

***APPENDIX A – Element 2 (Organization) Supporting Documents***

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Figure A-1 Organization Chart of Wastewater Utility Staff

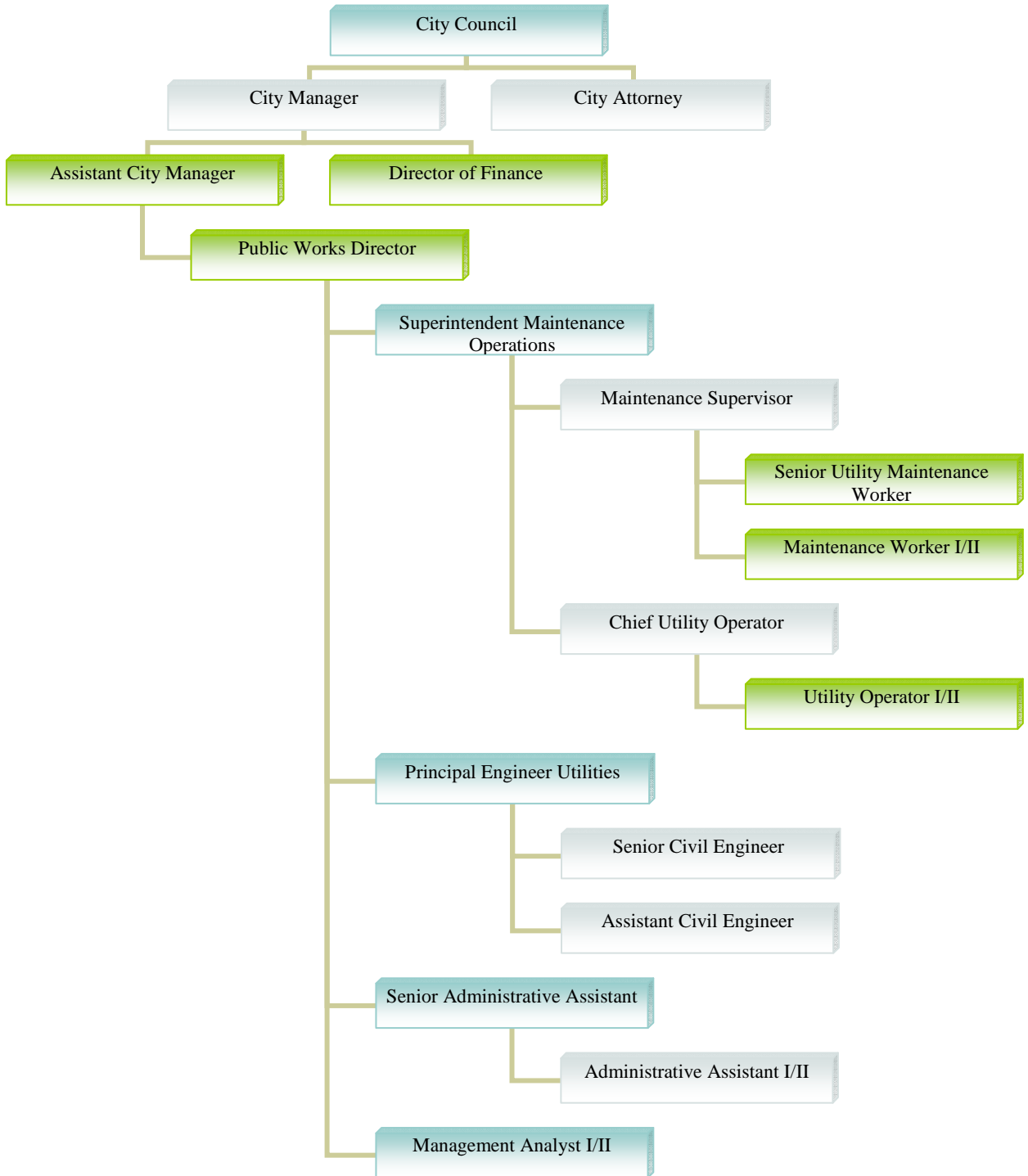
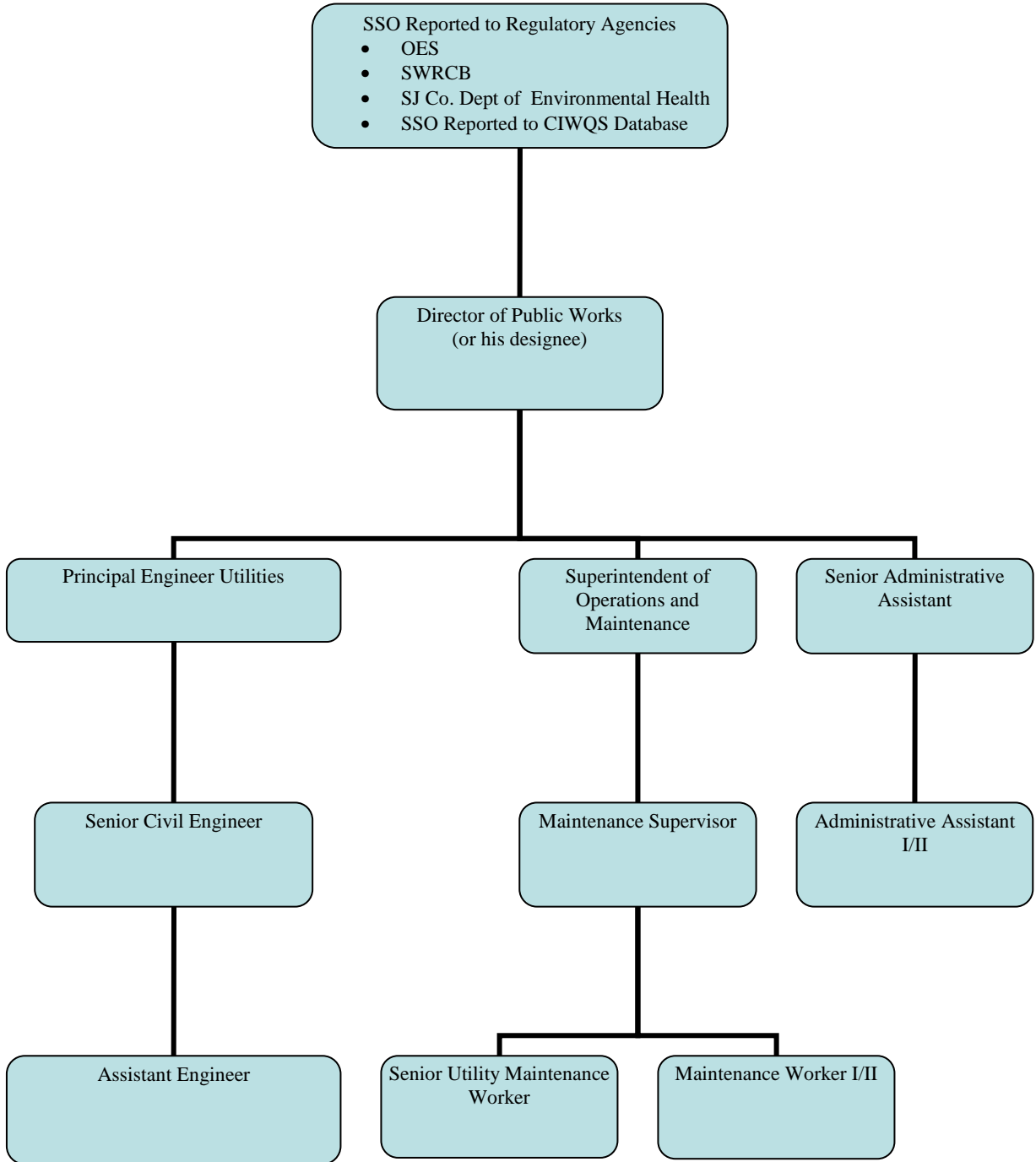


