



City of Gulfport, Mississippi

Agenda City Council

2309 15th Street
Gulfport, MS 39501

Thursday, August 5, 2021

3:30 PM

*Gulfport City Hall
Council Chambers*

3:30 P.M.

Declaration of Special Call Meeting

Policy Issues

- 1 Discussion - involving procurement of Privatization Contract.
- 2 Resolution - approving Amendment to Contract with H2O Innovations, Inc., and for related purposes.

Setting of Next Meeting and Adjournment

Memorandum – City of Gulfport



PUBLIC WORKS & ENGINEERING

To: Jessica Versiga, Purchasing

CC: Mayor Billy Hewes
Dr. John Kelly, CAO
Jeff Bruni, Legal
Tyler Gentry, Assistant Director of Public Works - Operations

From: Wayne E. Miller, P.E., Director of Public Works and Engineering

WEM

Date: May 27, 2021

Re: **Request Permission to Advertise the Request for Qualification Statements and Price Proposals for Operations and Maintenance of the Water, Sewer, Streets, Drainage, and Other Systems of the Public Works Department by Privatization Contractors**

In order to continue the Privatization of the Department of Public Works, I recommend advertising the attached legal notice for Qualification Statements and Price Proposals to be received until August 3, 2021 at 4:00 p.m.

Responding to a RFQ and Price Proposal is required by all contractors who would like to be considered. Each contractor submitting qualification statements shall be scored for approval/disapproval by a committee consisting of 5 members: Jeff Bruni, City Attorney, Wayne E. Miller, P.E., Director of Public Works and Engineering, Tyler Gentry, Asst. Director of Public Works - Operations, Ryan Merrill, Assistant Director of Public Works – Utility Billing, and one (1) Engineer with Engineering Xcellence, PLLC.

Once the Statement of Qualifications has been reviewed by the selection committee, a recommendation will be made (based on the results of the RFQ and the Price Proposal) and presented to the City Council. Upon approval from City Council, the contract shall begin.

In order to complete this process expeditiously, the timeline for selection of a privatization contractor has been established.

Therefore, a proposed schedule of implementation is shown below.

- June 10, 2021 Request authority to advertise for RFQ's
- June 11, 2021 1st advertisement
- June 18, 2021 2nd advertisement
- August 3, 2021 Receive and review Statements of Qualifications and Price Proposals
- TBD Workshop with Mayor and City Council to Present RFQ Results, Preliminary Specifications and Contract Documents, and Review Price proposals (Bids) from Qualified Contractors
- September 7, 2021 Award of Contract
- October 1, 2021 Start of Contract

The Public Works privatization contract is set up to include changes to streamline the services. In 2016, the Department of Public Works became Accredited by the American Public Works Association, and we have included the Standard Operating Procedures from that process.

Some of the work that will be completed during this process includes the following:

- 1) Contract Documents and Specifications
- 2) Follow Up Letter to the Customer
- 3) Satisfaction Survey
- 4) Performance Criteria for Completing Service Requests
- 5) Inventory and maps for scheduling grass cutting, sidewalk trimming, mileage of streets for pothole patching, and street sweeping
- 6) Proposed Organizational Chart
- 7) Job Descriptions and Position Requirements
- 8) Equipment Information
- 9) Standard Operating Procedures
- 10) Service Request Statistics

The City has hired the firm of Engineering Xcellence with Kris Riemann & Associates to assist the City with preparation of contract documents and the bidding process.

I recommend approval of this Request for Qualification Statements and Price Proposals to assist in the selection of a privatization contractor for Water, Sewer, Streets, Drainage, and Other Systems.

Please place this item on the June 10, 2021 Council Agenda.

This item has been approved by:

Mayor or C.A.O. _____

Attachments: 1. Qualification Statements and Price Proposals

**PROFESSIONAL SERVICES CONTRACT
FOR THE OPERATIONS AND MAINTENANCE OF
THE WATER AND SEWER SYSTEMS AS WELL AS THE STREETS AND DRAINAGE
SYSTEMS AND OTHER SYSTEMS FOR THE CITY OF GULFPORT**

THIS PROFESSIONAL CONTRACT ("**Contract**") is entered into by and between the CITY OF GULFPORT, MISSISSIPPI ("**City**" or "**Owner**") and ("**OPERATOR**") on the day and date(s) hereinafter signed and executed for the purposes and according to the conditions hereinafter specified.

WITNESSETH THAT:

WHEREAS, the City of Gulfport, Mississippi, is a Municipal Corporation and body politic organized and existing according to the laws of the State of Mississippi, governed according to the Mayor/Council Form of Government by its duly elected Mayor and City Council ("**Governing Authority**") pursuant to Section 21-8-1, et seq., Mississippi Code Annotated, as amended; and

WHEREAS, OPERATOR, is a corporation organized and existing according to the laws of the State of OPERATOR, and legally and officially authorized to do business in the State of Mississippi; and

WHEREAS, the City owns, controls and performs maintenance and repairs of its water, sewer, streets, and drainage systems ("**System**") within the City, and the operations and maintenance of the System has previously been under the charge of the Public Works Department of the City, with work on the System performed by a private contractor, and

WHEREAS, OPERATOR is a corporation that performs professional utility services for Government Agencies; and desires to contract to furnish and provide professional services to operate and maintain the City's Water, Sewer, Streets, and Drainage Systems, and the City desires for OPERATOR to provide said services under this Contract; and

NOW THEREFORE, for and in consideration of the mutual covenants, conditions, obligations and benefits between the parties as herein set forth, and the promise by the City to pay for the professional services to be performed as herein set forth, and by OPERATOR to furnish and provide professional services to operate and maintain the System for the City as herein provided, Owner and OPERATOR hereby covenant and agree to the following terms and conditions, to-wit:

ARTICLE I. – DEFINITIONS

As used in this Contract, the following words and phrases are defined as:

Section 1.01 **"Project"** means all equipment, vehicles, grounds and facilities described in Appendix "A" and "B" hereto, and which shall be updated by written inventory from time to time, and where appropriate, the term Project shall include the management, operations and maintenance of such.

Section 1.02 **"Capital Expenditures"** means any expenditures for the purchase of new equipment, vehicles, or facility additions, fixtures, furnishings, or items to remain with the facility, or utility system repairs that shall significantly extend facility or system life; and, or expenditures that are planned, non-routine or budgeted by Owner.

Section 1.03 **"Labor and Benefits"** costs are defined as a cost category for salaries, group medical and dental insurance, worker's compensation, vacation, sick leave, comp. time and military leave benefits, social security, bonuses, and 401(K) plan (or other applicable retirement, pension or annuity plan) costs for employees, and is generally known as the "compensation and benefit package."

Section 1.04 **"Administrative Costs"** are defined to include audit and accounting fees, insurance, interest expense, depreciation, state fees, recycling fees, curbside fees, landfill fees and ad valorem tax.

Section 1.05 **"OPERATOR Direct Costs"** are defined to include supplies, costs for advertising, non-specific engineering support costs included, but not limited to uniforms, traffic control devices and personal protective equipment, postage, office supplies, training, long distance telephone service, and travel expense of employees.

Section 1.06 **"Maintenance"** means the cost of routine, and/or repetitive activities required or recommended by the equipment or facility manufacturer, or OPERATOR, or required by Owner to be scheduled to maximize the service life of the City's equipment, vehicles and facilities.

Section 1.07 **"Repairs"** are defined as the cost of those activities required for operational continuity, safety and performance generally resulting from or to avert failure or accident of equipment, vehicles or facilities, or a component thereof.

Section 1.08 **"Operating Supplies"** are defined as supplies required to complete City of Gulfport business including office supplies.

Section 1.09 **"Wear and Tear"** is defined as reasonably expected or anticipated decline or depreciation in the condition or appearance of property or equipment over time due to normal, everyday and intended use (e.g., aging). It is not caused by abuse, intentional act, misuse, carelessness, accident, negligence, or neglect.

Section 1.10 **"Negligence"** is defined as the failure to use reasonable care, resulting in damage or injury to property or person. Negligence can consist of or be the result of actions as well as omissions.

ARTICLE II. - EQUIPMENT, VEHICLES AND FACILITIES

Section 2.01 Use and Ownership of Vehicles, Equipment and Tools of City.

The City shall provide for OPERATOR use under this Contract of vehicles, equipment, and tools presently owned and used for work and service of the System. An inventory of such property is annexed hereto as Appendix "A" and shall be updated from time to time. An audit of current inventory will be performed prior to the start of a new contract. Further, City shall provide at City's expense for OPERATOR use hereunder, additional or replacement vehicles, equipment and tools acquired by City as capital expenditures reasonably required as a result of increased demand, normal replacement needs or regulatory requirements imposed by state or federal agencies. City shall retain ownership of title to said vehicles, equipment and tools presently owned or subsequently purchased by City. OPERATOR shall adhere to the vehicle usage criteria for use of City vehicles contained in Appendix "Z," and which may be changed from time to time without the necessity of a formal amendment to this Contract but with advance written notice provided to OPERATOR before the effective date thereof. The City pays for markings on vehicles used by the Contractor except Contractor pays for "Operated by: [Contractor name]" on each vehicle. Markings shall be placed on three sides: both doors and rear. Currently, large equipment is marked only as City property.

Section 2.02 **Planning for Capital Expenditures.** OPERATOR shall cooperate and coordinate with City according to City's time lines in furnishing of data and justification for budgeting for capital expenditures, giving recognition to the City's budget restrictions, and shall make its best effort to enable City to conform to the budget pertaining to capital expenditures, except where additional capital expenditures are required in the case of emergency or force majeure.

Section 2.03 **Vehicles, Equipment and Tools Owned by OPERATOR.** OPERATOR, within its own discretion, may acquire at its own expense and use for work on the System

under this Contract and store on the facility grounds any of its own vehicles, equipment and tools, for which it shall retain sole ownership and sole possession thereof. In the event OPERATOR uses any of its own vehicles, equipment and tools for work required by this Contract, City shall have no responsibility for maintenance, repairs or insurance coverage of such equipment. City shall not be responsible for capital expenditures for any property owned by OPERATOR. OPERATOR shall provide personal protection equipment for individual use, including but not limited to hardhats, boots, raingear, uniform expenses (including laundry service for uniforms and City's Director of Public Works shall approve uniforms), safety vests, ear plugs, sunscreen and medical supplies, and the like. OPERATOR shall provide all traffic control devices including, but not limited to barrels, cones, signage and barricades. OPERATOR shall further provide at its expense all equipment necessary to provide and perform under this Contract, with the exception of what is otherwise specifically noted in this Section. It is acknowledged by OPERATOR that OPERATOR shall provide at its own expense all radios, cell phones (except for "after-hours" emergency on-call cell phones as approved by the City's Public Works Director and such phones to be separately identified in a list to be kept and maintained by OPERATOR and provided to the City's Public Works Director), office supplies, and the like, in connection with the carrying out of its duties and obligations and to perform under this Contract. OPERATOR shall have normal access to and can utilize as part of its performance under this Contract the software programs owned or licensed by the City associated with the provision of professional services to the City hereunder. OPERATOR shall assign all of its employees e-mail addresses that can be readily utilized by City in connection with communications, work, and services under this Contract.

Section 2.04 Special Use by City. As part of this contract and the consideration herein, **OPERATOR** shall allow City to use vehicles, equipment and tools owned by City and assigned to OPERATOR for system use under this Contract on a temporary basis for extraordinary circumstances where such property use is needed for City services not involving system use. In such event, a request shall be made by City to OPERATOR in writing, stating the need for use of the item, the scheduled time in which it is needed, the estimated length of time required for its special use by City, and the assigned City employee or OPERATOR employee to take possession and utilize the property. Except in the case of an extreme emergency of City, such special use of equipment by City will be scheduled so as not to impede the work schedule of OPERATOR. Without waiving or limiting any of its immunities or defenses and upon proper adjudication, City would be responsible for any liability or claims of liability resulting from its special use by City employees of vehicles, equipment and tools. If the special use by City involves equipment needed by OPERATOR to comply with performance standards under this Contract, the resulting non-compliance will not be used to negatively measure or evaluate OPERATOR's performance.

Section 2.05 Use and Ownership of Facilities. As part of this Contract and the consideration herein, City shall provide OPERATOR as its contract agent use of existing offices, office furniture, office equipment, warehouse and yard space within the present Public Works facilities and premises, as reasonably required for OPERATOR to execute its duties and provide services to the City under this Contract. Such use shall be specifically limited for that required or permitted under the Contract and for City's benefit only. The

facilities provided to OPERATOR according to this section are (or shall be) specifically identified under Appendix "B" annexed hereto. The City shall retain such facilities and/or the partial use of facilities, furnishings and office equipment identified as required for the Public Works Director and his staff, and for the operation of services that shall continue to be provided by the Public Works Department that are not hereby assigned to OPERATOR under this Contract.

Section 2.06 **Restriction on Use of City Property.** All equipment, vehicles and facilities belonging to City and assigned to OPERATOR under this Contract shall be possessed and used by OPERATOR exclusively and solely in the work of the System under the scope of this Contract, and for no other work or use by OPERATOR or its employees outside of the work provided under this Contract. No third party, or other contractor shall be allowed by OPERATOR or Owner to use the City owned vehicles, equipment, tools and facilities provided to OPERATOR under this Contract. No City owned vehicles or equipment assigned to OPERATOR under this Contract shall be used for personal use, and shall not be used as a means of transportation by employees of the OPERATOR to and from their personal residence, and shall not be taken outside of the boundaries of the City of Gulfport, except by special permission in writing by City. OPERATOR's staff shall be in a company uniform while operating a City vehicle. During such time the vehicle shall not be used for personal use. Additional vehicles shall be assigned to "on call" employees only by written permission from the City's Public Works Director, with such approved assignments to be kept and maintained by OPERATOR in a list to be available to the Public Works Director upon request.

Section 2.07 **Signage.** All City owned vehicles and equipment shall be marked with City labels and shall bear such identification as may be required by State law for municipal owned property. Each vehicle assigned to the OPERATOR shall be marked "Operated by (OPERATOR'S NAME)" and paid for by OPERATOR. Signage shall be on both sides and the rear of each vehicle.

ARTICLE III. - SCOPE OF OPERATOR'S SERVICES

Section 3.01 **General Purpose.** OPERATOR shall provide professional utility management, operational and maintenance services to operate and maintain the "System" traditionally operated and maintained by the City's Streets and Drainage and its Water and Sewer Divisions of the Public Works Department to include all services presently provided under the Contract and as may be subsequently amended. OPERATOR shall provide the labor, supervision and professional expertise required to provide such services in a good and workmanlike manner according to normal and customary industry standards and City's Benchmarks for performance and quality standards as herein stated. Management shall possess the skills, knowledge, education, and experience necessary to manage a function and organization of the size of Gulfport. The contractor will be expected to provide such services in a professional manner in accordance with normal and customary industry standards. OPERATOR shall continuously find ways to improve efficiency as the environment changes, i.e. laws, regulations, city ordinances, software, customer demands, new technology, etc. OPERATOR shall maintain hiring practices and provide the training necessary to ensure that the

workforce is sufficiently trained. Those positions identified as Key & Essential shall be subject to approval by City Public Works Director.

Section 3.02 Water and Sewer Operations and Maintenance. OPERATOR shall maintain the City's water and sewer system in a professional and reasonable manner consistent with the City's operations and maintenance practices, and current City of Gulfport standards and in accordance with performance standards herein set forth. Water and sewer system operations and maintenance shall include, but not be limited to the following:

- A. Within the design limits of the City's water supply and distribution system, manage, operate and maintain the system such that water discharged from the Project meets requirements specified by State and Federal regulatory agencies. This service shall include providing Project staff that will meet OPERATOR certification requirements of the State of Mississippi. System includes pressure reducing valves, elevated water storage tanks, and water wells.
- B. Within the design limitations of the City's wastewater collection system, manage, operate and maintain the system such that the Project meets current requirements as presently specified by State and Federal regulatory agencies. This service shall include providing Project staff that will meet OPERATOR certification requirements of the State of Mississippi.
- C. Operate a computerized maintenance management software system (CityWorks) for the Owner. This system shall be employed to document all maintenance activities to include labor, materials, and equipment for the water and sewer system. OPERATOR shall provide a monthly well production report with run times. Owner shall have the right to inspect these records at any time. OPERATOR shall follow Standard Operating Procedures in Appendix "W".
- D. Develop an Emergency Response Plan in addition to the plan adopted by the City and Department of Public Works for use by the Project staff in the event of a local emergency such as a hurricane, tornado, flood conditions, hazardous waste spill, terrorist act, etc. to be approved by City Public Works Director.
- E. Perform other contract operations services as directed by the Owner as may arise or be required in conjunction with the professional services contracted hereunder. Such services must be pre-authorized by the Owner and the additional costs, if any, for those services will be negotiated between Owner and OPERATOR prior to any work being performed.
- F. Provide for water sample collection by OPERATOR's staff consistent with current system needs and State and Federal requirements. This shall include insuring the water samples are properly taken, preserved and transported to the appropriate State testing laboratory as is currently being performed to insure the safety of the potable water supply of the City.

- G. Provide staff response for emergency repair of the utility system, as required. This shall include emergency "call-out" telephone numbers for assigned project staff, as well as the corporate support team. OPERATOR staff will maintain availability for emergency call out throughout the term of this agreement.
- H. Provide twenty-four (24) hour per day access to Project for Owner. Visits may be made at any time by any of Owner's employees. The Owner shall provide keys for Project to the OPERATOR. Visitors to the Project must comply with OPERATOR's operating and safety procedures.
- I. Document all labor, materials, equipment, repair parts and expenses incurred by OPERATOR on behalf of the Owner.
- J. Employ monitoring and testing measures designed to assure compliance by the City of Gulfport with Federal and State regulations and requirements under the *Safe Drinking Water Act 42 U. S. C. § 6901*, et seq. as amended, and City of Gulfport Ordinances adopted to comply therewith, including, but not limited to the implementation and adherence to requirements in effect for a *Cross Connection Control Program*, and preparation of *Consumer Confidence Reports* on the quality of drinking water for distribution by City to customers according to requirements of Federal and State law and the U. S. Environmental Protection Agency (EPA), The Mississippi Department of Environmental Quality (DEQ), State Health Department, or other Government Agency; *Mississippi Safe Drinking Water Law, § 41-26-1*, et seq. as amended; and the inspection and monitoring for intrusion of grease in sanitary sewer systems and other State Laws controlling public water and sewer operations.
- K. The Cross Connection Control Program shall be administered from the Department of Public Works Facility located at 4050 Hewes Avenue. This shall follow the current Federal Government Standards.
- L. Assist and advise the City of Gulfport in its Management, Operation and Maintenance Program, including provisions for record keeping, for the purpose of Gulfport's Sanitary Sewer Collection System and Water Distribution System. This shall include completing a Global Positioning System survey for each new water meter, water value, fire hydrant, sewer manhole, sewer pipe, water pipe, water well, water tank, sewer pump station, or pressure reducing value that is installed or replaced that is currently not on the City's GIS maps. This survey shall be coordinated with the Gulfport Engineering Department and GIS Department for proper procedures prior to commencing survey.
- M. Operate a computerized inventory management system (Storeroom) to track materials and equipment used for this Contract. The City of Gulfport shall conduct an inventory inspection semi-annually. This inventory shall be minimally ninety-nine percent (99%) accurate. The OPERATOR shall reimburse the City of Gulfport for any missing equipment or materials annually by September 30 each year during the term of the Contract below the ninety-

nine percent (99%) accuracy level.

- N. Within staff and equipment capabilities provided for under this Contract, OPERATOR shall perform water and sewer improvements to the existing system, including, without limitation, replacing existing water and sewer pipes, installing or replacing sewer lift stations, installing new water and sewer systems, as coordinated by the Director of Public Works and OPERATOR. OPERATOR shall provide a full time crew of no less than 3 staff members that repair and replace fire hydrants each day on an on-going basis using priorities set by the Gulfport Fire Department and the Mississippi Fire Rating Bureau.
- O. Make recommendations as deemed needed to the Director of Public Works for adoption of Ordinances, Policies or for capital improvements to improve and maintain the City's water and sewer systems, and/or to assure compliance with Federal, State and local laws and regulations.
- P. Pavement restoration associated with maintenance and operation of the Water and Sewer systems, which shall be completed prior to acceptance of any work and the service request/work order being considered complete and which shall minimally be completed in accordance with the City's Ordinances, design standards, and Standard Operating Procedures, including Standard Operating Procedure No. GULF-PW-S-D-3.5 (Appendix W).
- Q. With the exception of work that would otherwise require the encumbrance of a capital expenditure by the City to complete, such as significantly large and comprehensive improvements to the existing Systems, the OPERATOR shall immediately perform all work as needed or necessary to avert, avoid, or ameliorate any dangerous condition associated with respect to operation or maintenance of the Systems upon notice or discovery of the same. OPERATOR shall immediately provide adequate notice to the City through the Director of Public Works of each such condition upon notice or discovery of the same by OPERATOR.

Section 3.03 **Benchmark Performance Standards for Water System Services and Maintenance.**

- A. **Water Requests for Services.** OPERATOR shall comply with certain "benchmark" performance standards for quality, production and response time, where requests for services are received requiring work to be performed for water system maintenance, repairs, or improvements under Section 3.02 above. The Criteria for Benchmark Standards for water system services requested are specified on Appendix "C" annexed hereto as a material part of this Contract.
- B. **Routine Water System Maintenance.** OPERATOR shall comply with "benchmark" performance standards for quality, production and response time, in the systematic routine maintenance and repairs of water system components

required under Section 3.02 above. The Criteria for Benchmark Performance Standards for routine maintenance and repairs are listed on Appendix "D", annexed hereto as a material part hereof.

Section 3.04 Benchmark Performance Standards for Sewer System Services and Maintenance.

- A. **Sewer System Service Requests.** OPERATOR shall comply with certain "benchmark" performance standards for quality, production, and response time, where requests for services are received requiring work to be performed for sewer system maintenance, repairs, or improvements under Section 3.02 above. The Criteria for Benchmark Standards for sanitary sewer system collection services are specified on Appendix "E" annexed hereto as a material part of this Contract.
- B. **Routine Sewer System Maintenance and Repairs.** OPERATOR shall comply with certain "benchmark" performance standards for quality, production and routine response for the systematic routine maintenance and repairs of the sanitary sewer collection system under Section 3.02 above. The Criteria for Benchmark Performance Standards for routine maintenance and repairs are specified on Appendix "F" annexed hereto as a material part of this Contract.
- C. Compliance with "benchmark" performance standards in this Contract shall not relieve **OPERATOR** from adhering to and complying with all applicable or governing standards, regulations, and laws.

