6. Training Procedures

Training Manuals – These trainings are in the process of being implemented into our Bureau. Each training section is designed specifically for each type of discipline existing within the Division. This program will satisfy our cross training and continued training performance measures.

Section 1 – CCTV Camera Crew
Section 2 – Vactor Combo Unit
Section 3 – GapVax Combo Unit
Section 4 – Flusher Unit
Section 5 – Rodder Unit
Section 6 - Catch Basin, Manhole and Pavement Repair
Section 1

Title: CCTV camera crew

Standard Operating Procedure Assessment

(Training Guideline for Sewer Inspection Technician II, Class 5129, Grade 121)

(Training Guideline for Sewer Inspection Technician I, Class 5128, Grade 117)

Designer: A. Wade

Objectives:

- Training Water Utility Field Operations employees on operations and maintenance necessary to become competent in operating CCTV equipment and apparatus

- Training Water Utility Field Operations employees on the minor repair of equipment and maintenance necessary to become competent in maintaining a CCTV unit

- Training Water Utility Field Operations employees to be aware of safety measures to include confined space training involved during the operation of a CCTV unit

- Training Water Utility Field Operations employees to be competent in assembling, repairing and deploying apparatus while operating a CCTV unit

- Training Water Utility Field Operations employees to recognize preventative maintenance issues and address these issues immediately while operating a CCTV unit
Pre-Assessment: CCTV Unit Standard Operating Procedure Assessment

- Water Utility Field Operations employees will be pre-assessed to determine a competency level of operating a CCTV unit

- Water Utility Field Operations employees will be pre-assessed on their abilities to train other employees to properly operate a CCTV Unit

- Water Utility Field Operations employees will be pre-assessed on their ability to perform preventative maintenance on a CCTV Unit

- Water Utility Field Operations employees will be pre-assessed on their awareness of all issues related to safety to include confined space entry rules and regulations while operating and maintaining a CCTV Unit

- Water Utility Field Operations employees will be pre-assessed in their knowledge of the use of apparatus used during the use of a CCTV Unit
Title: CCTV camera crew

Standard Operating Procedure Assessment

Rubric: (Pre-Assessment)

Legend:
10 – Exceptional  9 – Excellent  8 – Above average  7 – Competent  6 – Challenged

<table>
<thead>
<tr>
<th>Criteria</th>
<th>10 to 9 points Target</th>
<th>8 to 7 points Acceptable</th>
<th>Less than 7: Retrain</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCTV unit operations; camera, tractor, retriever use and equipment deployment to include data recording and transfer</td>
<td>Highly recommended, consistently demonstrates knowledge ability on the operations and equipment used for task completion, to include ability to willingly train others without direction or supervision</td>
<td>Moderately demonstrates competency on the operations and use of all necessary equipment, moderate ability to instruct others without supervision</td>
<td>Occasionally demonstrates the ability to complete tasks, must be supervised, unwilling to perform job duties, less than competent; retraining is required</td>
</tr>
<tr>
<td>CCTV – Truck daily maintenance, including camera equipment and associated apparatus</td>
<td>Highly knowledgeable in recognizing preventative maintenance issues; addressing issues at once without supervision, creates innovative practices to increase efficiency</td>
<td>Competent on recognizing preventative maintenance issues; cautious but willing to address emergency issues, occasionally requires supervisory support</td>
<td>Lacking the ability to recognize maintenance issues; cannot perform tasks without direct supervision, retraining is required</td>
</tr>
<tr>
<td>CCTV – In house training, videos, trouble shooting and safety; confined space entry and road safety</td>
<td>In attendance at all scheduled training sessions and apprehending all issues at hand at the highest quality</td>
<td>In attendance at most of the scheduled training sessions and apprehension of the vast majority of the issues presented</td>
<td>Low frequency of attendance at scheduled training sessions, not familiar with issues presented; must increase scheduled training sessions attendance</td>
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</table>
Supervision will provide schedules of when training sessions will be presented and provide “on the job training” to any employee requesting additional hands on activities.

