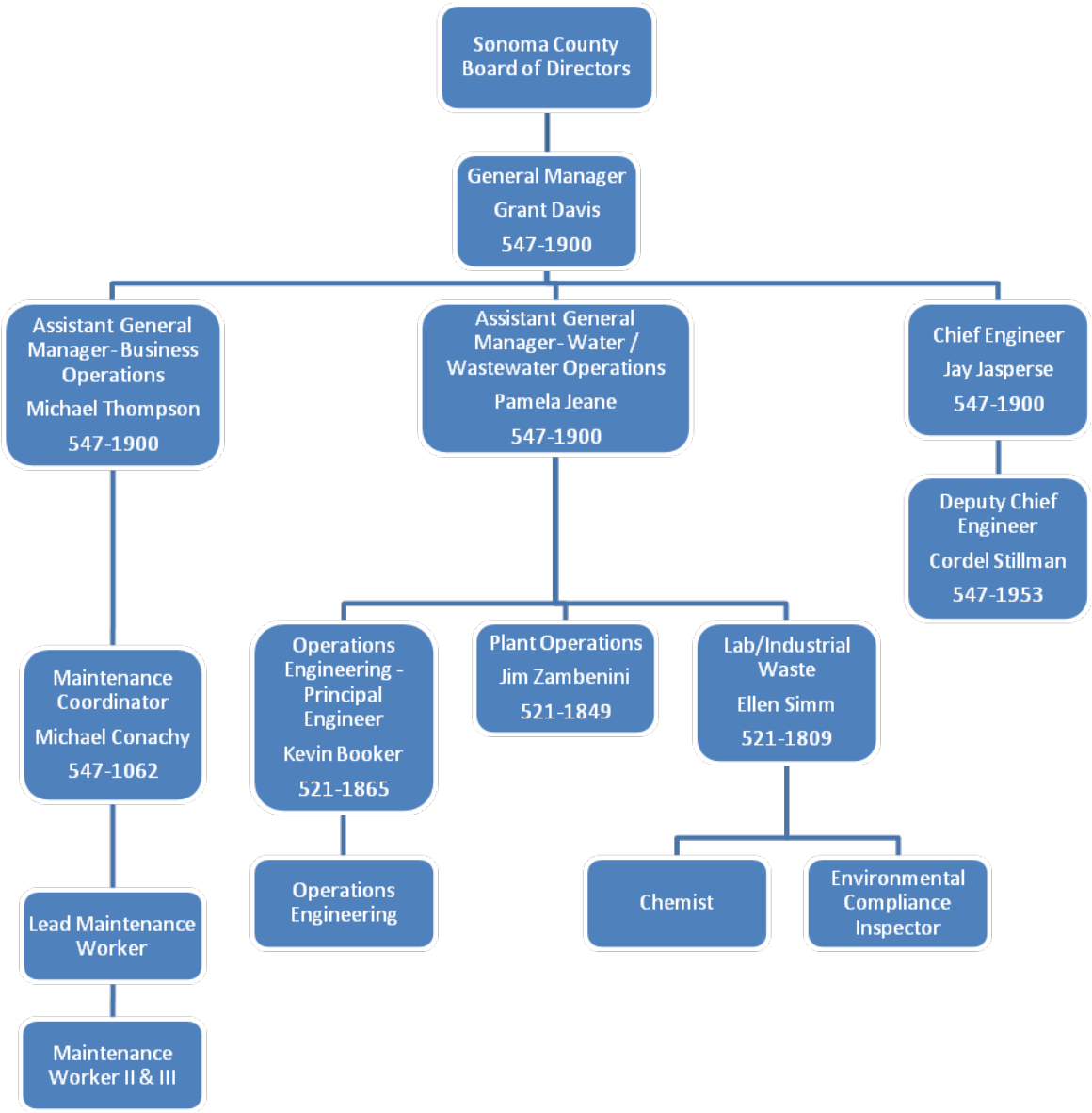
SECTION 2

ORGANIZATION

Organization last updated 8/10/11

Organization

Following is the organizational chart and job descriptions for Agency employees who are involved in either preparing the Sanitary Sewer Management Plan or responding to sanitary sewer overflows. Please note that some of the job descriptions refer to "Water Agency". The Zone is managed by the Sonoma County Water Agency. Therefore, the Zone's organizational chart, below is the same as the Sonoma County Water Agency's organizational chart.



Job Descriptions:

Board of Directors: Establishes policy and authorizes outside contractors to perform services for the District.

General Manager: The General Manager is the principal administrative person in overall charge of the Sonoma County Water Agency/Sonoma Valley County Sanitation District.

Chief Engineer: The Chief Engineer is professionally responsible for the engineering activities of the District, and reviews and approves all plans and specifications for engineered works and all reports requiring professional engineering judgment.

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Assistant General Manager- Water / Wastewater Operations: Plans, organizes, directs, and coordinates the Operations and Permit Compliance section. Directs the operation of systems and facilities, for the collection, treatment, storage, and disposal of wastewater and the reuse of reclaimed water; reviews plans for the operation of new wastewater facilities. Directs the compliance with federal, state and local water quality related regulations and prepares action plans to ensure full compliance with those regulations. Directs negotiations of regulatory permits, related to operations of the wastewater facilities. Prepares wastewater collection system planning documents, coordinates development and implementation of SSMP.

Engineering Operations (Water Agency Engineer): Works as needed on applicable permits, laws, and regulations. Provides support to all parts of operations. Responsible for preparing SSMP

Chemist: Collects and prepares samples of sanitary sewer overflows, when needed. Assists in setting up a county-wide effluent sampling program and industrial waste program, and ensures programs are carried out.

Environmental Compliance Inspector: Collects and prepares samples of sanitary sewer overflows, when needed. Assists in setting up a county-wide effluent sampling program and industrial waste program, and ensures programs are carried out.

Operations Coordinator: The operations Water Agency Coordinator is expected to possess an understanding of the full spectrum of operations involved in wastewater systems. Provides relevant information to agency management, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs. This coordinator is also the Chief Plant Operator for the District.

Plant Operator: Manages field operations and maintenance activities, provides relevant information to management, Prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, collects and prepares samples.

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Assistant General Manager – Business Operations: Plans, organizes, directs, and coordinates the maintenance oriented sections within the Sonoma County Water Agency.

Directs the maintenance of systems and facilities for the collection, treatment, storage, and disposal of wastewater and the reuse of reclaimed water; directs the reviews plans for maintenance of wastewater facilities.

Maintenance Coordinator: The Maintenance Coordinator investigates and reviews SSOs reports, and trains field crews.

Lead Maintenance Worker: The Lead Maintenance Worker is responsible for directly leading a crew of employees engaged in the overall technical maintenance and repair of the wastewater treatment and collection systems. Leads emergency response, investigates and reports SSOs to Water Agency Coordinator, and trains field crews.

Maintenance Workers (II & III): Maintenance Workers participate in the installation, maintenance and repair of wastewater treatments systems. Determine appropriate action of day to day operations and in emergency situations in the field. Mobilize and respond to notification of stoppages and SSOs (mobilize sewer cleaning equipment, by-pass pumping equipment, and portable generators, etc.).

The communication plan, which identifies who is responsible for managing SSO responses, investigating the cause, and reporting the SSO to the appropriate parties is provided under Section 6, Overflow Emergency Response Plan.