Section 3.05 Street Maintenance. OPERATOR shall maintain the City's streets and alleys, which are open for public use, in a professional and reasonable manner consistent with the City's operations and maintenance practices, and current City of Gulfport standards and in accordance with performance standards herein set forth as well as any applicable or governing legal standards, regulations, or requirements. Street maintenance shall include the following:

- A. Repair of potholes and cut pavement with such to be in accordance with benchmark standards for performance and quality and work seen by OPERATOR as needed or necessary to avert, avoid, or ameliorate a dangerous condition must be completed immediately upon notice or discovery of the same;
- B. Repair street cave-ins and restore street to City standards and benchmark quality and performance standards; pipe repairs shall include replacing pipe which is under 100 feet in length;
- C. Repair and/or replace drainage boxes;

- D. Repair or replace driveways and culverts where driveways are damaged due to street drainage, sewer or waterline repairs performed by or for the City;
- E. Street sweeping according to City standards and benchmark quality and performance standards, and based upon a systematic scheduling approach for areas listed in Appendix "V";
- F. Repairs as needed to open or repair non-paved alleys by filling holes with gravel, limestone, or other pre-approved materials;
- G. Prepare streets and roadways for re-paving, and oversee re-paving by paving contractor as necessary where designated by the City for paving or surfacing by a private contractor;
- H. Perform minor sidewalk repairs or replacement, and prepare surface for sidewalk replacement designated by City, to include installation of handicap ramps where designated to comply with ADA regulations;
- I. Removal and disposal of brush and debris in a solid waste disposal site provided by City, including large discarded home items, or debris that is normally removed by City and not serviced by City's solid waste disposal contract;
- J. Prompt street cleanup of trash within 24 hours from parades or special events (a listing of annual parades and special events that have been previously held in Gulfport is provided as Appendix "P" to the Contract); however, it is acknowledged this listing is not exhaustive and that City will provide OPERATOR with as much advance notice of such events as possible;
- K. Litter and trash pickup and cleaning of medians and shoulders in areas of highways and thoroughfares heretofore performed by the Streets and Drainage Division of the Public Works Department;
- L. Mow, trimming of grass, and weed-eating according to a systematic schedule approved by City all easement and right-of-way grounds (shoulders and medians), including railroad rights of way where authorized by agreement between City and the railroad, assigned to the Streets and Drainage Division of the Public Works Department, and exclusive of parks and other areas maintained by the City's Leisure Services Department as listed in Appendix "Q". It is acknowledged that this listing may be changed and City will provide an updated or revised such listing to OPERATOR as circumstances or conditions may require. Should the OPERATOR receive advance approval from the City, OPERATOR may utilize a herbicide program to reduce machine mowing, with such a program to comply with any applicable or governing federal, state, and local laws, regulations, and standards.

- M. Trim tree branches and cut down trees or other natural vegetation accessible in City rights-of-way, streets, or easements, which constitute a traffic hazard, public safety hazard, or which are dead, unsightly, or otherwise constitute or found to be dangerous conditions. City of Gulfport tree ordinances shall be followed, where applicable.
- N. Operate a computerized maintenance management software system (CityWorks) for the Owner. This system shall be employed to document all maintenance activities for the streets and drainage system. Owner shall have the right to inspect these records at any time.
- O. Provide staff response for emergency repair of the streets and drainage system, as required. This response shall include emergency "call-out" telephone numbers for assigned project staff, as well as the corporate support team. OPERATOR staff will maintain availability of staff for emergency call-out throughout the term of this agreement.
- P. Perform other contract operations services as directed by the Owner and as may arise or be required in conjunction with the professional services contracted hereunder. Such services must be pre-authorized by the Owner and the cost of those added services will be negotiated between the Owner and OPERATOR prior to such work being performed and approved by City Council as required.
- Q. Provide twenty-four (24) hour per day access to Project for Owner. Visits may be made at any time by any of Owner's employees. The Owner shall provide keys for Project to the OPERATOR. Visitors to Project must comply with OPERATOR's operating and safety procedures.
- R. Document all labor, materials, equipment, repair parts and expenses incurred on behalf of the Owner.
- S. Perform streets and drainage improvements to existing system, including, but not limited to, replacing existing storm drainage pipes, installing or replacing catch basins/junction boxes, constructing roads, or installing new streets and drainage systems as directed by the Director of Public Works. OPERATOR shall coordinate as needed with City's contractors performing special improvements projects.
- T. Make recommendations as deemed needed to the Director of Public Works for adoption of Ordinances, Policies or for capital improvements to improve and maintain City's streets and drainage systems, and/or to assure compliance with Federal, State and local laws and regulations.
- U. Weed trimming and sidewalk cleaning according to City standards and

benchmark quality and performance standards, and based upon a systematic scheduling approach for those areas listed in Appendix "R". It is acknowledged that this listing may be changed and City will provide an updated or revised such listing to OPERATOR as circumstances or conditions may require;

- V. With respect to wintery weather or in anticipation of such conditions, the OPERATOR shall place sand or salt on bridges or other needed areas according to the direction of the Director of Public Works.
- W. With the exception of work that would otherwise require the encumbrance of a capital expenditure by the City to complete, such as significantly large and comprehensive improvements to the existing system, the OPERATOR shall immediately perform all work as needed or necessary to avert, avoid, or ameliorate any dangerous condition associated with respect to operation or maintenance of the system upon notice or discovery of the same. OPERATOR shall immediately provide adequate notice to the City through the Director of Public Works of each such condition upon notice or discovery of the same by OPERATOR.

Section 3.06 Benchmark Performance Standards for Street Maintenance and Repair Services.

- A. **Street Requests for Services.** OPERATOR shall comply with certain "benchmark" performance standards for quality, production and response time, where requests for services are received requiring work to be performed for "street maintenance" under Section 3.05 above. The Criteria for Benchmark Performance Standards for services requested are specified on Appendix "G" annexed hereto as a material part of this contract.
- B. **Routine Street Maintenance and Repairs.** OPERATOR shall comply with the "benchmark" performance standards for quality, production and response time in the systematic routine maintenance and repairs required to be performed for "street maintenance" under Section 3.05 above. The Criteria for Benchmark Performance Standards for routine maintenance and repairs are listed on Appendix "H" annexed hereto as a material part of this Contract.
- C. Compliance with "benchmark" performance standards in this Contract shall not relieve **OPERATOR** from adhering to and complying with all applicable or governing standards, regulations, and laws.

Section 3.07 Drainage Services. Ditches and water courses, pipes and culverts making up the City's drainage system shall be identified and maintained by OPERATOR in a professional and reasonably expedient manner according to benchmark standards for

performance and quality and pursuant to and in accordance with all applicable or governing standards, regulations, and requirements of the U. S. Army Corps of Engineers, Mississippi Department of Environmental Quality, Mississippi Department of Marine Resources, as well as other applicable or governing legal standards, regulations, or requirements. Drainage services performed by OPERATOR shall include, but not be limited to, the following:

- A. Vegetation growth, brush, debris, and other obstructions interfering with drainage flow in ditches and system drainage water courses shall be removed and disposed of in accordance with benchmark standards for performance and quality, while such removal seen by OPERATOR as needed or necessary to avert, avoid, or ameliorate a dangerous condition must be completed immediately upon notice or discovery of the same;
- B. Systematic schedule for drainage maintenance shall be developed and followed to ensure all systems are regularly maintained as defined by City's storm drainage maintenance plan attached as Appendix "U";
- C. Apparent damages to ditch linings shall be reworked and maintained as reasonably possible to reduce erosion and slope instability. Placement of materials on slopes may be required. Where non-budgeted improvements are needed, OPERATOR shall make recommendations to City for planned improvements;
- D. Debris interfering with drainage through culverts, or in the areas of street drains and gutters shall be removed and disposed of in a proper manner according to City's benchmark standards for performance and quality, while such removal seen by OPERATOR as needed or necessary to avert, avoid, or ameliorate a dangerous condition must be completed immediately upon notice or discovery of the same;
- E. OPERATOR will observe and inform City of apparent damages or defects in system culverts requiring capital expenditures to avert a safety hazard or major blockage of the City's drainage system, and shall recommend a prioritized list of such expenditures for City's planned expenditures;
- F. Subsurface drainage pipes shall be cleaned to remove obstructions interfering with the flow. TV inspections to be performed as needed, or as required by Contract.
- G. Where visible, drainage pipes will be observed for existing or potential failures, cave-ins, or defects. The City shall be notified of any such apparent conditions that may constitute a safety hazard, or may materially affect the City's drainage system. OPERATOR shall make recommendations to correct such problems.

- H. OPERATOR shall perform streets and drainage improvements to the existing system including the replacing of existing storm drainage pipes, installing or replacing catch basins/junction boxes, constructing roads, or installing new streets and drainage systems as directed by the Director of Public Works. OPERATOR shall coordinate as needed with City's contractors performing special improvement projects.
- I. OPERATOR shall comply and assist the City in complying with current EPA Storm Water Phase II requirements in the operation, maintenance, and improvement of the Streets and Drainage System.
- J. OPERATOR shall clean all weep holes and repair concrete channels annually.
- K. With the exception of work that would otherwise require the encumbrance of a capital expenditure by the City to complete, such as significantly large and comprehensive improvements to the existing system, the OPERATOR shall immediately perform all work as needed or necessary to avert, avoid, or ameliorate any dangerous condition associated with respect to operation or maintenance of the system upon notice or discovery of the same. OPERATOR shall immediately provide adequate notice to the City through the Director of Public Works of each such condition upon notice or discovery of the same by OPERATOR.
- L. Perform other contract operations services as directed by the Owner and as may arise or be required in conjunction with the professional services contracted hereunder. Such services must be pre-authorized by the Owner and the cost of those added services will be negotiated between the Owner and OPERATOR prior to such work being performed and approved by City Council as required.
- M. Make recommendations as deemed needed to the Director of Public Works for adoption of Ordinances, Policies or for capital improvements to improve and maintain City's systems, and/or to assure compliance with Federal, State and local laws and regulations.

Section 3.08 Benchmark Performance Standards for Drainage Services.

- A. **Drainage Service Requests.** OPERATOR shall comply with certain "benchmark" performance standards for quality, production, and response time, where requests for services are received that require work to be performed for Drainage Services under Section 3.07 above. The Criteria for Benchmark Performance Standards for drainage service requests are specified on Appendix "I" annexed hereto as a material part of this Contract.
- B. **Routine Drainage Maintenance and Repairs.** OPERATOR shall comply with

certain "benchmark" performance standards for quality, production and routine response for the systematic routine maintenance and repairs of the drainage system (i.e. ditch and pipe cleaning) to be performed for Drainage Services under Section 3.07 above. The Criteria for Benchmark Performance Standards for routine maintenance and repairs are specified on Appendix "J" annexed hereto as a material part of this Contract.

- C. Compliance with "benchmark" performance standards in this Contract shall not relieve **OPERATOR** from adhering to and complying with all applicable or governing standards, regulations, and laws.

Section 3.09 Call Center services to be performed by the City shall include the following:

- A. City shall operate a 311 Call Center which calls shall be answered and service requests created in CityWorks work order software system or similar software system. Majority of calls for general assistance shall be initially taken by the City's Call Center. However, the OPERATOR shall be required to answer all calls as well as to timely address and respond thereto.

Section 3.10 **Meter Reading and Associated Services.** Meter reading services are within the scope of this Contract and shall include, but not be limited to, the following:

- A. OPERATOR shall be responsible for installing, changing, repairing, replacing, overseeing, and maintaining infrastructure associated with the City's water system and the accurate reading of such meters, with such infrastructure to include, but not be limited to, water meters, registers, register heads, internal assemblies or calibration with wireless systems, etc.
- B. OPERATOR shall be responsible for any service/work order request from City for any type of meter maintenance issued at any time;
- C. OPERATOR shall be responsible for providing and inputting readings it obtains from meters into whatever system is utilized by the City in connection with its utility billing system;
- D. OPERATOR shall be responsible for conducting re-reads and inspections of water meters and related infrastructure as needed or necessary when the accuracy of the same is disputed or questioned by the City or its customers;
- E. OPERATOR shall provide such information or data as is found by the City to be necessary or needed in connection with the efficient and proper operation of the City's utility billing system and associated with the water meter system;
- F. OPERATOR shall cooperate with attending such meetings as are

determined to be needed or necessary by City in connection with the efficient and proper operation of the City's utility billing system, to include, but not be limited to, meetings or administrative hearings related to disputed water bills or water meter readings; and

- G. OPERATOR shall report any water meter maintenance issues to the City's Public Works Department Director or his designee for timely pursuing and completing any and all necessary remedial work associated with such issues.
- H. OPERATOR shall provide sufficient number of meter readers to effectively handle the demands of cut-offs, cut-ons, rereads, reconnects, and other like type needs that will be part of the daily routine of the City's water billing department.
- I. Meter readings shall be performed within the schedule designated or approved by the City but the actual hours worked by the OPERATOR in the performance of meter reading shall be at the OPERATOR's discretion, so long as the meter reading is performed within said schedule.
- J. The OPERATOR shall timely give to the City's Utility Billing Manager, or designee, all required records of water turn-ons and turn-offs and meter readings performed by the OPERATOR's personnel but not yet reported to the City.
- K. The OPERATOR or its employees are not authorized to collect nor shall they collect any monies whatsoever from the City's utility customers for services performed or for payments on account. Each employee of the OPERATOR must minimally have the following meter reading equipment available to them at all times: a flat-head screwdriver; a key for large meters; a key for padlocks used for lockoffs; a water pump; a shovel; a pick; blue paint; door hangers; and etc.
- L. The OPERATOR shall insure that all its employees are properly trained, to the City's satisfaction, in the methods by which meters are to be read and the results recorded, and to insure the meters are read accurately and without damage to City property in accordance with schedules established or approved by the City. The OPERATOR shall further insure that its employees are properly trained, to the City's satisfaction, in the methods by which meters are to be read and the results recorded, and to insure the meters are read accurately and without damage to City or other property in accordance with the schedules established by the City.

- M. The accuracy for each meter reading and the reporting thereof shall be the responsibility of the OPERATOR and/or its personnel. Re-reads requested by the City shall be without compensation to the OPERATOR if the original read was in error, or shall be subject to an assessment of a penalty hereunder at the discretion of the Public Works Director. If a meter is re-read and no error is found to have occurred, the OPERATOR shall be compensated accordingly under this Agreement.
- N. If a meter is obscured from vision due to water or dirt in the meter box, the OPERATOR and/or its personnel shall be required to pump out the water or dig out the dirt and obtain a reading. If a meter is unable to be found, due to it being covered by substantial debris, then the meter reader shall have the responsibility of leaving a door hanger at the location notifying the customer of such and reporting such failure to find the meter and the reason therefore on their report sheet.
- O. If the meter reader cannot obtain a meter reading for safety reasons (e.g., a dangerous animal in the area), the reader shall try to obtain the customers' assistance, or leave a door hanger explaining when he/she will return to obtain a reading. If, upon returning, the animal is still loose and a reading cannot be obtained, the reader will leave another door hanger notifying the customer the reading will be estimated. The reader must keep a log of the addresses that have been left a hanger, the date the same were left, and the reasons the hangers was needed. The log shall be turned into the City's Utility Billing Office.
- P. The parties recognize that weather conditions may substantially affect the accessibility of City water meters. The City, in its sole discretion, shall have the authority to suspend meter reading for such periods of time deemed appropriate and reasonably necessary.
- Q. It is acknowledged and understood by Operator that the accuracy of meter readings is of paramount importance to the City and its revenue collection processes.

Section 3.11 Traffic Control and Safety Maintenance Services. OPERATOR shall provide certain professional services associated with a Traffic Control and Safety Division, as set out below, and to include, without limitation, the following:

The OPERATOR is responsible for providing the following services that include the noted minimum qualifications, experience, and expertise referenced for the three (3) cited positions for Traffic Control and Safety Services. Any other staffing associated with the City's Traffic Control and Safety Division will be under the supervision of the Director of Public Works or his designee.

1. The Traffic Manager (Superintendent) to be assigned to the City's Traffic Control and Safety Division shall have Special Training that minimally includes Work Zone Traffic Control, Traffic Controller & Cabinet Maintenance, Associate Traffic Signal Technician Level I, Traffic Signal Electrician Level II, Coaching the Maintenance Vehicle OPERATOR, Road to Better Highway Signing, Signs & Markings Specialist Level II, EPAC Advanced Programming School, Windows, Strategies for Urban Traffic Congestion, Eagle MARC Closed Loop System, NEMA Cabinet Trouble Shooting, and Traffic Engineering Fundamentals.
2. The Senior Signs and Marking Foreman to be assigned to the City's Traffic Control and Safety Division shall have Special Training that minimally includes Work Zone Safety, Training the Trainer, Design & Operation of Work Zone Traffic Control Devices, Signs & Markings Specialist Level II, and EPAC Advanced Programming School.
3. The Traffic Signal Technician III to be assigned to the City's Traffic Control and Safety Division shall have Special Training that minimally includes Associate Traffic Signal Technician Level I, Traffic Signal Electrician Level II, Coaching the Maintenance Vehicle OPERATOR, Automatic Signal/Eagle Signal, EPAC Advanced Programming School, Eagle MARC Closed Loop System, Work Zone Traffic Control, and Work Supervision of MS Department of Corrections.

The City's Traffic Control and Safety Division has the following work responsibilities and the above three (3) noted positions shall be responsible for the efficient, proper and timely/orderly management, oversight, and administration of the City's Traffic Control and Safety Division.

- A. Receiving and processing all customer assistance calls.
- B. Maintaining a total of 98 traffic signals and controllers including timing, patterns, routine maintenance, and installation.
- C. Maintaining special zone signals such as schools and Fire Department.
- D. Assisting other departments with electrical projects as needed.
- E. Rebuilding and troubleshooting existing signal components to ensure proper operation.
- F. Installing all Christmas decorations in the downtown Gulfport area.
- G. Collecting and analyzing traffic counts of streets in order to set signals for optimum traffic flow, and perform traffic studies.
- H. Fabricating all traffic signs required by the City of Gulfport.

- I. Maintaining over 25,000 traffic signs which includes washing, straightening, and replacement.
- J. Receiving and processing customer calls for service.
- K. Maintaining traffic signals.
- L. Maintaining special zones and signals such as schools and Fire Department.
- M. Maintaining traffic signs and street name markers.
- N. Installing street striping and markings.
- O. Assists other departments with electrical work.
- P. Install Christmas decorations in downtown Gulfport area.
- Q. Installing striping on all streets as needed.
- R. Repairing Street Lights
- S. Clearing intersections as needed to provide adequate visibility for traffic.
- T. The Traffic Control & Safety Division utilizes an advanced traffic management system which allows the capability to communicate, coordinate, view intersections, and control signal timing with the use of computers.
- U. Installation of Emergency Preemption systems at 60 intersections.
- V. Rebuilt signal equipment with in-house signal and electrical shop personnel.
- W. Various electrical projects for the many departments including Police, Leisure Services, Fire, Small Craft Harbor, Purchasing, Water & Sewer Billing, City Hall, Urban Development & Planning, Engineering, and Public Works.
- X. Install fiber optic cable in downtown city buildings to connect all computers.
- Y. Repair street lights on Hwy 90, Hwy 49, & Airport Road.
- Z. Assist with the upgrade of traffic signals. To include installing new steel mast arm poles and new controller units.
- AA. Implementing and maintaining a traffic sign inventory that consists of surveying the GPS coordinates of each sign to provide a historic report of maintenance as well as location and type of each sign.
- BB. Upgrade traffic signal heads on Highway 49 & Highway 90.

- CC. As background the number of Work Orders Completed Annually FY 2020 was 3,240.
- DD. Installation and repair of traffic control signs, markings, and conditions, with such to be in accordance with standards for performance and quality adopted or incorporated by City, and in conformance with any and all applicable or governing laws, standards, or regulations, including, but not limited to, the Manual on Uniform Traffic Control Devices ("MUTCD"), and with work evaluated by OPERATOR as needed or necessary to avert, avoid, or ameliorate a dangerous condition to be completed immediately upon notice or discovery of the same;
- EE. Other matters set out or referenced in the City's Public Works Policies, Standards, or Regulations.
- FF. Perform other contract operations services as directed by the Owner and as may arise or be required in conjunction with the professional services contracted hereunder. Such services must be pre-authorized by the Owner and the cost of those added services will be negotiated between the Owner and OPERATOR prior to such work being performed and approved by City Council as required.
- GG. Make recommendations as deemed needed to the Director of Public Works for adoption of Ordinances, Policies or for capital improvements to improve and maintain City's systems, and/or to assure compliance with Federal, State and local laws and regulations.

ARTICLE IV. - GENERAL OBLIGATIONS OF OPERATOR

In performing the services herein required of OPERATOR, it is covenanted and agreed, as follows:

Section 4.01 Staff and Employees.

- A. OPERATOR shall hire, train, employ and supervise sufficient employees and management personnel to operate and manage the project and perform the services required under this Contract. It is agreed, however, that the employee staff, shall include, but not be limited to personnel identified in Appendix "K", with necessary qualification and training to perform the standards of work required for each said employee position. An organizational chart, a list of said Key and Essential positions, minimum compensation rates, educational requirements, and detailed job descriptions for the streets, drainage, sewer and water maintenance portions of the Contract is annexed hereto as Appendix "K" and made a part hereof. The City Public Works Director shall approve Key and Essential personnel as listed. If additional personnel are needed to meet the requirements of this Contract, OPERATOR shall submit a separate list of those personnel and corresponding wage rates with Price Proposal. All employees shall be full time and performing work for the City of Gulfport under this Contract completing business related to

Gulfport Public Works.

