDS) documents for chemical stores.	10%
E	Maintains and distributes as necessary, current Standard Operating Procedures (SOP's) for applicable methods. Informs Laboratory Supervisory immediately of any personnel, equipment, instrument and material problems and SOP or methodology deviations. Responds to and documents any necessary corrective action.	10%
E	Responds to customer inquiries by performing wet chemistry analysis and completing proper reports.	10%
N	<b>SPECIFIC ACTIVITIES (INTERMITTENT, ON AN OCCASIONAL BASIS, ETC.)</b> May assist in other areas or with special projects directed.	

SCOPE AND IMPACT OF THE JOB	
Revenue or budget managed: \$ 0 Investments decided upon / managed: none at this level	
Number of Direct Reports: 0	Number of Indirect Reports: 0
Titles of Reports: n/a	
Nature of Supervisory Responsibility: <input checked="" type="checkbox"/> None	
<p><b>Degree of supervision received or the degree of autonomy given:</b> The degree to which supervisor outlines the methods to be followed or results to be obtained and checks work or progress.</p> <p>Works under <u>direct supervision</u>: Receives specific instructions for assignments or follows written or verbal instructions and established procedures and standard practice to perform assigned tasks. Work is reviewed for completeness and accuracy, or inherent checks are built into the nature of the work.</p>	
<p><b>Complexity of Duties and Decisions:</b> The extent to which duties are guided by standard policy, practice or precedents or the amount of resourcefulness and planning and creative effort in devising new methods, policies, policies, procedures, products or original application.</p> <p>Performs a <u>variety of manual functions</u>. Duties involve the use of <u>a variety procedures or processes</u> and generally have predetermined standards.</p> <p>Uses <u>judgement</u> to arrange job details in order to achieve pre-determined objectives.</p> <p>Must follow established quality, process, safety and emergency response procedures. Must adhere to specifications and schedule. May suggest process improvements. Resolves routine problems independently.</p>	
<p><b>Initiative:</b> Describe the ingenuity, creative imagination or original thought that is expected of the job.</p> <p>Uses initiative in carrying out recurring assignments. Waits for direction for next steps or assignments outside of routine. Keeps supervisor informed of problems.</p>	
<p><b>How errors detected and what is possible impact of those errors?</b></p> <p>Supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.</p> <p>Most errors are caught during self-inspection. Errors could require re-work and lost time.</p>	

### **INTERPERSONAL / COMMUNICATIONS**

**Indicate internal and external contacts and purpose of contacts.**

Frequent contact with other lab personnel to furnish and obtain information and to resolve issues.  
Occasional customer contact to respond to inquiries.

### **WORK ENVIRONMENT AND DEMANDS**

**List the work environment and physical demands encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Work Environment:**

Spends 100% of time in lab or operations environment. Typically spends 10 - 20% of time exposed to outdoor and sometimes inclement weather. Company service vehicles are used as required.

**Possible Work Hazards:**

May be exposed to possible operations hazards including fumes, airborne particles, and noise, rotating machinery, high pressure, hot and cold temperatures, slippery surfaces, water and electrical hazards. Frequently exposed to toxic and caustic chemicals

**Physical Demands:**

Amount of time spent – Standing 50%, Sitting 25%, Walking 25%.

Requires close visual and hearing observation. Taste and smell may be required for some tests.

Constantly uses hands to finger, handle or feel and frequently reaches with hands and arms.

Must be able to lift and carry 50 pounds distances of 10 feet. Occasional stooping, bending or kneeling, crouching, crawling, climbing, balancing and entering confined spaces. Close, distance, color and peripheral vision, depth perception and ability to adjust focus are special requirements.

*This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.*

## Office Manager

### JOB DESCRIPTION



Business Unit / Location: VWNA/ VWS / Various Locations	Position Code: <b>Benchmark</b>
Department: Various	Prepared by: S. Lyons Last Update: April 3, 2006
Managed by (Title): Plant/ Project Manager	FLSA Status: Exempt
Department Approval	HR Approval

### SUMMARY

Supervises two or more full-time administrative employees in a plant or office. Plans and coordinates activities of employees who perform administrative and clerical duties.

### KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED TO CARRY OUT THE JOB

#### Technical Knowledge, Years of Related Experience, Certifications Required, Equipment and/or Systems Experience

High school diploma or GED plus additional specialized courses or Associates Degree in related field with ability to perform mathematical functions.

At least five years directly related experience in an administrative capacity for a project, program or department. At least three years of internal experience preferred.

Lead experience or supervisory training with an understanding of human relations, training, performance evaluation and health and safety.

Must have general knowledge of budget preparation and understanding of cost control.

Must demonstrate effective oral and written communication skills with good vocabulary, good grammar and the ability to independently compose routine written communications. Good telephone etiquette.

Excellent PC skills with thorough knowledge of MS Word, MS PowerPoint, MS Excel / Access, and other departmental software programs. Ability to develop spreadsheets and modify formats in order to complete assignments and ability to recommend improvements.

Above average organization & communication skills required to interact with multiple internal, external & executive contacts. Must demonstrate effective written communication skills with good vocabulary, good grammar and the ability to independently compose routine written communications. Good telephone etiquette.

Must be able to efficiently operate and perform basic maintenance and troubleshooting of all office equipment.

Must be able to handle diverse task simultaneously and work effectively with interruptions and consistently meet or exceed production and quality goals. Ability to handle confidential or sensitive information or issues.

Must demonstrate ability to work in a team environment and willingness to assume additional or new responsibilities readily.

Must demonstrate commitment to compliance with application laws and regulations, the Company's Code of Business Conduct and other Company policies and procedures.

### TRAINING REQUIRED

#### What training will an employee require to successfully perform the duties of the position?

Employee Orientation. Leadership, Performance Management and Financial training.

Training to keep abreast of new technology, industry trends and practices to improve efficiency.

Performs some advanced functions as part of training and development.

Learning Curve: How much time is required to effectively perform the job? ☐ 0-3 months

☐ 3-6 months ☒ 6-9 months ☐ 9 months to 1 year ☐ 1 - 1 ½ years ☐ 1 ½ to 2 years ☐ 2 to 3 years

## Office Manager

<b>E or N</b>	<b>MAIN ACTIVITIES CARRIED OUT</b> <b>Identify the major tasks accomplished by this job. Identify % of time spent on each and whether activity is an E- essential function or N – non-essential function of the job.</b>	<b>% OF TIME</b>
E	Plans daily schedules to provide administrative services and clerical support to assigned plant, office or department. Ensures that team is producing at or above communicated production, quality and safety goals. Ensures that resources are being utilized to achieve business objectives in the most efficient manner. Develops new and standard templates, procedures and forms for activities, reports and presentations to maximize efficiency and reduce turnaround time.	10%
E	Oversees the human resource functions of assigned team including hiring and firing, performance appraisals, coaching and counseling team. Recommends and provides input for salary and job change actions. Coaches and counsels team to improve technical skills and interpersonal and problem resolution skills. Works to identify and provide opportunities to cross-train and learn new skills and techniques.	20%
E	Answers complex questions elevated from less experienced employees and provides accurate and timely information or guidance.	20%
E	Purchases and maintains adequate inventory of office, break room and conference room supplies within established policy and dollar limits. Negotiates best price, quality and delivery.	10%
E	Negotiates rates, recommends providers and oversees contracts for outside services that may include: copy machines, telephones, pagers, security, landscaping, document archiving or shredding, and building janitorial and maintenance contracts. Serves as primary contact for facility maintenance problems. Troubleshoots and diagnoses problems, performs minor repairs or maintenance or calls outside contractor to resolve problem.	15%
E	Serves as liaison to home office regarding company policies and benefits. Collects, compiles and reviews complex data and information such as HR, workers' compensation and accident reporting records for inclusion in reports and presentation materials.	10%
E	Coordinates new hire services. Ensures that new hires are provided office space, furniture, equipment and systems as required and facilitates communication between other departments to optimize productivity during the new employee's first days on the job.	5%
N	<b>SPECIFIC ACTIVITIES (INTERMITTENT, ON AN OCCASIONAL BASIS, ETC.)</b> Assists others in facility / office as needed.	

<b>SCOPE AND IMPACT OF THE JOB</b>
<b>Revenue or budget managed:</b> \$ Develops annual budgets for review and approval by higher levels. Monitors and approves overtime. Monitors and manages all budget elements to ensure cost effective operation and works with manager to quickly correct negative deviations. <b>Investments decided upon / managed:</b> Recommends new office equipment. May review proposals and recommend outside contractors for office machines, facility maintenance, janitorial and landscape services, etc.
<b>Number of Direct Reports:</b> 2-5 <b>Number of Indirect Reports:</b> 0-10 <b>Titles of Reports:</b> Administrative positions.
<b>Nature of Supervisory Responsibility:</b> Oversees day-to-day operations. Initiates and communicates personnel actions (hire, fire, job / salary changes, performance, disciplinary actions, etc. In addition to supervisory duties, has impact on budgeting, controlling costs, planning and scheduling and procedural change.
<b>Degree of supervision received or the degree of autonomy given:</b> The degree to which supervisor outlines the methods to be followed or results to be obtained and checks work or progress. Receives <u>limited supervision</u> : Overall objectives and resources available are communicated. In consultation with manager, develops deadlines, projects, and work to be done. Plans and carries out



## Office Manager

the assignment, resolves most of the conflicts, coordinates work with others and interprets policy on own initiative. Keeps the manager informed of progress, potentially controversial matters, or far-reaching implications.

**Complexity of Duties and Decisions:** The extent to which duties are guided by standard policy, practice or precedents or the amount of resourcefulness and planning and creative effort in devising new methods, policies, policies, procedures, products or original application.

Must adhere to Company policies, practices and ensure compliance with applicable laws and regulations. Must conform to standard work practices (safety, security, environmental procedures and Company business practices and codes of conduct.

Determines the means or process of achieving the objectives established at higher levels and is subject to the limits imposed by the available technology and resources and to the constraints set by upper management. Specifies and oversees what is done at lower levels.

Is expected to evaluate methods and processes and recommend improvements.

Regularly assists others in the resolution of problems and issues.

**Initiative:** Describe the ingenuity, creative imagination or original thought that is expected of the job.

Must be proactive to prevent non-compliances and to act when a challenging situation has the potential for worsening if action is not taken to resolve the problem on the spot and reports periodically. Such preauthorized actions are recorded and later reported at regular weekly or monthly meetings.

**How errors detected and what is possible impact of those errors?**

Most of work is not subject to direct review or check. Errors may be hard to detect and may affect customer satisfaction and profitability.

### INTERPERSONAL / COMMUNICATIONS

**Indicate internal and external contacts and purpose of contacts.**

Serves as primary point of contact for internal customers on administrative issues. Frequent contact with outside service providers.

Ensures that business initiatives and goals are effectively communicated to employees as appropriate.

Demonstrates objective listening on a consistent basis and creates and maintains an environment that encourages open communication. Promotes respect within and outside the work group, teaches and encourages collaborative problem solving and effective working relationships.

Coaches and counsels assigned staff to adhere to values, policies and standards and to improve safety, quality and process reliability in a cost effective manner.

### WORK ENVIRONMENT AND DEMANDS

**List the work environment and physical demands encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Work Environment:**

Spends most of time in an office environment. Occasional visits to plant areas.

**Possible Work Hazards:**

Must take care in moving or lifting office supplies. Infrequent exposure to plant hazards including noise, rotating equipment, chemicals, fumes and water hazards.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit (80%); use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand (10%); walk; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

*This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.*



# Administrative Assistant I

## JOB DESCRIPTION



Business Unit / Location: Various	Position Code: 190010 <b>Benchmark</b>
Department: Various	Prepared by: S. Lyons Last Update: February 28, 2006
Managed by (Title): Various	FLSA Status: Non-Exempt
Department Approval	HR Approval

### SUMMARY

Provides administrative and clerical support to assigned group.

### KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED TO CARRY OUT THE JOB

**Technical Knowledge, Years of Related Experience, Certifications Required, Equipment and/or Systems Experience**

High school diploma or GED with a clear understanding of general math and the ability to read, write and comprehend written and verbal English. Some knowledge of general office practices and procedures.

One to three years internal or directly related experience with knowledge of departmental function, terminology and interrelationships.