Exercise: Daily (routine) operations; hours of cross training with a knowledgeable competent Crew Leader on a CCTV Unit

Employees and Supervision must record and maintain the following data:

- Log hours of camera deployment involvement
- Log hours of computer use during asset investigation to include data transfer
- Log hours of minor equipment repair and maintenance
- Log hours of truck maintenance
- Log hours of safety training, complete confined space entry training
- Log hours of scheduled training sessions
- Log hours of experience on a CCTV unit
- Record the Crew Leader(s) or competent employee to which you are assigned

After a 160 hour work period (and all 160 hour work periods thereafter) all Water Utility Field Operations employees must be assessed
Title: CCTV camera crew

Standard Operating Procedure Assessment

Rubric: (Assessment)

Legend:
10 – Exceptional  9 – Excellent  8 – Above average  7 – Competent  6 – Challenged

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<thead>
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<td><strong>CCTV – In house training, videos, trouble shooting and safety; confined space entry and road safety</strong></td>
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<td>Low frequency of attendance at scheduled training sessions, not familiar with issues presented; must increase scheduled training sessions attendance</td>
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</table>
Post Assessment: Water Utility Field Operations employees must be retrained if competency is not met; however, all Water Utility Field Operations employees must be continually trained to enhance professional development.

These exercises are designed to enhance the abilities of Water Utility Field Operations employees in operating a CCTV Unit. Trainings of this caliber not only reduce the liabilities of the City of Dayton (injury loss) but also increase employee awareness when operating a piece of equipment that costs thousands of dollars. Continued training will ultimately build character and self-esteem throughout the Division as well as reduce tension among the bureaus in a time of transition.
Section 2

Title: Vactor Combo Unit

Standard Operating Procedure Assessment

(Training Guideline for Water/Sewer Crew Leader, Class 5146, Grade 119)

(Training Guideline for Water/Sewer Worker II, Class 5145, Grade 115)

(Training Guideline for Sewer Cleaner Crew Leader, Class 5103, Grade 118)

(Training Guideline for Water/Sewer Worker I, Class 5144, Grade 113)

(Training Guideline for Sewer Cleaner I, Class 5102, Grade 114)

(Training Guideline for Sewer Service Worker II, Class 5104, Grade 119)

(Training Guideline for Sewer Service Worker I, Class 5100, Grade 115)

Designer: A. Wade

Objectives:

- Training Water Utility Field Operations employees on operations and maintenance necessary to become competent in operating a Vactor Combo unit

- Training Water Utility Field Operations employees on the minor repair and maintenance necessary to become competent in maintaining a Vactor Combo unit

- Training Water Utility Field Operations employees to be aware of safety measures involved during the operation of a Vactor Combo unit

- Training Water Utility Field Operations employees to be competent in assembling, repairing and deploying apparatus (nozzle appurtenances) while operating a Vactor Combo Unit

- Training Water Utility Field Operations employees to recognize preventative maintenance issues and address these issues immediately while operating a Vactor Combo unit
Pre-Assessment: *Vactor* Combo Unit Standard Operating Procedure Assessment

- Water Utility Field Operations employees will be pre-assessed to determine a competency level of operating a *Vactor* Combo Unit.

- Water Utility Field Operations employees will be pre-assessed on their abilities to train other employees to properly operate a *Vactor* Combo Unit.

- Water Utility Field Operations employees will be pre-assessed on their ability to perform preventative maintenance on a *Vactor* Combo Unit.

- Water Utility Field Operations employees will be pre-assessed on their awareness of all issues related to safety while operating and maintaining a *Vactor* Combo Unit.