- B. OPERATOR shall maintain the total number of positions as defined in Appendix "K". In the event a position becomes vacant, the OPERATOR shall fill that position within fifteen (15) working days of the previous termination for non-Key and Essential positions, and thirty (30) working days for Key and Essential positions. OPERATOR shall supply Owner records of personnel status to substantiate staffing. OPERATOR shall reimburse the City of Gulfport at the minimum rate listed in Appendix "K" plus 50% per work day for each unfilled position once the allowable working days after termination has expired. The City shall deduct this amount from the monthly retainage and final pay application.
- C. OPERATOR shall assume sole responsibility for cost of labor and benefits of all employees required to operate the System. Said employees shall continue to be employees of OPERATOR and not the City.
- D. Comply with Standard Operating Procedures (SOP's) for use by the Project staff. (See Appendix "W" for existing SOP's). OPERATOR shall assist in the development and follow future SOP's as approved by the City.
- E. Perform work planning and scheduling for the staff, including documentation of the completion of those work tasks. Monthly reports of progress shall be made available for inspection by Owner.
- F. Develop an Emergency Response Plan for use by the Project Staff approved by the City of Gulfport. This plan shall address Homeland Security, Mississippi Department of Environmental Quality and Mississippi Department of Health requirements including, but not limited to oil spills, sewer spills and water outages.
- G. OPERATOR shall assign one of its employee staff members to each vehicle and provide a written list of these vehicle assignments to the Director of Public Works or his designated City employee. All changes in assignment shall be likewise provided in writing; and the employee assigned to each vehicle will be held accountable by the OPERATOR for the proper operation and use of the City vehicle as well as the inventory of City parts and equipment consistent with all City policies. OPERATOR and its employees shall comply with the City's vehicle use criteria. See Appendix "Z."
- H. Provide training, education and staff development as needed to maintain employees qualified and able to perform the work required by Section 3.02, Section 3.05, Section 3.07, Section 3.09, Section 3.10, and Section 3.11 above in a good, courteous and workmanlike manner. This training will include, but is not limited to orientation, safety, continuing education and monthly training. OPERATOR is responsible for computer training for all programs currently used by the City's Public Works Department, including, but not limited to ArcView, Microsoft Office Suite, project planning software, Internet, CityWorks, Storeroom, Dialogic Communications Telephone Notification System, Discrete Wireless (vehicle tracking system) and

Mission Control Systems (SCADA). OPERATOR's staff shall be NIMS trained as needed.

- I. Each employee assigned by OPERATOR to operate any vehicle and/or equipment owned by City shall be required to demonstrate his/her proficiency in the operation and maintenance of that vehicle or equipment prior to such assignment, and also daily checks for basic maintenance shall be required to insure the useful life of the vehicles and/or equipment. OPERATOR shall develop qualification tests and/or procedures to demonstrate proficiency and maintenance responsibility that are subject to review by and satisfaction of the Director of Public Works or his designated City employee. Prior to operation of any equipment or vehicle owned by the City, OPERATOR's employees shall be approved on an individual basis by the Director of Public Works or his designated representative, according to the qualification requirements for subject vehicle or equipment, including but not limited to daily checklist and field operation.
- J. Each employee assigned to a position shall be required to demonstrate to OPERATOR the ability and knowledge necessary to perform the job function successfully. The certification practices shall be subject to review and satisfaction of the Director of Public Works or his designated City employee. City has the right to revoke the ability for an employee of the OPERATOR to continue in a position if unreasonable instances of rework occur as determined by the City.
- K. OPERATOR shall obtain and keep current any and all business, professional and/or privilege licenses required by Federal, State or Local law or regulation to perform the services to be provided to City under this Contract. OPERATOR's staff shall possess all required licenses including but not limited to driver's license, herbicide license, etc. to perform the work under this contract.
- L. OPERATOR shall implement and adhere to a random drug / alcohol screening program that all employees are subject to and is consistent with state and federal law. Blind results of test results shall be forwarded to the City Public Works Director. This program shall include policies for disciplinary action, including dismissal for failure of drug / alcohol tests. To the extent permitted by law, OPERATOR's drug / alcohol screening program shall also minimally include pre-employment tests, random drug / alcohol screening, and post-accident testing, including, but not limited to, accidents involving use of City vehicles and equipment.
- M. OPERATOR shall have a staff member designated as the safety/environmental officer who shall be a full time position, and shall report directly to the Project Manager, as shown in the organizational chart included as Appendix "K".
- N. OPERATOR shall follow City's Personnel Policy and Procedures Manual effective at the time regarding nepotism, vacation leave, sick leave, computer usage and cellular telephone usage.
- O. OPERATOR shall perform background checks for each employee prior to hiring.

An independent party, approved by the City's Director of Public Works, shall perform these checks, and a copy of these results shall be forwarded to the City Public Works Director, or designated representative. Background checks should include, at a minimum, criminal record, driving and vehicle records, education verification, employment verification, licensing verification, and immigrant status. Any felony conviction of potential employees shall be brought to the attention of the City Public Works Director prior to hiring. Employee consent for background check by OPERATOR may be required prior to employment.

- P. OPERATOR's dedicated construction crews shall complete projects according to industry time standards, such as Means' Estimating Handbook. These construction crews are to be used for projects approved by the City's Director of Public Works only.
- Q. OPERATOR shall designate an employee to be responsible for an equipment dispatching and yard boss program to maximize equipment usage.
- R. Deleted.
- S. OPERATOR shall perform minor maintenance and repair on small tools in Appendix "A" such as replace oil, grease, replace blades, replace chains, fill fluids, replace string, replace spark plugs, carburetor adjustment and rebuild and similar type work.
- T. Nothing contained in this contract shall limit or excuse the OPERATOR's responsibility and liability related to its employee's qualifications for and performance of duties assigned under this contract.

Section 4.02 Expense and Cost of Service Obligation of OPERATOR. Certain costs of the services specified on Appendix "L" are to be incurred and paid by OPERATOR, which costs were heretofore determined by City to be a reasonable expense for operation and maintenance of its Public Works/Water and Sewer Department operations. No materials purchased by City for City use shall be used (on credit system or otherwise) by OPERATOR or Owner except on City of Gulfport projects.

Section 4.03 Other Obligations and Services by OPERATOR.

- A. Document all materials and parts and expenses incurred on behalf of the Owner, which are to be reimbursed as hereinafter provided, and OPERATOR shall update the Owner monthly on the cost-to-date of materials and parts versus the City's annual budget amount for "Water, Sewer, Streets and Drainage System Maintenance and Repair".
- B. During any project rehabilitation phase, OPERATOR shall comply with all regulatory requirements. Upon completion of any system rehabilitation, the OPERATOR's liability under this clause shall continue.

- C. Provide twenty-four (24) hour per day access to project for Owner. Visits may be made at any time by any of Owner's employees. The Owner shall provide keys for project to the OPERATOR. Visitors to the project must comply with OPERATOR's operating and safety procedures.
- D. On a continuing basis, as a service under this Contract, OPERATOR shall provide professional management assistance if requested by City to reduce the cost of operations and maintenance of the water and sewer system for Owner throughout the term of this Contract.
- E. OPERATOR shall establish a system for response to "service call" repair needs and complaints in a reasonable and timely manner in conformity to the "benchmark standards" of this Contract so as to prioritize repairs according to apparent severity of the problem and the number of incidences requiring attention.
- F. OPERATOR shall warn the public promptly of known dangerous conditions. This shall include, but not be limited to signage, door hangers, media communications (TV, radio, newspaper), automatic telephone notification system and email.
- G. Work Orders tracking labor, materials, and equipment usage must be completed with 100% accuracy for all requests and daily routine work. It is recognized by the parties that this tracking of work orders is essential in disaster events. Therefore, no exceptions are allowed without approval by the City's Director of Public Works with reason or cause given for failure to track these areas.
- H. OPERATOR's personnel shall complete daily OPERATOR's checklist, shown in Appendix "S", for all equipment used by that individual. This information shall be forwarded to City's Equipment Manager according to City's Public Works Department Policy.
- I. OPERATOR shall assist with all necessary steps under duties of this Contract in order to maintain American Public Works Association Accreditation.
- J. Operate a computerized inventory management system to track materials and equipment (indoor, outdoor and storage yard) used for this Contract. The City of Gulfport shall conduct an inventory inspection semi-annually. This inventory shall minimally be ninety-nine percent (99%) accurate. The OPERATOR shall reimburse the City of Gulfport for any missing equipment or materials annually by September 30 each year during the term of the Contract below the ninety-nine percent (99%) accuracy level.

Section 4.04 Right of Entry, Easement Requirements. OPERATOR shall not perform any service under this Contract on private property, without documentary proof of easement, right-of-entry, or title ownership in favor of City or OPERATOR. OPERATOR shall not enter private property without proper authorization and authorized or permitted by law. The OPERATOR shall be entitled to rely at City's risk on the City's reasonable representation of rights of access, egress, easement or ownership of ditches, water

courses, drainage easements, streets, alleys and roadways, and rights-of-entry.

ARTICLE V. - GENERAL OBLIGATIONS OF OWNER

The parties hereto covenant and agree to the following covenants, conditions and owner's obligations under this Contract, to-wit:

Section 5.01 Provision for Facilities, Vehicles and Equipment. As part of this Contract and the consideration herein, City shall provide for OPERATOR's use of offices, office furniture, vehicles and equipment as provided and conditioned in Article II above, or elsewhere in this Contract. Owner shall also provide the following:

- A. Perform and fund both the preventive and corrective maintenance repair including ordinary wear and tear (except for funding of repairs of damages caused by OPERATOR, due to negligence or damage other than ordinary wear and tear to vehicles and equipment) for all of its vehicles and equipment used by OPERATOR under this Contract. "Ordinary wear and tear" shall include the normal and reasonable abrasions and deterioration of appearance, parts, and operational capabilities due to equipment age and operations performed in accordance with the OPERATOR's manual associated with such vehicles and equipment. Final decision of "ordinary wear and tear" will rest with the City's Director of Public Works.
- B. Provide auto tags and inspection certificates that may be required for all vehicles.

Section 5.02 Licenses, Easements, and Warranties. City shall maintain all easements, warranties, licenses, permits or other types of authorization that it has or shall require for the project. The duty is on the OPERATOR to ensure these are in place prior to commencement of its work.

Section 5.03 Taxes, Permit Fees, Etc. City shall pay all franchise, property or other taxes and/or permit or license fees required by any governmental agency or by any regulation for system work under this Contract. City shall not be required to pay any tax on income earned by OPERATOR as a result of this project, or any franchise fees of OPERATOR, and City shall not pay any professional licensing fee or professional association dues for OPERATOR or any of its staff or employees. City shall not waive any professional fees normally charged by City for individuals or OPERATOR employees to perform their trade because of this Contract.

Section 5.04 Budgeted Costs Retained by City. City shall continue to pay for financial and budget items not assumed by OPERATOR under this Contract required for operations and management of the Systems as indicated on Appendix "L". Obligations of City include utilities and local telephone service (OPERATOR shall pay all long distance charges), building materials, repair parts, limestone, asphalt, gravel, concrete/cement, sewer or water pipe materials, meters and related supplies, its office supplies, operating supplies, cleaning (janitorial) service, gasoline and diesel fuel, oil and lubricants, and equipment rental expenses.

Section 5.05 **Capital Expenditures of System.** City shall bear the costs of repairs, rehabilitation, expansion or modification to the System as a result of increased demand, replacement needs, or regulatory requirements imposed by State or Federal agencies. Any such repairs, rehabilitation, expansion or modification of the System shall require approval of the expenditure thereof by City.

ARTICLE VI. - COMPENSATION BY CITY TO OPERATOR

Section 6.01 **Annual Base Fee.** The base fee to be paid by City to OPERATOR is agreed hereby to provide for the administration and compensation according to the intent of this Contract, certain items of responsibility may be agreed to be transferred from one party to another, and that the annual base fee in such instance(s) shall be equally adjusted so as not to increase or decrease the total cost of services and expenses to City from the Contract. In accordance with this Contract, and subject to agreed adjustments, the Owner shall pay the OPERATOR as base fee for the first year of the term of this Contract, as follows:

Base Fee For First Year (Prorated if Necessary) _____ \$

The base fee includes cost of labor and benefit items listed (Items 1-24) on Appendix " L" and gives reduction consideration for provisions such as facilities, vehicles, equipment, machinery, tools, and repair services furnished by City.

Except for emergency calls, OPERATOR's holiday schedule shall be limited to the same holidays approved by the Governing Authority of City.

The Director of Public Works and/or City Comptroller on request shall be allowed to inspect applicable pay roll records of OPERATOR periodically as necessary to satisfy that the positions shown in Appendix "K" are being compensated according to staff requirements.

The first year for which the annual base fee shall apply begins on the "**commencement date**" of the Contract and expires on September 30th of that year, and each succeeding year of the Contract for purposes of annual base fee shall cover the twelve month period occurring from October 1st to September 30th.

Section 6.02 **Escalation or Adjustment of Annual Base fee.**

A. **Escalation.** The annual base fee for year two (2) of the Contract shall be increased, or as the case may be, decreased, by application of the Consumer Price Index (CPI). The CPI will be calculated as a percentage and multiplied by the base fee for year one (1) to determine the new annual fee. The CPI used will be the index for the month of September for all urban consumers using the U.S. city average for all items with the base period 1982-84=100. Subsequent years will be treated accordingly with the CPI calculated based on the previous year.

B. **Adjustment of Base Fee for Change of Scope of Services.** In the event

that a change in scope of services is initiated by the Owner, Owner and OPERATOR will negotiate and provide by written amendment hereto a commensurate adjustment, if necessitated, in the annual base fee to be paid during the remainder of the term of this Contract to cover increased labor costs, or to deduct costs where the scope of services may be decreased.

- C. **Changes Decreasing the Scope of Contract.** Where budget amendments are adopted to decrease the scope of services under this Contract, the Contract shall be amended and compensation adjusted for a decrease in staffing as is appropriate.

Section 6.03 **Monthly Payment of Annual Base Fee.** One-Twelfth (1/12th) of the annual base fee ("**monthly payment**") for the then current year shall be due and payable in arrears, subject to application for payment (shown in Appendix "X"), and submitted to the City's Director of Public Works, or designated representative on the last day of the month for each month that services are to be provided, less monthly retention amounts for quality and performance assurance as required by this Contract and less, if any, the personnel deficiency and/or equipment damage adjustments.

Section 6.04 **Change in Work.**

- A. **Changes Within Scope of Contract,** Owner may make changes in the work, provided the changes are reasonably within the scope of this Agreement, and OPERATOR shall expeditiously perform the changes as directed.
- B. **Changes Increasing Scope of Contract.** Any change in the work that results in an increase in the utility workforce shall correspondingly increase the costs as provided in this Article. Water and Sewer System modifications and expansions, which result in a recognized need and resulting Owner approved increase in staffing, or increases in staffing to respond to new State and federal regulations constitute a change in the work and a "change of scope of services." Streets and Drainage System modifications and expansions due to annexation of adjoining areas by the City which result in a recognized need and resulting Owner approved increase in staffing constitute a change in the work.

Section 6.05 **Retained Compensation to Assure Achievement of Quality, Response and Production Standards.**

- A. **Purpose of Retention of Compensation.** The purpose for City's retention of compensation is to assure that OPERATOR has achievement and incentive standards for performance in the areas of customer satisfaction, quality of work, production and timely response, and systematic routine maintenance, and that the City has applicable benchmarks to measure contract performance.

- B. **Retention of Compensation.** From the Annual Base Fee to be paid by City to OPERATOR under this Contract, City shall retain a total of five percent (5%), by retention from each monthly compensation fee payment one twelfth (1/12) of the annual retention amount. Said retention from monthly payments shall commence with the monthly base fee payment due for the first month of the annual period of this contract beginning on October 1, 2021 (commencement date). Retention from monthly base fee payments shall continue in the same amount each month during the remainder of the Term of this Contract.
- C. **Penalty for Failure to Timely/Properly Complete Service Requests/Required Work.** In the event OPERATOR does not complete a service request according to benchmark quality and time standards in its entirety or in accordance with requirements/standards set out, referenced, or adopted in this Contract, including, but not limited to, documentation, restoration and clean up, the City shall deduct \$200 per instance and \$25 per day thereafter, as approved by the City's Director of Public Works. In addition, In the event OPERATOR does not complete the 30 Day cycle as required with the allowed three (3) Day Grace period the City shall deduct \$1,000 per instance and \$500 per day thereafter, as approved by the City's Director of Public Works.
- D. **Penalty for Safety Violations.** In the event OPERATOR does not comply with appropriate safety regulations per Manual on Uniform Traffic Control Devices (MUTCD) or OSHA in order to protect the public, the City shall deduct \$200 per instance as approved by the City's Director of Public Works.
- E. **Penalty for Not Responding to "After Hours" Calls.** In the event OPERATOR does not respond by either telephone or site visit within one (1) hour to Customer requesting service, the City shall deduct \$200 per instance, and \$50 per hour thereafter, as approved by the City's Director of Public Works.
- F. **Penalty for Failure to Complete Daily OPERATOR's Checklist.** In the event an OPERATOR's employee does not complete daily checklist for any of City's equipment used by OPERATOR for this Contract, the City shall deduct \$100 per instance, as approved by the City's Director of Public Works.
- G. **Penalty for Negligent / Deficient After Hours Priorities.** In the event that after hours emergency events which endanger the public, including, but not limited to sewer main breakage, sewer force main breakage, water main breaks larger than 1.5", street cave-ins or major storm drain blockage, are not repaired immediately, the City shall deduct \$200 per instance, as approved by the City's Director of Public Works.

- H. **Penalty for Failure to Comply with Public Works Vehicle Usage Criteria for Hourly Employees.** In the event OPERATOR does not comply with applicable usage criteria / standards regarding use of City vehicles Public Works Vehicle Usage Criteria for Hourly Employees Criteria (Appendix "Z"), the City shall deduct \$200 per instance, as approved by the City's Director of Public Works.
- I. **Penalty for Failure to Meet Construction Specifications.** In the event OPERATOR does not comply with construction plans and specifications for work related to this Contract, including, but not limited to installing pipe at incorrect grade, failure to compact fill or poor concrete workmanship, the City shall deduct a minimum of \$200 per instance plus the OPERATOR shall pay all costs of rework, or cost of itemized rework, as approved by the City's Director of Public Works.
- J. **Penalty for Failure to Comply with City of Gulfport Policies.** In the event OPERATOR does not comply with policies related to this Contract as stated by the City of Gulfport, the City shall deduct \$200 per instance, as approved by the City's Director of Public Works.
- K. **Penalty for Failure to Meet Construction Time Standards.** In the event OPERATOR's dedicated construction crews do not complete projects according to industry time standards, such as Means' Estimating Handbook, the City shall deduct \$50 per day over the construction schedule, as approved by the City's Director of Public Works.
- L. **Penalty for Driving Time Over Two (2) Hours per Day.** Recognizing the importance of fuel conservation, the OPERATOR shall organize and schedule work in order to reduce vehicle drive time. In the event OPERATOR's employees drive in excess of two (2) hours in any one day, per City's GPS tracking software, OPERATOR shall provide a map of the area driven, the daily GPS tracking report, and justification for each violation to the Director of Public Works for determination if it is justified. The City's Director of Public Works shall deduct \$200 per day for unjustified vehicle driving time over two (2) hours.
- M. **Disposition of Annual Retention Amount.**
- 1) **Audit Review Authority.** A CPA or other qualified person or firm (herein "auditor") employed by the City at the expense of the City will annually perform the audits required to measure performance relative to benchmarks for the purpose of determining disposition of the retained funds.
 - 2) **Measurement of Performance Related to Standard Benchmark Criteria and Quality Standards.**
 - (a) Customer Satisfaction. Each six (6) months a customer satisfaction survey will be completed by the auditor based upon service requests

that were completed during the preceding six (6) months' period. For the survey, customers will be contacted at random to determine the satisfaction rate with a 95% level of confidence. A copy of this survey is attached as Appendix "O". In addition, Customers shall be given the opportunity to provide satisfaction perspectives via an independent telephone survey company, such as Qualistics. The overall satisfaction score shall be calculated by the average of the total results of the three surveys.

- (b) Response Time/Production Time. Using the table of benchmarks for the problem corrected and the time parameters set out in this Contract, a City of Gulfport inspector will determine by random inspection or otherwise if service requests were completed as indicated in the work order system within the benchmark time allocated for the problem. Response and production time shall be determined as specified on attached appendices.
- (c) Quality of Work. Using the City of Gulfport Construction Standards a City inspector will determine by random inspection or otherwise if service requests were completed according to City quality standards.
- (d) Completion Rate of Service Requests. Using the CityWorks order system, or the proven system in effect at the time, the completion rate shall be determined by dividing the number of closed service requests by the number of open service requests over the one-year period. Those requests not exceeding the benchmark response/production time shall not be counted.
- (e) Routine Maintenance. The measurement for these services shall be determined by the City's inspector reports for each routine maintenance item according to the benchmarks established in the attached appendices or within the parameters otherwise stated herein.

3) **Annual Performance Audit Report.**

- (a) Annual Report. Using the auditor's satisfaction reports and the City inspection reports determined according to subsection 2), paragraphs (a) through (e) above stated in this section, the City's Public Works Director, City's Comptroller, and auditor shall present to the Mayor and City Council and to the OPERATOR an Annual Performance Audit Report (herein "**The Annual Report**") within one hundred and eighty (180) days after the last day of the annual period being reported. If the Annual Report is not disputed in writing by the OPERATOR or the City on or before thirty (30) days after it is presented to the OPERATOR and City, it shall be deemed accepted as presented. If disputed by the OPERATOR, Director of Public Works shall review disputed claims and make final recommendation to Mayor and City Council.
- (b) Payment of Retained Fees. The disposition of the retained base fees during the annual period of the Annual Report shall be determined by the auditor and included in the report on the basis of the **Retainage**

Distribution Matrix shown in Appendix "M". According to the report, the percent of retained fees earned by OPERATOR for the annual period computed according to the Matrix shall be paid to the OPERATOR on or before ninety (90) days after the Annual Report is accepted by the parties.

4) Mitigation of Deductions for Performance Deficiencies.

(a) Force Majeure. Delays caused by rain or severe weather conditions, or other events beyond the control of the OPERATOR and not typically found to exist at such time in the "relevant area" that directly cause the OPERATOR not to meet response time or production benchmarks / parameters shall not be included in measuring performance, or shall be adjusted to account for such uncontrollable delays. For purposes of this Paragraph, "relevant area" is defined to be the City of Gulfport, Mississippi. In order to avail itself of this Paragraph, OPERATOR must substantially demonstrate that there was a causal connection between the deficiencies in performance and the subject event(s) or condition(s) and that they had taken all reasonable steps to avoid the operation of this Paragraph.

(b) Equipment Availability. In considering measurement of OPERATOR's performance, City shall be held to a ninety percent (90%) rate of availability of equipment owned by the City and used by OPERATOR under this Contract. If failure to provide equipment at such rate causes or contributes to OPERATOR's failure to achieve benchmark standards, the deficiency shall not be measured negatively against the OPERATOR. The percentage of availability shall not include preventive maintenance, which will be scheduled so as not to affect performance. Nor shall down time for repair of equipment damaged or in disrepair because of OPERATOR's negligence be used to reduce the rate of equipment availability. OPERATOR shall be responsible for requesting rental equipment, if needed, in a timely manner. OPERATOR shall have access to the City's Maintenance Shop records to perform an audit to review and agree/disagree with the percentage rate of equipment availability.