Must demonstrate effective oral and written communication skills with good vocabulary, good grammar and the ability to independently compose routine written communications. Good telephone etiquette.

PC skills with good working knowledge of MS Word, MS PowerPoint, MS Excel / Access, and other departmental software programs. Ability to maintain spreadsheets and modify formats in order to complete assignments.

Must demonstrate ability to pay close attention to details, and present good planning, organization, and time management skills.

Must be able to work effectively with interruptions and meet or exceed production and quality goals. Ability to handle confidential or sensitive information or issues.

Must demonstrate ability to work in a team environment and willingness to assume additional or new responsibilities readily.

### TRAINING REQUIRED

**What training will an employee require to successfully perform the duties of the position?**

Employee Orientation. Cross Training and Systems Training where required.

Training to keep abreast of new technology, industry trends and practices to improve efficiency.

Performs some advanced functions as part of training and development.

Learning Curve: How much time is required to effectively perform the job? ☐ 0-3 months  
☐ 3-6 months ☐ 6-9 months ☐ 9 months to 1 year ☐ 1 - 1 1/2 years ☐ 1 1/2 to 2 years ☐ 2 to 3 years

### MAIN ACTIVITIES CARRIED OUT

<b>E or N</b>	<b>Identify the major tasks accomplished by this job. Identify % of time spent on each and whether activity is an E- essential function or N - non-essential function of the job.</b>	<b>% OF TIME</b>
E	Performs clerical and administrative duties including typing documents, correspondence and reports for assigned department. Composes and initiates routine correspondence and memoranda. Edits and proofs documents for grammar, spelling, and clarity of expression, organization, and conformance to company specifications. Proofs art or graphics and verifies that art and text agree.	30%

Job Title

E	Enters data from various sources to maintain and update various databases and spreadsheets. Ensures data integrity by verifying input and calculations.	25%
E	Creates, runs and distributes standard and customized periodic reports, to communicate follow-up requirements and to summarize reports, etc.	20%
E	Works with assigned team to develop and maintain standard templates, descriptions and sections of presentations to maximize efficiency and reduce turnaround time.	10%
E	Screens telephone calls and visitors. Answers basic questions and provides information. Takes accurate phone and verbal messages and ensures that messages are delivered in a timely manner.	5%
E	Maintains organized computer and/or hard copy files for easy identification and retrieval.	5%
E	Maintains inventory of departmental office supplies. Prepares purchase requests for above items and coordinates with purchasing department.	5%
E	Occasionally schedules & maintain calendar of meetings & travel itineraries. Occasionally coordinates associated arrangements. Occasionally plans, coordinates and makes arrangements for on-site and offsite Conferences, meetings and special events. Ensures accurate and timely communication to involved parties.	
N	<b>SPECIFIC ACTIVITIES (INTERMITTENT, ON AN OCCASIONAL BASIS, ETC.)</b> Assists others in facility / office as needed. May assist with departmental human resource functions, which may include preparation of confidential personnel information and new hire orientation.	

SCOPE AND IMPACT OF THE JOB	
Revenue or budget managed: \$ n/a Investments decided upon / managed: n/a	
Number of Direct Reports: 0	Number of Indirect Reports: 0
Titles of Reports: n/a	
Nature of Supervisory Responsibility: <input checked="" type="checkbox"/> None but may assist less experienced personnel.	
<p><b>Degree of supervision received or the degree of autonomy given:</b> The degree to which supervisor outlines the methods to be followed or results to be obtained and checks work or progress.</p> <p>Works under <u>direct supervision</u>: Specific instructions are given on assignments or follows written or verbal instructions and established procedures and standard practice to perform assigned tasks. Work is reviewed for completeness and accuracy, or inherent checks are built into the nature of the work.</p>	
<p><b>Complexity of Duties and Decisions:</b> The extent to which duties are guided by standard policy, practice or precedents or the amount of resourcefulness and planning and creative effort in devising new methods, policies, procedures, products or original application.</p> <p>Works consists of <u>varied but routine</u> tasks, processes or operations that are <u>clearly defined</u>. Uses pre-determined standards to ensure that data is entered, reports are distributed and projects are completed in accordance with department policies and procedures. Must adhere to departmental policies, schedules and deadlines. Must conform to standard work practices (safety, security, environmental procedures) and Company business practices and codes of conduct. Resolves <u>basic</u> questions &amp; refers more complex issues to higher levels.</p>	
<p><b>Initiative:</b> Describe the ingenuity, creative imagination or original thought that is expected of the job.</p> <p>Uses initiative in carrying out recurring assignments. Asks for direction whenever events don't unfold as previously discussed. Uses judgement in order to plan and organize work to achieve pre-determined individual and departmental goals.</p>	
<p><b>How are errors detected and what is possible impact of those errors?</b></p> <p>Employee is expected to review own work for completeness, accuracy and conformance to policy. Probable errors are usually detected by incumbent or in succeeding operations and <u>generally confined to department</u>. Errors in the communication of data can result in ineffective decision-making by others in the company.</p>	

Job Title

### **INTERPERSONAL / COMMUNICATIONS**

**Indicate internal and external contacts and purpose of contacts.**

Regular contact with all functional areas to communicate and resolve issues. Occasional external contact to clarify, obtain or furnish information.

### **WORK ENVIRONMENT AND DEMANDS**

**List the work environment and physical demands encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Work Environment:**

Spends most of time in an office environment. Occasional visits to plant areas.

**Possible Work Hazards:**

Must take care in moving or lifting office supplies. Infrequent exposure to plant hazards including noise, heavy equipment, chemicals and fumes.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

*This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.*



## 2018 Veolia M&C EHS Training Calendar

Month	Primary Safety Topic	Notes and Additional EHS Topics for Affected Employees
<b>1<sup>st</sup> Quarter</b>		
<b>January</b> <b>Online - JJK</b>	<b>HazCom:</b> <b>What You Need to Know</b> <b>OSHA Annual</b>	Required for all staff including admin staff Brief employees on site SDS locations and types of HazMat labeling systems used onsite <b>Laboratory Chemical Hygiene Plan</b> , where applicable - annual review, certification, and training
<b>February</b> <b>Classroom</b>	<b>Fire Safety: Extinguishing Risk</b> <b>OSHA Annual</b>	Admin staff have option of taking the JJK Online course: <i>Fire Prevention and Response</i> in lieu of the classroom training. <b>Additional Course: Hot Work &amp; Welding Safety</b> For affected employees and supervisors who do Hot Work and/or Fire Watch activities
<b>March</b> <b>Online - JJK</b>	<b>Hearing Protection: PPE Employee Essentials</b> <b>OSHA Annual</b>	Include admin staff if they enter plant work areas.
<b>2<sup>nd</sup> Quarter</b>		
<b>April</b> <b>Classroom</b>	<b>Lockout/Tagout</b>	Review site LOTO program changes - e.g., new equipment or equipment changes that require updates to site Energy Control Procedures
<b>May</b> <b>Online - JJK</b>	<b>Personal Protective Equipment: Employee Essentials</b>	
<b>June</b> <b>Classroom</b>	<b>Confined Spaces &amp; Permit Spaces</b> <b>OSHA Annual</b>	Review site PRCS program changes, if any - review new spaces inventory etc.
<b>3<sup>rd</sup> Quarter</b>		
<b>July</b> <b>Online - JJK</b>	<b>Heat Stress</b>	<b>EMS Awareness - Classroom</b> For ISO 14001 Sites Only
<b>August</b> <b>Classroom</b>	<b>Ladder Safety</b>	
<b>Sept.</b> <b>Classroom</b>	<b>Respiratory Protection</b> <b>OSHA Annual</b>	For all employees. Employees who do not use respirators will only take an abbreviated version of the training
<b>4<sup>th</sup> Quarter</b>		
<b>October</b> <b>Online - JJK</b>	<b>Scaffold Safety for General Industry</b>	
<b>November</b> <b>Classroom</b>	<b>Asbestos Awareness</b>	For sites that have asbestos and/or presumed asbestos materials. Locations that are asbestos-free must choose another applicable classroom based training
<b>December</b> <b>Online - JJK</b>	<b>Bloodborne Pathogens: Safety in the Workplace</b> <b>OSHA Annual</b>	For <u>all</u> employees including admin staff who are eligible for the safety bonus or otherwise designated to provide first aid as part of their work - Not required if employees receive BBP training as part of certified first aid training

**Notes:** Training sessions are classroom format unless otherwise noted as **Online-JJK**. Some training topics must be complemented with site-specific content and may include an additional topic listed under the Notes & Additional EHS Topic column.

**Additional topics are not optional.** But they apply only to affected employees.

**OSHA Annual** denotes annual OSHA required training.





## 2018 Safety Bonus Program: Specialized Group Training Calendar

Topic	Notes
<b>1<sup>st</sup> Quarter</b>	
<b>Slips, Trips and Falls Hazard Perception, DM-42425</b>	<p>Falls/slips continue to plague M&amp;C – 13 slip/fall injuries in 2017! After watching the course video as a group, discuss the following at a minimum:</p> <ul style="list-style-type: none"> <li>• Have we experienced any slip/fall injuries or near misses in the past year? If so, how did we correct it or what measures did we take to prevent it from re-occurring?</li> <li>• Do we do a good job to keep floors dry and clean, or have mats in place, so if it rains or snows, a slip hazard won't be present?</li> <li>• Do we do a good job to keep surfaces sanded/salted as needed?</li> <li>• Do we have any areas of the site where there is a clear trip/fall danger due to the condition of a sidewalk, staircase, or roadway?</li> </ul>
<b>2<sup>nd</sup> Quarter</b>	
<b>Fall Protection for General Industry, DM-50612</b>	<p>In 2017, fall protection was a heavy emphasis program in M&amp;C. Recall that one of the metrics for the 2017 safety incentive program was for each site to complete a fall protection survey. This training helps to continue that focus in 2018. Following the training, discuss the following:</p> <ul style="list-style-type: none"> <li>• Are there any areas of the site where there is a clear fall hazard due to a missing railing or other means of protection?</li> <li>• Do staff feel they have adequate fall protection gear, and have they been trained on how to properly use it?</li> <li>• What activities do staff conduct that requires fall protection gear? Is it being properly used?</li> <li>• For those working on the roof, is there railing to protect workers from falling off the edge? If not, what means are in place to eliminate a fall?</li> </ul>
<b>3<sup>rd</sup> Quarter</b>	
<b>Wellness and Fitness, DM-21814</b>	<p>It is always important to stay in good physical condition, whether for work or home. At M&amp;C, there are many tasks that require physical exertion. In 2017, M&amp;C incurred a number of strain injuries, some of which might have been avoided had the worker been in better shape or not tried to take on an activity that was beyond their capability because of their condition. Following the video, discuss:</p> <ul style="list-style-type: none"> <li>• The "Veolia Wellness" Magellan brochure and remind staff of the resources available to them for their health and well being</li> <li>• Remind staff of the importance of having regulator physicals, various screenings, including vision and dental as well (many employees do not take advantage of the full benefits that are provided to them)</li> <li>• Get that flu shot!</li> </ul>
<b>4<sup>th</sup> Quarter</b>	
<b>Drug Free Workplace, DM-30071</b>	<p>VNA's Drug and Alcohol Free Workplace policy will be provided for the PM to cover with site staff following completion of this module.</p>

**Metric Description and Process:** The Specialized Training calendar is one of the four metrics for the 2018 Employee Safety Incentive program and therefore constitutes 25% of the overall bonus. The above topics are not required by regulation, but serve as important topics that go beyond the law. Some even teach us about safety or health practices that not only benefit us at work, but provide us helpful tips for being safer in our personal lives. All courses above are from the JJ Keller on-Line training catalog.



## **2018 Safety Bonus Program: Specialized Group Training Calendar**

To fully satisfy the metric, all site employees must complete these training modules that are offered through the JJ Keller on-line system. However, unlike the on-line trainings that are part of the annual M&C training calendar, we ask that sites gather together to take these courses as a group. (vs each individual completing the course separately) Watch the training together and take the quiz together. (Try and get as many of your staff together as you can, but those that can't attend the group session need to complete the on-line course on their own.) Following the training video, the PM and/or site safety representative should engage the group in some good discussions about the given topic by using the suggested questions listed in the "Notes" column.