- Water Utility Field Operations employees will be pre-assessed in their knowledge of the use of appurtenances used during the use of a *Vactor* Combo Unit.
### Title: Vactor Combo Unit

#### Rubric: (Pre-Assessment)

**Legend:**

- 10 – Exceptional
- 9 – Excellent
- 8 – Above average
- 7 – Competent
- 6 – Challenged

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<tr>
<td><strong>Vactor</strong> – Combo unit operations; nozzle use and equipment deployment, to include assembly and dis-assembly of appurtenances, gauge monitoring and valve operations</td>
<td>Highly recommended, consistently demonstrates knowledge ability on the operations and equipment used for task completion, to include all appurtenances; to include ability to willingly train others without direction or supervision</td>
<td>Moderately demonstrates competency on the operations and use of all necessary equipment, moderate ability to instruct others without supervision</td>
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<td><strong>Vactor</strong> – Truck daily maintenance, to include road safety measures, securing work safety zones, use of PPE while operating as a crew member</td>
<td>Highly knowledgeable in recognizing preventative maintenance issues; addressing issues at once without supervision, creates innovative practices to increase efficiency</td>
<td>Competent on recognizing preventative maintenance issues; cautious but willing to address emergency issues, occasionally requires supervisory support</td>
<td>Lacking the ability to recognize maintenance issues; cannot perform tasks without direct supervision, retraining is required</td>
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<td><strong>Vactor</strong> – In house training, videos, trouble shooting and safety</td>
<td>In attendance at all scheduled training sessions and apprehending all issues at hand at the highest quality</td>
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Supervision will provide schedules of when training sessions will be presented and provide "on the job training" to any employee requesting additional hands on activities.

Exercise: Daily (routine) operations; hours of cross training with a knowledgeable competent Crew Leader on a Vactor Combo Unit

Employees and Supervision must record and maintain the following data:

- Log hours of appurtenance use
- Log hours of truck maintenance
- Log hours of safety training
- Log hours of scheduled training sessions
- Log hours of experience on a Vactor Combo unit
- Record the Crew Leader(s) or competent employee to which you are assigned

After a 160 hour work period all Water Utility Field Operations employees must be assessed
**Rubric: (Assessment)**

**Legend:**

10 – Exceptional  9 – Excellent  8 – Above average  7 – Competent  6 – Challenged

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<tbody>
<tr>
<td><strong>Vactor – Combo unit operations:</strong> nozzle use and equipment deployment, to include assembly and dis-assembly of appurtenances, gauge monitoring and valve operations</td>
<td>Highly recommended, consistently demonstrates knowledge ability on the operations and equipment used for task completion, to include all appurtenances; to include ability to willingly train others without direction or supervision</td>
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<td><strong>Vactor – Truck daily maintenance, to include road safety measures, securing work safety zones, use of PPE while operating as a crew member</strong></td>
<td>Highly knowledgeable in recognizing preventative maintenance issues; addressing issues at once without supervision, creates innovative practices to increase efficiency</td>
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<td><strong>Vactor – In house training, videos, trouble shooting and safety</strong></td>
<td>In attendance at all scheduled training sessions and apprehending all issues at hand at the highest quality</td>
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**Post Assessment:** Water Utility Field Operations employees must be retrained if competency is not met; however, all Water Utility Field Operations employees must be continually trained to enhance professional development.

These exercises are designed to enhance the abilities of Water Utility Field Operations employees in operating a *Vector Combo* Unit. Trainings of this caliber not only reduce the liabilities of the City of Dayton (injury loss) but also increase employee awareness when operating a piece of equipment that costs thousands of dollars. Continued training will ultimately build character and self-esteem throughout the Division as well as reduce tension among the bureaus in a time of transition.
Section 3

Title: \textit{GapVax} Combo Unit

Standard Operating Procedure Assessment

(Training Guideline for \textbf{Water/Sewer Crew Leader}, Class 5146, Grade 119)

(Training Guideline for \textbf{Water/Sewer Worker II}, Class 5145, Grade 115)

(Training Guideline for \textbf{Water/Sewer Worker I}, Class 5144, Grade 113)

(Training Guideline for \textbf{Sewer Cleaner Crew Leader}, Class 5103, Grade 118)

(Training Guideline for \textbf{Sewer Cleaner I}, Class 5102, Grade 114)