5) Disputes of Fact. Any dispute concerning questions of fact that may affect the measurement of OPERATOR's performance shall first be considered by the Director of Public Works and the OPERATOR. If the dispute is not thereby resolved, then it shall be arbitrated and decided by the City Attorney or his designated Assistant. The Director and OPERATOR may agree on some other person to act as arbitrator in lieu of the City Attorney. The OPERATOR shall not waive its right to legal action and assertion of its claims by virtue of arbitration herein provided. However, the decision of the arbitrator shall take effect immediately, and shall continue in effect until it is reversed or abated by adjudication of a Court having jurisdiction, or unless the decision is stayed by agreement

of the City and the OPERATOR.

ARTICLE VII. - REIMBURSEMENTS BY OWNER TO OPERATOR

Section 7.01 Expenses to be Reimbursed. If it is necessary or expedient for OPERATOR to purchase materials, repair parts or incur expenses in behalf of Owner, and if such expenses are properly documented and pre-approved by the City's Director of Public Works, City shall be obligated to reimburse OPERATOR as a direct pass-through expense upon presentation of a receipt or copy of paid invoice according to the following conditions:

- A. The purchase or expense item must be one that City is obligated to pay under this Contract as a budgeted item.
- B. OPERATOR shall, if practical, utilize items already in City's stock, or request purchase directly by the City, in lieu of making purchase in behalf of the City.
- C. City shall not reimburse any sales tax, and therefore OPERATOR shall develop with the City a purchase order system for purchasing items in behalf of City.
- D. Purchases made in behalf of City require Owner's prior written authorization, and all purchases shall be procured consistent with State of Mississippi Purchase and Bid Laws and current purchasing practices and policies of City.

Section 7.02 Emergency Purchases and Expenditures. Repair parts, or emergency expenditures may be purchased on an "emergency basis" by OPERATOR if needed to protect the health and well-being of the public. OPERATOR shall notify the City for approval of such emergency expenditure prior to incurring the same, and if said prior notice is not possible, notice of the purchase or expenditure shall be given to the City as early as possible thereafter and in advance of the next regular or special City Council meeting. Costs for these parts shall be billed as "pass-through" expenses with no additional "Contractor mark-up". Reimbursements for such emergency expenditure shall be in addition to the base compensation. An appropriate justification of emergency expenses will be provided to the City with receipts or paid invoices included to document the cost. OPERATOR shall cooperate and coordinate with City in addressing the emergency expense item with itemized costs thereof, and justification to the Governing Authority of the City as necessary to comply with State Purchasing Laws pertaining to emergency expenditures.

Section 7.03 Payment Becoming Due to OPERATOR. All reimbursement and pass-through expenses properly incurred and duly billed and justified by OPERATOR and any other payment due from City to OPERATOR under this Contract shall be due upon receipt of invoice presented in accordance with this Contract, and shall be payable within thirty (30) days, and delinquent thereafter.

ARTICLE VIII. - TERM AND RENEWALS / EXTENSIONS

Section 8.01 Initial Term; Extended Terms. The initial term of this Contract ("**Initial Term**") shall commence on October 1, 2021 ("**Commencement Date**") and shall expire (unless sooner terminated as herein provided or permitted by law) on September 30, 2025. Unless the Contract has been previously terminated or canceled or either party has provided proper written notice to the other of their intention not to renew (or extend) this Contract at least 180 days prior to the expiration of any term (the "Initial Term" or an "Extended Term"), this Contract shall be automatically renewed and extended for succeeding terms of two (2) years each for a total of eight (8) years (four (4) two-year extended terms) ("**Extended Terms**"), with each such Extended Term to be on the same terms, provisions, and conditions set forth in this agreement/Contract.

Section 8.02 Cessation of City's Obligation As a Matter of Law. The Governing Authority of the City elected for a term of office beginning in July 2025 and in July 2029 may act to renegotiate or cease funding of this Contract with or without cause at any time after officially commencing to serve its term of office, or otherwise void this agreement. Unless and until official action, if any, to renegotiate, terminate, or void this Contract is taken by the newly elected Governing Authority, and reasonable notice is given by City to OPERATOR thereof, said Contract shall remain in full force and effect until expiration of the applicable Term as provided herein.

ARTICLE IX. - INDEMNITY. LIABILITY AND INSURANCE

Section 9.01 OPERATOR's Liability and Indemnity. OPERATOR shall fully indemnify Owner and its employees, officials, agents, and representative and agrees to hold them harmless from, and to defend them against any and all damages or claims of damages for bodily injury or property damage caused or claimed to be caused by acts or omissions of OPERATOR's employees, agents, officers or representatives, and third parties, or for damages to Owner's property as a result of acts or omissions of OPERATOR's employees, agents, officers or representatives or for breach of this Contract on the part of the OPERATOR. OPERATOR shall not invoke City's ownership of property involved as a defense against claims of acts or omissions by OPERATOR's employees of vehicles or equipment provided by City to OPERATOR under this Contract. All indemnity of City by OPERATOR under this Article shall include City employees, officials, agents and representatives. It is understood that OPERATOR shall have sole and exclusive custody and control of vehicles and equipment owned or leased or rented by City, when said vehicles and equipment are in operation or custody of OPERATOR or its agents, employees, or officers or those on behalf of the OPERATOR. Further, OPERATOR shall have custody and possession of Owners' vehicles and equipment only for purpose of performing municipal services pertaining to operations and maintenance of City's systems under this Contract.

Section 9.02 Owner's Liability and Indemnity. Without waiving any right to raise the defense of statutory and common law sovereign immunity available to the City under State Law as a defense against claims of third party claimants, which right the City hereby specifically reserves, and without limiting or waiving any immunity granted or otherwise

applicable to the City or its agents, employees, or officials under state or federal law, City indemnifies and agrees to hold OPERATOR harmless to the extent allowable by law, and Owner agrees to defend OPERATOR against any and all claims of bodily injury or property damage caused or claimed to be caused by acts or omissions of Owner, Owner's employees, agents, officials or representatives, or for damages to OPERATOR as a result of breach of this Contract on the part of Owner.

Section 9.03 **Limitation of OPERATOR's Liability to Owner.** OPERATOR shall not be liable to Owner for normal wear and tear to City property or deterioration to City systems resulting from normal operations and maintenance of the project and systems for which it is not responsible under Section 9.01 above, or for theft of vehicles, equipment, or property of the City while located on designated City property (4050 Hewes Avenue or 1422 23rd Avenue) and not in the physical custody of OPERATOR and otherwise not covered by insurance procured by OPERATOR herein.

Section 9.04 **OPERATOR's Liability for Fines and Penalties.** OPERATOR shall be responsible for, and indemnifies and agrees to hold harmless the Owner, its employees, officials, agents and representatives from liability or claims of liability of any kind, fines, penalties or assessments incurred for failure to perform responsibly by OPERATOR under the terms of this Agreement, or violations of any governmental or agency regulations on the part of the OPERATOR, OPERATOR's employees, agents, officers or representatives, required of OPERATOR to be performed under this Contract.

Section 9.05 **Insurance by OPERATOR.** OPERATOR agrees to procure and maintain, at its sole cost and expense, during the term of this Contract, insurance of the types and minimal amounts, as follows:

- A. **Worker's Compensation.** At all times during the term of this Contract, OPERATOR shall keep worker's compensation insurance in effect in full compliance with all applicable State and Federal laws and regulations, with waiver of subrogation against City or its insurers.
- B. **Employer's Liability Insurance.** At all times during the term of this Contract, OPERATOR shall keep employer's liability insurance in effect in minimum amounts of \$1,000,000.00 per individual claim covering injury or death to any employee of OPERATOR **which may be outside the scope of liability under the Worker's Compensation Act**, and shall insure against losses due to employee dishonesty, forgery, and alteration with minimum limits of liability of \$100,000.
- C. **General Liability Insurance.** At all times during the term of this Contract, OPERATOR shall keep commercial general liability insurance and general liability insurance for operation of all vehicles and equipment used in the course of business under this Contract covering third party liability in an amount of not less than \$2,000,000.00 combined single limits per occurrence for bodily injury or property damage. Said policy shall be insured by an insurance company, or companies, with a current rating by BEST of A-X (10), or otherwise, by

companies accepted by Owner in writing in the event of a lesser rating. Rental Equipment must have a rider to provide insurance.

- D. **Comprehensive, Collision, and Uninsured Motorist Insurance.** Owner and OPERATOR recognize that OPERATOR assumes liability to City for use and control of City vehicles and equipment as set forth in Sec. 9.01 and Sec. 9.04 above, and is exempt from liability to Owner for such property when on Owner's premises and not in custody of OPERATOR under provisions of this Contract. At all times during the term of the Contract, OPERATOR shall maintain Automobile liability insurance and property damage insurance to cover and insure all equipment and property used by OPERATOR or its contractors or agents in the course of business under the contract as well as all equipment and property of the owner that even though not in use at the time, is subject to use by the OPERATOR or its agents or contractors in the course of business under the contract, to include without limitation comprehensive and collisions coverages as well as uninsured motorist insurance, each with a minimum limits of \$1,000,000 per occurrence for bodily injury and property damage. Such coverages shall include without limitation any motor vehicle, whether owned, hired, or non-owned.
- E. **Additional Excess Liability Insurance.** At all times during the term of this Contract, OPERATOR shall keep additional excess liability insurance including Pollution Liability Insurance in minimum amount of \$5,000,000.00.
- F. **Professional Liability Insurance.** At all times during the term of this Contract, OPERATOR shall keep professional liability insurance in minimum amounts of \$2,000,000.00.
- G. **Increase in Insurance Premium.** In the event that insurance premium expense for OPERATOR to maintain general liability insurance and comprehensive, collision, and uninsured motorist insurance required under Section 9.05, Paragraphs C and D of the Contract increases as a direct result of acquisition of additional or replacement equipment by the Owner, the City shall reimburse OPERATOR for the increase in premium expense within thirty (30) days after said insurance is shown to have become due and paid by OPERATOR.

Section 9.06 Insurance Policy Requirements for OPERATOR's Insurance. All policies required to be carried by OPERATOR under Article IX shall be written on an occurrence basis, except for professional liability, which may be written on a claims-made basis, and all said policies shall name the City as an additional insured, and shall provide that **insureds thereon waive subrogation against each other**. Said policies shall provide that insurers at risk are primary insurers and that no claim will be made by the insurers that the City is a primary or contributing insurer with respect to any liability covered by the policy or policies or where OPERATOR is liable to City according to this Contract. All policies shall further provide that the City is in no way obligated for the payment of premiums thereon, and that said policies may not be canceled without thirty (30) days prior

written notice to City. The existence or non-existence of insurance shall not waive or reduce or limit the responsibilities, obligations, or requirements, legal or otherwise, of OPERATOR under this Contract or any amendment thereof or otherwise existing under law. OPERATOR shall further purchase and acquire at its own expense such tail insurance policies or coverage upon or prior to cancellation, termination, cessation, or other end of this Contract or any amendment thereof to insure against the risks associated with this Contract and its amendments and OPERATOR's performance, responsibilities, obligations, or requirements under the Contract and its amendments for up to one (1) full year (365 days) following the end of the Contract. OPERATOR shall provide copies of all effective policies of insurance that are within the purview of this Section to Owner.

Section 9.07 Insurance by Owner. At all times during the term of this Contract, Owner, shall keep property damage insurance for all property including vehicles and equipment owned by Owner while located on owner's premises including the facility building, improvements and contents owned by the City located at 4050 Hewes Avenue, excluding any personal property or contents owned by OPERATOR, which shall be OPERATOR's obligation to insure. Any property of Owner, including vehicles or equipment not properly or fully insured shall be the financial responsibility of the Owner to the extent of Owner's liability under this Contract. Said property is presently insured under Owner's self-insured retention plan with excess coverage by a reputable insurance company or companies. To the extent permitted by law, and for those losses for which OPERATOR is not responsible for under this Contract, the City waives subrogation against OPERATOR or its separate insurers pertaining to losses to City property for which insurance is hereby required to be carried by City.

Section 9.08 Notice of Claims. Each party agrees to notify the other forthwith of any asserted or potential claims or any occurrences that may involve the liability or insurance of the other, and to cooperate with each other in addressing such claims.

Section 9.09 Settlement of Uninsured Claims. In the event of damage to vehicles, equipment, or personal property of Owner for which OPERATOR is liable to City under this Contract and where the damages are not covered by OPERATOR's comprehensive, collision or uninsured motorist insurance, or claim is denied by OPERATOR's Insurance carrier, OPERATOR shall be responsible to City for the property loss and/or reasonable costs of repairs. It is recognized that the damaged vehicle or equipment is needed for work required by this Contract pending repair or replacement, then OPERATOR on or after two (2) days from date of loss and fault determination by the City's Director of Public Works, shall be responsible to obtain use at its expense of rental or other available vehicles or equipment until either the claim is settled or the vehicle is repaired or replaced. If lost or damaged vehicle or equipment is not repaired or replaced within four (4) weeks of damage or loss and fault determination by the City's Public Works Director, then City shall repair or replace subject vehicle or equipment per Mississippi State purchasing regulations, and deduct cost from OPERATOR's monthly payment.

ARTICLE X. - COORDINATION BETWEEN OWNER AND OPERATOR

Section 10.01 Coordinators. The Director of Public Works will represent the City in

administering and coordinating the Contract relationship between City and OPERATOR for operations and maintenance of the Streets, Drainage, Water and Sewer and other systems portion of this Contract. City, by its Governing Authority, may subsequently designate by written notice to OPERATOR another City employee to serve as Streets, Drainage, Water and Sewer Coordinator, in the place and stead of the Director of Public Works. City shall inform in writing OPERATOR of any change of Coordinators. The Coordinator may assign certain City employees to communicate with OPERATOR concerning special activities, i.e., traffic control, communications, maintenance, citizens' complaints, claims, etc.

Section 10.02 Sharing. It is understood that the Coordinator/Director of Public Works shall utilize certain adjoining and common office space with OPERATOR personnel, and the parties shall both utilize some of the clerical and public relations/communications employees who may have overlapping duties, and a working relationship and chain of authority shall be developed between the parties in order that this Contract can be administered with common personnel and common facilities in a manner that will not conflict with the overall services to be provided by the Public Works Department.

ARTICLE XI. - ACCOUNTING RECORDS

Section 11.01 OPERATOR's Records. OPERATOR shall keep full and detailed records and books of account on the basis of generally accepted accounting practices in effect as of the effective date of this Agreement showing the actual direct cost to the OPERATOR under the provisions of this Contract.

Section 11.02 Owner's Access. In addition to the records maintained under Section 11.01 above, Owner shall be afforded access to all the OPERATOR's other records, books, correspondence, instructions, memoranda, payroll records, and similar data relating to this Contract and any of the work pertaining to the Contract.

Section 11.03 Preservation of Records. OPERATOR shall preserve financial documents and other records to which Owner has access rights without additional compensation for a period of three (3) years, or such longer period as required by law, after final payment; and shall turnover or copy and release or otherwise preserve for access to City such documents and records upon termination or expiration of the Contract.

ARTICLE XII. - DEFAULT AND TERMINATION

Section 12.01 Default by OPERATOR. The occurrence of any of the following events shall constitute **default by OPERATOR** under this Contract:

- A. OPERATOR's failure to comply with any term, provision, or covenant of this Contract continuing for a period of thirty (30) days after written notice thereof to OPERATOR;
- B. OPERATOR's abandonment of the project without notification and justification to Owner for seven (7) consecutive days or more;

C. OPERATOR's doing or permitting to be done anything which causes a lien upon Owner's property, real or personal, without the prior official consent of Owner, and failure to discharge or secure release of such lien within (30) days after written notice thereof.

D. OPERATOR's submitting false invoices for payment.

Section 12.02 Default by Owner. Owner shall be in default under this Contract if Owner shall neglect or fail to perform or observe any of the covenants, terms, provisions or conditions contained herein and on its part to be performed or observed, including the payment of any sums required hereunder, and if Owner fails to cure said default within thirty (30) days after written notice thereof to Owner from OPERATOR.

Section 12.03 Restriction against Hiring City Employees. It is recognized by the parties that solicitation and granting opportunities for employment of existing City employees by OPERATOR is adverse to its contract relationship with the City and is detrimental to City's relationship with its employees. In recognition thereof, OPERATOR agrees that it shall be a material breach of this Contract for the OPERATOR to offer to employ or to employ City of Gulfport employees while employed by the City or within twelve (12) months after their employment relationship with the City ceases. Director of Public Works shall approve, in writing, hiring of any City employee by the OPERATOR if it occurs before the twelve (12) month period has expired.

Section 12.04 Termination for Breach of Contract. If either party is in default or breach of this Contract as described in Section 12.01 or 12.02 above, the party not in default may terminate this Agreement for default by giving thirty (30) days written notice of termination to the party in default.

Section 12.05 Other Remedies. For default or breach of contract, either party may bring an action against the offending party for specific performance, or damages, including reasonable attorney fees and costs, and assert any remedies to which it is entitled in law or equity. Upon termination by Owner for default of OPERATOR as herein provided, Owner may enter upon and take possession of the project and systems, including all vehicles, equipment, tools, and facilities owned by City to the exclusion of OPERATOR, and shall be entitled to reasonable attorney fees and costs required to re-take possession.

Section 12.06 Cooperation Upon Termination. Upon notice of termination by Owner, or, prior to voluntary termination due to the expiration of the Contract or mutual agreement, OPERATOR shall assist Owner in an orderly transition of the staff and a resumption of operation of the project by Owner.

ARTICLE XIII. - LABOR DISPUTES; FORCE MAJEURE

Section 13.01 Labor Disputes Affecting Performance. In the event activities by Owner's employee groups or unions cause a disruption in OPERATOR's ability to perform at the project, Owner or OPERATOR may seek appropriate injunctive court orders, after conferring with each other in an attempt to resolve the problem. OPERATOR will continue

to operate the project on a "best-efforts" basis until any such disruptions cease.

Section 13.02 Force Majeure. Neither party shall be liable for its failure to perform its obligation under this Agreement if performance is made, impossible or abnormally costly due to any unforeseen occurrence beyond its reasonable control. The party invoking force majeure shall notify the other party in writing with full disclosure of circumstances and an estimate of effect on ability to perform the contract within ten (10) working days after its occurrence. In order to avail itself of this Paragraph, the party must substantially demonstrate that there was a causal connection between the occurrence and the inability to perform and that they had taken all reasonable steps to avoid the operation of this Paragraph. For purposes of this Paragraph, unforeseen occurrences shall not include events or conditions that occur on a national or regional scale or area unless the same are substantially demonstrated to have direct effect within the City of Gulfport, Mississippi.

ARTICLE XIV. - OTHER CONTRACT PROVISIONS

Section 14.01 Cooperation. Each party agrees to use commercially reasonable efforts to assist the other party in discharging its obligations and responsibilities under this Contract, to complete and implement the transactions contemplated by this Contract, and to perform the conditions thereof, and to amend the Contract in a reasonable manner to clarify ambiguities that may arise in the administration of this Contract relationship.

Section 14.02 Waiver. No forbearance, delay or failure by either party to exercise any right under this Contract, and no partial or single exercise thereof shall constitute a waiver of that or any other right unless expressly provided therein, or unless such waiver shall be in writing and signed by the waiving party.

Section 14.03 Entire Agreement. This Memorandum of Contract and the appendices and exhibits hereto, all of which form a material part hereof, set forth all the covenants, promises, agreements, conditions and understandings between Owner and OPERATOR. Except as otherwise provided for herein no subsequent alteration, amendment, change, addition or modification to this Contract shall be binding upon either party unless reduced to writing, signed in behalf of each party by a duly authorized official, and approved by the Governing Authority of the City. Wherever used, the terms "Owner" and "OPERATOR" shall include the respective officers, directors, elected or appointed officials, employees, and representatives.

Section 14.04 Captions and Interpretations. The caption, section numbers, article numbers and indices appearing in this Contract in no way define, limit, construe or describe the scope or intent of such section or article. The language and all parts of this Contract shall, in all cases, be construed as a part of the whole according to its fair meaning and not strictly for or against either party.

Section 14.05 Partial Invalidity. If any term, covenant, or condition of this Contract, or the application thereof to any person or circumstance, shall to any extent be invalid or unenforceable, the remainder of this Contract or the application of such term, covenant or condition to persons or circumstances other than those to which it is held invalid or

unenforceable shall not be affected thereby, and each term, covenant or condition of this Contract shall be valid and shall be enforced to the fullest extent permitted by law.

Section 14.06 **Successors and Assignability.** All rights and liabilities herein given to or imposed upon the respective parties hereto shall, except as may otherwise be herein provided, extend to and bind the respective heirs, executors, administrators, successors and assigns of said parties. No right shall, however, inure to the benefit of any assignee or successor of OPERATOR, unless the same was officially approved in advance in writing by the Owner through official action of its Governing Authority.

Section 14.07 **Survival of Obligations.** All obligations of either party to the other which by their nature involve performance, and any particular, after the end of the term which cannot be ascertained to have been fully performed until after the end of the term, shall survive the expiration or sooner termination of the term.

Section 14.08 **Governing Law.** This Contract shall be governed by, construed and enforced in accordance with the laws of the State of Mississippi.

Section 14.09 **Holding Over.** In the event that operations and maintenance by OPERATOR by actual or constructive consent by City, and use and possession of City properties by OPERATOR shall continue after expiration of the term, or sooner termination hereof, the relationship between the parties shall be subject to all of the terms and conditions of this Contract, and nothing herein shall be construed to authorize any such continuance of the Contract, or limit either party's remedies in the event thereof.

Section 14.10 **Amendment to Scope of Services.** This Contract (excluding water and sewer services) may be amended at any time hereafter to enlarge upon and expand the scope of Public Works services performed by OPERATOR, or to decrease the scope existing of services, provided that such amendment or modification is in writing and is approved by the Governing Authority and OPERATOR prior to such change taking effect.