# 2019 Veolia Employee Training

Status	Date Started	Date Completed	Duration in Hours	Training	Employee Description	Training Description
Complete	12/26/2018	1/4/2019	57	Driver-DOT	Operator	Defensive Driving for Light & Medium Duty Vehicles
Complete	12/26/2018	1/2/2019	45	Driver-DOT	Operator	Distracted Driving
Complete	12/26/2018	1/2/2019	34	Driver-DOT	Operator	Driving Techniques: Driver Training Series
Complete	1/2/2019	1/28/2019	44	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/17/2019	14	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/2/2019	16	HazCom-GHS	Lift Station Tech	HazCom: What You Need to Know
Complete	1/2/2019	1/28/2019	38	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/30/2019	54	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/23/2019	40	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/28/2019	49	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/2/2019	6	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/5/2019	5	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/18/2019	4	HazCom-GHS	Safety	HazCom: What You Need to Know
Complete	1/2/2019	1/30/2019	12	HazCom-GHS	Maintenance Tech	HazCom: What You Need to Know
Complete	1/2/2019	1/7/2019	37	HazCom-GHS	Administration	HazCom: What You Need to Know
Complete	1/2/2019	1/14/2019	50	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/30/2019	20	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/9/2019	23	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/23/2019	56	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/22/2019	45	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/29/2019	28	HazCom-GHS	IPP Coord/ Lab Tech	HazCom: What You Need to Know
Complete	1/2/2019	1/29/2019	55	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/18/2019	59	HazCom-GHS	Lab Tech	HazCom: What You Need to Know
Complete	1/2/2019	1/31/2019	30	HazCom-GHS	Lift Station Tech	HazCom: What You Need to Know
Complete	1/2/2019	1/2/2019	22	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/4/2019	34	HazCom-GHS	Administration	HazCom: What You Need to Know
Complete	1/2/2019	1/3/2019	47	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/2/2019	1/29/2019	45	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/3/2019	1/3/2019	34	HR & Legal	Operator	Drug-Free Workplace
Complete	1/3/2019	1/3/2019	17	HR & Legal	Operator	Drug-Free Workplace
Complete	1/3/2019	1/3/2019	15	HR & Legal	Administration	Drug-Free Workplace
Complete	1/8/2019	1/8/2019	1	Finance Training	Administration	Finance Training
Complete	1/8/2019	1/8/2019	1	Finance Training	Project Manager	Finance Training
Complete	1/8/2019	1/8/2019	1	Finance Training	Administration	Finance Training
Complete	1/8/2019	1/8/2019	1	Finance Training	Administration	Finance Training
Complete	1/8/2019	1/8/2019	1	Finance Training	Operator	Finance Training
Complete	1/11/2019	2/12/2019	47	Workplace Safety	Safety	Fire Prevention & Response
Complete	1/11/2019	1/28/2019	29	Workplace Safety	Safety	Fire Extinguisher Use
Complete	1/18/2019	1/25/2019	16	Workplace Safety	Operator	Housekeeping & Maintenance
Complete	1/18/2019	1/24/2019	48	HazCom-GHS	Operator	HazCom: What You Need to Know
Complete	1/18/2019	1/24/2019	44	Workplace Safety	Operator	Workplace Safety Basics Module 1: Work Practices
Complete	1/18/2019	1/18/2019	1	WebFocus and Insights Training	Administration	WebFocus and Insights Training
Complete	1/18/2019	1/18/2019	1	WebFocus and Insights Training	Project Manager	WebFocus and Insights Training
Complete	1/18/2019	1/18/2019	1	WebFocus and Insights Training	Administration	WebFocus and Insights Training
Complete	1/18/2019	1/18/2019	1	WebFocus and Insights Training	Administration	WebFocus and Insights Training
Complete	1/18/2019	1/18/2019	1	WebFocus and Insights Training	Operator	WebFocus and Insights Training
Complete	1/28/2019	1/28/2019	54	Driver-DOT	Maintenance Tech	Defensive Driving for Light & Medium Duty Vehicles
Complete	1/28/2019	1/28/2019	29	Workplace Safety	Maintenance Tech	Housekeeping & Maintenance
Complete	1/28/2019	1/28/2019	14	HazCom-GHS	Maintenance Tech	HazCom: What You Need to Know
Complete	1/28/2019	1/28/2019	23	Workplace Safety	Maintenance Tech	Workplace Safety Basics Module 1: Work Practices
Complete	1/28/2019	1/28/2019	43	Driver-DOT	Maintenance Tech	Distracted Driving
Complete	1/31/2019	1/31/2019	1	Jackson Financials Training/ Budget Training	Administration	Jackson Financials Training
Complete	1/31/2019	1/31/2019	1	Jackson Financials Training/ Budget Training	Project Manager	Finance Training
Complete	1/31/2019	1/31/2019	1	Jackson Financials Training/ Budget Training	Administration	Finance Training
Complete	1/31/2019	1/31/2019	1	Jackson Financials Training/ Budget Training	Administration	Finance Training
Complete	1/31/2019	1/31/2019	1	Jackson Financials Training/ Budget Training	Operator	Finance Training

Complete	2/1/2019	2/11/2019	57 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/4/2019	3 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/7/2019	13 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/7/2019	7 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/19/2019	21 Workplace Safety	Lift Station Tech	Fire Prevention & Response
Complete	2/1/2019	2/19/2019	19 Workplace Safety	Lift Station Tech	Fire Extinguisher Use
Complete	2/1/2019	2/7/2019	28 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/7/2019	46 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/15/2019	50 Workplace Safety	Maintenance Tech	Fire Extinguisher Use
Complete	2/1/2019	2/15/2019	57 Workplace Safety	Maintenance Tech	Fire Prevention & Response
Complete	2/1/2019	2/22/2019	40 Workplace Safety	Project Manger	Fire Prevention & Response
Complete	2/1/2019	2/7/2019	18 Workplace Safety	Project Manger	Fire Extinguisher Use
Complete	2/1/2019	2/14/2019	44 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	3/1/2019	2 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/19/2019	42 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/19/2019	3 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/5/2019	50 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/4/2019	37 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/12/2019	22 Workplace Safety	Lift Station Tech	Fire Extinguisher Use
Complete	2/1/2019	2/9/2019	26 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/8/2019	35 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	3/5/2019	34 Workplace Safety	Maintenance Tech	Fire Prevention & Response
Complete	2/1/2019	3/5/2019	29 Workplace Safety	Maintenance Tech	Fire Extinguisher Use
Complete	2/1/2019	3/5/2019	40 Workplace Safety	Maintenance Tech	Fire Prevention & Response
Complete	2/1/2019	3/5/2019	30 Workplace Safety	Maintenance Tech	Fire Extinguisher Use
Complete	2/1/2019	2/1/2019	12 Workplace Safety	Administration	Fire Prevention & Response
Complete	2/1/2019	2/1/2019	28 Workplace Safety	Administration	Fire Extinguisher Use
Complete	2/1/2019	2/16/2019	18 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/16/2019	14 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/28/2019	42 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/28/2019	19 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/2/2019	41 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/2/2019	33 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/28/2019	26 Workplace Safety	Project Manger	Fire Prevention & Response
Complete	2/1/2019	2/28/2019	17 Workplace Safety	Project Manger	Fire Extinguisher Use
Complete	2/1/2019	2/1/2019	44 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/2/2019	39 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/28/2019	27 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/28/2019	30 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/20/2019	32 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/18/2019	16 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/8/2019	16 Workplace Safety	IPP Coord/ Lab Tech	Fire Extinguisher Use
Complete	2/1/2019	2/8/2019	28 Workplace Safety	IPP Coord/ Lab Tech	Fire Prevention & Response
Complete	2/1/2019	2/20/2019	18 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/20/2019	7 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	3/1/2019	31 Workplace Safety	Lab Tech	Fire Prevention & Response
Complete	2/1/2019	2/21/2019	44 Workplace Safety	Lab Tech	Fire Extinguisher Use
Complete	2/1/2019	3/7/2019	22 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	3/7/2019	3 Workplace Safety	Lift Station Tech	Fire Extinguisher Use
Complete	2/1/2019	2/20/2019	54 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/6/2019	56 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	3/5/2019	49 Workplace Safety	Administration	Fire Prevention & Response
Complete	2/1/2019	2/15/2019	17 Workplace Safety	Administration	Fire Extinguisher Use
Complete	2/1/2019	2/18/2019	57 Workplace Safety	Administration	Fire Prevention & Response
Complete	2/1/2019	2/18/2019	11 Workplace Safety	Administration	Fire Extinguisher Use
Complete	2/1/2019	2/25/2019	45 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/1/2019	2/25/2019	23 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/6/2019	42 Workplace Safety	Operator	Fire Extinguisher Use
Complete	2/1/2019	2/18/2019	44 Workplace Safety	Operator	Fire Prevention & Response
Complete	2/4/2019	2/11/2019	28 HazCom-GHS	Project Manger	HazCom: What You Need to Know
Complete	2/7/2019	2/7/2019	20 Workplace Safety	Operator	Respiratory Protection: Breathing Safely
Complete	2/7/2019	2/10/2019	13 Workplace Safety	Operator	Respiratory Protection: Breathing Safely
Complete	2/7/2019	2/12/2019	33 Workplace Safety	Operator	Respiratory Protection: Breathing Safely
Complete	2/7/2019	2/8/2019	5 Workplace Safety	Operator	Respiratory Protection: Breathing Safely
Complete	2/7/2019	2/16/2019	35 Workplace Safety	Operator	Respiratory Protection: Breathing Safely
Complete	2/7/2019	2/16/2019	12 Workplace Safety	Operator	Respiratory Protection: Breathing Safely
Complete	2/7/2019	2/10/2019	29 Workplace Safety	Operator	Respiratory Protection: Breathing Safely

Complete	2/7/2019	2/8/2019	42 Workplace Safety	Operator	Respiratory Protection: Breathing Safely
Complete	2/7/2019	2/18/2019	54 Workplace Safety	Operator	Respiratory Protection: Breathing Safely
Complete	2/7/2019	2/19/2019	52 Workplace Safety	Operator	Respiratory Protection: Breathing Safely
Complete	2/7/2019	2/18/2019	0 Workplace Safety	Operator	Respiratory Protection: Breathing Safely
Complete	2/12/2019	2/12/2019	5 Driver-DOT	Lift Station Tech	Defensive Driving for Light & Medium Duty Vehicles
Complete	2/12/2019	2/13/2019	38 Workplace Safety	Lift Station Tech	Fire Prevention & Response
Complete	2/12/2019	2/13/2019	32 HazCom-GHS	Lift Station Tech	HazCom: What You Need to Know
Complete	2/12/2019	2/13/2019	15 Workplace Safety	Lift Station Tech	Workplace Safety Basics Module 1: Work Practices
Complete	2/12/2019	2/13/2019	58 Driver-DOT	Lift Station Tech	Distracted Driving
Complete	2/12/2019	2/13/2019	17 Driver-DOT	Lift Station Tech	Driving Techniques: Driver Training Series
Complete	2/12/2019	2/13/2019	29 Workplace Safety	Lift Station Tech	Housekeeping & Maintenance
Complete	2/12/2019	2/13/2019	23 Workplace Safety	Lift Station Tech	Fire Extinguisher Use
Complete	2/13/2019	2/15/2019	39 Workplace Safety	Maintenance Tech	Fall Protection for General Industry
Complete	2/19/2019	3/5/2019	56 HazCom-GHS	Maintenance Tech	HazCom: What You Need to Know
Complete	2/20/2019	2/21/2019	3 Driver-DOT	Lift Station Tech	CMV Driver Basics
Complete	2/20/2019	2/21/2019	3 Driver-DOT	Lift Station Tech	Hours of Service Rules for Property-Carrying CMV Drivers
Complete	2/21/2019	2/21/2019	16 Workplace Safety	Operator	Respiratory Protection: Breathing Safely
Complete	2/25/2019	2/25/2019	Safety Training and Awareness by Kelvin Peters	Administration	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety Training and Awareness by Kelvin Peters	Lab Management	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety Training and Awareness by Kelvin Peters	Maintenance Tech	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety Training and Awareness by Kelvin Peters	Operator	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety Training and Awareness by Kelvin Peters	Maintenance Tech	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety Training and Awareness by Kelvin Peters	Operator	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety Training and Awareness by Kelvin Peters	Operator	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety Training and Awareness by Kelvin Peters	Lift Station Tech	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Maintenance Tech	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Operator	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Maintenance Tech	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Maintenance Tech	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Safety Manager	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Operator	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Operator	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Lab Tech	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Lift Station Tech	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Lift Station Tech	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Administration	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Operator	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Operator	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Operator	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Operator	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Operator	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Operator	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	Administration	Safety Training and Awareness
Complete	2/25/2019	2/25/2019	Safety and Awareness Training	IPP Coord/ Lab Tech	Safety Training and Awareness
Complete	2/27/2019	2/27/2019	Safety and Awareness Training	Operator	Safety Training and Awareness
Complete	2/27/2019	2/27/2019	Safety and Awareness Training	Operator	Safety Training and Awareness