(Training Guideline for \textbf{Sewer Service Worker II}, Class 5104, Grade 119)

(Training Guideline for \textbf{Sewer Service Worker I}, Class 5100, Grade 115)

Designer: A. Wade

Objectives:

- Training Water Utility Field Operations employees on operations and maintenance necessary to become competent in operating a \textit{GapVax} Combo unit

- Training Water Utility Field Operations employees on the minor repair and maintenance necessary to become competent in maintaining a \textit{GapVax} Combo unit

- Training Water Utility Field Operations employees to be aware of safety measures involved during the operation of a \textit{GapVax} Combo unit

- Training Water Utility Field Operations employees to be competent in assembling, repairing and deploying apparatus (nozzle appurtenances) while operating a \textit{GapVax} Combo Unit

- Training Water Utility Field Operations employees to recognize preventative maintenance issues and address these issues immediately while operating a \textit{GapVax} Combo unit
Pre-Assessment: *GapVax* Combo Unit Standard Operating Procedure Assessment

- Water Utility Field Operations employees will be pre-assessed to determine a competency level of operating a *GapVax* Combo Unit.

- Water Utility Field Operations employees will be pre-assessed on their abilities to train other employees to properly operate a *GapVax* Combo Unit.

- Water Utility Field Operations employees will be pre-assessed on their ability to perform preventative maintenance on a *GapVax* Combo Unit.

- Water Utility Field Operations employees will be pre-assessed on their awareness of all issues related to safety while operating and maintaining a *GapVax* Combo Unit.

- Water Utility Field Operations employees will be pre-assessed in their knowledge of the use of appurtenances used during the use of a *GapVax* Combo Unit.
<table>
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<td><strong>GapVax</strong> – Combo unit operations; nozzle use and equipment deployment, to include assembly and dis-assembly of appurtenances, gauge monitoring and valve operations</td>
<td>Highly recommended, consistently demonstrates knowledge ability on the operations and equipment used for task completion, to include all appurtenances; to include ability to willingly train others without direction or supervision</td>
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<td><strong>GapVax</strong> – Truck daily maintenance, to include road safety measures, securing work safety zones, use of PPE while operating as a crew member</td>
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<td><strong>GapVax</strong> – In house training, videos, trouble shooting and safety</td>
<td>In attendance at all scheduled training sessions and apprehending all issues at hand at the highest quality</td>
<td>In attendance at most of the scheduled training sessions and apprehension of the vast majority of the issues presented</td>
<td>Low frequency of attendance at scheduled training sessions, not familiar with issues presented; must increase scheduled training sessions attendance</td>
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Supervision will provide schedules of when training sessions will be presented and provide "on the job training" to any employee requesting additional hands on activities.

Exercise: Daily (routine) operations: hours of cross training with a knowledgeable competent Crew Leader on a *GapVax* Combo Unit

Employees and Supervision must record and maintain the following data:

- Log hours of appurtenance use
- Log hours of truck maintenance
- Log hours of safety training
- Log hours of scheduled training sessions
- Log hours of experience on a *GapVax* Combo unit
- Record the Crew Leader(s) or competent employee to which you are assigned

After a 160 hour work period all Water Utility Field Operations employees must be assessed
<table>
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<tr>
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<tr>
<td><strong>GapVax</strong> – Combo unit operations: nozzle use and equipment deployment, to include assembly and dis-assembly of appurtenances, gauge monitoring and valve operations</td>
<td>Highly recommended, consistently demonstrates knowledge ability on the operations and equipment used for task completion, to include all appurtenances; to include ability to willingly train others without direction or supervision</td>
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<td><strong>GapVax</strong> – Truck daily maintenance, to include road safety measures, securing work safety zones, use of PPE while operating as a crew member</td>
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<td><strong>GapVax</strong> – In house training, videos, trouble shooting and safety</td>
<td>In attendance at all scheduled training sessions and apprehending all issues at hand at the highest quality</td>
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Post Assessment: Water Utility Field Operations employees must be retrained if competency is not met; however, all Water Utility Field Operations employees must be continually trained to enhance professional development.

