

## SECTION II—ORGANIZATION

### Requirement<sup>1</sup>

- (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> . January 2019. Memorandum from Management Analyst. <u>SSMP Organization Chart</u> . December 2018. City of Benicia Public Works Department.
b. Phone list of responsible staff members.	<u>SSMP Telephone Contact Information—Key Staff Members</u> . January 2019. Memorandum from Management Analyst.
c. The chain of communication for reporting SSOs.	<u>SSMP Telephone Contact Information—Key Staff Members</u> . January 2019. Memorandum from Management Analyst. <u>SSMP Organization Chart</u> . December 2018. City of Benicia Public Works Department. <u>Sanitary Sewer Overflow and Backup Response Plan</u> . Pg. PB —3. (See section VI for this document.)

<sup>1</sup> SWRCB Order No. 2006-0003-DWQ § B.13 (ii)  
 Issued 8-30-06 Revised 11/2011, 4/28/14, 1/2/19



## Public Works Department

### MEMORANDUM

**Date:** January 2, 2019

**To:** File

**From:** Carrie Wenslawski, Management Analyst

**Re:** Sewer System Management Plan (SSMP) Telephone Contact Information—  
Key Staff Members

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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.

**Deputy Director of Operations/City Engineer** will provide operational oversight of the SSMP. Will lead Engineering staff, allocate resources, delegate responsibility, and oversee O & M and capital budgets. This position also will prepare collection system planning documents, manage the capital improvement delivery system, and document new and rehabilitated assets.

**Deputy Director of Operations/City Engineer** will provide operational oversight of the SSMP. Will lead Engineering staff, allocate resources, delegate responsibility, and oversee O & M and capital budgets.

**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, by-pass pumping equipment, and portable generators).

**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 Fats, Oils and Grease (FOG) program, perform industrial inspections, and work with the Field Maintenance Staff to determine the sources of FOG blockages.

**Management Analyst** will coordinate maintenance and updating of the SSMP, and participate in the bi-annual SSMP audit.

The 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** –707-746-4240

**City Engineering Staff** 707-746-4240

**Maintenance Superintendent** –707-746-4296

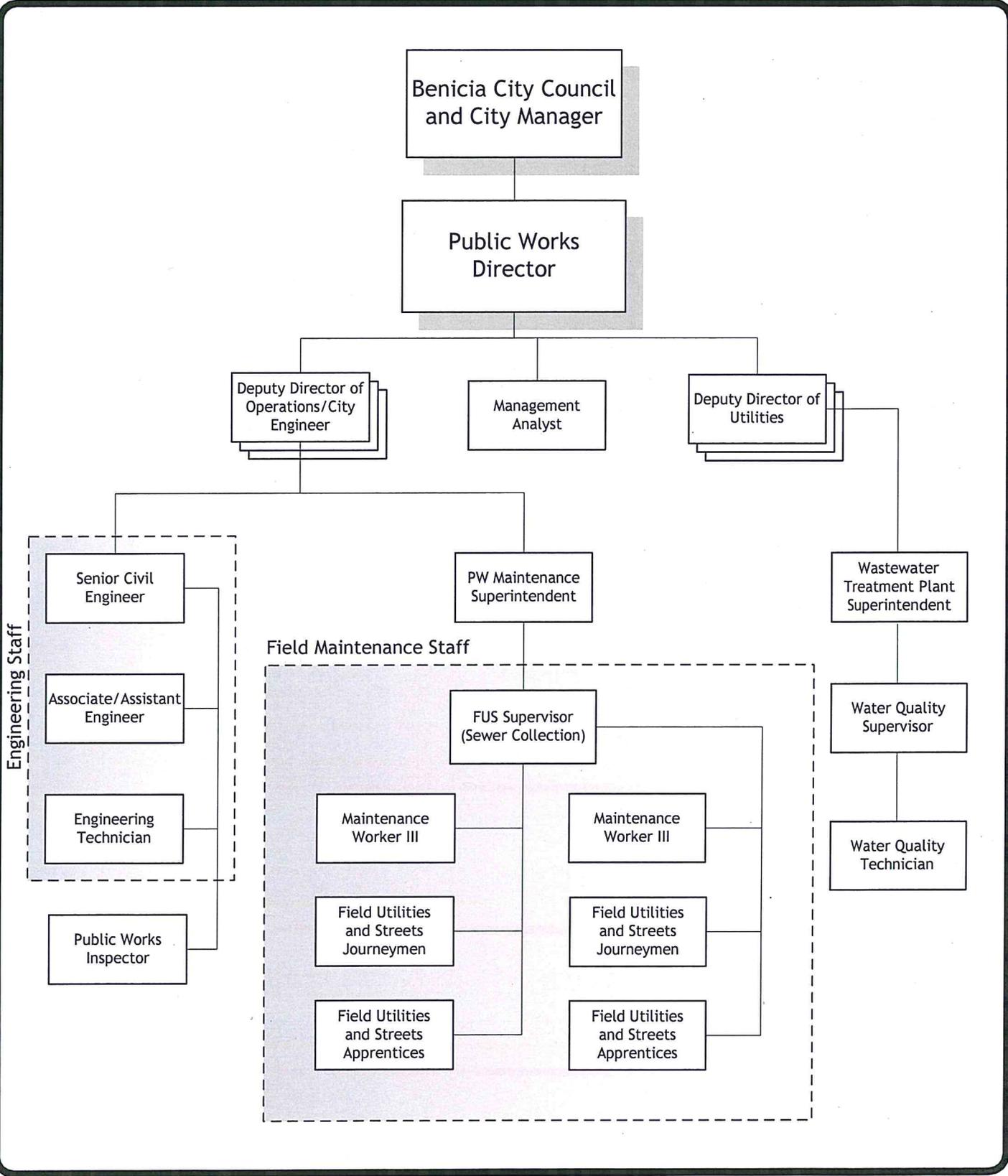
**Field Maintenance Staff** –707-746-4296

**Wastewater Treatment Plant Superintendent** –707-746-4336

**Water Quality Supervisor** –707-746-4336

**Water Quality Technician** –707-746-4336

**Management Analyst** –707-746-4240

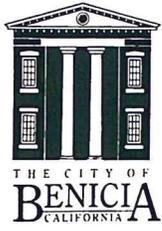


Engineering Staff

Field Maintenance Staff

File: F:\PW\Carrle\SSMP\SSMP\_Org Chart 2018.vsd LastRev: Dec 14, 2018

REVISIONS			
NO.	DESCRIPTION	BY	DATE
0	Submitted to SWRCB	WD	8-30-06
1	SSMP Update	CW	9-18-09
2	SSMP Update	CW	12-13-11
3	SSMP Update	CW	5-9-14
4	SSMP Update	CW	12-14-18



## CITY OF BENICIA

Public Works Dept.

### SEWER SYSTEM MANAGEMENT PLAN ORGANIZATION CHART

PROJECT	DATE	SHEET
2018 SSMP Update	Dec 2018	ORG CHART 1