

Preventative Maintenance Crew

Description of Duties

Main tasks: manage PM program and complete work orders, manage Vaporoot program and complete work orders, layout and perform sewer main repairs (construction)

PM program

- a) Generate all work orders pertaining to monthly sewer main activities.
- b) Evaluate main line condition while performing field work – adjust schedule as needed.
- c) Inspection- create a TVI work order for unknown problems, and give to the TVI crew . Create a repair work order for other known problems and put into construction work order book.
- d) Follow-up – Upon completion of field work (pm's, vr's etc), complete the work orders by entering all information into the data base. Be sure to add comments describing the work if not a normal pm, etc.
- e) If no construction work is scheduled, assist the Area Maintenance crew.

Vaporoot program

- a) Complete field work as dictated by work orders (chain flails, and applying chemical.)
- b) Enter information into data base as field work is completed. Enter footages into vaporoot notebook
- c) Any unknown problems encountered in the field, refer to the TVI crew for investigation. Create a TVI work order.
- e) Inventory and order chemical.

Construction and repairs

- a) Use TVI inspection reports to locate repair sites. If especially hard to locate, Have TVI crew locate and mark repair site.
- b) Repair pre-job – Call in USA's, Obtain permits (if needed), arrange for extra help/equipment, purchase materials, notify transportation manager if bus routes are affected. Post no parking, and whatever else needs doing before digging.
- c) Perform repairs to completion. Follow city standards for backfilling, side walks, temporary paving, manhole collars, and any other facility impacted by the repair.
- d) Post-job – Complete the work order for the job. Enter all information pertaining to the job into the comments area of the work order that's not covered in the codes section of the work order. Submit a paving work order for permanent paving to the supervisor. Notify cleaning crew if main needs cleaning and TVI crew if pipe needs further inspection.