

Area Maintenance Crew

Description of Duties

**Main tasks: Manage AM program, complete all work orders
Respond to all complaint calls, assist other crews when needed.**

Area Maintenance

- a) Generate all work orders pertaining to area maintenance (asset groups)
- b) Organize work orders and confirm lines that work orders, that didn't print, are on a preventative maintenance schedule.
- c) While cleaning, evaluate condition of mainline, review mainline history and whether it needs to go a PM schedule, TV inspection or further evaluation is needed.
Create work orders for TVI and PM schedules for PM lines.
- d) Entering completed work orders into the data base. Correcting work order discrepancies (removing from asset grouping if on a PM sched, adding into asset grouping if missing, Verify lines are in correct area,etc.)
Correct/update Hansen data base. Make map corrections and give to G.I.S. to update. Follow up on update to ensure they are complete.
- e) Clean and maintain drying bed at WRF

Unscheduled calls and assists

- a) Handle all unscheduled calls – you will be the "go to" guys for odor complaints, lateral blockages, main line blockages, and responding to lift station calls a secondary back-up or if nobody else is able to.
- b) Assist PM crew and lift station crew when needed (packing hose, flagging traffic, cleaning wet wells)

Lift Station Maintenance

- a) Complete all lift station work orders generated by the data base.
- b) Troubleshoot problems and make repairs to lift stations
- c) Respond to lift station alarms during regular work hours, if unable to, call area maintenance crew or other available crew to respond.

Wye Installations

- a) Perform field work and all data base work related to wye installations.