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Complete	3/27/2019	3/27/2019	1 LOTO Training	Operator	LOTO Training
Complete	3/27/2019	3/27/2019	1 LOTO Training	Operator	LOTO Training
Complete	3/27/2019	3/27/2019	1 LOTO Training	Administration	LOTO Training
Complete	3/27/2019	3/27/2019	1 LOTO Training	Operator	LOTO Training
Complete	3/27/2019	3/27/2019	1 LOTO Training	Maintenance Tech	LOTO Training
Complete	3/27/2019	3/27/2019	1 LOTO Training	IPP Coord/ Lab Tech	LOTO Training
Complete	4/11/2019	4/15/2019	24 Driver-DOT	Lab Tech	Defensive Driving for Light & Medium Duty Vehicles
Complete	4/11/2019	4/18/2019	7 Workplace Safety	Lab Tech	Workplace Safety Basics Module 1: Work Practices
Complete	4/11/2019	4/18/2019	5 Workplace Safety	Lab Tech	Workplace Safety Basics Module 4: In Case of an Emergency
Complete	4/11/2019	4/15/2019	13 Driver-DOT	Lab Tech	Distracted Driving
Complete	4/11/2019	4/18/2019	12 Driver-DOT	Lab Tech	Driving Techniques: Driver Training Series
Complete	4/11/2019	4/18/2019	17 HazCom-GHS	Lab Tech	HazCom: What You Need to Know
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Administration	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Lab Management	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Maintenance Tech	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Maintenance Tech	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Lift Station Tech	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Lift Station Tech	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Lab Tech	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Maintenance Tech	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Maintenance Tech	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Safety Manager	Confined Space Training
Complete	4/24/2019	4/30/2019	Confined Space- Dangerous 1 Spaces Training	Project Manager	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Lab Tech	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Lift Station Tech	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Lift Station Tech	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Maintenance Tech	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Administration	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Administration	Confined Space Training
Complete	4/24/2019	4/24/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training

Complete	4/30/2019	4/30/2019	1 Take 5 For Safety	Administration	Safety Tips
Complete	4/30/2019	4/30/2019	1 Take 5 For Safety	Operator	Safety Tips
Complete	4/30/2019	4/30/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/30/2019	4/30/2019	Confined Space- Dangerous 1 Spaces Training	Lab Tech	Confined Space Training
Complete	4/30/2019	4/30/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/30/2019	5/7/2019	1 Take 5 For Safety	Operator	Safety Tips
Complete	4/30/2019	4/30/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	4/30/2019	4/30/2019	1 Take 5 For Safety	Administration	Safety Tips
Complete	4/30/2019	4/30/2019	1 Take 5 For Safety	Operator	Safety Tips
Complete	4/30/2019	4/30/2019	1 Take 5 For Safety	Operator	Safety Tips
Complete	4/30/2019	4/30/2019	1 Take 5 For Safety	Administration	Safety Tips
Complete	4/30/2019	4/30/2019	Confined Space- Dangerous 1 Spaces Training	Maintenance Tech	Confined Space Training
Complete	4/30/2019	4/30/2019	Confined Space- Dangerous 1 Spaces Training	IPP Coord/ Lab Tech	Confined Space Training
Complete	4/30/2019	5/9/2019	13 Workplace Safety	Maintenance Tech	Ergonomics: Industrial
Complete	4/30/2019	5/27/2019	14 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/6/2019	33 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/21/2019	53 Workplace Safety	Lift Station Tech	Ergonomics: Industrial
Complete	4/30/2019	4/30/2019	27 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/20/2019	14 Workplace Safety	Maintenance Tech	Ergonomics: Industrial
Complete	4/30/2019	5/20/2019	59 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/23/2019	59 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/13/2019	52 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/6/2019	32 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	6/6/2019	55 Workplace Safety	Lift Station Tech	Ergonomics: Industrial
Complete	4/30/2019	5/10/2019	11 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/24/2019	28 Workplace Safety	Safety	Ergonomics: Industrial
Complete	4/30/2019	5/3/2019	57 Workplace Safety	Lab Tech	Ergonomics: Industrial
Complete	4/30/2019	6/6/2019	25 Workplace Safety	Maintenance Tech	Ergonomics: Industrial
Complete	4/30/2019	5/21/2019	28 Workplace Safety	Maintenance Tech	Ergonomics: Industrial
Complete	4/30/2019	5/2/2019	47 Workplace Safety	Administration	Ergonomics: Industrial
Complete	4/30/2019	5/31/2019	16 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/29/2019	30 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/28/2019	11 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/21/2019	41 Workplace Safety	Project Manger	Ergonomics: Industrial
Complete	4/30/2019	5/29/2019	33 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/30/2019	11 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/1/2019	58 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/30/2019	2 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/29/2019	39 Workplace Safety	IPP Coord/ Lab Tech	Ergonomics: Industrial
Complete	4/30/2019	5/29/2019	45 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	6/6/2019	13 Workplace Safety	Maintenance Tech	Ergonomics: Industrial
Complete	4/30/2019	5/31/2019	17 Workplace Safety	Lab Tech	Ergonomics: Industrial
Complete	4/30/2019	6/6/2019	44 Workplace Safety	Lift Station Tech	Ergonomics: Industrial
Complete	4/30/2019	6/7/2019	38 Workplace Safety	Lift Station Tech	Ergonomics: Industrial
Complete	4/30/2019	5/29/2019	9 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/29/2019	56 Workplace Safety	Administration	Ergonomics: Industrial
Complete	4/30/2019	5/30/2019	10 Workplace Safety	Operator	Ergonomics: Industrial
Complete	4/30/2019	5/30/2019	32 Workplace Safety	Operator	Ergonomics: Industrial
Complete	5/1/2019	5/1/2019	Confined Space- Dangerous 1 Spaces Training	Operator	Confined Space Training
Complete	5/6/2019	5/6/2019	1 Take 5 For Safety	Operator	Safety Tips tailgates
Complete	5/6/2019	5/6/2019	1 Take 5 For Safety	Operator	Working Outdoors, Ticks
Complete	5/6/2019	5/6/2019	1 Take 5 For Safety	Operator	Working Outdoors, Ticks
Complete	5/6/2019	5/6/2019	1 Take 5 For Safety	Operator	Safety Tips tailgates
Complete	5/6/2019	5/6/2019	1 Take 5 For Safety	Operator	Working Outdoors, Ticks
Complete	5/6/2019	5/6/2019	1 Take 5 For Safety	Operator	Working Outdoors, Ticks
Complete	5/6/2019	5/6/2019	1 Take 5 For Safety	Operator	Safety Tips tailgates
Complete	5/6/2019	5/6/2019	1 Take 5 For Safety	Operator	Working Outdoors, Ticks
Complete	5/7/2019	5/7/2019	1 Take 5 For Safety	Operator	Safety Tips tailgates
Complete	5/7/2019	5/7/2019	1 Take 5 For Safety	Operator	Working Outdoors, Ticks
Complete	5/7/2019	5/7/2019	1 Take 5 For Safety	Operator	Safety Tips tailgates
Complete	5/7/2019	5/7/2019	1 Take 5 For Safety	Operator	Safety Tips tailgates
Complete	5/8/2019	5/13/2019	1 Take 5 For Safety	Maintenance Tech	Ladder Safety
Complete	5/8/2019	5/13/2019	1 Take 5 For Safety	Maintenance Tech	Ladder Safety
Complete	5/8/2019	5/8/2019	1 Take 5 For Safety	Operator	Safety Tips tailgates
Complete	5/8/2019	5/8/2019	1 Take 5 For Safety	Operator	Safety Tips tailgates
Complete	5/8/2019	5/8/2019	1 Take 5 For Safety	Operator	Safety Tips tailgates
Complete	5/8/2019	5/8/2019	1 Take 5 For Safety	Operator	Safety Tips tailgates
Complete	5/8/2019	5/13/2019	1 Take 5 For Safety	Lift Station Tech	Ladder Safety



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Complete	5/20/2019	5/20/2019	1 Take 5 For Safety	Operator	Work Arounds-They Eventually Catch Up With Us!
Complete	5/20/2019	5/20/2019	1 Take 5 For Safety	Operator	Spring Cleanup Risks
Complete	5/20/2019	5/28/2019	1 Take 5 For Safety	Operator	Eye and Ear Safety
Complete	5/20/2019	5/20/2019	1 Take 5 For Safety	Operator	Work Arounds-They Eventually Catch Up With Us!
Complete	5/20/2019	5/20/2019	1 Take 5 For Safety	Operator	Work Arounds-They Eventually Catch Up With Us!
Complete	5/20/2019	5/20/2019	1 Take 5 For Safety	Operator	Work Arounds-They Eventually Catch Up With Us!
Complete	5/21/2019	5/21/2019	1 Take 5 For Safety	Operator	Work Arounds-They Eventually Catch Up With Us!
Complete	5/22/2019	5/22/2019	1 Take 5 For Safety	Operator	Work Arounds-Employees Have a Choice
Complete	5/22/2019	5/23/2019	1 Take 5 For Safety	Operator	Work Arounds-Employees Have a Choice
Complete	5/22/2019	5/23/2019	1 Take 5 For Safety	Operator	Work Arounds-Employees Have a Choice
Complete	5/22/2019	5/22/2019	1 Take 5 For Safety	Operator	Work Arounds-Employees Have a Choice
Complete	5/22/2019	5/24/2019	1 Take 5 For Safety	Operator	Work Arounds-Employees Have a Choice
Complete	5/22/2019	5/22/2019	1 Take 5 For Safety	Operator	Work Arounds-Employees Have a Choice
Complete	5/22/2019	5/22/2019	1 Take 5 For Safety	Operator	Work Arounds-Employees Have a Choice
Complete	5/22/2019	5/22/2019	1 Take 5 For Safety	Operator	Work Arounds-Employees Have a Choice
Complete	5/22/2019	5/23/2019	1 Take 5 For Safety	Operator	Work Arounds-Employees Have a Choice
Complete	5/22/2019	5/22/2019	1 Take 5 For Safety	Operator	Spring Cleanup Risks
Complete	5/22/2019	5/29/2019	1 Take 5 For Safety	Operator	Eye and Ear Safety
Complete	5/22/2019	5/22/2019	1 Take 5 For Safety	Operator	Work Arounds-They Eventually Catch Up With Us!
Complete	5/22/2019	5/23/2019	1 Take 5 For Safety	Operator	Work Arounds-Employees Have a Choice
Complete	5/23/2019	5/23/2019	1 Take 5 For Safety	Operator	Work Arounds-They Eventually Catch Up With Us!
Complete	5/29/2019	5/29/2019	1 Take 5 For Safety	Administration	Preventing Eye Injuries
Complete	5/29/2019	5/29/2019	1 Take 5 For Safety	Administration	Hear! Hear! (Hearing Safety )
Complete	5/29/2019	5/29/2019	1 Take 5 For Safety	Operator	Preventing Eye Injuries
Complete	5/29/2019	5/30/2019	1 Take 5 For Safety	Operator	Preventing Eye Injuries
Complete	5/29/2019	5/31/2019	1 Take 5 For Safety	Operator	Preventing Eye Injuries
Complete	5/29/2019	5/29/2019	1 Take 5 For Safety	Operator	Preventing Eye Injuries
Complete	5/29/2019	5/29/2019	1 Take 5 For Safety	Operator	Preventing Eye Injuries
Complete	5/29/2019	6/4/2019	1 Take 5 For Safety	Operator	Preventing Eye Injuries
Complete	5/29/2019	5/29/2019	1 Take 5 For Safety	Administration	Preventing Eye Injuries
Complete	5/29/2019	5/29/2019	1 Take 5 For Safety	Administration	Hear! Hear! (Hearing Safety )
Complete	5/29/2019	5/29/2019	1 Take 5 For Safety	Operator	Preventing Eye Injuries
Complete	5/29/2019	5/29/2019	1 Take 5 For Safety	Operator	Preventing Eye Injuries
Complete	5/29/2019	5/29/2019	1 Take 5 For Safety	Operator	Preventing Eye Injuries
Complete	5/29/2019	5/29/2019	1 Take 5 For Safety	Administration	Hear! Hear! (Hearing Safety )
Complete	5/29/2019	5/31/2019	1 Take 5 For Safety	Operator	Preventing Eye Injuries
Complete	5/30/2019	5/31/2019	1 Take 5 For Safety	Operator	Hear! Hear!
Complete	5/30/2019	5/30/2019	1 Take 5 For Safety	Operator	Hear! Hear!
Complete	5/30/2019	5/31/2019	1 Take 5 For Safety	Operator	Hear! Hear!
Complete	5/30/2019	6/3/2019	1 Take 5 For Safety	Operator	Hear! Hear!
Complete	5/30/2019	5/30/2019	1 Take 5 For Safety	Operator	Work Arounds-They Eventually Catch Up With Us!
Complete	5/30/2019	5/30/2019	1 Take 5 For Safety	Operator	Hear! Hear!
Complete	5/30/2019	6/4/2019	1 Take 5 For Safety	Operator	Hear! Hear!
Complete	5/30/2019	6/3/2019	1 Take 5 For Safety	Operator	Hear! Hear!
Complete	5/30/2019	5/30/2019	1 Take 5 For Safety	Operator	Hear! Hear!
Complete	5/30/2019	5/30/2019	1 Take 5 For Safety	Operator	Hear! Hear!
Complete	5/30/2019	5/31/2019	1 Take 5 For Safety	Operator	Hear! Hear!
Complete	5/30/2019	5/31/2019	41 HazCom-GHS	Lab Tech	HazCom: What You Need to Know
Complete	5/30/2019	5/31/2019	15 Workplace Safety	Lab Tech	Workplace Safety Basics Module 1: Work Practices
Complete	5/31/2019	5/31/2019	1 Take 5 For Safety	Operator	Work Arounds-They Eventually Catch Up With Us!
Complete	6/3/2019	6/4/2019	1 Take 5 For Safety	Operator	We Have Always Done It This Way
Complete	6/3/2019	6/4/2019	1 Take 5 For Safety	Operator	No One Really Questioned It--Until Now
Complete	6/3/2019	6/3/2019	1 Take 5 For Safety	Operator	We Have Always Done It This Way
Complete	6/3/2019	6/3/2019	1 Take 5 For Safety	Operator	No One Really Questioned It--Until Now
Complete	6/3/2019	6/3/2019	1 Take 5 For Safety	Operator	We Have Always Done It This Way
Complete	6/3/2019	6/3/2019	1 Take 5 For Safety	Operator	No One Really Questioned It--Until Now
Complete	6/3/2019	6/3/2019	1 Take 5 For Safety	Operator	We Have Always Done It This Way
Complete	6/3/2019	6/3/2019	1 Take 5 For Safety	Operator	No One Really Questioned It--Until Now