Figure A-2 SSO Reporting Chain of Communication



**Description of General Responsibilities**

City Manager: Under policy direction, serves as the Chief Administrative Officer of the City and directs the activities and operation of all departments; advises and assists the City Council in the conduct of City business; provides administrative oversight to the operational and policy functions of City government; coordinates City business with various programs, officials and outside agencies; provides a variety of other responsible and complex administrative support to the City Council; performs other related duties as required.

Assistant City Manager: Under administrative direction, assists the City Manager in coordinating and directing citywide departmental activities and operations; relieves the City Manager of day-to-day duties associated with municipal operations; administers a variety of City grants programs; performs responsible and complex administrative work; directs or conducts special surveys; acts for the City Manager in his/her absence; performs other related duties as required.

Public Works Director: Plans, organizes, directs, and supervises the public works activities of the City; advises the City Council and Planning Commission on engineering and public works matters, including those related to the collection system. Prepares and controls department budget; reviews project plans and specifications for public works projects and performs technical engineering planning studies; confers with engineering consultants and officials of other public works departments.

Maintenance & Operations Superintendent: Plans, organizes, and supervises the maintenance and repair of City public works infrastructure, including sewers; manages the Municipal Service Center. Reviews plans and specifications for sewer and other projects, and makes recommendations regarding maintenance, construction, and operations aspects. Controls budget expenditures within the Maintenance Division; confers with contractors, engineers, and members of the general public on construction and maintenance problems and procedures.

Utility Maintenance Supervisor: Under general direction of the Public Works Superintendent, supervises, coordinates, directs and evaluates the work of staff involved in the operation, maintenance and repair of the City's water distribution, wastewater collection and storm drain systems; assists in the research and implementation of new programs; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned staff; performs other related duties as required.

Chief Utility Operator: Under direction of the Maintenance & Operations Superintendent, supervises, coordinates, directs and evaluates the work of staff involved in the operation of the City's water treatment, water distribution, sewer collection and storm drain collection systems; assists in the research and implementation of new programs; ensures safe work practices, work quality and accuracy; maintains appropriate

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work records which may include time cards and work orders; serves as a technical resource for assigned staff; performs other related duties as required.

