

Element 2: ORGANIZATION

This section of the SSMP identifies District staff that is responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the authorized representative to meet WDR Requirements for completing and certifying spill reports. This section fulfills the Organization requirement of the SWRCB (Element 2) SSMP requirements.

2.1 Regulatory Requirements for Organization Element

The summarized requirements for the Organization element of the SSMP are as follows:

WDR Requirement:

The collection system agency's SSMP must identify:

1. The name of the responsible or authorized representative;
2. The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and
3. 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)).

2.2 Element 2 Attachment

Supporting information for Element 2 is included in Attachment E2. This attachment includes the following document:

Attachment E2-A: Full JCSD Organization Chart

2.3 Organization Discussion

This section discusses the organization and roles of sewer staff, the authorized representative to the SWRCB, and key staff responsible for implementing and maintaining the SSMP.

Department Organization

The organization chart for the management, operation, and maintenance of the District's sewer system is shown on Figure 2-1. A full JCSD Organizational Chart is included in Appendix E2-A.

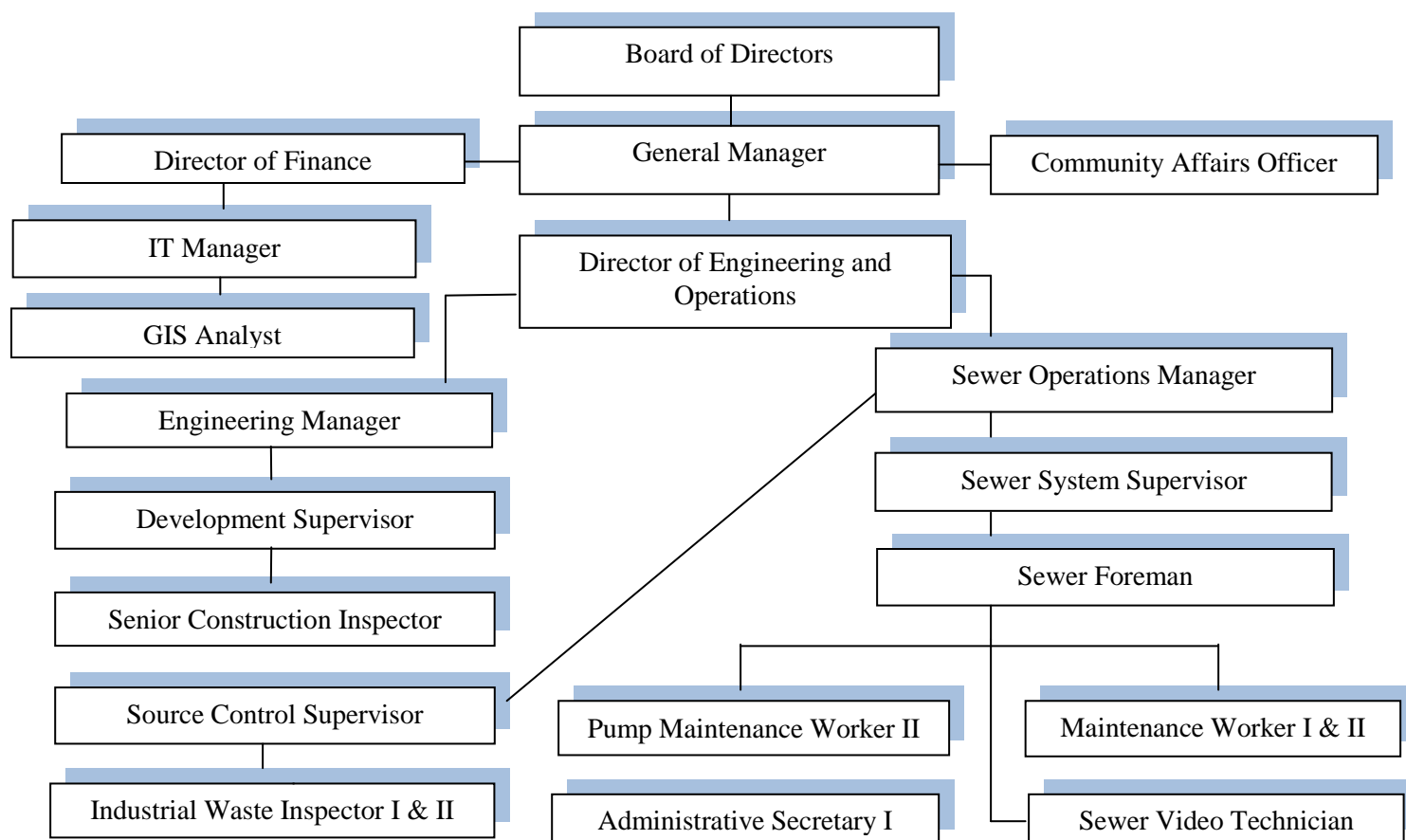


Figure 2-1. Organization Chart of Sewer Related Staff

Description of General Responsibilities

General Manager: Plans, organizes, and directs all activities of the District. Advises the District's Board of Directors on all matters, including those related to the sewer system. Current Staff: Todd Corbin, tcorbin@jcsd.us, (951) 685-7434 Ext 528

Director of Finance and Administration: Responsible to ensure that there is adequate funding for District operations, including that of the sewer system. Prepares and controls the District's budget. Also directs the IT Department, which supports the SCADA and GIS functions of the Sewer Department. Current Staff: Steven Popelar, spopelar@jcsd.us, (951) 685-7434 Ext 115

Director of Engineering and Operations: Responsible for all Engineering and Operations of the District, including that of the sewer system. Reviews project plans and specifications for public works projects and performs technical engineering planning studies. Confers with engineering consultants. Directs the operations of the District, including that of the sewer system. Acts as a Legally Responsible Official in reporting to CIWQS. Current Staff: Robert Tock, rtock@jcsd.us, (951) 685-7434 Ext 145