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Complete	6/20/2019	7/15/2019	28 Workplace Safety	Maintenance Tech	Forklift Training
Complete	6/20/2019	7/12/2019	23 Workplace Safety	Maintenance Tech	Forklift Training
Complete	6/20/2019	7/2/2019	34 Workplace Safety	Operator	Forklift Training
Complete	6/20/2019	7/16/2019	17 Workplace Safety	Operator	Forklift Training
Complete	6/20/2019	7/17/2019	38 Workplace Safety	Operator	Forklift Training
Complete	6/20/2019	7/25/2019	1 Workplace Safety	Operator	Forklift Training
Complete	6/20/2019	7/1/2019	43 Workplace Safety	Operator	Forklift Training
Complete	6/20/2019	7/5/2019	44 Workplace Safety	Operator	Forklift Training
Complete	6/20/2019	6/26/2019	33 Workplace Safety	Operator	Forklift Training
Complete	6/20/2019	7/9/2019	48 Workplace Safety	Lift Station Tech	Forklift Training
Complete	6/20/2019	7/18/2019	14 Workplace Safety	Lift Station Tech	Forklift Training
Complete	6/20/2019	7/17/2019	38 Workplace Safety	Operator	Forklift Training
Complete	6/20/2019	7/14/2019	51 Workplace Safety	Operator	Forklift Training
Complete	6/20/2019	7/13/2019	17 Workplace Safety	Operator	Forklift Training
Complete	6/21/2019	6/21/2019	1 Take 5 For Safety	Operator	Hearing Conservation Training
Complete	6/21/2019	6/21/2019	1 Take 5 For Safety	Operator	Hearing Conservation Training
Complete	6/21/2019	6/21/2019	1 Take 5 For Safety	Operator	Hearing Conservation Training
Complete	6/21/2019	6/21/2019	1 Take 5 For Safety	Operator	Hearing Conservation Training
Complete	6/21/2019	6/21/2019	1 Take 5 For Safety	Operator	Hearing Conservation Training
Complete	6/21/2019	6/21/2019	1 Take 5 For Safety	Operator	Hearing Conservation Training
Complete	6/24/2019	6/26/2019	1 Take 5 For Safety	Operator	Reporting and Investigating Workplace Injuries
Complete	6/25/2019	6/25/2019	1 Take 5 For Safety	Administration	Hearing Conservation Training
Complete	6/25/2019	6/25/2019	1 Take 5 For Safety	Administration	Heat Stroke Deaths
Complete	6/25/2019	6/24/2019	1 Take 5 For Safety	Operator	Reporting and Investigating Workplace Injuries
Complete	6/25/2019	6/25/2019	1 Take 5 For Safety	Administration	Hearing Conservation Training
Complete	6/25/2019	6/25/2019	1 Take 5 For Safety	Administration	Heat Stroke Deaths
Complete	6/25/2019	6/25/2019	1 Take 5 For Safety	Operator	Hearing Conservation Training
Complete	6/25/2019	6/25/2019	1 Take 5 For Safety	Administration	Hearing Conservation Training
Complete	6/25/2019	6/25/2019	1 Take 5 For Safety	Administration	Heat Stroke Deaths
Complete	6/26/2019	6/24/2019	1 Take 5 For Safety	Operator	Reporting and Investigating Workplace Injuries
Complete	6/27/2019	6/27/2019	1 Take 5 For Safety	Operator	Reporting and Investigating Workplace Injuries
Complete	6/28/2019	7/1/2019	1 Take 5 For Safety	Operator	Reporting and Investigating Workplace Injuries
Complete	6/29/2019	6/25/2019	1 Take 5 For Safety	Operator	Reporting and Investigating Workplace Injuries
Complete	6/30/2019	6/27/2019	1 Take 5 For Safety	Operator	Reporting and Investigating Workplace Injuries
Complete	7/1/2019	7/2/2019	1 Take 5 For Safety	Operator	Reporting and Investigating Workplace Injuries
Complete	7/2/2019	6/27/2019	1 Take 5 For Safety	Operator	Reporting and Investigating Workplace Injuries
Complete	7/2/2019	7/29/2019	4 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/8/2019	10 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/9/2019	24 Workplace Safety	Lift Station Tech	Crane Safety for General Industry
Complete	7/2/2019	7/18/2019	57 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/9/2019	17 Workplace Safety	Maintenance Tech	Crane Safety for General Industry
Complete	7/2/2019	7/26/2019	29 Workplace Safety	Project Manger	Crane Safety for General Industry
Complete	7/2/2019	7/12/2019	44 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/15/2019	33 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/3/2019	17 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/25/2019	13 Workplace Safety	Lift Station Tech	Forklift Training
Complete	7/2/2019	7/25/2019	10 Workplace Safety	Lift Station Tech	Crane Safety for General Industry
Complete	7/2/2019	7/28/2019	36 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/8/2019	53 Workplace Safety	Safety	Crane Safety for General Industry
Complete	7/2/2019	7/2/2019	33 Workplace Safety	Lab Tech	Crane Safety for General Industry
Complete	7/2/2019	7/17/2019	34 Workplace Safety	Maintenance Tech	Crane Safety for General Industry
Complete	7/2/2019	7/23/2019	26 Workplace Safety	Maintenance Tech	Crane Safety for General Industry
Complete	7/2/2019	7/29/2019	27 Workplace Safety	Administration	Crane Safety for General Industry
Complete	7/2/2019	7/24/2019	40 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/22/2019	12 Workplace Safety	Operator	Forklift Training
Complete	7/2/2019	7/8/2019	57 Workplace Safety	Lab Tech	Forklift Training
Complete	7/2/2019	7/10/2019	17 Workplace Safety	Lab Tech	Crane Safety for General Industry
Complete	7/2/2019	7/29/2019	56 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/23/2019	52 Workplace Safety	Project Manger	Forklift Training
Complete	7/2/2019	7/23/2019	13 Workplace Safety	Project Manger	Crane Safety for General Industry
Complete	7/2/2019	7/31/2019	47 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/25/2019	36 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/2/2019	31 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/5/2019	41 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/29/2019	30 Workplace Safety	IPP Coord/ Lab Tech	Crane Safety for General Industry
Complete	7/2/2019	7/11/2019	25 Workplace Safety	Operator	Crane Safety for General Industry