Utility Operator I/II: Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Utility Operator series, including skilled and semi-skilled work in the operation, maintenance and repair of the City's water distribution, sewer collection and storm drain systems; assists other units of Public Works in the maintenance of streets, facilities and buildings as needed; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

Senior Utility Maintenance Worker: To lead, oversee, and participate in the work of maintenance crews responsible for Public Works Services including street maintenance, street painting, traffic signs, gutter and sidewalk repair; to assist with sewer and storm drain maintenance; and to perform a variety of technical tasks relative to assigned areas of responsibility.

Maintenance Worker I/II: Works as a member of a field maintenance crew; cleans, unplugs, and repairs sewer lines; locates and raises manholes; operates power equipment including hydraulic cleaning truck and sewer rodder.

Principal Engineer: Under direction of the Public Works Director or City Engineer, supervises, evaluates and participates in professional and technical civil engineering work in the planning, design, construction and maintenance of the City's Capital Improvement Projects, streets, storm drain facilities, landscape, lighting, sanitary sewer facilities, parks, water production and distribution facilities, buildings and other projects; ensures safe work practices, work quality and accuracy; maintains appropriate work records; serves as a technical resource for assigned work staff; performs other related duties as required.

Senior Civil Engineer (Utilities): To plan, direct, manage and oversee Public Works utilities activities, including water and wastewater systems/plants; to coordinate water and wastewater projects, development review, and/or master plans, and assigned activities with other divisions, departments, consultants, contractors, engineers, and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director and to the Assistant City Manager.

Assistant Engineer (Utilities): To perform professional engineering work in connection with design, inspection, and development review projects; to perform advanced sub-professional engineering work including surveying, contract administration, office engineering, traffic engineering duties, and public works inspection; to assist in the coordination of capital improvement projects, development review, and/or master plans, and assigned activities with other departments, divisions, consultants, contractors, engineers, and outside agencies; and to provide responsible and professional engineering support to the Public Works Department.

Senior Administrative Assistant: To perform a variety of supervisory responsibilities

overseeing clerical support staff of the department; perform confidential and complex administrative duties where knowledge of the organization, personnel policies and procedures are essential.

Administrative Assistant I/II: Under general supervision, learns to perform and performs routine and complex tasks and duties assigned to classes within the Administrative Assistant series by providing office, clerical and administrative support to management staff, and other staff, in one or more departments as needed; interprets and applies policies, procedures and work methods associated with assigned duties; performs other related duties as required.

Management Analyst I/II: Under direction, performs a wide variety of professional, administrative, human resources, analytical and management support within assigned program areas; develops, implements and administers assigned program responsibilities, including budget preparation, financial management and grant coordination; conducts research; performs other related duties as required.

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**Table A-1 Names and Phone Numbers of Staff Responsible for SSMP**

<b>Contact</b>	<b>Phone Number</b>	<b>Email Address</b>
Stephen J. Salvatore, Public Works Director	(209) 941-7491 (office) (209) 992-0014 (mobile)	ssalvatore@ci.lathrop.ca.us
Tracie Sakakihara, Consulting Principal Engineer	(209) 941-7453	tsakakihara@ci.lathrop.ca.us
Greg Gibson, Senior Civil Engineer	(209) 941-7442 (office) (209) 992-0017 (mobile)	ggibson@ci.lathrop.ca.us
Ryan Bouley, Senior Civil Engineer	(209) 941-7454 (office) (209) 992-0733 (mobile)	rbouley@ci.lathrop.ca.us
Juan Ochoa, Assistant Engineer	(209) 941-7447 (office) (209) 992-0728 (mobile)	jochoa@ci.lathrop.ca.us
Kirk Cloyd, O&M Superintendent	(209) 941-7475 (office) (209) 992-0047 (mobile)	kcloyd@ci.lathrop.ca.us
Mike Edrington, Utility Maintenance Supervisor	(209) 858-2125 (work) (209) 992-0048 (mobile)	medrington@ci.lathrop.ca.us
Rafael Pulido, Utility Operator	(209) 992-0022	rpulido@ci.lathrop.ca.us
Chris Hart, Utility Operator	(209) 992-0019	chart@ci.lathrop.ca.us
Michael Dunn, Utility Operator	(209) 941-7463	mdunn@ci.lathrop.ca.us
Aurelio Rodriguez, Senior Maintenance Worker	(209) 346-1076	arodriguez@ci.lathrop.ca.us
Ramiro Gonzalez, Maintenance Worker II	(209) 993-9615	rgonzalez@ci.lathrop.ca.us
Lupe Rodriguez, Maintenance Worker II	(209) 992-0049	lrodriguez@ci.lathrop.ca.us
Teresa Vargas, PW Senior Admin Asst	(209) 941-7431	tvargas@ci.lathrop.ca.us
Marlene Oliver, PW Admin Asst II	(209) 941-7432	moliver@ci.lathrop.ca.us
Priscilla Rodriguez, PW Admin Asst II	(209) 941-7435	prodriguez@ci.lathrop.ca.us
Aaron Winer, VWNA (Plant Manager)	(209) 858-1645	aaron.winer@veoliawaterna.com
Stacey Ray, VWNA (Pretreatment Coordinator)	(209) 858-1645	stacey.ray@veoliawaterna.com