ARTICLE XV. - NOTICES

All notices shall be in writing and transmitted by certified mail or personal delivery, as follows:

Section 15.01

To OPERATOR:

NAME:

ADDRESS:

PHONE:

FAX: _____

Unofficial Copy To:

LOCAL ADDRESS:

Gulfport, MS 39501

Section 15.02

To Owner:

City of Gulfport
Attention: Mayor
2309 15th Street
Post Office Box 1780
Gulfport, MS 39502

Unofficial Copy To:
City of Gulfport
Attention: Director of Public Works
4050 Hewes Avenue
Gulfport, MS 39507

City of Gulfport
Attention: City Attorney
2309 15th Street
Post Office Box 1780
Gulfport, MS 39502

APPENDICES

- A. Equipment & Vehicles
- B. Facilities
- C. Benchmark & Performance Criteria - Water Requests
- D. Benchmark & Performance Criteria – Routine Water Maintenance
- E. Benchmark & Performance Criteria - Sewer Requests
- F. Benchmark & Performance Criteria - Routine Sewer Maintenance
- G. Benchmark & Performance Criteria – Street Requests
- H. Benchmark & Performance Criteria – Routine Street Maintenance
- I. Benchmark & Performance Criteria – Drainage Requests
- J. Benchmark & Performance Criteria – Routine Drainage Maintenance
- K. Mission Critical Personnel, Minimum Wage Rates, Detailed Job Descriptions, Education Requirements, Organization Chart
- L. Appropriation of Costs and Services
- M. Audit Measurements
- N. Inspection Report Forms
- O. Customer Survey
- P. List of Annual Parades & Special Events / Holiday Schedule
- Q. Grass Cutting Reports Reflecting Location and Mileage
- R. Detailed Sidewalk, Curb, & Gutter Locations
- S. Daily OPERATOR's Checklist for Equipment
- T. Contractor Reporting Forms
- U. Ditch Maintenance Plan
- V. Street Sweeping Plan
- W. Standard Operating Procedures including Work Order System
- X. Application for Payment
- Y. Benchmark Performance Standard for Utility Billing – Meter Reading
- Z. City of Gulfport Public Works and Engineering Vehicle Usage Criteria
- AA. One Year Service Request Statistics
- BB. City's Current Personnel Policies

IN WITNESS WHEREOF, each of Owner and OPERATOR has caused this Memorandum of Professional Services Contract to be signed, executed and delivered by its duly authorized representative on the day and date hereinafter stated after having been first duly authorized so to act.

OWNER:

OPERATOR:

CITY OF GULFPORT, MISSISSIPPI

NAME

BY: _____
MAYOR

BY: _____
PRESIDENT

ATTESTED BY:

ATTESTED BY:

CITY CLERK

SECRETARY

_____, 2021

_____, 2021

APPENDIX A

Equipment and Vehicles

OPERATOR agrees to provide professional utility management, operations and OPERATOR daily maintenance services of the following:

- A. All equipment, vehicles, and facilities existing within the present property boundaries being used to operate the Owner's Water and Sewer Department and Streets and Drainage Department. (SEE ATTACHED LISTS AS A PART OF THIS APPENDIX).

APPENDIX B

Facilities

OPERATOR agrees to provide professional utility management, operations and maintenance services of the following:

- A. All facilities and office furnishings contained at said location at 4050 Hewes Avenue, Gulfport, MS 39507, identified by parties for use by OPERATOR as office space headquarters.
- B. Water Wells & Tanks (see list)
- C. Lift Stations (see list)

APPENDIX C

Benchmarks & Performance Criteria – Water Requests

ITEM NO.	DEFINITION OF EACH	QUALITY BENCHMARK	PRODUCTION BENCHMARK PER MAN HOUR	RESPONSE TIME BENCHMARK
1	BAD TASTING WATER – Responds to water quality complaint	Dept. of Health Standards	N/A	3 days
2	BROKEN METER – repair meter that is broken	Current Gulfport Construction Standards	4 meters per man-day	8 days
3	HYDRANT LEAK – repair or replace leaking fire hydrant	Current Gulfport Construction Standards	4 repairs/crew-day or 2 replace/crew-week	7 days
4	METER LEAK – repair or replace leaking meter	Current Gulfport Construction Standards	4 leaks repaired per man-day	7 days
5	MTR ADJUST MT – adjust meter to different height or location	Current Gulfport Construction Standards	4 meters per man-day	12 days
6	MTR BOX BROKEN- repair or replace broken meter box	Current Gulfport Construction Standards	6 meter boxes replaced per man-day	7 days
7	WATER DIRTY – respond to water quality complaint	Dept. of Health Standards	N/A	3 days
8	WATER LEAK – repair water leak	Current Gulfport Construction Standards	2 leaks repaired per crew-day	7 days
9	WATER MAIN BREAK – repair major water main break	Current Gulfport Construction Standards	1 leak repaired per crew-day	3 days
10	WATER ODOR – respond to water quality complaint	Dept. of Health Standards	N/A	3 days
11	WATER PRESSURE LOW – respond to water quality complaint	Dept. of Health Standards	N/A	3 days
12	WATER SUPPLY AREA – clean and grade area and provide proper erosion control	Current Gulfport Construction Standards	N/A	7 days
13	BOIL WATER NOTICE	Dept. of Health Standards	N/A	3 days
14	DROP IN METER – install meter at location with service and box	Current Gulfport Construction Standards	1 meters per man-hour	10 days
15	INSTALL HYDRANT – install new fire hydrant where one does not exist	Current Gulfport Construction Standards	4 repairs/crew-day or 2 replace/crew-week	17 days
16	INSTALL VALVE – install new water valve	Current Gulfport Construction Standards	1 valve installed per crew-day	17 days
17	INSTALL WTR MAIN – install new water main	Current Gulfport Construction Standards	100 l.f. installed per crew/day	17 days

18	INSTALL METER – install new water meter	Current Gulfport Construction Standards	1 meter installed per crew-day	17 days
19	INSTALL YARD METER – install new yard or irrigation meter	Current Gulfport Construction Standards	1 meter installed per crew-day	17 days
20	LOCATE SERVICE CONNECTION – determine and mark location of water and sewer service lines	Per Mississippi One Call Requirements	Per Mississippi One Call Requirements	2 days
21	LOCATE WTR MAIN – determine and mark location of water and sewer mains	Per Mississippi One Call Requirements	Per Mississippi One Call Requirements	2 days
22	METER READING – Accurately reads meters or re-reads meter as needed.		N/A	Meter Reads within time parameters established by the City's Utility Billing Office. (Re-Reads within 24 hours)
23	SERVICE VERIFICATION – verify if water and sewer is available		4 verification per man-day	5 days
24	WATER TAP – install new water tap and service line	Current Gulfport Construction Standards	1 tap per crew-day	20 days

Note: Response time benchmark includes two days for administrative dispatching, paperwork, etc.

Appendix D

Benchmarks & Performance Criteria – Water Routine Maintenance

ITEM NO.	DEFINITION	QUALITY BENCHMARK	PRODUCTION BENCHMARK	RESPONSE TIME BENCHMARK
25	WATER WELL MAINTENANCE	Federal, State, & Local Requirements	As needed.	On going
26	FIRE HYDRANT MAINTENANCE	Federal, State, & Local Requirements	4 repairs/crew-day or 2 replace/crew-week	On going

Note: Response time benchmark includes two days for administrative dispatching, paperwork, etc.

Appendix E

Benchmarks & Performance Criteria – Sewer Requests

ITEM NO.	DESCRIPTION	QUALITY BENCHMARK	PRODUCTION BENCHMARK	RESPONSE TIME BENCHMARK
27	LIFTSTAOUT – respond to lift station problems	As needed	As needed	3 days
28	LIFTSTAOVERFLOW – respond to lift station problems	As needed	As needed	3 days
29	MANHOLEBROKEN – repair manhole	Current Gulfport Construction Standards	1 manhole repaired per man-day	7 days
30	MANHOLELIDMISSING – replace lid	Current Gulfport Construction Standards	5 manholes repaired per man-day	3 days
31	SDRESSUPAREA - clean and grade area and provide proper erosion control	Current Gulfport Construction Standards	N/A	7 days
32	SEWERBACKUP – clean and unplug sewer line	Federal, State, & Local Requirements	500 l.f. of sewer line cleaned per crew-day	3 days
33	SEWERCAVEIN – determine cause and repair cave-in	Current Gulfport Construction Standards	1 repair to sewer line per crew-day	12 days
34	SEWERLEAK – determine cause and repair leak	Current Gulfport Construction Standards	2 repairs to sewer line per crew-day	7 days
35	CAMERASEWERLINES	Federal, State, & Local Requirements	As needed	17 days
36	INSTALLSEWERMAIN – install new sewer main	Current Gulfport Construction Standards	80 l.f. per crew/day	17 days
37	INSTALLSEWERTAP - install new sewer tap and service line	Current Gulfport Construction Standards	1 tap per crew-day	17 days
38	LOCATESEWERLINE – determine and mark location of sewer main	Per Mississippi One Call Requirements	As needed	2 days
39	SMOKETEST	Federal, State, & Local Requirements	As needed	17 days

Note: Response time benchmark includes two days for administrative dispatching, paperwork, etc.

APPENDIX F

Benchmarks & Performance Criteria – Sewer Routine Maintenance

ITEM NO.	DESCRIPTION	QUALITY BENCHMARK	PRODUCTION BENCHMARK	RESPONSE TIME BENCHMARK
40	SEWER SYSTEM & LIFT STATION MAINTENANCE	Federal, State, & Local Requirements	As needed	On going
41	SMOKE TESTING – Continuous program	Federal, State, & Local Requirements	As needed	On going
42	TV INSPECTION – Continuous program	Federal, State, & Local Requirements	As needed	On going
43	DYE TESTING – Continuous program	Federal, State, & Local Requirements	As needed	On going
44	CLEANING – Continuous	Federal, State, & Local Requirements	As needed	On going
45	ROUTINE SEWER MAINTENANCE – Clean Lift Stations and Manholes	Federal, State, & Local Requirements	As needed	7 days

Note: Response time benchmark includes two days for administrative dispatching, paperwork, etc.

APPENDIX G

Benchmarks & Performance Criteria – Street Requests

ITEM NO.	DESCRIPTION	QUALITY BENCHMARK	PRODUCTION BENCHMARK (man-hours)	RESPONSE TIME BENCHMARK
50	ALLEY REPAIRS – Work such as grading, reshaping, and adding limestone	Current Gulfport Construction Standards	2000 l.f. per man hour	12 days
51	BRIDGE REPAIRS – Minor bridge repairs	Current Gulfport Construction Standards	As needed	As needed
52	BROKEN DRIVEWAY – Repair concrete, asphalt, or limestone driveway	Current Gulfport Construction Standards	40 SF/man-day	22 days
53	BROKEN SIDEWALK – Repair concrete sidewalk to include ADA standards	Current Gulfport Construction Standards plus ADA	40 SF/man-day	22 days
54	CAVE IN – Determine cause and repair settled locations in right-of-way or easements.	Current Gulfport Construction Standards	1 point repair & patch per day	7 days
55	CURB BROKEN – Repair concrete curb	Current Gulfport Construction Standards	1 l.f. per man-hour	22 days
56	CURRENT NEW CONSTRUCTION – Problems associated with new projects in progress	Current Gulfport Construction Standards	As needed	As needed
57	GUARDRAIL – Repair or install guardrails	Current Gulfport Construction Standards	2 l.f. per man hour	12 days
58	HIGH GRASS – Cut grass	Current Gulfport Construction Standards	0.625 lane miles (2 passes) per man hour	9 days
59	LIMESTONE STREET – Install limestone on shoulders or in right-of-way	Current Gulfport Construction Standards	20 lf per man hour	12 days
60	LITTER – Pick up litter	Remove all litter in designated area	1 mile per man-day	5 days
61	OILSPILL – Respond to assist in emergency cleanup of chemicals	Federal, State, & Local Requirements	As needed	3 days
62	PATCH CUT ACROSS – Repair utility cut across	Current Gulfport Construction Standards	3 Cuts per day man-day	4 days
63	PAVE STREET – Pave street with asphalt	Current Gulfport Construction Standards	As needed	As Needed
64	POTHOLE – Patch pothole with asphalt	Current Gulfport Construction Standards	10 potholes per man-day	4 days
65	ROAD BLOCKAGE – Remove blockage from roadway such as tree.	Current Gulfport Construction Standards	As needed	As needed

66	SAND BAG REQUESTS – Fill and deliver sand bags upon request from residents	Bag filled and labeled correctly	As needed	Same day
67	SIDEWALK OVERGROWN – Trim and cut grass along sidewalks	Current Gulfport Construction Standards	300 lf per man-day	12 days
68	STREET LIGHT REQUEST – Perform lighting study and with available funding recommend new street lights	Current Gulfport Construction Standards	As funds allow	As needed
69	STREET SWEEPING – sweep streets with mechanical sweeper equipment	Current Gulfport Construction Standards	5.00 curb miles per man-day	7 days
70	STUMP REMOVAL – remove stumps	Current Gulfport Construction Standards	4 stumps per man-day	5 days
71	TRASH PICK UP – Upon request pick up excessive amounts trash and debris in City that BFI is not responsible for.	Current Gulfport Construction Standards	4 locations per man-day	7 days
72	TREE LIMBS OVER GROWN – trim tree limbs	Current Gulfport Construction Standards	As needed	7 days
73	TREE REMOVAL – Remove trees in-house or contract depending on case.	Current Gulfport Construction Standards	As needed	7 days
74	WASH OUT – Install erosion control	Current Gulfport Construction Standards	200 lf per crew/day	7 days

Note: Response time benchmark includes two days for administrative dispatching, paperwork, etc.

APPENDIX H

Benchmarks & Performance Criteria – Streets Routine

ITEM NO.	DESCRIPTION	QUALITY BENCHMARK	PRODUCTION BENCHMARK	RESPONSE TIME BENCHMARK
75	STREET SWEEPING – Sweep streets with mechanical sweeper	Current Gulfport Construction Standards and Current Standard Operating Procedure (see Appendix “W”)	Using street sweeping plan, sweep 5 curb miles per man-day. Cover entire City per street sweeping inventory every 6 months	On going
76	POT HOLE PATCHING – Patch potholes so that all holes are repaired on each street	Current Gulfport Construction Standards and Current Standard Operating Procedure (see Appendix “W”)	5 tons per day per crew. Using City Map cover every street every 12 months	On going
77	GRASS CUTTING – cut grass	Current Gulfport Construction Standards and Current Standard Operating Procedure (see Appendix “W”)	5 lane miles (2 passes) per day per person (cover entire city every six weeks)	On going
78	WEED TRIMMING & SIDEWALK CLEANING -	Current Gulfport Construction Standards and Current Standard Operating Procedure (see Appendix “W”)	As needed.	On going

Note: Response time benchmark includes two days for administrative dispatching, paperwork, etc.

APPENDIX I

Drainage Requests Performance Benchmarks

ITEM NO.	DEFINITION OF EACH	QUALITY BENCHMARK	PRODUCTION BENCHMARK PER MAN HOUR	RESPONSE TIME BENCHMARK
79	CATCH BASIN BROKEN – Repair concrete catch basin	Current Gulfport Construction Standards	1 per man-day	22 days
80	CATCH BASIN NOT DRAINING – unplug and clean catch basin	Current Gulfport Construction Standards	Clean 4 structures per man-day	3 days
81	DITCH NOT DRAINING – unplug and clean ditch	Current Gulfport Construction Standards	160 l.f. per man-day	12 days
82	INSTALL PIPE – Remove and replace storm drain pipe	Current Gulfport Construction Standards	< 30" - 100 l.f. of storm drain removed and replaced per crew-day > 30" – 40 l.f. of storm drain removed and replaced per crew – day	32 days
83	OVERGROWN DITCH – Cut grass in ditch and regrade	Current Gulfport Construction Standards	160 l.f. per man-day	12 days
84	STORM DRAIN SIZE – Remove and replace storm drain pipe	Current Gulfport Construction Standards	< 30" - 100 l.f. of storm drain removed and replaced per crew-day > 30" – 40 l.f. of storm drain removed and replaced per crew – day	22 days
85	STORM PIPE BROKEN – Remove, replace, or repair storm drain pipe	Current Gulfport Construction Standards	40 l.f. of storm drain removed and replaced per crew-day	12 days
86	STORM PIPE COLLAPSED – Remove, replace, or repair storm drain pipe	Current Gulfport Construction Standards	40 l.f. of storm drain removed and replaced per crew-day	12 days
87	STORM PIPE PLUGGED – Unplug and clean storm drain	Current Gulfport Construction Standards	25 lf per man-day	5 days
88	STREAM BANK EROSION – Install erosion control measures	Current Gulfport Construction Standards	5 SY per man-day	7 days
89	WATER STANDING – Clean drainage system	Current Gulfport Construction Standards	160 l.f. per man-day	12 days

Note: Response time benchmark includes two days for administrative dispatching, paperwork, etc.

APPENDIX J

Benchmarks & Performance Criteria – Drainage Routine Maintenance

ITEM NO.	DEFINITION	QUALITY BENCHMARK	PRODUCTION BENCHMARK	RESPONSE TIME BENCHMARK
90	DITCH CLEANING	Current Gulfport Construction Standards and Current Standard Operating Procedure (see Appendix "W")	Using storm drainage maintenance plan, clean all ditches as indicated by time schedule. 1000 l.f. per man-day	On going
91	SUBSURFACE DRAINAGE SYSTEM CLEANING (PIPE & INLETS), Including t.v. camering and weep hole cleaning of concrete channel	Current Gulfport Construction Standards and EPA Stormwater Phase II requirements	Clean 500 l.f. per man-day using a systematic approach	On going

Note: Response time benchmark includes two days for administrative dispatching, paperwork, etc.

APPENDIX K

**Organizational Chart, Minimum Wage Rates, Detailed Job Descriptions,
Educational Requirements for Water, Sewer, Streets and Drainage and Other
System Portions of Contract**

APPENDIX N

Inspection Report Forms

APPENDIX S

Equipment OPERATOR's Daily Inspection & Trouble Report Form

APPENDIX T

Contractor Reporting Forms – These forms shall be completed as requested by the City.

APPENDIX U

Routine Ditch Maintenance

“Storm Drainage System Maintenance Plan” for detailed locations and priorities will be provided through [Wetransfer.com](https://www.wetransfer.com) to each proposer on the plan holder list.

APPENDIX V

Routine Street Sweeping Plan

See enclosed plan for detailed locations and priorities.

Total curb length = 1,185,850 ft. (224.6 miles)

APPENDIX W

Standard Operating Procedures “SOPs), Including Work Order System
SOPs will be provided through [Wetransfer.com](https://www.wetransfer.com) to each proposer on the plan holder list.

APPENDIX X

Application for Payment Form

APPENDIX Y

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APPENDIX Z

Public Works Vehicle Usage Criteria for Hourly Employees

APPENDIX AA

One-Year Service Request Progress Sheet

APPENDIX BB

**City's Current Personnel Policies
(Copied Pages)**

Article 9 – Page 16-21

Article 18 – Page 53-54

Article 19 – Page 54-55

Article 24.02 – Page 62

STREETS AND DRAINAGE
EQUIPMENT AND VEHICLES

ASSET	VEHICLE DESCRIPTION
AIR COMPRESSOR	
3597	2015 SULLIAR 200 CFM AIR COMPRESSOR
BACKHOE	
3562	2008 CASE BACKHOE 580 SUPER
3589	2015 CAT 420F BACKHOE
3590	2015 CAT 420F BACKHOE
DUMP TRUCK	
1600	2016 FREIGHTLINER TANDEM AXLE
1601	2016 FRFEIGHTLINER SINGLE AXLE
2585	1999 C8500 DUMP
3505	2004 STERLING DUMP TRUCK
3526	1991 GMC Dump truck
3563	2008 STERLING DUMP TRUCK
3580	2011 FREIGHTLINER DUMP TRUCK
GENERATOR	
12184	2005 80KW GENERATOR, GENERIC, IM building
13646	2005 100 KW OLYMPIAN GENERATOR - TRAILER MTD
MISC. EQUIPMENT	
1602	HUSTLER ZTR 61"
1603	HUSTLER ZTR 61"
2560	1996 THOMPSON PUMP
2562	1997 MOTOR GRADER
2588	2000 WA180-3 END LOADER
2703	2004 DOUBLE DRUM ROLLER WACKER
3503	1997 101-D MADVAC VACCUM TRUCK
3504	1999 101-D MADVAC VACCUM TRUCK
3521	2005 JOHN DEERE 320 SKID STEER
3541	2006 BOCAT T300 SKID STEER
3542	2007 PETTIBONE FORKLIFT
3545	2007 HYUNDAI FRONT END LOADER
3548	2008 CASE DOZER 1850
3573	2010 KUBOTA RTV
3574	2010 KUBOTA RTV
3579	2010 SOLAR POWERED ARROW BOARD
3582	2010 MAGNUM LIGHT TOWER W/GENERATOR
3593	BOBCAT FORESTRY CUTTER FRC60 goes on #3541 skid steer
10066	2003 G2SE-3 DAEWOO FORKLIFT
11597	2003 XB 77 WOODS BOX BLADE
12202	2009 36" BRADCO ROTARY MULCHER
12203	2009 CONCRETE BREAKER, MULTIQUIP
12801	2004 Seed Spreader
13686	2005 AMMBUSHER BRUSH CLAW for John Deere
13687	2005 STREET SWIPE SQUEEGEE for John Deere
13707	2006 7' TRACTOR RAKE
13742	2006 750 GALLON PORTABLE FUEL TANK
17009	1998 SWEEPER ATTACHMENT
17010	1998 HYD. STUMP GRINDER ATTACHMENT
17011	1998 HYDRAULIC ASPHALT PLANER ATTACH.
17067	2007 HEAVY DUTY TUFLINE DISK 8 FT.
17080	2007 CONCRETE MIXER
17081	2007 CONCRETE BREAKER
21434	2008 5' KING KUTTER BOX BLADE
34119	2020 MULTI QUIP CONCRETE MIXER
MISC. VEHICLES	
1143	1994 F8000 PUMP TRUCK
1209	2001 GMC HI RANGER BUCKET TRUCK
1606	2008 YAMAHA RHINO ATV - got from Police Dept
1611	2019 A9000 SCHWARTZ SWEEPER