Complete	7/2/2019	7/14/2019	22 Workplace Safety	Maintenance Tech	Forklift Training
Complete	7/2/2019	7/14/2019	33 Workplace Safety	Maintenance Tech	Crane Safety for General Industry
Complete	7/2/2019	7/19/2019	19 Workplace Safety	Lab Tech	Forklift Training
Complete	7/2/2019	7/26/2019	4 Workplace Safety	Lab Tech	Crane Safety for General Industry
Complete	7/2/2019	7/9/2019	30 Workplace Safety	Lift Station Tech	Crane Safety for General Industry
Complete	7/2/2019	7/18/2019	10 Workplace Safety	Lift Station Tech	Crane Safety for General Industry
Complete	7/2/2019	7/31/2019	52 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	8/1/2019	38 Workplace Safety	Administration	Forklift Training
Complete	7/2/2019	7/22/2019	15 Workplace Safety	Administration	Forklift Training
Complete	7/2/2019	7/22/2019	8 Workplace Safety	Administration	Crane Safety for General Industry
Complete	7/2/2019	7/30/2019	24 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/2/2019	7/28/2019	8 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/3/2019	6/27/2019	1 Take 5 For Safety	Operator	Reporting and Investigating Workplace Injuries
Complete	7/8/2019	7/8/2019	1 SCBA Usage Training	Operator	Training on how to use the air pack and mask together, inspection, maintenance, troubleshooting issues
Complete	7/8/2019	7/8/2019	1 SCBA Usage Training	Operator	Training on how to use the air pack and mask together, inspection, maintenance, troubleshooting issues
Complete	7/8/2019	7/8/2019	1 SCBA Usage Training	Operator	Training on how to use the air pack and mask together, inspection, maintenance, troubleshooting issues
Complete	7/8/2019	7/8/2019	1 SCBA Usage Training	Operator	Training on how to use the air pack and mask together, inspection, maintenance, troubleshooting issues
Complete	7/8/2019	7/8/2019	1 SCBA Usage Training	Operator	Training on how to use the air pack and mask together, inspection, maintenance, troubleshooting issues
Complete	7/8/2019	7/8/2019	1 SCBA Usage Training	Operator	Training on how to use the air pack and mask together, inspection, maintenance, troubleshooting issues
Complete	7/8/2019	7/8/2019	1 SCBA Usage Training	Operator	Training on how to use the air pack and mask together, inspection, maintenance, troubleshooting issues
Complete	7/8/2019	7/8/2019	1 SCBA Usage Training	Operator	Training on how to use the air pack and mask together, inspection, maintenance, troubleshooting issues
Complete	7/8/2019	7/8/2019	1 SCBA Usage Training	Operator	Training on how to use the air pack and mask together, inspection, maintenance, troubleshooting issues
Complete	7/8/2019	7/8/2019	1 SCBA Usage Training	Operator	Training on how to use the air pack and mask together, inspection, maintenance, troubleshooting issues
Complete	7/8/2019	7/8/2019	1 SCBA Usage Training	Operator	Training on how to use the air pack and mask together, inspection, maintenance, troubleshooting issues
Complete	7/8/2019	7/8/2019	1 SCBA Usage Training	Operator	Training on how to use the air pack and mask together, inspection, maintenance, troubleshooting issues
Complete	7/8/2019	7/8/2019	1 SCBA Usage Training	Operator	Training on how to use the air pack and mask together, inspection, maintenance, troubleshooting issues
Complete	7/16/2019	7/17/2019	51 Workplace Safety	Operator	Workplace Safety Basics Module 1: Work Practices
Complete	7/16/2019	7/17/2019	46 Workplace Safety	Operator	Crane Safety for General Industry
Complete	7/25/2019	7/31/2019	1 Drive Safe Policy	Operator	Drive Safe Policy
Complete	7/25/2019	7/31/2019	1 Strain Safety	Operator	Strains in M&C--- Action Required
Complete	7/25/2019	7/31/2019	1 Drive Safe Policy	Operator	Drive Safe Policy
Complete	7/25/2019	7/31/2019	1 Strain Safety	Operator	Strains in M&C--- Action Required
Complete	7/25/2019	7/31/2019	1 Drive Safe Policy	Operator	Drive Safe Policy
Complete	7/25/2019	7/31/2019	1 Strain Safety	Operator	Strains in M&C--- Action Required
Complete	7/25/2019	7/31/2019	1 Drive Safe Policy	Operator	Drive Safe Policy
Complete	7/25/2019	7/31/2019	1 Strain Safety	Operator	Strains in M&C--- Action Required
Complete	7/25/2019	7/31/2019	1 Drive Safe Policy	Operator	Drive Safe Policy
Complete	7/25/2019	7/31/2019	1 Strain Safety	Operator	Strains in M&C--- Action Required
Complete	7/25/2019	7/31/2019	1 Drive Safe Policy	Operator	Drive Safe Policy
Complete	7/25/2019	7/31/2019	1 Strain Safety	Operator	Strains in M&C--- Action Required
Complete	7/25/2019	7/31/2019	1 Drive Safe Policy	Operator	Drive Safe Policy
Complete	7/25/2019	7/31/2019	1 Strain Safety	Operator	Strains in M&C--- Action Required
Complete	7/25/2019	7/31/2019	1 Drive Safe Policy	Operator	Drive Safe Policy
Complete	7/25/2019	7/31/2019	1 Strain Safety	Operator	Strains in M&C--- Action Required
Complete	7/29/2019	7/29/2019	1 Drive Safe Policy	Administration	Drive Safe Policy
Complete	7/29/2019	7/29/2019	1 Health & Safety Alert	Administration	Strains in M&C--- Action Required
Complete	7/29/2019	7/30/2019	1 Vehicle Safety	Operator	Talked about G.O.A.L. ; speed limit, stopping at RR crossings, using cellular devices, and things to look for before and while using vehicle
Complete	7/29/2019	7/29/2019	1 Vehicle Safety	Operator	Talked about G.O.A.L. ; speed limit, stopping at RR crossings, using cellular devices, and things to look for before and while using vehicle

Complete	7/29/2019	7/29/2019	1 Vehicle Safety	Operator	Talked about G.O.A.L. ; speed limit, stopping at RR crossings, using cellular devices, and things to look for before and while using vehicle
Complete	7/29/2019	7/31/2019	1 Vehicle Safety	Operator	Talked about G.O.A.L. ; speed limit, stopping at RR crossings, using cellular devices, and things to look for before and while using vehicle
Complete	7/29/2019	7/29/2019	1 Vehicle Safety	Operator	Talked about G.O.A.L. ; speed limit, stopping at RR crossings, using cellular devices, and things to look for before and while using vehicle
Complete	7/29/2019	7/29/2019	1 Drive Safe Policy	Administration	Drive Safe Policy
Complete	7/29/2019	7/29/2019	1 Health & Safety Alert	Administration	Strains in M&C--- Action Required
Complete	7/29/2019	7/30/2019	1 Vehicle Safety	Operator	Talked about G.O.A.L. ; speed limit, stopping at RR crossings, using cellular devices, and things to look for before and while using vehicle
Complete	7/29/2019	7/29/2019	1 Vehicle Safety	Operator	Talked about G.O.A.L. ; speed limit, stopping at RR crossings, using cellular devices, and things to look for before and while using vehicle
Complete	7/29/2019	7/29/2019	1 Vehicle Safety	Operator	Talked about G.O.A.L. ; speed limit, stopping at RR crossings, using cellular devices, and things to look for before and while using vehicle
Complete	7/29/2019	7/29/2019	1 Vehicle Safety	Operator	Talked about G.O.A.L. ; speed limit, stopping at RR crossings, using cellular devices, and things to look for before and while using vehicle
Complete	7/29/2019	7/29/2019	1 Drive Safe Policy	Administration	Drive Safe Policy
Complete	7/29/2019	7/29/2019	1 Health & Safety Alert	Administration	Strains in M&C--- Action Required
Complete	7/29/2019	7/29/2019	1 Vehicle Safety	Operator	Talked about G.O.A.L. ; speed limit, stopping at RR crossings, using cellular devices, and things to look for before and while using vehicle
Complete	7/31/2019	8/1/2019	1 Fall Protection	Administration	Fall protection training
Complete	7/31/2019	8/1/2019	1 Employees' Incident Recap	Administration	Employee spoke with all employees to remind them of G.O.A.L and to be safe when operating vehicles
Complete	7/31/2019	8/16/2019	1 Fall Protection	Operator	Fall protection training
Complete	7/31/2019	8/16/2019	1 Employees' Incident Recap	Operator	Employee spoke with all employees to remind them of G.O.A.L and to be safe when operating vehicles
Complete	7/31/2019	8/1/2019	1 Fall Protection	Operator	Fall protection training
Complete	7/31/2019	8/1/2019	1 Employees' Incident Recap	Operator	Employee spoke with all employees to remind them of G.O.A.L and to be safe when operating vehicles
Complete	7/31/2019	8/19/2019	1 Fall Protection	Operator	Fall protection training
Complete	7/31/2019	8/19/2019	1 Employees' Incident Recap	Operator	Employee spoke with all employees to remind them of G.O.A.L and to be safe when operating vehicles
Complete	7/31/2019	8/9/2019	1 Fall Protection	Operator	Fall protection training
Complete	7/31/2019	8/9/2019	1 Employees' Incident Recap	Operator	Employee spoke with all employees to remind them of G.O.A.L and to be safe when operating vehicles
Complete	7/31/2019	8/1/2019	1 Employees' Incident Recap	Operator	Employee spoke with all employees to remind them of G.O.A.L and to be safe when operating vehicles
Complete	7/31/2019	8/9/2019	1 Fall Protection	Operator	Fall protection training
Complete	7/31/2019	8/1/2019	1 Employees' Incident Recap	Operator	Employee spoke with all employees to remind them of G.O.A.L and to be safe when operating vehicles
Complete	7/31/2019	8/1/2019	1 Fall Protection	Operator	Fall protection training
Complete	7/31/2019	8/1/2019	1 Employees' Incident Recap	Operator	Employee spoke with all employees to remind them of G.O.A.L and to be safe when operating vehicles
Complete	7/31/2019	8/9/2019	1 Fall Protection	Operator	Fall protection training
Complete	7/31/2019	8/9/2019	1 Employees' Incident Recap	Operator	Employee spoke with all employees to remind them of G.O.A.L and to be safe when operating vehicles
Complete	7/31/2019	8/1/2019	1 Fall Protection	Operator	Fall protection training
Complete	7/31/2019	8/1/2019	1 Employees' Incident Recap	Operator	Employee spoke with all employees to remind them of G.O.A.L and to be safe when operating vehicles
Complete	7/31/2019	8/1/2019	1 Fall Protection	Operator	Fall protection training
Complete	7/31/2019	8/1/2019	1 Employees' Incident Recap	Operator	Employee spoke with all employees to remind them of G.O.A.L and to be safe when operating vehicles
Complete	7/31/2019	8/1/2019	1 Fall Protection	Administration	Fall protection training
Complete	7/31/2019	8/1/2019	1 Employees' Incident Recap	Administration	Employee spoke with all employees to remind them of G.O.A.L and to be safe when operating vehicles
Complete	7/31/2019	8/1/2019	1 Fall Protection	Operator	Fall protection training
Complete	7/31/2019	8/1/2019	1 Employees' Incident Recap	Operator	Employee spoke with all employees to remind them of G.O.A.L and to be safe when operating vehicles
Complete	8/7/2019	8/27/2019	50 Driver-DOT	Lift Station Tech	Distracted Driving
Complete	8/7/2019	8/27/2019	16 Driver-DOT	Lift Station Tech	Driving Techniques: Driver Training Series
Complete	8/7/2019	8/27/2019	37 Driver-DOT	Lift Station Tech	Defensive Driving for Light & Medium Duty Vehicles



Complete	8/13/2019	8/13/2019	1 Heat Exhaustion or Stroke	Operator	Causes, Symptoms Prevention and Treatment of Heat exhaustion or heat stroke
Complete	8/13/2019	8/13/2019	1 Heat Exhaustion or Stroke	Operator	Causes, Symptoms Prevention and Treatment of Heat exhaustion or heat stroke
Complete	8/13/2019	8/13/2019	1 Heat Exhaustion or Stroke	Operator	Causes, Symptoms Prevention and Treatment of Heat exhaustion or heat stroke
Complete	8/13/2019	8/13/2019	1 Heat Exhaustion or Stroke	Operator	Causes, Symptoms Prevention and Treatment of Heat exhaustion or heat stroke
Complete	8/13/2019	8/13/2019	1 Heat Exhaustion or Stroke	Operator	Causes, Symptoms Prevention and Treatment of Heat exhaustion or heat stroke
Complete	8/13/2019	8/13/2019	1 Heat Exhaustion or Stroke	Operator	Causes, Symptoms Prevention and Treatment of Heat exhaustion or heat stroke
Complete	8/13/2019	8/13/2019	1 Heat Exhaustion or Stroke	Operator	Causes, Symptoms Prevention and Treatment of Heat exhaustion or heat stroke
Complete	8/13/2019	8/13/2019	1 Heat Exhaustion or Stroke	Operator	Causes, Symptoms Prevention and Treatment of Heat exhaustion or heat stroke
Complete	8/13/2019	8/13/2019	1 Heat Exhaustion or Stroke	Operator	Causes, Symptoms Prevention and Treatment of Heat exhaustion or heat stroke
Complete	8/13/2019	8/13/2019	1 Heat Exhaustion or Stroke	Operator	Causes, Symptoms Prevention and Treatment of Heat exhaustion or heat stroke
Complete	8/13/2019	8/13/2019	1 Heat Exhaustion or Stroke	Operator	Causes, Symptoms Prevention and Treatment of Heat exhaustion or heat stroke
Complete	8/15/2019	8/15/2019	6 NFPA 70E	Maintenance Tech	NFPA 70E
Complete	8/15/2019	8/15/2019	6 NFPA 70E	Lift Station Tech	NFPA 70E
Complete	8/15/2019	8/15/2019	6 NFPA 70E	Maintenance Tech	NFPA 70E
Complete	8/15/2019	8/15/2019	6 NFPA 70E	Maintenance Tech	NFPA 70E
Complete	8/16/2019	8/16/2019	1 Distracted Driving	Operator	Distracted Driving Tailgate
Complete	8/16/2019	8/16/2019	1 Distracted Driving	Operator	Distracted Driving Tailgate
Complete	8/16/2019	8/16/2019	1 Distracted Driving	Operator	Distracted Driving Tailgate
Complete	8/16/2019	8/16/2019	1 Distracted Driving	Operator	Distracted Driving Tailgate
Complete	8/16/2019	8/16/2019	1 Distracted Driving	Operator	Distracted Driving Tailgate
Complete	8/16/2019	8/16/2019	1 Distracted Driving	Operator	Distracted Driving Tailgate
Complete	8/16/2019	8/16/2019	1 Distracted Driving	Operator	Distracted Driving Tailgate
Complete	8/16/2019	8/16/2019	1 Distracted Driving	Operator	Distracted Driving Tailgate
Complete	8/16/2019	8/16/2019	1 Distracted Driving	Operator	Distracted Driving Tailgate
Complete	8/16/2019	8/16/2019	1 Distracted Driving	Operator	Distracted Driving Tailgate
Complete	8/26/2019	8/26/2019	51 Driver-DOT	Operator	Defensive Driving for Light & Medium Duty Vehicles
Complete	8/26/2019	8/27/2019	24 Driver-DOT	Operator	Distracted Driving
Complete	8/26/2019	8/27/2019	16 Driver-DOT	Operator	Driving Techniques: Driver Training Series
Complete	8/28/2019	9/9/2019	1 Lucky Escapes	Operator	Being aware of and reporting near misses
Complete	8/28/2019	8/28/2019	1 Lucky Escapes	Operator	Being aware of and reporting near misses
Complete	8/28/2019	9/17/2019	1 Lucky Escapes	Operator	Being aware of and reporting near misses
Complete	8/28/2019	8/28/2019	1 Lucky Escapes	Operator	Being aware of and reporting near misses
Complete	8/28/2019	9/16/2019	1 Lucky Escapes	Operator	Being aware of and reporting near misses
Complete	8/28/2019	8/28/2019	1 Lucky Escapes	Operator	Being aware of and reporting near misses
Complete	8/28/2019	8/28/2019	1 Lucky Escapes	Operator	Being aware of and reporting near misses
Complete	8/28/2019	8/28/2019	1 Lucky Escapes	Operator	Being aware of and reporting near misses
Complete	8/28/2019	8/28/2019	1 Lucky Escapes	Operator	Being aware of and reporting near misses
Complete	8/28/2019	8/29/2019	1 Lucky Escapes	Operator	Being aware of and reporting near misses
Complete	8/28/2019	8/28/2019	1 Lucky Escapes	Operator	Being aware of and reporting near misses
Complete	9/13/2019	9/18/2019	1 Respiratory Protection	Maintenance Tech	International Health and Safety Week
Complete	9/13/2019	9/18/2019	1 Respiratory Protection	Maintenance Tech	International Health and Safety Week
Complete	9/13/2019	9/18/2019	1 Respiratory Protection	Lift Station Tech	International Health and Safety Week
Complete	9/13/2019	9/18/2019	1 Respiratory Protection	Lift Station Tech	International Health and Safety Week
Complete	9/13/2019	9/18/2019	1 Respiratory Protection	Maintenance Tech	International Health and Safety Week
Complete	9/13/2019	9/18/2019	1 Respiratory Protection	Maintenance Tech	International Health and Safety Week
Complete	9/13/2019	9/18/2019	1 Respiratory Protection	Lift Station Tech	International Health and Safety Week
Complete	9/13/2019	9/18/2019	1 Respiratory Protection	Lift Station Tech	International Health and Safety Week