These exercises are designed to enhance the abilities of Water Utility Field Operations employees in operating a *GapVax* Combo Unit. Trainings of this caliber not only reduce the liabilities of the City of Dayton (injury loss) but also increase employee awareness when operating a piece of equipment that costs thousands of dollars. Continued training will ultimately build character and self-esteem throughout the Division as well as reduce tension among the bureaus in a time of transition.
Section 4

Title: Flusher Unit

Standard Operating Procedure Assessment

(Training Guideline for Water/Sewer Crew Leader, Class 5146, Grade 119)
(Training Guideline for Water/Sewer Worker II, Class 5145, Grade 115)
(Training Guideline for Water/Sewer Worker I, Class 5144, Grade 113)
(Training Guideline for Sewer Cleaner Crew Leader, Class 5103, Grade 118)
(Training Guideline for Sewer Cleaner I, Class 5102, Grade 114)
(Training Guideline for Sewer Service Worker II, Class 5104, Grade 119)
(Training Guideline for Sewer Service Worker I, Class 5100, Grade 115)

Designer: A. Wade

Objectives:

- Training Water Utility Field Operations employees on operations and maintenance necessary to become competent in operating a Flusher unit

- Training Water Utility Field Operations employees on the minor repair and maintenance necessary to become competent in maintaining a Flusher unit

- Training Water Utility Field Operations employees to be aware of safety measures involved during the operation of a Flusher unit

- Training Water Utility Field Operations employees to be competent in assembling, repairing and deploying apparatus (nozzle appurtenances) while operating a Flusher unit

- Training Water Utility Field Operations employees to recognize preventative maintenance issues and address these issues immediately while operating a Flusher unit
Pre-Assessment: Flusher unit Standard Operating Procedure Assessment

- Water Utility Field Operations employees will be pre-assessed to determine a competency level of operating a Flusher unit

- Water Utility Field Operations employees will be pre-assessed on their abilities to train other employees to properly operate a Flusher unit

- Water Utility Field Operations employees will be pre-assessed on their ability to perform preventative maintenance on a Flusher unit

- Water Utility Field Operations employees will be pre-assessed on their awareness of all issues related to safety while operating and maintaining a Flusher unit

- Water Utility Field Operations employees will be pre-assessed in their knowledge of the use of appurtenances used during the use of a Flusher unit

- Water Utility Field Operations employees will be pre-assessed in their awareness of customer service issues
Title: Flusher Combo Unit

Rubric: (Pre-Assessment)

Legend:

10 – Exceptional   9 – Excellent   8 – Above average   7 – Competent   6 – Challenged

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<td>Flusher unit operations: nozzle use and equipment deployment, to include assembly and dis-assembly of appurtenances, gauge monitoring and valve operations</td>
<td>Highly recommended, consistently demonstrates knowledge ability on the operations and equipment used for task completion, to include all appurtenances; to include ability to willingly train others without direction or supervision</td>
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<td>Flusher – Truck daily maintenance, to include road safety measures, securing work safety zones, use of PPE while operating as a crew member</td>
<td>Highly knowledgeable in recognizing preventative maintenance issues; addressing issues at once without supervision, creates innovative practices to increase efficiency</td>
<td>Competent on recognizing preventative maintenance issues; cautious but willing to address emergency issues, occasionally requires supervisory support</td>
<td>Lacking the ability to recognize maintenance issues; cannot perform tasks without direct supervision, retraining is required</td>
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<tr>
<td>Flusher – In house training, videos, trouble shooting and safety to include customer service training</td>
<td>In attendance at all scheduled training sessions and apprehending all issues at hand to include customer service awareness at the highest quality</td>
<td>In attendance at most of the scheduled training sessions and apprehension of the vast majority of the issues presented</td>
<td>Low frequency of attendance at scheduled training sessions, not familiar with issues presented; must increase scheduled training sessions attendance</td>
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</table>
Supervision will provide schedules of when training sessions (to include customer service training) will be presented and provide “on the job training” to any employee requesting additional hands on activities.

