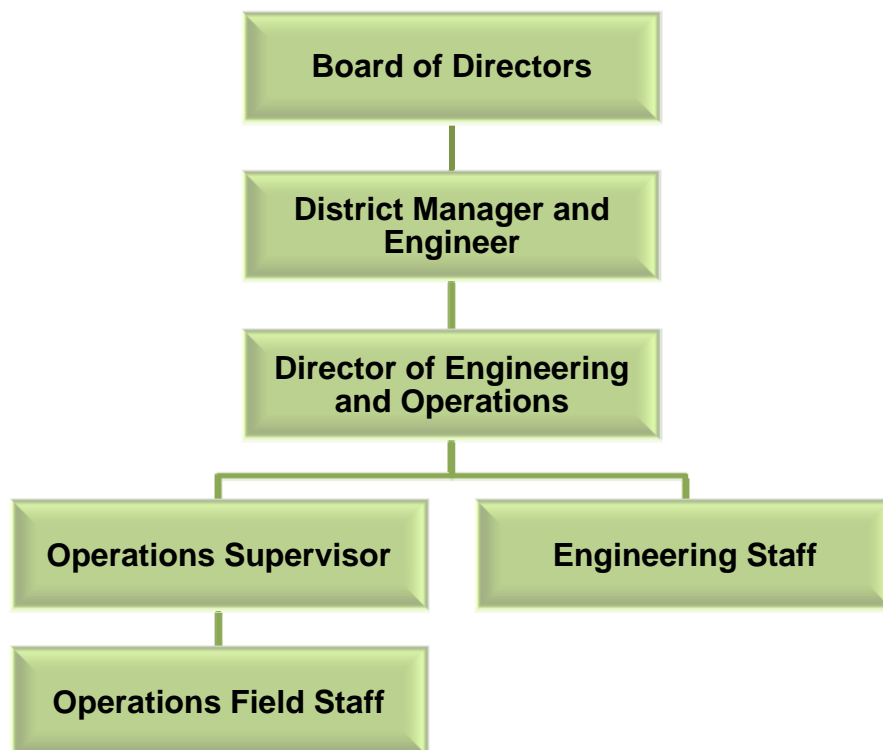


**WEST VALLEY SANITATION DISTRICT
SEWER SYSTEM MANAGEMENT PLAN**

SECTION II – ORGANIZATION

Organization Chart

The abbreviated organization chart and position descriptions provided below identify District staff responsible for the implementation, management, and maintenance of the SSMP. An expanded organization chart is provided in Appendix A.3.



District Manager and Engineer – The District Manager and Engineer is appointed by a five member Board of Directors, each representing the communities served by the District. The District Manager and Engineer is the chief administrative officer of the District and is responsible for the overall development and implementation of the District’s SSMP. The District Manager serves as the District’s public information officer.

Director of Engineering and Operations - The Director of Engineering and Operations plans, manages, oversees and directs District-wide systems engineering, repair and maintenance, project design, construction management, project inspection and contract management. The Director coordinates the development and implementation of the District’s SSMP. The Director is ultimately responsible for notification and reporting SSOs to the appropriate regulatory agencies.

Operations Supervisor – The Operations Supervisor supervises, plans, organizes and evaluates the work of Operations Field staff responsible for operation, cleaning, inspection, repair and maintenance of the District’s sewer collection system. The Operations Supervisor leads emergency responses and investigations of SSO’s and ensures these are appropriately documented for reporting purposes. In the case of Category I SSOs, the Operations Supervisor has the responsibility to report these to the RWQCB within the two-hour notification requirement.

Operations Field Staff – Operations Field Staff operate, clean, inspect, repair and maintain the District’s sewer collection system. The Operations Field staff is responsible for responding to service requests including SSOs in accordance with the District’s Sanitary Sewer Overflow and Backup Response Plan. SSOs are initially investigated and documented by field staff.

Engineering Staff – Engineering staff is responsible for the development and enforcement of the District’s engineering standards. Engineering staff develops and manages the District’s CIP and sanitary sewer repair programs. Engineering staff is also responsible for the review of proposed developments to verify that sufficient system capacity is available and ensure that new facilities are designed and installed in accordance with District standards.

SSO Incident Command – In the event that command personnel are absent, the specific order of command is as follows:

District Manager → Director of Engineering and Operations → Operations Supervisor → Supervising Lead Worker → Lead Worker

Sanitary Sewer Overflow Response – The District office is open Monday through Friday, except for District holidays, from 7:30 am to 4:30 pm. All service calls are referred directly to the Operations Supervisor for dispatch of required maintenance staff and equipment. All after hours calls are routed to the Santa Clara County Emergency Radio Communications Center who then directly notifies the District’s on-call field operations staff. The on-call field operations staff person is furnished with a District service truck, pager, and cell phone to facilitate a timely response. If the SSO is determined to be a Category I event, the two-hour RWQCB notification is made by the Operations Supervisor, or if unavailable, the Director of Engineering and Operations.