Complete	9/13/2019	9/18/2019	1 Respiratory Protection	Maintenance Tech	International Health and Safety Week
Complete	9/16/2019	9/16/2019	1 Respiratory Training	Administration	Classroom training - Respiratory Safety Program
Complete	9/16/2019	9/20/2019	2 International Health and Safety Week	Administration	Video and Activity
Complete	9/16/2019	9/16/2019	1 Safety Tailgate	Operator	Floods
Complete	9/16/2019	9/20/2019	1 International Health and Safety Week	Operator	Video and Activity
Complete	9/16/2019	9/16/2019	1 Safety Tailgate	Operator	Floods
Complete	9/16/2019	9/17/2019	1 Safety Tailgate	Operator	Floods
Complete	9/16/2019	9/16/2019	1 Safety Tailgate	Operator	Floods
Complete	9/16/2019	9/20/2019	1 International Health and Safety Week	Operator	Video and Activity
Complete	9/16/2019	9/16/2019	1 Safety Tailgate	Operator	Floods
Complete	9/16/2019	9/20/2019	1 International Health and Safety Week	Operator	Video and Activity
Complete	9/16/2019	9/17/2019	1 Safety Tailgate	Operator	Floods
Complete	9/16/2019	9/17/2019	1 Safety Tailgate	Operator	Floods
Complete	9/16/2019	9/20/2019	1 International Health and Safety Week	Operator	Video and Activity
Complete	9/16/2019	9/16/2019	1 Safety Tailgate	Operator	Floods
Complete	9/16/2019	9/16/2019	1 Safety Tailgate	Operator	Floods
Complete	9/16/2019	9/20/2019	1 International Health and Safety Week	Operator	Video and Activity
Complete	9/16/2019	9/16/2019	1 Safety Tailgate	Operator	Floods
Complete	9/16/2019	9/16/2019	1 Respiratory Training	Administration	Classroom training - Respiratory Safety Program
Complete	9/16/2019	9/20/2019	2 International Health and Safety Week	Administration	Video and Activity
Complete	9/16/2019	9/16/2019	1 Safety Tailgate	Operator	Floods
Complete	9/18/2019	9/18/2019	1 Fire Drill	Administration	Fire/Evacuation Drill for Emergency Situations. Evacuation to the guard gate for training purposes
Complete	9/18/2019	10/23/2019	1 JJKeller	Administration	Slip &Trips: Workplace Safety
Complete	9/18/2019	9/18/2019	1 Fire Drill	Lab Management	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 Fire Drill	Maintenance Tech	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/22/2019	1 M&C Q3 Injuries	Operator	M&C Q3 Injuries
Complete	9/18/2019	9/22/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/18/2019	9/18/2019	1 M&C Q3 Injuries	Operator	M&C Q3 Injuries
Complete	9/18/2019	9/18/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/18/2019	9/22/2019	1 M&C Q3 Injuries	Operator	M&C Q3 Injuries
Complete	9/18/2019	9/22/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/18/2019	9/18/2019	1 M&C Q3 Injuries	Operator	M&C Q3 Injuries
Complete	9/18/2019	9/18/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation Drill for Emergency Situations. Evacuation to the guard gate for training purposes
Complete	9/18/2019	9/18/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/18/2019	9/18/2019	1 Fire Drill	Lift Station Tech	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 Fire Drill	Lift Station Tech	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 Fire Drill	Maintenance Tech	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 Fire Drill	Project Manager	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 M&C Q3 Injuries	Operator	M&C Q3 Injuries
Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation Drill for Emergency Situations. Evacuation to the guard gate for training purposes
Complete	9/18/2019	9/18/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/18/2019	9/18/2019	1 Fire Drill	Lift Station Tech	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 Fire Drill	Lift Station Tech	Fire/Evacuation Drill for Emergency Situations

Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 M&C Q3 Injuries	Operator	M&C Q3 Injuries
Complete	9/18/2019	9/18/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 M&C Q3 Injuries	Operator	M&C Q3 Injuries
Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation Drill for Emergency Situations. Evacuation to the guard gate for training purposes
Complete	9/18/2019	9/20/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/18/2019	9/18/2019	1 M&C Q3 Injuries	Operator	M&C Q3 Injuries
Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation Drill for Emergency Situations. Evacuation to the guard gate for training purposes
Complete	9/18/2019	9/18/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation Drill for Emergency Situations.
Complete	9/18/2019	9/18/2019	1 M&C Q3 Injuries	Operator	M&C Q3 Injuries
Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation Drill for Emergency Situations. Evacuation to the guard gate for training purposes
Complete	9/18/2019	9/18/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/18/2019	9/18/2019	1 Fire Drill	Administration	Fire/Evacuation Drill for Emergency Situations. Evacuation to the guard gate for training purposes
Complete	9/18/2019	10/23/2019	1 JJKeller	Administration	Slip &Trips: Workplace Safety
Complete	9/18/2019	9/18/2019	1 Fire Drill	Operator	Fire/Evacuation,Drill for Emergency Situations. Evacuation to the guard gate for training purposes
Complete	9/18/2019	9/18/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/18/2019	9/18/2019	1 Fire Drill	Maintenance Tech	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 Fire Drill	Maintenance Tech	Fire/Evacuation Drill for Emergency Situations
Complete	9/18/2019	9/18/2019	1 Fire Drill	IPP Coord/ Lab Tech	Fire/Evacuation Drill for Emergency Situations
Complete	9/20/2019	9/20/2019	1 Mental Safety Assessment	Administration	Mental Safety Assessment
Complete	9/20/2019	9/20/2019	1 International Health and Safety Week	Administration	Mental Safety Assessment
Complete	9/20/2019	9/20/2019	1 International Health and Safety Week	Operator	Video and Activity
Complete	9/20/2019	9/20/2019	1 International Health and Safety Week	Operator	Video and Activity
Complete	9/20/2019	9/20/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/20/2019	9/20/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/20/2019	9/20/2019	1 International Health and Safety Week	Operator	Video and Activity
Complete	9/20/2019	9/20/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/20/2019	9/20/2019	1 International Health and Safety Week	Operator	Video and Activity
Complete	9/20/2019	9/20/2019	1 International Health and Safety Week	Operator	Mental Safety Assessment
Complete	9/20/2019	9/20/2019	1 International Health and Safety Week	Operator	Video and Activity
Complete	9/20/2019	9/20/2019	1 Mental Safety Assessment	Administration	Mental Safety Assessment
Complete	9/20/2019	9/20/2019	1 International Health and Safety Week	Administration	Mental Safety Assessment
Complete	9/20/2019	9/20/2019	1 International Health and Safety Week	Operator	Video and Activity
Complete	9/25/2019	9/25/2019	1 Safety Tailgate	Operator	Fire Drill Importance
Complete	9/25/2019	9/25/2019	1 Safety Tailgate	Operator	Fire Drill Importance
Complete	9/25/2019	9/25/2019	1 Safety Tailgate	Operator	Fire Drill Importance
Complete	9/25/2019	9/25/2019	1 Safety Tailgate	Operator	Fire Drill Importance
Complete	9/25/2019	10/22/2019	1 Safety Tailgate	Operator	Fire Drill Importance
Complete	9/25/2019	10/13/2019	1 Safety Tailgate	Operator	Fire Drill Importance
Complete	9/25/2019	10/22/2019	1 Safety Tailgate	Operator	Fire Drill Importance
Complete	9/25/2019	9/25/2019	1 Safety Tailgate	Operator	Fire Drill Importance
Complete	9/25/2019	9/25/2019	1 Safety Tailgate	Operator	Fire Drill Importance
Complete	9/25/2019	10/14/2019	1 Safety Tailgate	Operator	Fire Drill Importance
Complete	9/25/2019	9/25/2019	1 Safety Tailgate	Operator	Fire Drill Importance
Complete	9/30/2019	9/30/2019	1 Safety Tailgate	Operator	Know Your Surroundings

