

SECTION II—ORGANIZATION

Requirement¹

- (a) The name of the responsible or authorized representatives as described in Section J of this Order.
- (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
- (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

Supporting Documents

A narrative of the organizational responsibilities and an organizational chart is included in this section.

a. List of responsible staff members.	<u>SSMP Telephone Contact Information—Key Staff Members</u> . April 28, 2014. Memorandum from Management Analyst. <u>SSMP Organization Chart</u> . December 2014. City of Benicia Public Works Department.
b. Phone list of responsible staff members.	<u>SSMP Telephone Contact Information—Key Staff Members</u> . April 28, 2014. Memorandum from Management Analyst.
c. The chain of communication for reporting SSOs.	<u>SSMP Telephone Contact Information—Key Staff Members</u> . April 28, 2014. Memorandum from Management Analyst. <u>SSMP Organization Chart</u> . December 2014. City of Benicia Public Works Department. <u>Sanitary Sewer Overflow and Backup Response Plan</u> . Pg. PB —3. (See section VI for this document.)

¹ SWRCB Order No. 2006-0003-DWQ § B.13 (ii)
 Issued 8-30-06 Revised 11/2011, 4/28/14



Public Works Department

MEMORANDUM

Date: April 28, 2014

To: File

From: Carrie Wenslawski, Management Analyst

Re: SSMP Telephone Contact Information—Key Staff Members

The City of Benicia has defined the following roles and responsibilities for members of the Public Works Department to ensure compliance with the SWRCB Order No. 2006-0003:

Public Works Director will establish Department policy, authorize outside contractors to perform services, serve as public information officer, provide information updates to City Council, and arrange for emergency meetings if necessary, will also lead Department staff, allocate resources, delegate responsibility, oversee O & M and capital budgets; and oversee implementation of the City's SSMP.

City Engineer will prepare collection system planning documents, manage the capital improvement delivery system, and document new and rehabilitated assets.

Engineering Technician will ensure that new and rehabilitated assets meet city standards, work with field crews to handle emergencies when contractors are involved and provide verbal reports to the City Engineer.

City Engineering Staff will work as needed on implementing applicable permits, laws, capital projects and regulations and provides support to all parts of operation.

Maintenance Superintendent will manage field operations and maintenance activities, provide relevant information to Department management, prepare and implement contingency plans, lead emergency response, investigate and report SSOs, participate in the bi-annual SSMP Audit, update the annual collection system questionnaire, train field crews, and implement the SSMP.

Field Maintenance Staff will staff preventive maintenance activities, mobilize and respond to notification of stoppages and SSOs (mobilize sewer cleaning equipment, bypass pumping equipment, and portable generators).

Memorandum from Management Analyst

April 28, 2014

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Wastewater Treatment Plant Superintendent will participate in the bi-annual SSMP Audit.

Water Quality Supervisor will oversee FOG program implementation and public education, and provide training to Field Maintenance staff for SSO monitoring.

Water Quality Technician will implement FOG program, perform industrial inspections, and work with the Field Maintenance Staff to determine the sources of FOG blockages.

The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program are listed below followed by an organization chart which identifies lines of authority.