Community Affairs Officer: Responsible for communicating information to the public regarding District issues. In an SSO, they would report information to the press and general public. Current Staff: Aileen Flores, aflores@jcsd.us, (951) 685-7434 Ext 482

Development Supervisor: Under the supervision of the Engineering Manager coordinates with developers and contractors the construction of new water and sewer lines related to tracts and commercial development. Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans. Current Staff: Vacant, Engineering Manager, Shaun Stone sstone@jcsd.us, (951) 685-7434 Ext 520

Engineering Manager: Under the supervision of the Director of Engineering and Operations manages water and sewer system capital projects. Current Staff: Shaun Stone sstone@jcsd.us, (951) 685-7434 Ext 520

GIS Analyst: Under the supervision of the IT Manager, maintains the District's GIS System, including the Sewer GIS and paper atlas. Also plays a key role in maintaining the interface between the Sewer GIS and Cues Granite XP System used for tracking sewer main cleaning and video inspection. Current Staff: Anh Nguyen, anguyen@jcsd.us, (951) 685-7434 Ext 484

IT Manager: Under the supervision of the Director of Finance and Administration, manages the District's hardware, software and communications systems, including the Sewer GIS and SCADA Systems. Current Staff: Angel Cisneros, acisneros@jcsd.us, (951) 685-7434 Ext 514

Sewer Operations Manager: Plans, organizes, and supervises the maintenance and repair of District's sewer system. Reviews plans and specifications for sewer and other projects, and makes recommendations regarding maintenance, construction, and operations aspects. Controls budget expenditures within the Sewer Department. Confers with contractors, engineers, and members of the general public on construction and maintenance problems and procedures. Acts as a Legally Responsible Official in reporting to CIWQS. Current Staff: Daniel DuCasse, dducasse@jcsd.us, (951) 685-7434 Ext 107

Sewer System Supervisor: Supervises sewer foreman and maintenance workers. Schedules work assignments. Maintains records of projects assigned and completed, supplies and equipment used, and costs incurred. Investigates sewer-related complaints from the general public. Estimates needed equipment and equipment maintenance. Develops and implements the SSMP and is a Legally Responsible Official for reporting SSO's. Acts as a Legally Responsible Official in reporting to CIWQS. Current Staff: Jim Payfer, jpayfer@jcsd.us, (951) 685-7434 Ext 174