STREETS AND DRAINAGE
EQUIPMENT AND VEHICLES

ASSET	VEHICLE DESCRIPTION
2389	2007 STERLING VAC CON TRUCK
2596	2003 KNUCKLE BOOM TRUCK
2701	2004 FL 112 FREIGHTLINER 5th WHEEL TRUCK
3502	2004 FORD F-750 SD PATCH TRUCK
3520	2005 STERLING SC7000 SWEEPER
3546	2008 INTERNATIONAL TRASH LOADER TRUCK
3547	2008 POT HOLE PATCHER UNIT w/jack hammer and packer
3558	2009 4300 INTERNATIONAL POTHOLE PATCHER
3598	2016 F-450 ASPHALT TRUCK WITH TOW HITCH
3599	2016 F-450 GRAVEL TRUCK
TRACKHOE	
2595	1998 9030B TRACKHOE
3511	2004 KOMATSO MINI EXCAV.
3553	2007 HYUNDAI RUBBER TIRED EXCAVATOR
3559	2007 HYUNDAI CRAWLER EXCAVATOR
3560	2007 HYUNDAI CRAWLER EXCAVATOR
3561	2008 BOBCAT MINIHOE
3596	2015 KOMATSU CRAWLER EXCAVATOR
TRACTORS W/MOWERS	
1608	2018 JOHN DEERE 5085E 4X4 side mower 1609
1614	2021 JOHN DEERE 5100E TRACTOR W/MOWER 1615
2592	2002 JOHN TRACTOR w/mower Hold for auction 1614 rep
2593	2002 5420 JOHN DEERE TRACTOR w/mower 2699
3518	2005 JOHN DEERE 4-WD TRACTOR
3519	2005 JOHN DEERE 4X2 TRACTOR w/Alamo Side arm Mower (3591)
3549	2007 NEW HOLLAND TRACTOR w/Alamo longboom mower 17081
3550	2007 NEW HOLLAND TRACTOR w/Alamo longboom mower 17079
3566	2009 KUBOTA TRACTOR w/Side Mower 12185
3588	2015 JD 5055E 4x4 TRACTOR
3594	2015 JD 4x4 6140M TRACTOR FOR LONG BOOM ADD ON
TRACTOR ATTACHMENTS	
1609	TIGER 60" SIDE ROTARY MOWER ON#1608
1615	TIGER 60' DOME SIDE MOWER ON #1614
2699	60 IN SIDE DECK MOWER ATTACHMENT on 2593 tractor
3591	60" ALAMO VERSA MOWER DECK mounted on #3519
3592	2015 7' BUSH HOG
3595	LONG BOOM 25' SABER, MOUNTED ON 3594
12185	60 IN SIDE MOWER ATTACHMENT on #3566
17079	LONG BOOM ARM ON tractor 3550
17082	LONG BOOM MOWER ON tractor 3549
25014	2011 RHINO TRIPLE GANG FLEX MOWER
25037	2013 60" TIGER SIDE MOWER on #2592 hold auction
27738	2018 6' RHINO BUSH HOG
TRAILERS	
1607	14K UTILITY TRAILER
2500	1992 3 AXLE TRAILER
2522	1994 MOORE 3 AXLE TRAILER
2529	1994 SINGLE AXLE TRAILER
2563	1997 1-TON DUMP TRAILER
2598	2003 45 TON 3 AXLE FELLING LOW BOY TRAILER
3515	2005 ENCLOSED TRAILER
3551	2007 HAULMARK UTILITY TRAILER
3564	2007 16' TEXAS BRAGG TRAILER
3565	2008 18' TITL TRAILER hauls mini roller
3569	2008 CARGO CRAFT ENCLOSED TRAILER
3577	2010 16' UTILITY TRAILER
3578	2010 16' UTILITY TRAILER
9517	2002 MAGNOLIA TRAILER

STREETS AND DRAINAGE
EQUIPMENT AND VEHICLES

ASSET	VEHICLE DESCRIPTION
VEHICLES	
1160	1995 Ff-250
1167	1997 F-150
1175	2001 F-350 DUALY
1971	2007 GMC CANYON
1604	2001 FORD KING RANCHER
1605	2009 FORD RANGER
1957	1997 CHEVY S-10
2360	2004 GMC 1500
2421	2005 RANGER
2426	2006 GMC CANYON PICKUP
2429	2006 GMC CANYON PICKUP
2431	2006 GMC CANYON PICKUP
2547	1996 F-350
2552	1996 F-150
2589	2002 GMC SIERRA
2590	2002 F-350 DUALY
2607	1996 JEEP CHEROKEE
3507	2004 DODGE RAM 1500
3512	2005 GMC 1500 PICKUP
3554	2008 FORD RANGER XLT -WHITE
3555	2008 FORD RANGER XLT -WHITE
3556	2008 FORD F-250 REG CAB W/FUEL TANK
3557	2008 FORD F-350 DULLY CLUB CAB
3584	2007 FORD F-250 CREWCAB
3585	2001 FORD F-250 CREWCAB

WATER
EQUIPMENT AND VEHICLES

ASSET	VEHICLE DESCRIPTION
AIR COMPRESSOR	
2339	2002 ATLAS AIR COMPRESSOR
2399	2007 AIR COMPRESSOR 225HDP1-CAT
BACKHOE	
2319	1995 580 SUPER L BACKHOE
2387	2007 CAT 416E BACKHOE
9000	2013 JOHN DEERE 310SK BACKHOE
DUMPTRUCKS	
2364	2004 STERLING DUMP TRUCK
9004	2014 FREIGHTLINER DUMP
GENERATORS	
3524	2005 180 KW PORTABLE GENERATOR (DAVID ST.
3525	2005 180 KW PORTABLE GENERATOR (EAST R/R)
3529	2005 300 KW PORTABLE GENERATOR 34TH AVE
3753	2008 GENERATOR, BROADCASTCROWN
7009	2009 BROADCASTCROWN GENERATOR AT S. Swan Well
7010	2009 BROADCASTCROWN GENERATOR AT Jackson St Well
7015	2009 140 KW GENERATOR
13722	1999 100 REOZJ GENERATOR-KOHLER
18720	1989 225 KW SKID MOUNTED GENERATOR
18721	1989 225 KW SKID MOUNTED GENERATOR
18722	1989 225 KW SKID MOUNTED GENERATOR
GENERATORS-STATIONARY	
15937	2006 200 KW STATION GEN (HWY 53)
15942	2002 350 KW STATION GEN (DEDEAUX RD)
25377	2010 CAT GENERATOR at Dedeaux Road Comm Center
MISC EQUIPMENT	
7012	2009 SOLAR ARROW BOARD
7037	2017 HUSTLER RAPTOR SD ZERO TURN MOWER
9001	8" THOMPSON PUM ON TRAILER
9002	6" THOMPSON PUMP ON TRAILER
9003	6" THOMPSON PUMP ON TRAILER
18793/1210	2008 700 KW LOAD BANK MOUNTED ON TRAILER
MISC. VEHICLES	
2372	2005 FREIGHTLINER 5TH WHEEL SEMI
TRACKHOES	
2398	2008 BOCBAT MINIHoe
9005	2013 Kobelco Excavator
7027	BOBCAT E-42
7028	BOBCAT E-42
TRAILERS	
1210	TWO AXLE TRAILER WITH LOAD BANK 18793
2328	1997 BELSHE TRAILER
2357	2003 FELLING 16,000 LB TRAILER
2358	2003 FELLING 16,000 LB TRAILER
2371	2005 ENCLOSED TRAILER
2377	2005 FELLING TRAILER
2531	1994 2 AXLE TRAILER
2555	1996 2 AXLE MAGNOLIA LOWBOY with ramps
3540	2007 WELLS CARGO BOX TRAILER
7001	2008 JRS FUEL CELL TRAILER
7008	2009 JRS FUEL CELL TRAILER
7011	2009 JRS FUEL CELL TRAILER
7056	2019 6x12 BOX TRAILER replaced 7016
7062	2019 6X10 Tandem Enclosed Trailer

WATER
EQUIPMENT AND VEHICLES

ASSET	VEHICLE DESCRIPTION
7065	2019 6x10 2 AXLE TRAILER
7066	2019 6x10 2 AXLE TRAILER
VEHICLES	
2349	2002 F-350 DUALY
2350	2002 F-350 DUALY
2362	2004 F 450 CREW CAB
2369	2005 FORD F-450
2375	2005 DODGE DAKOTA CLUB CAB
2376	2006 FORD F-450 TRUCK
2390	2008 FORD RANGER XLT
2392	2008 FORD RANGER XLT
2394	2008 FORD RANGER XLT
2423	GMC SERRIA
2427	2006 GMC CANYON
2428	2006 CANYON
2432	2006 GMC CANYON -wrecked by contractor
2433	2006 CANYON
2437	2006 CANYON
2438	FORD ESCAPE
2546	1996 F-350
7024	2005 CHEVY PICKUP
7004	2009 FORD RANGER
7005	2009 FORD RANGER
7006	2009 FORD RANGER
7032	2017 FORD F-450 WITH UTILITY BED
7053	2018 DODGE 1500 4x4 LWB
7058	2019 FORD F-450 WITH UTILITY BED
7059	2019 FORD F-450 WITH UTILITY BED
7060	2019 FORD F-450 WITH UTILITY BED

SEWER
EQUIPMENT AND VEHICLES

ASSET	VEHICLE DESCRIPTION
BACKHOE	
2343	2000 CAT 426-C
DUMPTRUCKS	
2359	2004 FREIGHTLINER DUMP TRUCK/blown eng June 2017
2385	2008 INTERNATIONAL HOOK LIFT UNIT
7048	2019 FREIGHTLINER 12 cu yd DUMP
7049	2019 FREIGHTLINER 12 cu yd DUMP
GENERATORS	
2412	2001 60KW TAYLOR POWER GENERATOR
7069	2020 200KW CAT GENERATOR ON TRAILER TANDY DR
25023/7017	2013 GENERAC 200KW GENERATOR COLEMAN ROAD
GENERATORS-STATIONARY	
12166	2006 600KVA KOHLER GENERATOR [FRITZ CREEK]
12167	2006 STAMFORD 600 KVA GENERATOR [FLAT BRANCH]
25019	34ST & BRICKYARD BAYOU LIFT STATION
25020	230 KW CITY PARK LIFT STATION 41ST & HWY 90
25021	HIGHWAY 49 TURKEY CREEK LIFT STATION
25022	CROSS ROADS BLVD LIFT STATION
25025	COWAN LORAIN ROAD LIFT STATION
25042	2013 125 KW GEN at MDOT
MISC EQUIPMENT	
7013	2005 AMIDA PORTABLE LIGHT TOWER
7022	2016 THOMPSON 6" PORTABLE PUMP
7026	2008 YAMAHA RHINO ATV - got from Police Dsept
7030	8" WELL POINT TRAILER MOUNTED
7038	2017 HUSTLER RAPTOR SD ZERO TRUN MOWER
12165	2006 POWER PRIME DIRECT DRIVE PUMP [MS PWR]
12168	2006 JD THOMPSON DIRECT DRIVE PUMP[W GPT]
20300	2005 GODWIN PUMP MOPD CD150
9164	2006 WELDER GENERATOR
25026	PORTABLE PUMP ON TRAILER VA LIFT STATION
7039	8' STREET SWEEPER RIDE-ON
MISC. VEHICLES	
2352	2002 JOHN DEERE SEWER TRAILER
2373	2006 INTERNATIONAL CRANE TRUCK
2388	2008 SEWER JET TRUCK
7014	2011 FREIGHTLINER VAC CON
7025	2017 F-450 CUES CAMERA VAN
7063	2020 WESTERN STAR GAP VAX SEWER TRUCK
TRACKHOES	
7021	2016 BOBCAT E-35 MINI EXCAVATOR for I&I crew
7029	BOBCAT E-42
7033	BOBCAT E-85 MINI EXCAVATOR
7034	JOHN DEERE 160 LC
7040	BOBCAT E-42 MINI EXCAVATOR
7041	BOBCAT E-42 MINI EXCAVATOR
7050	BOBCAT E-42 MINI EXCAVATOR
7064	2019 JOHNDEERE 180G
TRAILERS	
2363	2004 CLEMENT ROCKSTAR DUMP TRAILER
3581	2012 7' x 16' BOX UTILITY TRAILER
7002	2009 18' UTILITY TRAILER
7017	2013 JRS FUEL CELL TRAILER FOR 25023 GEN
7018	2016 7x16 ENCLOSED UTILITY TRAILER
7019	2016 TOP HAT UTILITY TRAILER for I&I crew

SEWER
EQUIPMENT AND VEHICLES

ASSET	VEHICLE DESCRIPTION
7035	2017 16' CAMERA VAN BOX TRAILER
7036	2017 FELLING 30 TON EQUIPMENT TRAILER
7045	2018 17,600 UTILITY TRAILER
7046	2018 17,600 UTILITY TRAILER
7047	2018 17,600 UTILITY TRAILER
7070	2020 6.6x12 Utility trailer replacement for 7067 that was stolen
VEHICLES	
1165	1996 F-350 (w/Heavy Duty Suspension for pulling gen)
1969	2007 GMC PU
1970	2007 GMC PU
1958	1998 CHEVY S-10 Replaced totalled out #2414
2361	2004 F 450 CREW CAB
2368	2005 FORD F-450
2374	2005 DODGE DAKOTA CLUB CAB
2391	2008 FORD RANGER XLT
2393	2008 FORD RANGER XLT
2395	2008 FORD RANGER XLT
2396	2008 FORD RANGER XLT
2397	2008 FORD RANGER XLT
2430	2006 GMC CANYON PICKUP wrecked by contractor
7003	2009 FORD RANGER
7007	2009 FORD F350 1 TON 4X4
7020	2016 CHEVROLET 3500 CREW CAB W/UTILITY BOX I&I crew
7023	2007 FORD ESCAPE SUV
7031	2017 FORD F-550 WITH DUMP BOX
7042	2018 F-450 CREW CAB W/UTILITY BED
7043	2018 F-450 CREW CAB W/UTILITY BED
7044	2018 F-450 CREW CAB W/UTILITY BED
7051	2018 DODGE RAM 2500 LWB 2WD
7052	2018 DODGE 2500 4x4
7054	2018 DODGE 1500 reg cab, SWB, 2WD .
7055	2018 DODGE 1500 reg cab, SWB, 2WD

WATER WELLS & TANKS- SOUTH SYSTEM 2020

Priority	HP	GPM	GEN #	Fuel Capacity	BLDG	
		DIA	KW	Gallons Per Hour	Fence	
1. East R/R St	100	1,000	3525	425	Y	
1042 E. Railroad St		8"	200 kw	20 gph	Y	
Home Depot	200	1,850	18720	325	Y	
10075 Old Hwy 49		12"	300 kw	20 gph	N	
3. 11th Street	60	1,000	N/A	N/A	Y	
3507 11th St		8"	N/A	N/A	N	
4. Rich Ave.	75	1,000	7015	275	Y	
5150 W. Railroad		12"	140 kw	24 gph	Y	
5. Oakleigh Ave	100	1,100	DD 15946	250	Y	
918 1/2 Oakleigh Ave		8"	200 kw	20 gph	Y	
6. Township Rd	125	1,500	DD 15947	250	Y	
831 Township Rd		8"	250	20 gph	Y	
7. Commerce St	100	1,000	3573	325	Y	
1001 Commerce St		8"	200 kw	18 gph	Y	
8. North Gulfport	100	1,000	N/A	N/A	Y	
8003 Arkansas Ave		8"	N/A	N/A	Y	
9. 28th St	75	400	DD 15943	250	Y	
2227 28th St		8"	175 kw	20 gph	Y	
10. Mill Ave	75	1,000	DD 15944	250	Y	
1450 Mill Ave		8"	175 kw	20 gph	Y	
11. Brentwood	25	300	N/A	N/A	N	
2 1/2 Park Dr		6"	N/A	N/A	Y	
12. 44th Ave	100	1,000	18722	120	Y	
1101 44th Ave		8"	200 kw	20 gph	Y	
13. 30th Ave	100	1,000	N/A	N/A	Y	
1515 30th Ave		8"	N/A	N/A	N	
14. Bayou View	75	1,000	N/A	Base provides	Y	
ANG Base		8"	N/A	power source	N	

Total GPM Capability 14,150 *** DD denotes direct drive**

Water Tanks	Capacity	Address	FENCE
26th Ave	1,000,000	1801 26th Ave.	Y
DeBuys Rd.	1,000,000	DeBuys Rd.	Y
Cowan Rd.	1,000,000	309 Cowan Rd.	Y
N. Gulfport	300,000	8273 Arkansas Ave.	Y
Bayou View	500,000	49 51st St.	Y
V.A.	75,000	Centennial Plaza	Y
Total Capacity	3,875,000		

WATER WELLS & TANKS- NORTH SYSTEM 2020

Priority	HP	GPM	GEN #	Fuel Capacity	BLDG	
		DIA	KW	Gallons Per Hour	Fence	
1. South Swan	75	900	7009	324	N	
15230 S. Swan Rd		8"	200 kw	20 gph	Y	
2. Stiglett Rd	75	900	N/A	N/A	N	
12356 Stiglett Rd		8"	N/A	N/A	Y	
3. 34th Ave	150	1,100	3529	324	Y	
10279 34th Ave		10"	250 kw	20 gph	Y	
4. Trailwood	75	950			Y	
13012 Trailwood Dr		8"			Y	
5. David St	75	1,000	3524	324	Y	
11160 S. Wilson Dr		8"	175 kw	20 gph	Y	
6. Jackson St	50	650	7010	324	N	
191 Jackson St		8"	200 kw	20 gph	Y	
8. Highway 53	150	1,700	15937	550	Y	
16479 Highway 53		12"	200 kw	16 gph	Y	
9. Dedeaux Rd	150	775	15942	550	Y	
11535 Dedeaux Rd		12"	350 kw	25 gph	Y	
10. Community Ctr.	25	300	N/A	N/A	Y	
Dedeaux Rd		8"	N/A	N/A	N	

Total GPM Capability 9,225

Water Tanks	Capacity	Address	FENCE
Olivet	75,000	400 Mary Dr.	Y
K-Mart	100,000	15530 Oak Ave.	Y
Crossroads	1,000,000	15256 Crossroads Pky	Y
Jackson St.	225,000	191 Jackson St.	Y
Lyman	750,000	14122 Old Hwy 49	Y
Three Rivers Rd.	1,000,000	Three Rivers Rd	Y

Total Capacity 3,150,000

New ID	STATION NAME	STREET	XCOORD	YCOORD
PS-014	16th Street and Walston	530 16th St	-89.041299	30.380506
PS-095	18th Avenue	2623 18th Avenue	-89.083852	30.382648
PS-084	26th Avenue	2809 26th Ave	-89.094735	30.384679
PS-178	28th St School	28th St & 46th Ave	-89.119960	30.391576
PS-096	29th St	1702 Avondale Apts	-89.078818	30.385372
PS-180	2nd Street	2nd Street		
PS-147	3 Rivers Rd	11154 Three Rivers Rd	-89.077760	30.446259
PS-019	3rd Street	1328 Sherwood Dr	-89.027207	30.396098
PS-088	45th Avenue	1701 44th Ave	-89.114636	30.371258
PS-053	48th Street	24 48th St	-89.049061	30.409391
PS-119	4th Street	14000 4th St	-89.069542	30.451419
PS-051	50th Street	31 50th St	-89.046792	30.413597
PS-081	54th Avenue	5401 34th St	-89.126976	30.391123
PS-049	54th Street	32 1/2 54th St	-89.053754	30.420132
PS-048	55th Street Alley	15 1/2 55th St	-89.051190	30.422207
PS-099	8th Avenue	3115 8th Ave	-89.069604	30.388908
PS-085	A and P	2701 Pass Rd	-89.096190	30.379350
PS-020	Acadian Drive	1096 Acadian Dr	-89.020936	30.399454
PS-102	Access Blvd	2400 John Hill Blvd	-89.090776	30.396289
PS-179	Alston	Camp Avenue		
	Anchor Plaza			
PS-021	Anniston Avenue	900 Anniston Ave	-89.018297	30.394286
PS-010	Arkansas and 90	101 Arkansas Ave	-89.047884	30.378005
PS-150	Ashton Oaks	11474 Ashton Lane East	-89.015853	30.455639
PS-046	Audubon Point	7 Audubon Point	-89.046039	30.424172
PS-041	Banner	6 50th Street	-89.044812	30.417192
PS-045	Bayou Circle	71 1/2 Bayou Cir	-89.044771	30.423641
PS-055	Bayou Oaks	9 1/2 Old Oak Lane	-89.032340	30.407812
PS-006	Bayou View Apartments	3624 Jody Nelson Dr	-89.055066	30.397070
PS-035	Bayou View Drive	4371 N. Lawrence Pl	-89.045295	30.403282
PS-029	Baywood Apartments	1902 Switzer Rd	-89.015951	30.408229
PS-025	Beach Dr	2003 Beach dr	-89.004580	30.387670
PS-027	Beards Cove	1319 Beards Cove	-89.012615	30.409803
PS-047	Benefield	126 Bayou Cir	-89.050504	30.423316
PS-116	Bible Baptist	12228 Dedeaux Rd	-89.039955	30.451490
PS-030	Big Sugar Mill	1201 Mill Rd	-89.037091	30.402472
PS-056	Bluff Lane	11627 Bluff Lane	-89.038238	30.413636
PS-036	Bourgeois	10 1/2 Bayou View Drive	-89.047584	30.401062
PS-097	Brookwood	1300 Brookwood	-89.077632	30.386518
	Canal Crossing			
PS-037	Canal Place	390 N Caribe Pl.	-89.044296	30.403171
PS-004	Canal Street	122 Canal St	-89.047496	30.399262
PS-159	Capt. Al's	11381 E. Dedeaux Road	-89.449825	30.028790
PS-032	Champlin Circle	1433 Champlin Cir	-89.043814	30.406125
PS-151	Chasewood	13221 Tiara Drive	-89.108360	30.474000
PS-131	Chipwood	299 Robert Dale Dr	-89.062856	30.484113
PS-018	Church and Watkins	1201 Church St	-89.030433	30.395655
PS-042	Colonel Wink	32 Colonel Wink	-89.041323	30.418303
PS-112	Colonial South	13407 Dedeaux Rd	-89.049997	30.449795
PS-070	Comfort Inn	9343 Hwy 49	-89.092793	30.421851
PS-079	Cotton Compress	3801 34th Ave	-89.104472	30.395712
PS-015	Cowan Road	202 Cowan Rd	-89.025207	30.384352
PS-061	Creek and Alden	11238 Creek Dr	-89.024592	30.448933
PS-174	Crown Road (Delmar)	Delmar Street	-89.055440	30.488525