Exercise: Daily (routine) operations: hours of cross training with a knowledgeable competent Crew Leader on a Flusher unit

Employees and Supervision must record and maintain the following data:

- Log hours of appurtenance use
- Log hours of truck maintenance
- Log hours of safety training
- Log hours of scheduled training sessions
- Log hours of experience on a Flusher unit
- Record the Crew Leader(s) or competent employee to which you are assigned

After a 160 hour work period all Water Utility Field Operations employees must be assessed
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<td><strong>Flusher</strong> unit operations: nozzle use and equipment deployment, to include assembly and dis-assembly of appurtenances, gauge monitoring and valve operations</td>
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<td><strong>Flusher</strong> – Truck daily maintenance, to include road safety measures, securing work safety zones, use of PPE while operating as a crew member</td>
<td>Highly knowledgeable in recognizing preventative maintenance issues; addressing issues at once without supervision, creates innovative practices to increase efficiency</td>
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<td><strong>Flusher</strong> – In house training, videos, trouble shooting and safety to include customer service training</td>
<td>In attendance at all scheduled training sessions and apprehending all issues at hand to include customer service awareness at the highest quality</td>
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Post Assessment: Water Utility Field Operations employees must be retrained if competency is not met; however, all Water Utility Field Operations employees must be continually trained to enhance professional development.

These exercises are designed to enhance the abilities of Water Utility Field Operations employees in operating a Flusher unit. Trainings of this caliber not only reduce the liabilities of the City of Dayton (injury loss) but also increase employee awareness when operating a piece of equipment that costs thousands of dollars. Continued training will ultimately build character and self-esteem throughout the Division as well as reduce tension among the bureaus in a time of transition.
Section 5

Title: Rodder Unit

Standard Operating Procedure Assessment

(Training Guideline for Water/Sewer Crew Leader, Class 5146, Grade 119)
(Training Guideline for Water/Sewer Worker II, Class 5145, Grade 115)
(Training Guideline for Water/Sewer Worker I, Class 5144, Grade 113)
(Training Guideline for Sewer Cleaner Crew Leader, Class 5103, Grade 118)
(Training Guideline for Sewer Cleaner I, Class 5102, Grade 114)
(Training Guideline for Sewer Service Worker II, Class 5104, Grade 119)
(Training Guideline for Sewer Service Worker I, Class 5100, Grade 115)

Designer: A. Wade

Objectives:

- Training Water Utility Field Operations employees on operations and maintenance necessary to become competent in operating a Rodder unit

- Training Water Utility Field Operations employees on the minor repair and maintenance necessary to become competent in maintaining a Rodder unit

- Training Water Utility Field Operations employees to be aware of safety measures involved during the operation of a Rodder unit

- Training Water Utility Field Operations employees to be competent in assembling, repairing and deploying apparatus (rod extensions) while operating a Rodder Unit

- Training Water Utility Field Operations employees to recognize preventative maintenance issues and address these issues immediately while operating a Rodder unit
Pre-Assessment: Rodder Unit Standard Operating Procedure Assessment

- Water Utility Field Operations employees will be pre-assessed to determine a competency level of operating a Rodder Unit.

- Water Utility Field Operations employees will be pre-assessed on their abilities to train other employees to properly operate a Rodder Unit.

- Water Utility Field Operations employees will be pre-assessed on their ability to perform preventative maintenance on a Rodder Unit.

- Water Utility Field Operations employees will be pre-assessed on their awareness of all issues related to safety while operating and maintaining a Rodder Unit.