Public Works Director –707-746-4240

City Engineer– 707-746-4240

Engineering Technician – Ed Greco – 707-746-4229

City Engineering Staff Various – 707-746-4240

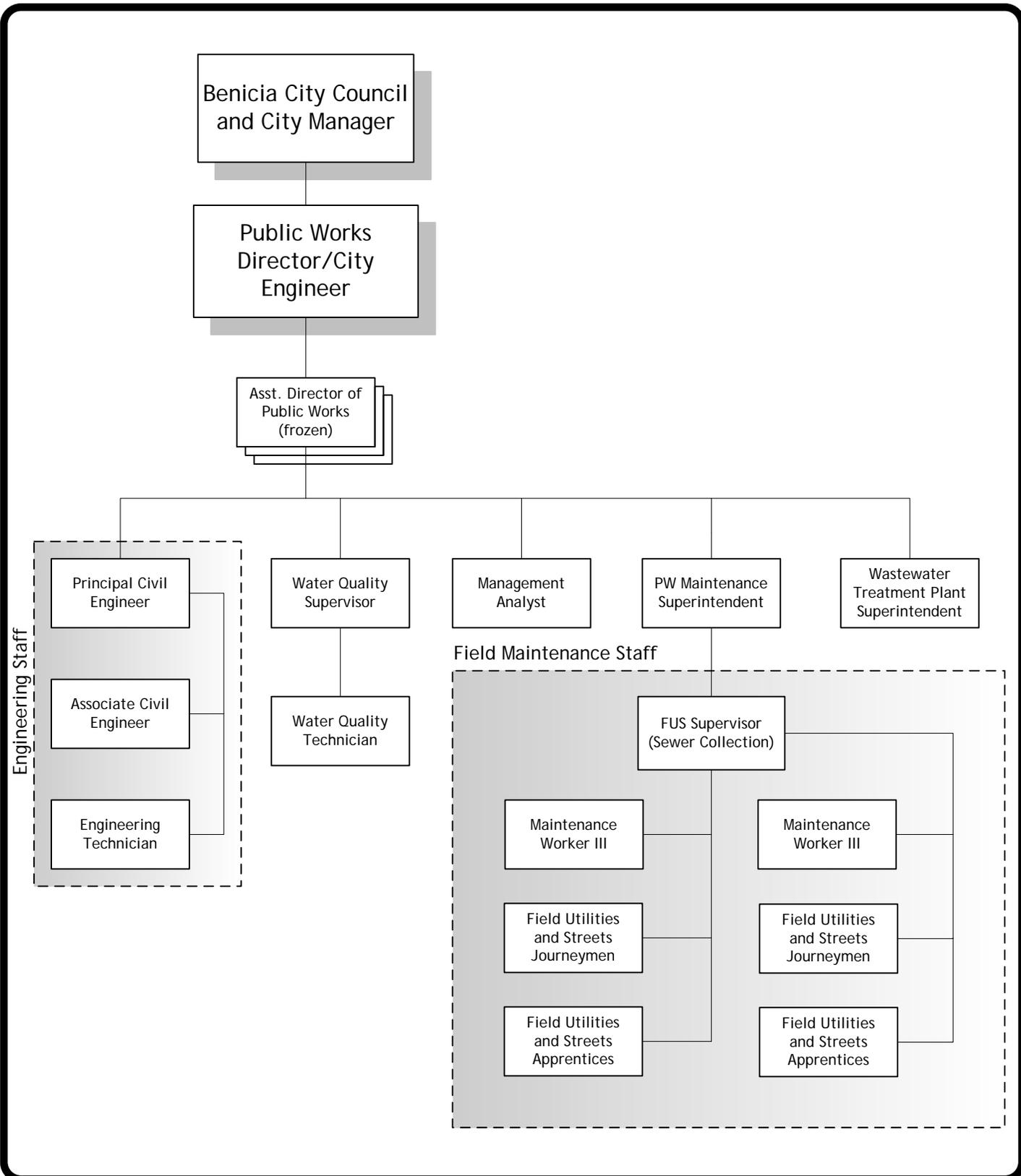
Maintenance Superintendent – Nathaniel Rankin – 707-746-4296

Field Maintenance Staff – Various – 707-746-4296

Wastewater Treatment Plant Superintendent – Jeff Gregory – 707-746-4790

Water Quality Supervisor – Daniel Jackson– 707-746-4294

Water Quality Technician – Brad Harms – 707-746-4337



File: FPW/Cem/SSMP/SSMP Org Chart 2014.vsd LastRev: Jun 23, 2015

R E V I S I O N S			
NO.	DESCRIPTION	BY	DATE
0	Submitted to SWRCB	<i>WB</i>	8-30-06
1	SSMP Update	CW	9-18-09
2	SSMP Update	CW	12-13-11
3	SSMP Update	CW	5-9-14



CITY OF BENICIA

Public Works Dept.

SEWER SYSTEM MANAGEMENT PLAN ORGANIZATION CHART

PROJECT	DATE	SHEET
2006 SSMP	May 2014	ORG CHART 1