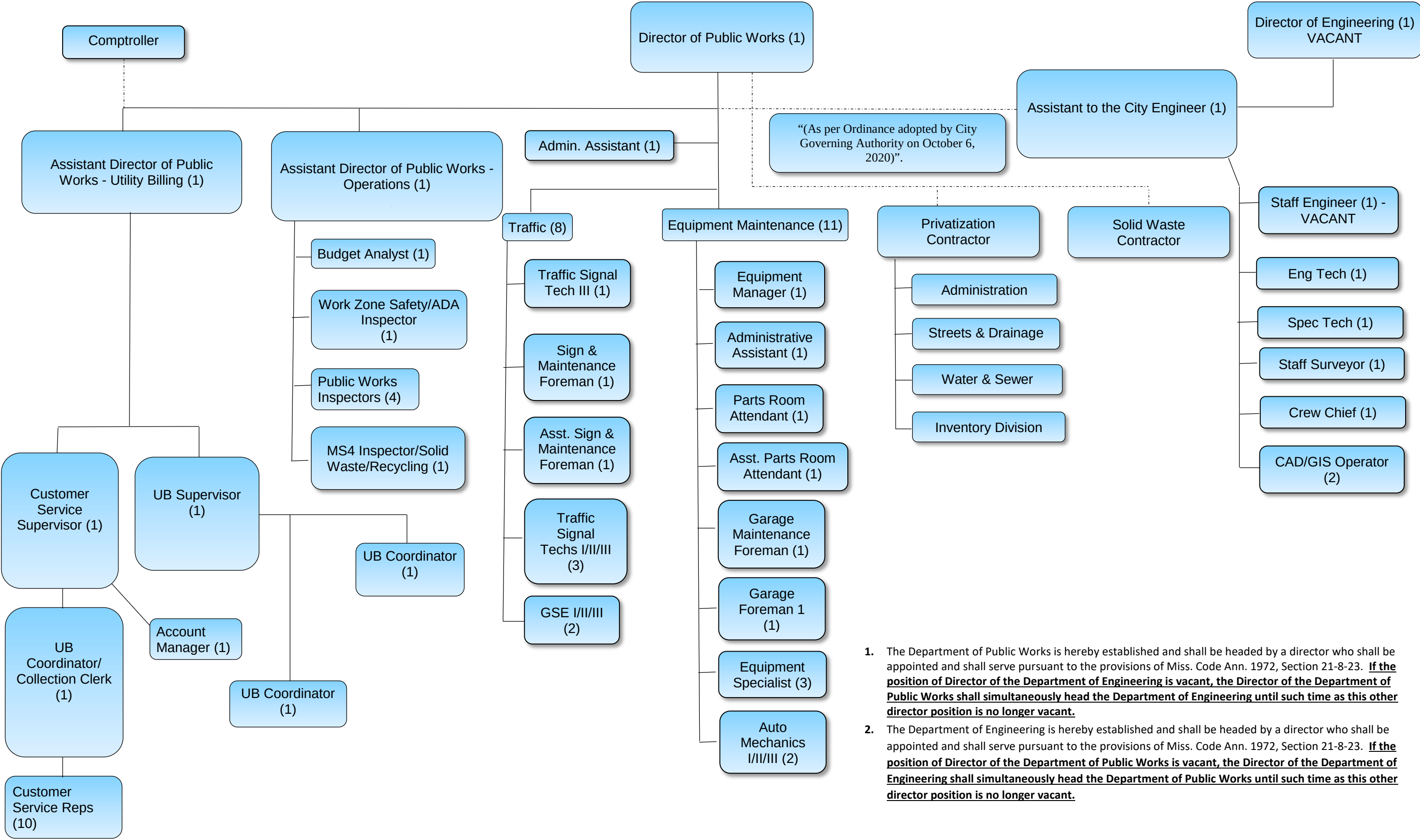
New ID	STATION NAME	STREET	XCOORD	YCOORD
PS-177	Crown Road (Freemont)	Freemont Street	-89.064480	30.494835
PS-176	Crown Road (Urbana)	Urbana Street	-89.060200	30.492635
PS-139	Crystal Lake	11345 Crystal Lake Dr	-89.141396	30.451357
PS-064	Cuandet Road	9608 Cuandet Rd	-89.069365	30.421104
PS-164	Curtis Street	13355 Curtis Street	-89.481285	30.032370
PS-162	Cypress Bend	11003 O'Neal Road	-89.018640	30.471605
PS-142	Cypress Point	18090 Cypress Court	-89.139347	30.447957
PS-136	Cypress Pond	14330 Creekwood Dr	-89.080154	30.474648
PS-170	E Meadowbrooke	17281 Meadowbrooke Dr	-89.114944	30.477185
PS-040	Epico Hollow	5 Epico Hollow	-89.042383	30.415234
PS-059	Evans Road	9539 Evans Rd	-89.037877	30.424060
PS-115	Fairfield	11408 1/2 Fairfield Lane	-89.046045	30.453769
PS-062	Fire Station 10	12003 Dedeaux Rd	-89.036072	30.449587
PS-054	Fire Station 11	13280 Three Rivers Rd	-89.069428	30.479156
PS-156	Flat Branch	15010 O'Neal Road	-89.086975	30.471735
PS-016	Forest Drive	535 1/2 Forest Dr	-89.030886	30.391294
PS-109	Frito Lay	235 41st Street	-89.063382	30.450174
PS-158	Fritz Creek	11550 Dedeaux Road	-89.035960	30.452675
PS-209	Grand Oaks			
PS-141	Grand Way	12040 Grand Way Rd	-89.059453	30.510313
PS-138	Green Glade	16356 Greenglade Dr	-89.115186	30.488312
PS-034	Greenbriar	21 Greenbriar Dr	-89.041867	30.404744
PS-050	Hacienda	48 1/2 54th St	-89.055904	30.418681
PS-152	Hacienda-2	3 Hacienda Lane		
PS-066	Halsel Rd	9289 1/2 Halsel Rd	-89.077726	30.421018
PS-043	Hancock Place	1 Hancock Pl	-89.044026	30.419534
PS-128	Hardees	11037 Hwy 49	-89.100049	30.443120
PS-175	Hatten Farm	Urseline Drive	-89.075001	30.499985
PS-009	Herb Wilson Park	3125 Hancock	-89.050602	30.387718
PS-001	Hewes and Glover	3999 Hewes Avenue	-89.057989	30.398133
PS-068	Hilton Garden	14100 Airport Rd	-89.076066	30.416286
PS-069	Hudson	9130 Hwy 49	-89.092370	30.416558
PS-076	Jason	8120 Lavendar St	-89.111738	30.401406
PS-086	Job Corp	2100 35th Ave	-89.104071	30.375828
PS-028	John Evans	1238 Glendale Pl	-89.012279	30.408608
PS-160	John Ross Road	11520 John Ross Road	-89.026280	30.455925
PS-101	Johnson Homes	3339 Johnson Dr	-89.073324	30.388262
PS-094	Jones Park	2001 E Beach Blvd	-89.086451	30.367475
PS-091	Jones Park West	2311 E Beach Blvd	-89.090952	30.366075
PS-087	Jonestown	3900 20th St	-89.109123	30.374592
PS-052	Kendall Ave	4934 Kendall Av	-89.045652	30.413392
PS-044	Keyser Lane	12 1/2 Keyser Lane	-89.042320	30.423087
PS-063	Kiawanis	4403 Searle Ave	-89.059679	30.404604
PS-038	Kimball Dr	12 Kimball Dr	-89.042586	30.411329
	Kiwanis #2			
PS-039	Kremer Marine	1401 Magnolia St	-89.026422	30.403057
PS-082	Ladner Housing	18074 30th St	-89.138951	30.386465
PS-031	Little Sugar Mill	1333 Mill Road	-89.037627	30.404439
PS-157	Lorriane Road	11375 Lorraine Road	-89.030196	30.452766
PS-165	Lundy Road	12335 Lundy Road	-89.045955	30.482375
PS-207	Lyman			
PS-075	Magnolia	8246 Magnolia Ave	-89.106735	30.405294
PS-161	Mock Street	13010 Mock Street	-89.032371	30.472585
PS-167	MS Power	HWY 49 North	-89.105529	30.514715

New ID	STATION NAME	STREET	XCOORD	YCOORD
PS-103	Neighborhood Cleaners	8039 Arkansas Ave	-89.095082	30.399234
PS-172	North Belvedere	Old Hwy 49 North	-89.110070	30.507061
PS-133	North Swan	15561 Tranquil Lake Dr	-89.077689	30.511193
PS-002	Oak Avenue	3990 Oak Avenue	-89.053524	30.399428
PS-072	Old Hwy 49	9416 Old Hwy 49	-89.095488	30.424701
PS-148	Oneal Rd	14280 ONeal Rd	-89.078082	30.471676
PS-127	Orange Grove School	13333 Old Hwy 49	-89.105436	30.451671
PS-024	Palmer Dr	2308 1/2 Palmer Dr	-89.004579	30.396035
PS-080	Papania Lane	4218 31st St	-89.112961	30.387576
PS-114	Pine Hills	2700 1/2 Samuel Dr	-89.044180	30.442864
PS-098	Pineland Dr	1224 1/2 29th St	-89.074056	30.387113
PS-168	Piperwood	Orange Grove Road	-89.153860	30.451225
PS-003	Poplar Circle	28 1/2 Poplar Cir	-89.048276	30.402454
PS-130	Post Office	11130 Hwy 49	-89.096457	30.445695
PS-121	Prudie Circle	12045 Prudie Cir	-89.068353	30.456997
PS-108	Reservation	103 1/2 Big Sky Drive	-89.064817	30.460535
PS-058	Ridge Road	9055 Ridge Rd	-89.036054	30.414931
PS-067	Rippy Road	14631 Rippy Rd	-89.085806	30.420939
PS-163	River Road	11300 S. River Road	-89.020641	30.476935
PS-126	Robinson Road	16463 Robinson Rd	-89.118970	30.463755
PS-153	Roxberry	13532 Brayton Blvd	-89.078550	30.479425
PS-022	Sarazen	2432 Collins Blvd	-89.014187	30.390398
PS-100	Satellite Prison	3816 8th Ave	-89.068636	30.397594
PS-105	Searle Ave	4013 Searle Ave	-89.058615	30.400761
PS-149	Sherman Trail	12408 Fishermans Trail	-89.013877	30.464000
PS-023	Snead	504 Snead St	-89.011014	30.396983
PS-140	South Fork	15318 Vick Rd	-89.097440	30.514715
PS-132	South Swan	15460 Swan Lake Blvd	-89.075285	30.506180
	Sports Complex4	17200 16th St		
PS-144	Sports Complex 1	17200 16th St, Unit A	-89.123718	30.429440
PS-145	Sports Complex 2	17200 16th St, Unit B	-89.125287	30.432972
PS-146	Sports Complex 3	17200 16th St, Unit C	-89.121877	30.433639
PS-089	Stewart Ave	1701 Stewart Ave	-89.129428	30.368037
PS-201	Super C	12399 Three Rivers Rd		
PS-134	Sweet Water Trail	13193 John Clark Rd	-89.108364	30.473949
PS-026	Switzer Road	1801 Switzer Rd	-89.017595	30.405956
PS-111	Sycamore Drive	97 1/2 Sycamore Dr	-89.057098	30.451362
PS-033	Tally Ho Circle	1440 1/2 Tally Ho Circle	-89.042401	30.406369
PS-110	Tandy Drive	2460 West Tandy Dr	-89.059279	30.441062
PS-106	Tanner Road	11178 Tanner Road	-89.079996	30.447660
PS-057	Taylor Road	10841 E. Taylor Rd	-89.018243	30.413574
PS-129	Texaco	10422 Hwy 49	-89.096530	30.438622
PS-005	Texas Avenue	3203 Texas Avenue	-89.046538	30.389238
PS-137	Three Rivers and Dedeaux	14213 Dedeaux Rd	-89.076270	30.448808
PS-154	Turnberry	11387 Turnberry Lane	-89.040880	30.445855
PS-074	Turnkey South	15441 Holly Cir	-89.098990	30.413394
PS-008	VA Lift Station	250 E Railroad St	-89.055526	30.379657
PS-007	Veterinarian	3403 Hewes	-89.061315	30.391948
PS-171	W Meadowbrooke	17315 Meadowbrooke Dr	-89.118438	30.479286
PS-104	Wal Mart	9338 Hwy 49	-89.088808	30.422183
PS-065	Washington Ave	14079 Rippy Rd	-89.071696	30.424495
PS-169	Water Park	13100 16th Street	-89.125287	30.432972
PS-117	Waterside	11044 Channelside Drive	-89.021972	30.411455

New ID	STATION NAME	STREET	XCOORD	YCOORD
PS-166	West North Gulfport	15444 9th Street	-89.105807	30.420525
PS-092	White Cap	755 20th Ave	-89.086252	30.362570
PS-017	Willowood Apartments	524 1/2 Orgean Drive	-89.037198	30.390748
PS-118	Wind Rose	14419 Autumn Chase	-89.084975	30.475945

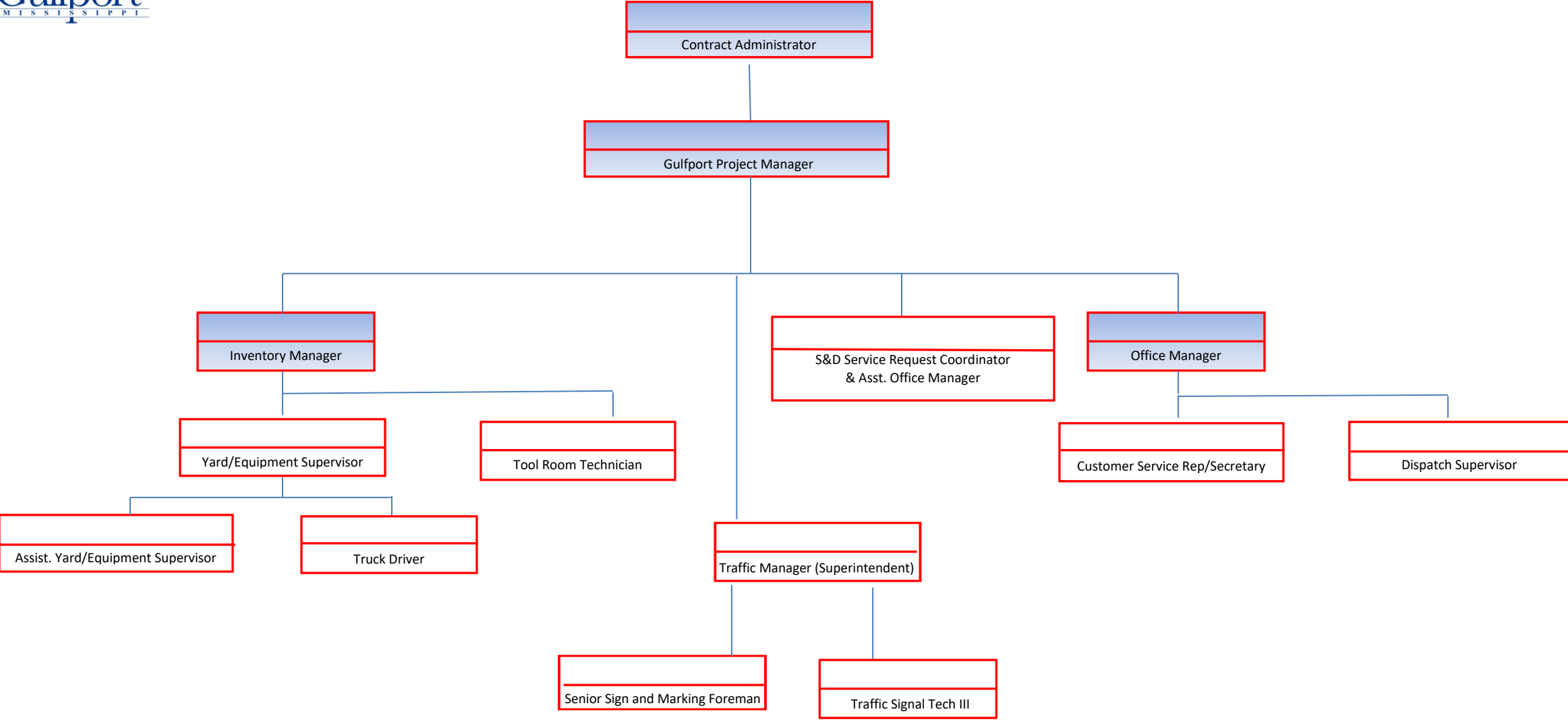


Department of Public Works/Engineering

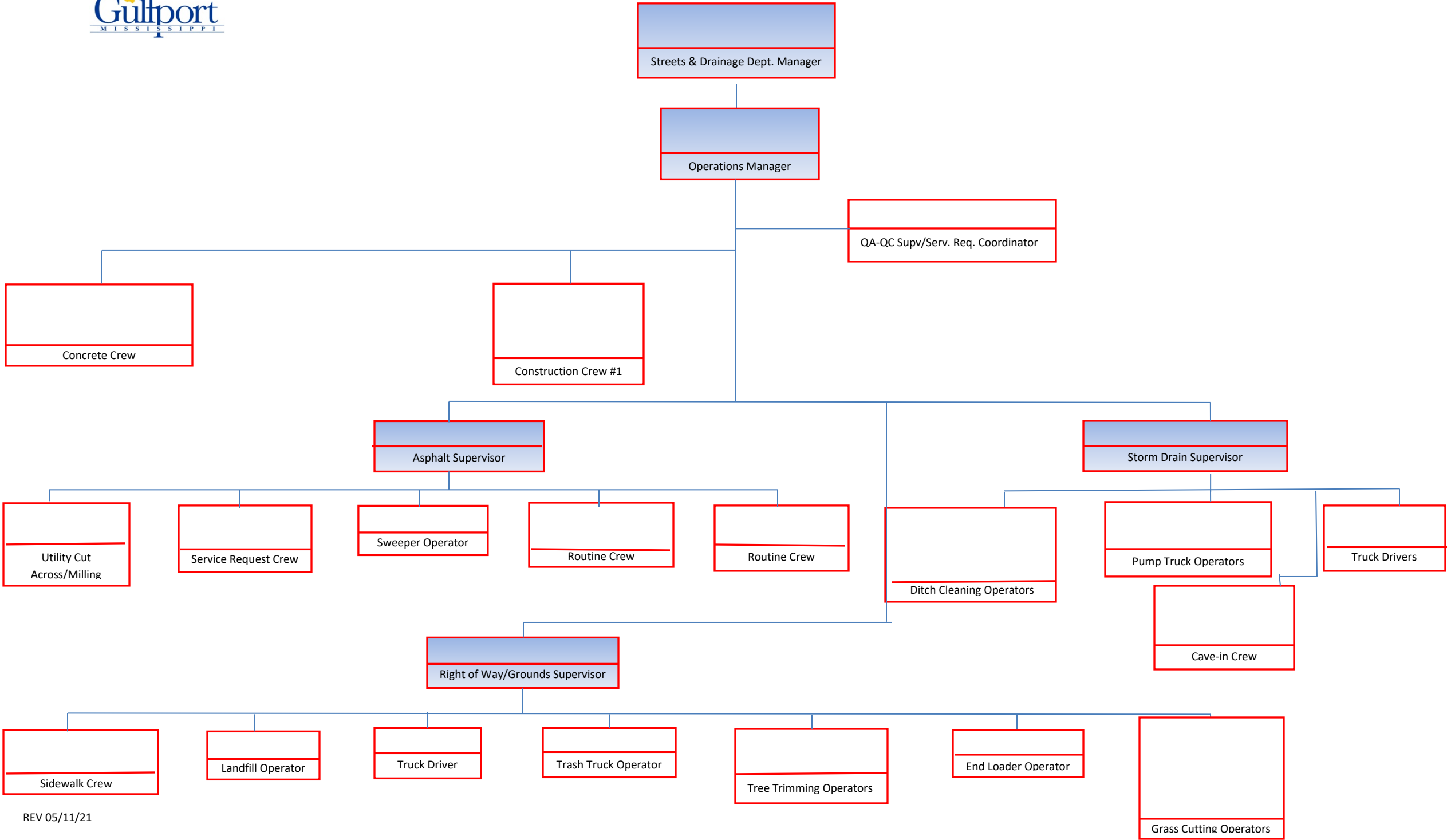


1. The Department of Public Works is hereby established and shall be headed by a director who shall be appointed and shall serve pursuant to the provisions of Miss. Code Ann. 1972, Section 21-8-23. **If the position of Director of the Department of Engineering is vacant, the Director of the Department of Public Works shall simultaneously head the Department of Engineering until such time as this other director position is no longer vacant.**
2. The Department of Engineering is hereby established and shall be headed by a director who shall be appointed and shall serve pursuant to the provisions of Miss. Code Ann. 1972, Section 21-8-23. **If the position of Director of the Department of Public Works is vacant, the Director of the Department of Engineering shall simultaneously head the Department of Public Works until such time as this other director position is no longer vacant.**

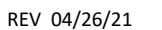
CITY OF GULFPORT PRIVATIZATION ADMINISTRATION DIVISION



CITY OF GULFPORT PRIVATIZATION STREETS AND DRAINAGE DIVISION



Gulfport
MISSISSIPPI



Streets and Drainage Project Staff	Category	Quantity	Type	High School Diploma or GED Required	Minimum Hourly Rate
Contract Administrator	Admin	1	Key	Yes	27.50
Project Manager	Admin	1	Key	Yes	40.00
Office Manager	Admin	1	Key	Yes	30.01
S&D Service Request Coordinator/Asst. OM	Drainage	1		Yes	18.70
S&D Department Manager	Drainage	1	Key	Yes	31.43
S&D Operations Manager	Drainage	1	Key	Yes	28.50
Inventory Manager	Admin	1	Key	Yes	21.00
Dispatch Supervisor	Admin	1		Yes	16.31
Customer Service Rep/Secretary	Admin	1		Yes	13.00
Yard/Equipment Supervisor	Admin	1		Yes	16.00
Yard/Equipment Assistant Supervisor	Admin	1		No	13.50
Tool Room Technician	Admin	1		Yes	16.00
Right of Way/Grounds Supervisor	Drainage	1		Yes	19.50
Trash Truck Operator	Drainage	1		Yes	15.00
Tree Trimming Operator	Drainage	2		Yes	12.50
End Loader Operator	Drainage	1		Yes	15.91
Grass Cutting Operator	Drainage	6		Yes	12.00
Street Sweeper Operator	Streets	1		Yes	12.75
Landfill Operator	Streets	1		No	13.73
Asphalt Supervisor	Streets	1		Yes	21.80
Asphalt Crew Leader, Utility Cut Rest. Crew	Streets	1		Yes	14.50
Asphalt Crew Leader, Service Request Crew	Streets	1		Yes	16.12
Asphalt Crew Leader, Routine Crew	Streets	2		Yes	14.50
Asphalt Laborer, Service Request Crew	Streets	1		No	13.99
Asphalt Laborer, Routine Crew	Streets	2		No	12.75
Asphalt Utility Cut Restoration Operator	Streets	1		Yes	16.00
Concrete Crew Leader	Streets	1		Yes	16.75
Concrete Crew Operator	Streets	1		Yes	11.75
Concrete Crew Laborer	Streets	1		No	10.00
Storm Drainage Supervisor	Streets	1		Yes	21.32
Cave-in Repair Crew Leader	Drainage	1		Yes	15.30
Cave-in Repair Crew Assistant Crew Leader	Drainage	1		Yes	14.20
Cave-in Repair Laborer	Drainage	1		No	12.18
Ditch Cleaning Supervisor	Drainage	1		Yes	15.00
Ditch Cleaning Operator	Drainage	3		Yes	12.00
Truck Driver -ROW/Grounds	Drainage	1		Yes	15.42
Truck Driver - Storm Drain Crew	Drainage	2		Yes	14.00
Truck Driver	Drainage	1		Yes	15.53