- Water Utility Field Operations employees will be pre-assessed in their knowledge of the use of appurtenances used during the use of a Rodder Unit.
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<td><strong>Rodder</strong> unit operations; rod extensions, cutter use and equipment deployment</td>
<td>Highly recommended, consistently demonstrates knowledge ability on the operations and equipment used for task completion, to include all appurtenances; to include ability to willingly train others without direction or supervision</td>
<td>Moderately demonstrates competency on the operations and use of all necessary equipment, moderate ability to instruct others without supervision</td>
<td>Occasionally demonstrates the ability to complete tasks, must be supervised, unwilling to perform job duties, less than competent; retraining is required</td>
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<tr>
<td><strong>Rodder</strong> – Truck daily maintenance, to include road safety measures, securing work safety zones, use of PPE while operating as a crew member</td>
<td>Highly knowledgeable in recognizing preventative maintenance issues; addressing issues at once without supervision, creates innovative practices to increase efficiency</td>
<td>Competent on recognizing preventative maintenance issues; cautious but willing to address emergency issues, occasionally requires supervisory support</td>
<td>Lacking the ability to recognize maintenance issues; cannot perform tasks without direct supervision, retraining is required</td>
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<tr>
<td><strong>Rodder</strong> – In house training, videos, trouble shooting and safety</td>
<td>In attendance at all scheduled training sessions and apprehending all issues at hand at the highest quality</td>
<td>In attendance at most of the scheduled training sessions and apprehension of the vast majority of the issues presented</td>
<td>Low frequency of attendance at scheduled training sessions, not familiar with issues presented; must increase scheduled training sessions attendance</td>
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</table>
Supervision will provide schedules of when training sessions will be presented and provide "on the job training" to any employee requesting additional hands on activities.

Exercise: Daily (routine) operations: hours of cross training with a knowledgeable competent Crew Leader on a Rodder Unit

Employees and Supervision must record and maintain the following data:

- Log hours of appurtenance use
- Log hours of truck maintenance
- Log hours of safety training
- Log hours of scheduled training sessions
- Log hours of experience on a Rodder unit
- Record the Crew Leader(s) or competent employee to which you are assigned

After a 160 hour work period all Water Utility Field Operations employees must be assessed
<table>
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<th>Criteria</th>
<th>10 to 9 points Target</th>
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Post Assessment: Water Utility Field Operations employees must be retrained if competency is not met; however, all Water Utility Field Operations employees must be continually trained to enhance professional development.

These exercises are designed to enhance the abilities of Water Utility Field Operations employees in operating a Rodder Unit. Trainings of this caliber not only reduce the liabilities of the City of Dayton (injury loss) but also increase employee awareness when operating a piece of equipment that costs thousands of dollars. Continued training will ultimately build character and self-esteem throughout the Division as well as reduce tension among the bureaus in a time of transition.
Section 6

Title: Catch Basin, Manhole and Pavement Repair

Standard Operating Procedure Assessment

(Training Guideline for **Sewer Repairer I**, Class 5105, Grade 115)
(Training Guideline for **Sewer Repairer II**, Class 5106, Grade 119)
(Training Guideline for **Equipment Operator I**, Class 6060, Grade 115)
(Training Guideline for **Equipment Operator II**, Class 6061, Grade 116 (7) (9))

Designer: A. Wade

Objectives:

- Training Water Utility Field Operations employees on operations necessary to become competent in **catch basin, manhole and pavement repairs**

- Training Water Utility Field Operations employees on the repair of assets and restorations to become competent in **catch basin, manhole and pavement repairs**

- Training Water Utility Field Operations employees to be aware of safety measures, to include confined space training and road safety, involved during **catch basin, manhole and pavement repair**

- Training Water Utility Field Operations employees to be competent in trench box shoring and trench wall stability during **catch basin, manhole and pavement repair** and installation

- Training Water Utility Field Operations employees to recognize parts, tools, piping and other associated apparatus necessary to perform **catch basin, manhole and pavement repairs**

- Training Water Utility Field Operations employees to operate motor vehicles and heavy equipment properly and efficiently while performing **catch basin, manhole and pavement repairs**
Pre-Assessment Catch Basin, Manhole and Pavement repair

Standard Operating Procedure Assessment

Pre-assessment:

- Water Utility Field Operations employees will be pre-assessed to determine a competency level of operations necessary to perform catch basin, manhole and pavement repairs