Sewer Foreman: Supervises and personally assists in the maintenance and repair of sewer mains, manholes and lift stations. Prepares and schedules work for crew. Trains crew members in specific tasks, as needed, including sewer system preventive maintenance and SSO response. Checks work of assigned crew. Current Staff: Luke Matson, lmatson@jcsd.us, (951) 685-7434 Ext 103

Sewer Pump Maintenance Worker II: Works as a lead worker in the operations and maintenance of lift stations. Current Staff: Russell Hench, rhench@jcsd.us, (951) 685-7434

Sewer Maintenance Worker II: Works as a lead worker in operations and maintenance of the sewer system pipelines and manholes. Responds to reports of SSO's and corrects the problems and mitigates the effect of the SSO. Performs customer service contacts in the investigation of problems related to the sewer system and customer's plumbing. Operates and maintains lift stations. Current Staff: 4 Employees

Sewer Maintenance Worker I: Works in the operations and maintenance of the sewer system pipelines and manholes. Responds to reports of SSO's and corrects the problems and mitigates the effect of the SSO. Performs customer service contacts in the investigation of problems related to the sewer system and customer's plumbing. Operates and maintains lift stations.

Industrial Waste Inspector I & II: Implement and enforce the District's Industrial Waste Ordinance and the FOG provisions that are contained within the Ordinance. Current Staff: 4 Employees

Sewer Video Technician: Performs video inspection and condition assessment of the existing and new Sewer System pipelines and manholes. Current Staff: Rudy Soria, rsoria@jcsd.us, (951) 685-7434

Source Control Supervisor: Supervises the Industrial Waste Inspector I & II and oversees the Industrial Wastewater Inspection Program and FOG Program. Assists the Sewer Operations Manager and Sewer Systems Supervisor as necessary in responding to SSO's. Acts as a Legally Responsible Official in reporting to CIWQS. Current Staff: Marce Billings, mbillings@jcsd.us (951) 685-7434 Ext 173

Industrial Waste Inspector I & II: Conducts routine monitoring and inspections of industrial user and FOG facilities. Assists with sample collection activities of water bodies that are impacted by SSO's. May also provide assistance as needed in response to SSO's. Current Staff: Industrial Waste Inspector II: Vacant; Industrial Waste Inspector I: John Faber, jfaber@jcsd.us (951) 685-7434 Ext 111

Legally Responsible Officials

The District's authorized representative in all matters is the General Manager. For SSO Reporting in CIWQS, the Sewer Operations Manager, Sewer System Supervisor and Source Control Supervisor are designated as Legally Responsible Officials. Each of the Legally Responsible Officials may also act as data submitters.

Responsibility for SSMP Implementation

The Sewer Operations Manager is primarily responsible for coordinating the development of the SSMP, implementing and updating all elements of this SSMP. The Sewer Operations Manager utilizes staff to develop and implement Elements 1,2,4,6,7,9-11. The District's Legal Counsel reviews and advises on Element 3 and the District's Engineer develops and advises on Elements 5 and 8.

2.4 SSO Reporting Chain of Communication

Figure 2-2 on the following page is a flowchart depicting the chain of communication for responding to and reporting SSOs, from observation of an SSO to reporting the SSO to the appropriate regulatory agencies. The District's main phone number (951) 685-7434, may be used during normal business hours as the primary contact number for all District employees. After hours, the calls are forwarded to the District's answering service, who will contact the water duty operator for emergency situations. The water duty operator will contact the sewer duty operator for response to SSO's. For the purposes of this document, personal cell and home phone numbers are not listed to protect privacy, but they are readily available to staff, both electronically and on the District's written Master Contact List. The SSO Reporting process is described in more detail in Element 6: Overflow Emergency Response Plan.