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Complete	10/23/2019	11/5/2019	1 Safety Tailgate	Operator	Cold Weather Safety Precautions
Complete	10/23/2019	10/23/2019	1 Safety Tailgate	Operator	Cold Weather Safety Precautions
Complete	10/23/2019	11/5/2019	1 Safety Tailgate	Operator	Cold Weather Safety Precautions
Complete	10/23/2019	10/23/2019	1 Safety Tailgate	Operator	Cold Weather Safety Precautions
Complete	10/23/2019	10/23/2019	1 Safety Tailgate	Operator	Cold Weather Safety Precautions
Complete	10/23/2019	10/23/2019	1 Safety Tailgate	Operator	Cold Weather Safety Precautions
Complete	10/23/2019	10/23/2019	1 Safety Tailgate	Operator	Cold Weather Safety Precautions
Complete	10/23/2019	10/23/2019	1 Safety Tailgate	Operator	Cold Weather Safety Precautions
Complete	11/5/2019	11/5/2019	1 Safety Tailgate	Operator	Cold Weather Hazards
Complete	11/5/2019		1 Safety Tailgate	Operator	3 Step Approach to Fight the Flu
Complete	11/5/2019	11/6/2019	1 Safety Tailgate	Operator	Cold Weather Hazards
Complete	11/5/2019	11/16/2019	1 Safety Tailgate	Operator	3 Step Approach to Fight the Flu
Complete	11/5/2019	11/5/2019	1 Safety Tailgate	Operator	Cold Weather Hazards
Complete	11/5/2019	11/17/2019	1 Safety Tailgate	Operator	3 Step Approach to Fight the Flu
Complete	11/5/2019	11/6/2019	1 Safety Tailgate	Operator	Cold Weather Hazards
Complete	11/5/2019	11/5/2019	1 Safety Tailgate	Operator	3 Step Approach to Fight the Flu
Complete	11/5/2019	11/5/2019	1 Safety Tailgate	Operator	Cold Weather Hazards
Complete	11/5/2019	11/5/2019	1 Safety Tailgate	Operator	3 Step Approach to Fight the Flu
Complete	11/5/2019	11/5/2019	1 Safety Tailgate	Operator	Cold Weather Hazards
Complete	11/5/2019	11/5/2019	1 Safety Tailgate	Operator	3 Step Approach to Fight the Flu
Complete	11/5/2019	11/5/2019	1 Safety Tailgate	Operator	Cold Weather Hazards
Complete	11/5/2019	11/5/2019	1 Safety Tailgate	Operator	3 Step Approach to Fight the Flu
Complete	11/5/2019	11/5/2019	1 Safety Tailgate	Operator	Cold Weather Hazards
Complete	11/5/2019	11/6/2019	1 Safety Tailgate	Operator	Cold Weather Hazards
Complete	11/5/2019	11/6/2019	1 Safety Tailgate	Operator	3 Step Approach to Fight the Flu
Complete	11/5/2019	11/5/2019	1 Safety Tailgate	Operator	Cold Weather Hazards
Complete	11/5/2019		1 Safety Tailgate	Operator	3 Step Approach to Fight the Flu
Complete	11/5/2019	11/5/2019	1 Safety Tailgate	Operator	Cold Weather Hazards
Complete	11/5/2019	11/5/2019	1 Safety Tailgate	Operator	3 Step Approach to Fight the Flu
Complete	11/18/2019	11/18/2019	1 Classroom Safety	Administration	Cold Stress and Winter Safety
Complete	11/18/2019	11/20/2019	1 Classroom Safety	Operator	Cold Stress and Winter Safety
Complete	11/18/2019	11/18/2019	1 Classroom Safety	Operator	Cold Stress and Winter Safety
Complete	11/18/2019	11/18/2019	1 Classroom Safety	Operator	Cold Stress and Winter Safety
Complete	11/18/2019	11/24/2019	1 Classroom Safety	Operator	Cold Stress and Winter Safety
Complete	11/18/2019	11/22/2019	1 Classroom Safety	Operator	Cold Stress and Winter Safety
Complete	11/18/2019	11/18/2019	1 Classroom Safety	Operator	Cold Stress and Winter Safety
Complete	11/18/2019	11/24/2019	1 Classroom Safety	Operator	Cold Stress and Winter Safety
Complete	11/18/2019	11/18/2019	1 Classroom Safety	Administration	Cold Stress and Winter Safety
Complete	11/18/2019	11/21/2019	1 Classroom Safety	Operator	Cold Stress and Winter Safety
Complete	11/18/2019	11/19/2019	30 Driver-DOT	Maintenance Tech	Defensive Driving for Light & Medium Duty Vehicles
Complete	11/18/2019	11/19/2019	29 Driver-DOT	Maintenance Tech	Distracted Driving
Complete	11/18/2019	11/20/2019	31 HazCom-GHS	Maintenance Tech	HazCom: What You Need to Know
Complete	11/18/2019	11/20/2019	36 Workplace Safety	Maintenance Tech	Workplace Safety Basics Module 1: Work Practices
Complete	11/18/2019	11/20/2019	33 Workplace Safety	Maintenance Tech	Workplace Safety Basics Module 2: Work Environment
Complete	11/18/2019	11/19/2019	22 Driver-DOT	Maintenance Tech	Driving Techniques: Straight Truck Series
Complete	11/20/2019	11/22/2019	1 Workplace Safety	Safety	Cold Stress
Complete	11/21/2019	11/20/2019	1 Classroom Safety	Maintenance Tech	Cold Stress and Winter Safety
Complete	11/21/2019	11/20/2019	1 Classroom Safety	Operator	Cold Stress and Winter Safety
Complete	11/21/2019	11/20/2019	1 Classroom Safety	Operator	Cold Stress and Winter Safety
Complete	11/21/2019	11/20/2019	1 Classroom Safety	Lift Station Tech	Cold Stress and Winter Safety
Complete	11/21/2019	11/20/2019	1 Classroom Safety	Lift Station Tech	Cold Stress and Winter Safety
Complete	11/21/2019	11/20/2019	1 Classroom Safety	Maintenance Tech	Cold Stress and Winter Safety
Complete	11/21/2019	11/20/2019	1 Classroom Safety	Lift Station Tech	Cold Stress and Winter Safety
Complete	11/21/2019	11/20/2019	1 Classroom Safety	Lift Station Tech	Cold Stress and Winter Safety
Complete	11/21/2019	11/20/2019	1 Classroom Safety	Maintenance Tech	Cold Stress and Winter Safety
Complete	11/26/2019	11/26/2019	50 Workplace Safety	Safety	Winter Safety: Working & Driving in Snow, Ice, & Extreme Cold
Complete	12/3/2019	12/9/2019	24 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/4/2019	36 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/3/2019	23 Workplace Safety	Lab Tech	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/5/2019	31 Workplace Safety	Lift Station Tech	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/5/2019	54 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/8/2019	42 Workplace Safety	Project Manger	Bloodborne Pathogens: Safety in the Workplace

Complete	12/3/2019	12/4/2019	44 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/6/2019	43 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/4/2019	44 Workplace Safety	Maintenance Tech	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/4/2019	43 Workplace Safety	Administration	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/12/2019	40 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/12/2019	7 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/13/2019	31 Workplace Safety	Project Manger	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/4/2019	19 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/10/2019	27 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/5/2019	30 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/4/2019	39 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/5/2019	19 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/15/2019	50 Workplace Safety	IPP Coord/ Lab Tech	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/4/2019	29 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/16/2019	21 Workplace Safety	Maintenance Tech	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/18/2019	11 Workplace Safety	Lab Tech	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/5/2019	7 Workplace Safety	Lift Station Tech	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/6/2019	41 Workplace Safety	Lift Station Tech	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/9/2019	30 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/13/2019	43 Workplace Safety	Administration	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/5/2019	25 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/3/2019	12/9/2019	44 Workplace Safety	Operator	Bloodborne Pathogens: Safety in the Workplace
Complete	12/9/2019	12/9/2019	8 Workplace Safety	Safety	Bloodborne Pathogens: Safety in the Workplace
Complete	12/11/2019	12/13/2019	1 Safety Tailgate	Operator	Rinsing/ Cleaning Off Chemicals
Complete	12/11/2019	12/14/2019	1 Safety Tailgate	Operator	Rinsing/ Cleaning Off Chemicals
Complete	12/11/2019	12/11/2019	1 Safety Tailgate	Operator	Rinsing/ Cleaning Off Chemicals
Complete	12/11/2019	12/13/2019	1 Safety Tailgate	Operator	Rinsing/ Cleaning Off Chemicals
Complete	12/11/2019	12/12/2019	1 Safety Tailgate	Operator	Rinsing/ Cleaning Off Chemicals
Complete	12/11/2019	12/13/2019	1 Safety Tailgate	Operator	Rinsing/ Cleaning Off Chemicals
Complete	12/11/2019	12/10/2019	1 Safety Tailgate	Operator	Rinsing/ Cleaning Off Chemicals
Complete	12/11/2019	12/11/2019	1 Safety Tailgate	Operator	Rinsing/ Cleaning Off Chemicals
Complete	12/11/2019	12/13/2019	1 Safety Tailgate	Operator	Rinsing/ Cleaning Off Chemicals
Complete	12/11/2019	12/11/2019	1 Safety Tailgate	Operator	Rinsing/ Cleaning Off Chemicals
Complete	12/13/2019	12/13/2019	JJKeller Bloodborne 1 Pathogens	Administration	Bloodborne Pathogens
Complete	12/13/2019	12/13/2019	1 Take 5 For Safety	Administration	Rinsing/ Cleaning Off Chemicals
Complete	12/13/2019	12/13/2019	JJKeller Bloodborne 1 Pathogens	Administration	Bloodborne Pathogens
Complete	12/13/2019	12/13/2019	1 Take 5 For Safety	Administration	Rinsing/ Cleaning Off Chemicals
Complete	12/17/2019	12/20/2019	36 Driver-DOT	Lab Tech	Driving Techniques: Straight Truck Series
Complete	12/17/2019	12/20/2019	22 Workplace Safety	Lab Tech	Workplace Safety Basics Module 1: Work Practices
Complete	12/20/2019	12/20/2019	1 Safety Tailgate	Administration	3 Step Approach to Fight the Flu
Complete	12/20/2019	12/20/2019	1 Safety Tailgate	Administration	3 Step Approach to Fight the Flu



## Appendix B-1

### Technical Training Master Sheet

## Page 1 of 4

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## Page 2 of 4

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## Page 3 of 4

(R) for Required • (S) for Suggested



## Page 4 of 4

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## Appendix B-2

### Skills Training Master Sheet

## Page 1 of 1

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## Appendix B-3

### Safety Training Master Sheet



## Page 1 of 3

# Sewer Maintenance Department

[illegible]



## Page 2 of 3

# Sewer Maintenance Department

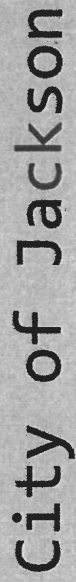
[illegible]

[illegible]



## Appendix C

### Employee Training Record



**EMPLOYEE:**

[illegible]

# Appendix E

## EPA Approval Letter



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 4  
ATLANTA FEDERAL CENTER  
61 FORSYTH STREET  
ATLANTA, GEORGIA 30303-8960

APR 25 2014

CERTIFIED MAIL 7012 1010 0002 0759 6830

RETURN RECEIPT REQUESTED

City of Jackson  
Attn.: The Honorable Charles Tillman  
Acting Mayor, City Hall  
219 South President Street  
Jackson, Mississippi 39205

RECEIVED

APR 30 2014

OFFICE OF THE CITY ATTORNEY

Re: CMOM Training Program Approval  
City of Jackson, Mississippi Consent Decree  
Case No.: 3:12-cv-790 TSL-JMR

Dear Mayor Tillman:

The U.S. Environmental Protection Agency Region 4 has consulted with the Mississippi Department of Environmental Quality (MDEQ) upon reviewing the CMOM Training Program dated February 28, 2014, pursuant to Section V. of the subject Consent Decree above. The EPA and the MDEQ hereby approve this document pending changes reflective of the following comments.

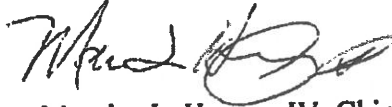
1. Page 3-4: The last sentence of the second paragraph on this page states, "It is further recommended that all Crew Leaders, ....should be required to obtain a Class II-C Certification." This guidance document should be the tool used to determine this type of requirement. When the document says "recommended that" it "should be required," is it not the City that says whether it is required or not (outside of any state/federal requirements)? If this is a recommended certification, then the City should stipulate that it is "recommended" or "highly recommended." If the City feels that this is a required certification, then the document should clearly state as such (and fully fund the requirement).
2. Page 6, Section 6.1: "The Public Works Department currently does not have a does not have a staff member dedicated to coordinating training activities." Please delete the second "does not have a." Also, please include in your quarterly reports your efforts to fill the Training Coordinator position.
3. Page 6-1, Section 6.1: Please add to the Duties of the Training Coordinator the following:
  - a. Annual training program review and recommendations for improvement to the Director of Public Works (or delegated official), to include a review of CMOM Training Program guidance documents and training materials. (Or something to this affect so as to ensure the training program effectiveness is being reviewed at least annually and that program documents are being appropriately updated).

Internet Address (URL) • <http://www.epa.gov>

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The EPA expects that the City of Jackson will revise and resubmit (for the EPA's records) the CMOM Training Program document and certification that the program has been fully implemented no later than 12 months of receipt of this letter, pursuant to Paragraph 32 of the Consent Decree. If you should have any questions regarding the above comments, please contact Mr. Brad Ammons at (404) 562-9769 or via email at [ammons.brad@epa.gov](mailto:ammons.brad@epa.gov).

Sincerely,



Maurice L. Horsey, IV, Chief  
Municipal & Industrial Enforcement Section  
Clean Water Enforcement Branch

cc: Mr. Les Herrington, P.E.  
Mississippi Department of Environmental Quality

➤ Mr. Terry Williamson  
City of Jackson

Mr. Willie Bell  
City of Jackson