- Water Utility Field Operations employees will be pre-assessed on their abilities to train other employees to properly perform the necessary duties of a catch basin, manhole and pavement repair crew member

- Water Utility Field Operations employees will be pre-assessed on their ability to install and repair piping while being assigned as a catch basin, manhole and pavement repair crew member

- Water Utility Field Operations employees will be pre-assessed on their ability to operate motor vehicles and heavy equipment properly and efficiently while performing catch basin, manhole and pavement repairs

- Water Utility Field Operations employees will be pre-assessed on their awareness of all issues related to safety, to include confined space entry, roadway and shoring rules and regulations while being assigned as a catch basin, manhole and pavement repair crew member

- Water Utility Field Operations employees will be pre-assessed in their knowledge of the parts, tools, piping and other apparatus necessary to perform catch basin, manhole and pavement repairs
Title: Catch Basin, Manhole and Pavement Repair

Standard Operating Procedure Assessment

Rubric: (Pre-Assessment)

Legend:

10 – Exceptional  9 – Excellent  8 – Above Average  7 – Competent  6 – Challenged

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<td>Catch basin, manhole and pavement repair crew operations; equipment use, vehicle use, heavy equipment use, install and repair, cross training skills, ability to perform other appointed duties related to mainline repair</td>
<td>Highly recommended, consistently demonstrates knowledge and ability on the operations and equipment functions, to include ability to willingly train others without direction or supervision</td>
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<td>Catch basin, manhole and pavement repair – Truck daily maintenance, heavy equipment daily maintenance, material and tool recognition, equipment maintenance</td>
<td>Highly knowledgeable in recognizing tool and equipment use, maintenance issues; addressing repair issues in an efficient manner without supervision, creates innovative practices</td>
<td>Competent on recognizing tools and materials necessary to complete repairs, cautious but willing to address repair issues, occasionally requires supervisory support</td>
<td>Lacking the ability to recognize tools, materials and their use, cannot perform tasks without supervision, retraining is required</td>
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Supervision will provide schedules of when training sessions will be presented and provide “on the job training” to any employee requesting additional hands on activities.

Exercise: Daily (routine) operations; hours of cross training with a knowledgeable competent Crew Leader as a catch basin, manhole and pavement repair crew member

Employees and Supervision must record and maintain the following data:

- Log hours of catch basin, manhole and pavement repair crew involvement
- Log hours of asset investigation to include troubleshooting and diagnosis
- Log hours of catch basin, manhole and pavement repairs completed
- Log hours of truck maintenance
- Log hours of equipment maintenance
- Log hours of safety training, complete confined space entry training
- Log hours of scheduled training sessions
- Log hours of experience as a catch basin, manhole and pavement repair crew member
- Record the Crew Leader(s) or competent employee to which you are assigned

After a 160 hour work period (and all 160 hour work periods thereafter) all Water Utility Field Operations employees must be assessed
# Catch Basin, Manhole and Pavement Repair

## Standard Operating Procedure Assessment

### Rubric: (Assessment)

**Legend:**

- 10 – Exceptional
- 9 – Excellent
- 8 – Above Average
- 7 – Competent
- 6 – Challenged

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These exercises are designed to enhance the abilities of Water Utility Field Operations employees assigned as catch basin, manhole and pavement repair crew members. Trainings of this caliber not only reduce the liabilities of the City of Dayton (injury loss), but also increase employee awareness when maintaining and repairing needed and necessary equipment, that costs thousands of dollars and can be responsible for causing millions of dollar in damages should an incident occur. Continued training will ultimately build character and self-esteem throughout the Division as well as reduce tension among the bureaus in a time of transition.
Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Anthony Wade, Operations Administrator
City of Dayton
Department of Water
Division of Water Utility Field Operations
Sewer Maintenance Bureau
(937) 333-4918 or (937) 750-6034

Signature: [Signature]

David K. Shade, Manager, Division of Water Utility Field Operations

Signature: [Signature]

Certification Date: 4/1/15