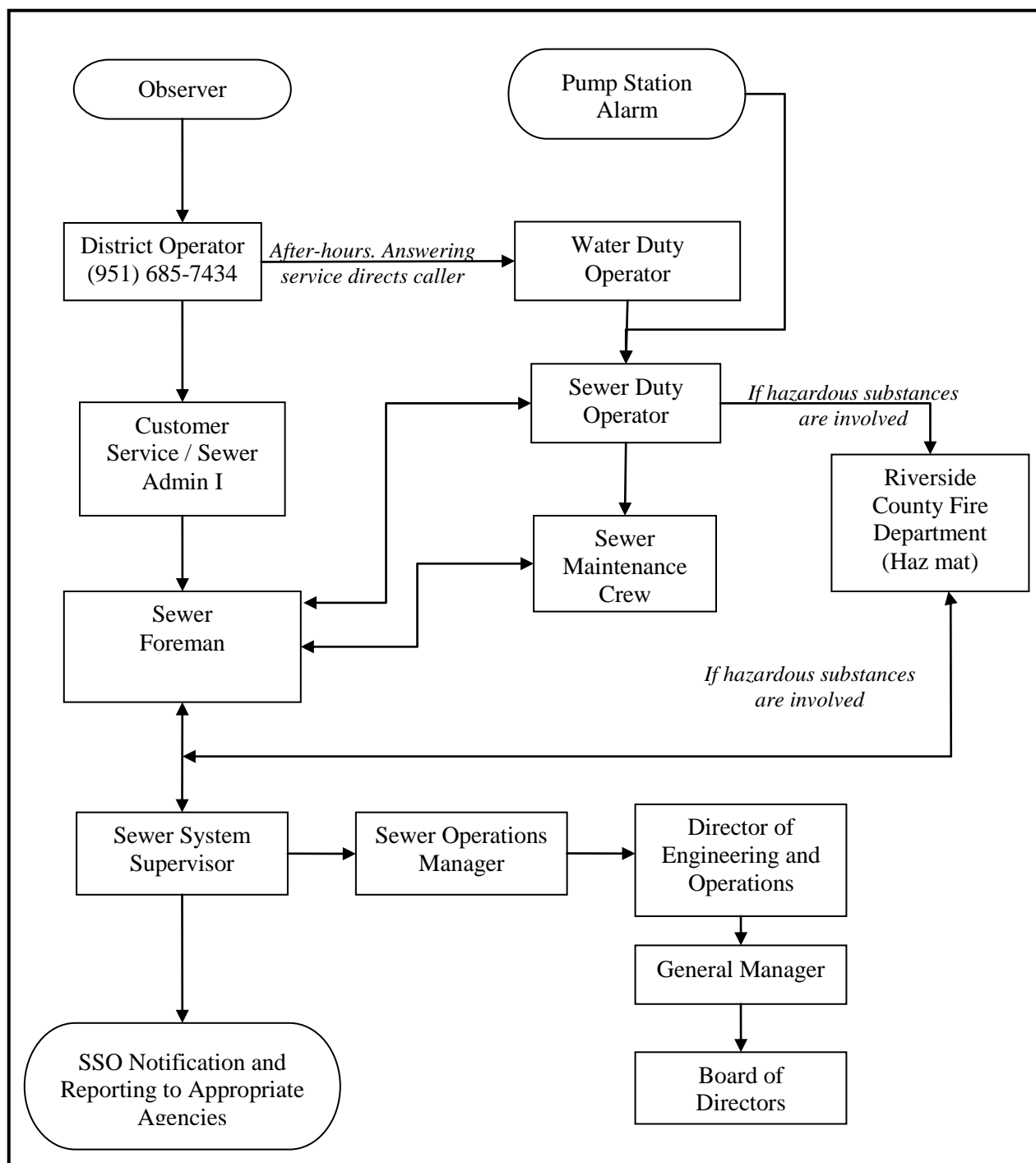


Figure 2-2. SSO Response Chain of Communication

Attachment E2-A:

JCSD Organization Chart

Jurupa Community Services District

District Organization