Pump Truck Operator - Lead	Drainage	1		Yes	15.00
Pump Truck Operator	Drainage	1		Yes	13.83
Sidewalk Crew Laborer	Drainage	2		Yes	10.20
Construction Crew #1, Crew Leader	Drainage	1		Yes	16.50
Construction Crew #1, Asst. Crew Leader	Drainage	1		Yes	14.00
Construction Crew #1, Laborer	Drainage	1		No	10.00
Construction Crew #1, Truck Driver	Drainage	1		Yes	14.76

Water and Sewer Project Staff	Category	Quantity	Type	High School Diploma or GED Required	Minimum Hourly Rate
Water & Sewer Manager	Water	1	Key	Yes	31.21
Lift Station Manager	Sewer	1	Key	Yes	26.30
Asst. Lift Station Manager	Sewer	1		Yes	18.15
Water & Sewer Asst. Manager	Water	1	Key	Yes	25.58
QA-QC Supervisor/Safety Officer	Admin	1		Yes	25.88
Lift Station Tech	Sewer	3		Yes	12.00
SCADA/Electrical Manager	Sewer	1	Key	Yes	20.61
SCADA Tech	Sewer	1		Yes	13.70
Electrical Supervisor	Sewer	1	Key	Yes	22.86
Electrician, Assistant	Sewer	1		Yes	14.00
Water Wells Manager	Water	1	Key	Yes	22.43
Water Well Operator	Water	3		Yes	17.04
Vacuum Truck Operator	Sewer	2		Yes	14.21
Camera Truck Operator	Sewer	2		Yes	15.23
Backflow Prev/Cross Connection/Line Locator	Water			Yes	17.63
W&S Service Request Coordinator	Sewer			Yes	26.30
Water Operations Mgr.	Water			Yes	27.05
Water Repair & Maint. Supervisor	Water			Yes	20.00
Water Repair & Maint. Crew Leader	Water	8		Yes	14.00
Water Repair & Maint. Asst. Crew Leader	Water	3		Yes	13.00
Water Repair & Maint. Crew Laborer	Water	7		Yes	10.00
Sewer Repair & Maint. Supervisor	Sewer			Yes	23.00
Jet Truck Operator	Sewer	2		Yes	12.25
Water Line Locator	Water	2		No	13.96
Truck Driver	Water			No	14.17
Construction Crew Leader	Water	3		Yes	16.60
Construction Crew Asst. Crew Leader	Water	3		Yes	14.42
Construction Crew Laborer	Water	3		No	10.00
Construction Crew Truck Driver	Water	3		Yes	14.83

Fire Hydrant Construction Crew Leader	Water	1		Yes	15.25
Fire Hydrant Construction Asst. Crew Leader	Water	1		Yes	14.17
Fire Hydrant Construction Crew Laborer	Water	1		No	11.00
Interceptor Manager	Sewer	1	Key	Yes	28.30
Interceptor Asst. Manager	Sewer	1		Yes	14.83
Lift Station Tech - Interceptor Crew	Sewer	3		Yes	12.00
I&I Crew Leader	Sewer	1		Yes	18.88
I&I Crew Laborer	Sewer	2		No	12.18
Sewer Crew Leader	Sewer	1		Yes	15.23
Sewer Asst. Crew Leader	Sewer	1		Yes	14.45
Sewer Crew Laborer	Sewer	2		No	10.00
Valve Exercise Technician	Water	1		Yes	15.43
Meter Reader, LEAD	Water	1		Yes	19.38
Meter Reader	Water	4		Yes	12.18

				High School Diploma or GED Required	Minimum Hourly Rate
Traffic Staff	Category	Quantity	Type		
Traffic Manager	Traffic	1	Key	Yes	26.45
Senior Sign and Marking Foreman	Traffic	1		Yes	22.37
Traffic Signal Technician III	Traffic	1		Yes	20.12

Job Descriptions

This section includes "Draft" Job Description completed by Human Resources for all of the positions in the Organizational chart.



City of Gulfport, Mississippi
Job Description

Asphalt Supervisor
(ASPS)

Department: 311 – Streets & Drainage
EEO Class: Technical
Date Revised: 10.01.2010

FLSA Status: Non-Exempt
Date Approved:

Position Overview

Responsible for overseeing day to day operation of asphalt crew repairs including potholes, cut acrosses, etc. throughout the City of Gulfport.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Plans and schedules daily operation of asphalt crews
- Responsible for creating and submitting monthly reports to Project Manager
- Inspects work in progress and take necessary actions to ensure correct completion of jobs in a timely manner
- Oversees and assigns duties to crews

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to plan, organize, assign and supervise work assignments
- Physical strength and agility sufficient to perform heavy manual labor for extended periods of time under unfavorable weather conditions
- Knowledge of operating characteristics of assigned equipment
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instruction, including SouthWest Water Co./City of Gulfport department rules,

policies, and regulations

- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent. One year experience.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in and around water and sewer collection systems, primarily outside; worker is subject to adverse weather and environmental conditions, including temperature extremes, humidity and precipitation; noise and vibration from heavy equipment; exposure to physical hazards from equipment with moving parts, high voltage electrical equipment, hazardous chemicals, and bacteria in wastewater.

Physical Demands

Stand	C (Constantly)
Walk	C (Constantly)
Sit	F (Frequently)
Handling / Fingering	C (Constantly)
Reach Outward	C (Constantly)
Reach Above Shoulder	C (Constantly)
Climb	C (Constantly)
Crawl	C (Constantly)
Squat or Kneel	C (Constantly)
Bend	C (Constantly)

Lift/Carry

10 lbs or less	C (Constantly)
11-20 lbs	C (Constantly)
21-50 lbs	C (Constantly)
51-100 lbs	C (Constantly)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	C (Constantly)
13-25 lbs	C (Constantly)
26-40 lbs	C (Constantly)
41-100 lbs	N (Not Applicable)

N (Not

Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Asphalt Crew Laborer
(ACL)

Department: 311 – Public Works
EEO Class: Laborer
Date Revised: 10.01.2010

FLSA Status: Non-Exempt
Date Approved:

Position Overview

The Asphalt Laborer is responsible for assisting the crew leader in carrying out assigned duties. May be assigned to different crews on a daily basis wherever the need exists.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Performs routine construction and maintenance including pot holes and cut-acrosses
- Ensures that all daily operations are performed in a safe and efficient manner
- Operates equipment as needed
- Completes and reports as needed
- Assists in housekeeping duties of his assigned area when requested to do so

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of operating characteristics of assigned equipment
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instruction, department rules, policies, and regulations

- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent. Minimum of six months experience. Must pass Driver qualification test.

Required Licenses or Certificates

Must possess a valid Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed outside. Worker is subjected to adverse weather conditions and environmental conditions, including temperature extremes, humidity and precipitation; exposure to physical hazards from traffic and from possible bacteria in wastewater and from sewer lines.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	F (Frequently)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	F (Frequently)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not

Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Asphalt Crew Lead
(ACL)

Department: 311 – Streets & Drainage
EEO Class: Technical
Date Revised: 10.01.2010

FLSA Status: Non-Exempt
Date Approved:

Position Overview

Responsible for overseeing day to day operation of asphalt crew repairs including potholes, cut acrosses, etc. throughout the City of Gulfport, for their crew.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Plans and schedules daily operation of an Asphalt crews
- Inspects work in progress and take necessary actions to ensure correct completion of jobs in a timely manner
- Operates a front-end loader in loading asphalt, sand slag and similar materials on trucks

Knowledge, Skills and Abilities

Must posses required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to plan, organize, assign and supervise work assignments
- Physical strength and agility sufficient to perform heavy manual labor for extended periods of time under unfavorable weather conditions
- Knowledge of operating characteristics of assigned equipment
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instruction, including SouthWest Water Co./City of Gulfport department rules, policies, and regulations

- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent. A minimum of two years experience.

Required Licenses or Certificates

Valid Class B Mississippi Driver's license; Prior experience using hand tools appropriate to the various trades.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in and around water and sewer collection systems, primarily outside; worker is subject to adverse weather and environmental conditions, including temperature extremes, humidity and precipitation; noise and vibration from heavy equipment; exposure to physical hazards from equipment with moving parts, high voltage electrical equipment, hazardous chemicals, and bacteria in wastewater.

Physical Demands

Stand	C (Constantly)
Walk	C (Constantly)
Sit	F (Frequently)
Handling / Fingering	C (Constantly)
Reach Outward	C (Constantly)
Reach Above Shoulder	C (Constantly)
Climb	C (Constantly)
Crawl	C (Constantly)
Squat or Kneel	C (Constantly)
Bend	C (Constantly)

Lift/Carry

10 lbs or less	C (Constantly)
11-20 lbs	C (Constantly)
21-50 lbs	C (Constantly)
51-100 lbs	C (Constantly)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	C (Constantly)
13-25 lbs	C (Constantly)
26-40 lbs	C (Constantly)
41-100 lbs	N (Not Applicable)

N (Not

Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Assistant Yard/Equipment Coordinator

Department:

EEO Class: Laborers

Date Revised: 10/1/10

FLSA Status: Exempt

Date Approved:

Position Overview

The Assistant Yard / Equipment Supervisor is responsible for managing the City of Gulfport Department of Public Work's automotive, construction and material handling equipment resources efficiently within the established City and Department guidelines. He/She is also responsible for the proper storage and inventory tracking of project materials stored within the yard fence line.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following as well as their related duties that may be assigned.

- Ensures that all Operators perform and fill out the required Operator's Daily Inspection & Trouble Report Form prior to any equipment/machine being operated each day and route copies as directed by City SOP.
- Works closely with the Department's Equipment manager to get equipment in for preventative maintenance (PMs) and breakdown repairs within a timely manner. Also ensures the Operator's have annotated any problems that need to be looked at by the Maintenance Shop.
- Enforces speed limits within the yard and establish a proper traffic flow plan and equipment parking plan. Equipment shall be staged to allow for easy and safe movement in and out of the yard.
- Ensures that all trailer loaded equipment and/or materials are properly lashed and secured before leaving the yard area, per DOT standards. Any load not properly secured will not be allowed to depart the yard.
- Assists the Training Division personnel in providing hands-on Operator training on equipment utilized by the Contractor's

employees.

- Ensures that all areas within the yard fence lines are kept neat, clean and organized at all times. The access roads and staging areas shall be kept free of holes and standing water.
- Performs spot inspections on equipment to identify any unreported equipment damages, missing or damaged safety equipment, or safety hazards that need maintenance attention.
- Maintains a Dispatch Log and/or an Equipment Status Board to track current operational status and location of all equipment and collateral gear, to include but not limited to: Project assigned, Supervisor or Operator assigned to, Duration of assignment, and operational status (Up, In for maintenance, or Deadlined). This tracking process will provide quick knowledge of equipment availability, location, ability to schedule available assets in support of operations, and when possible rentals are required. This process will also ensure that equipment is being properly rotated so as to achieve equal usage on equipment and track the date scheduled PM services.
- Maintains and controls the main and spare keys for all automotive, construction and material handling equipment. A master set of keys will be kept by the Equipment Manager within each equipment Maintenance History Jacket.
- Maintains all required forms and records in an organized filing system and retain for historical purposes.
- Assists the Department's Work Zone Safety Supervisor with accident investigations to answer the following questions; Who? What? When? Where? Why and How of accidents. And will make recommendation(s) on how to eliminate the situation from being repeated.
- Ensures that all project materials leaving the yard are properly accounted for and documented by recording the materials on the Work Order against the job it is to be charged against.
- Maintains project material inventories that will be validated against the Department Budget Analyst's master inventory listing as required.

- Ensures the stock of on-hand materials is kept at the proper stocking levels and make recommendations if the stock level is too low or too high. Will also pay attention to long lead items to ensure orders are made before stocks are diminished.
- Maintains a secure location and tracking of all collateral inventories for the equipment. The collateral items shall also be turned into the shop during the PM cycle for maintenance, unless the service can be performed in the yard. The collateral items shall be inspected when they are issued and returned.
- Manages the equipment wash down/wash rack area to ensure equipment is properly cleaned each day before closing out the daily report and ensure the wash down areas are kept clean and free of heavy soils. Any hazwaste spills or materials will be quickly and properly cleaned up and disposed of properly.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Ability to allocate authority and/or task responsibility to appropriate people.
- Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Ability to identify and correct conditions that affect employee safety.

Education and Experience

High School graduate or equivalent.

Required Licenses or Certificates

Must possess valid State of Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Stand	C (Constantly)
Walk	C (Constantly)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	O (Occasionally)
Bend	F (Frequently)

Lift/Carry

10 lbs or less
11-20 lbs
21-50 lbs
51-100 lbs
Over 100 lbs

C (Constantly)
F (Frequently)
O (Occasionally)
N (Not Applicable)
N (Not Applicable)

Push/Pull

12 lbs or less
13-25 lbs
26-40 lbs
41-100 lbs

C (Constantly)
F (Frequently)
O (Occasionally)
N (Not Applicable)

N (Not**Applicable)**

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Camera Truck Operator (CTO)

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Camera Truck Operator is responsible for enabling the department in locating cracks, separations and sewer services in the sewer system.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Maintains and operates camera truck and related video equipment
- Assists pressure truck operator in cleaning lines so line can be videoed
- Makes tapes available to Sewer Supervisor to determine location and needed repairs to the line
- Performs preventative maintenance on equipment per manufacturers recommendations

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintains and operates camera truck and related video equipment
- Assists pressure truck operator in cleaning lines so line can be videoed
- Makes tapes available to Sewer Supervisor to determine location and needed repairs to the line
- Ability to complete and submit written reports as needed

- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to communicate effectively with other personnel and supervisors
- Ability to understand and follow oral and written instructions, including SouthWest Water Co./City of Gulfport department rules, policies, and regulations
- Knowledge of work hazards and safety precautions
- Knowledge of operating characteristics of assigned equipment, including computer and video knowledge, or have the desire and ability to learn

Education and Experience

High school diploma or equivalent. Minimum of one year experience preferred.

Required Licenses or Certificates

Must possess a valid Class B Mississippi License with associated endorsements.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed outside. Worker is subjected to adverse weather conditions and environmental conditions, including temperature extremes, humidity and precipitation; exposure to physical hazards from traffic and from possible bacteria in wastewater and from sewer lines.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	F (Frequently)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	F (Frequently)
Over 100 lbs	N (Not Applicable)
Push/Pull	
12 lbs or less	F (Frequently)

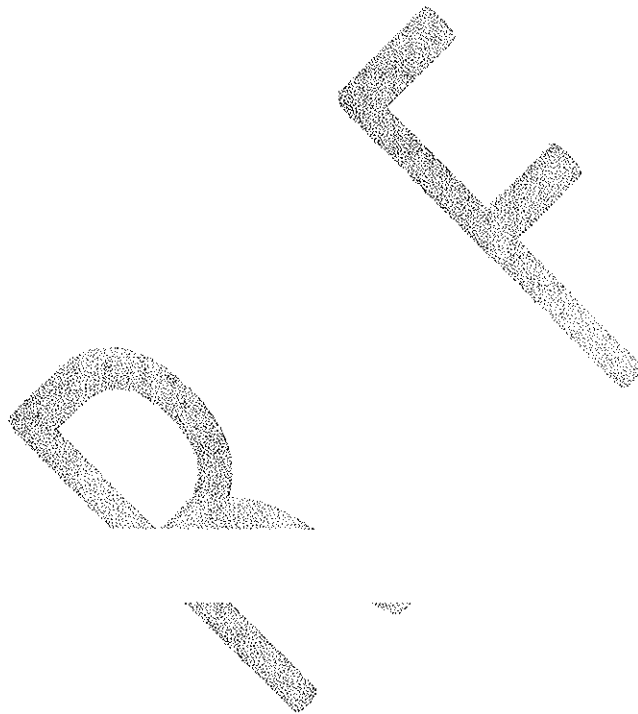
Crawl	F (Frequently)	13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)





City of Gulfport, Mississippi
Job Description

Cave In Crew Assistant
(CCA)

Department: 311 – Streets & Drainage
EEO Class: Technical
Date Revised: 10.01.2010

FLSA Status: Non-Exempt
Date Approved:

Position Overview

Performs as member of crew a variety of skilled and unskilled labor work in the maintenance of municipal drainage systems.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Leads, oversees, reviews and performs the work of maintenance, repair, construction and installation of drainage systems
- Ensures that all daily operations are performed in a safe and efficient manner
- Responsible for the training, welfare and safety of the personnel in the crew
- Submits written reports to supervisor and Project Manager, as needed
- Requests line locates
- Operates equipment as needed
- Completes and reports as needed
- Works a varied schedule which may include nights and weekends

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to plan, organize, assign and supervise work assignments

- Knowledge of proper concrete techniques used by the department and previous experience working in the concrete field
- Proper training and qualifications for various equipment to be used at job sites, including concrete mixer, chop saw, etc
- Ability to request line locates and follow line locate policy
- Knowledge of blueprint reading and establishing grades
- Ability to transport necessary equipment to and from job sites
- Establish and maintain effective working relations as necessary
- Knowledge of department rules, policies, and regulations
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to submit written reports as needed

Education and Experience

High school diploma or equivalent. One year experience.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in and around water and sewer collection systems, primarily outside; worker is subject to adverse weather and environmental conditions, including temperature extremes, humidity and precipitation; noise and vibration from heavy equipment; exposure to physical hazards from equipment with moving parts, high voltage electrical equipment, hazardous chemicals, and bacteria in wastewater.

Physical Demands

Stand
Walk
Sit

C (Constantly)
C (Constantly)
F (Frequently)

Lift/Carry

10 lbs or less
11-20 lbs
21-50 lbs

C (Constantly)
C (Constantly)
C (Constantly)

Handling / Fingering	C (Constantly)	51-100 lbs	C (Constantly)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	C (Constantly)	Push/Pull	
Climb	C (Constantly)	12 lbs or less	C (Constantly)
Crawl	C (Constantly)	13-25 lbs	C (Constantly)
Squat or Kneel	C (Constantly)	26-40 lbs	C (Constantly)
Bend	C (Constantly)	41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.
O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

REF



City of Gulfport, Mississippi
Job Description

Cave In Crew Leader
(CCL)

Department: 311 – Streets & Drainage

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Performs as member of crew a variety of skilled and unskilled labor work in the maintenance of municipal drainage systems.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Leads, oversees, reviews and performs the work of maintenance, repair, construction and installation of water systems
- Ensures that all daily operations are performed in a safe and efficient manner
- Responsible for the training, welfare and safety of the personnel in the crew
- Submits written reports to supervisor and Project Manager, as needed
- Requests line locates
- Operates equipment as needed
- Completes and reports as needed
- Works a varied schedule which may include nights and weekends

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to plan, organize, assign and supervise work assignments

- Knowledge of proper concrete techniques used by the department and previous experience working in the concrete field
- Proper training and qualifications for various equipment to be used at job sites, including concrete mixer, chop saw, etc
- Ability to request line locates and follow line locate policy
- Knowledge of blueprint reading and establishing grades
- Ability to transport necessary equipment to and from job sites
- Establish and maintain effective working relations as necessary
- Knowledge of department rules, policies, and regulations
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to submit written reports as needed

Education and Experience

High school diploma or equivalent. One year experience.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in and around water and sewer collection systems, primarily outside; worker is subject to adverse weather and environmental conditions, including temperature extremes, humidity and precipitation; noise and vibration from heavy equipment; exposure to physical hazards from equipment with moving parts, high voltage electrical equipment, hazardous chemicals, and bacteria in wastewater.

Physical Demands

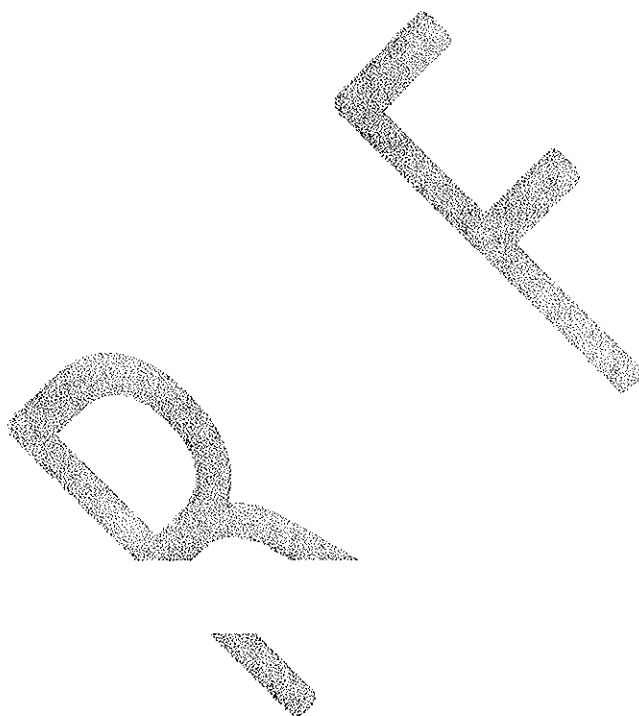
Stand	C (Constantly)
Walk	C (Constantly)
Sit	F (Frequently)
Handling / Fingering	C (Constantly)
Reach Outward	C (Constantly)

Lift/Carry

10 lbs or less	C (Constantly)
11-20 lbs	C (Constantly)
21-50 lbs	C (Constantly)
51-100 lbs	C (Constantly)
Over 100 lbs	N (Not Applicable)

Reach Above Shoulder	C (Constantly)	Push/Pull	
Climb	C (Constantly)	12 lbs or less	C (Constantly)
Crawl	C (Constantly)	13-25 lbs	C (Constantly)
Squat or Kneel	C (Constantly)	26-40 lbs	C (Constantly)
Bend	C (Constantly)	41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)





City of Gulfport, Mississippi
Job Description

Compliance Coordinator
(CCRD)

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for day-to-day operation of the Cross-Connection Program.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Administers Backflow Prevention Program
- Maintains records (test reports & surveys)
- Meets with licensed plumbers and certified testers on a regular basis
- Coordinates with Code Administration on new construction
- Ensures compliance and proper installation is adhered to

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must be knowledgeable in cross connection rules and regulations set forth by directing agencies
- Must have good oral and written communication skills
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors

- Assists with Water & Sewer Service Verification program
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent. Minimum of one year experience.

Required Licenses or Certificates

Must possess a valid Mississippi Driver's License. Class D Water License preferred.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a climate controlled office environment. Requires some travel to districts to recruit sample sites or to pick up bottles. Requires some travel to Austin and Mississippi operating areas for possible training and question and answers.

Physical Demands

Stand	F (Frequently)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	N (Not Applicable)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	F (Frequently)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	N (Not Applicable)	26-40 lbs	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Concrete Crew Laborer
(COCL)

Department: 311 – Streets & Drainage

EEO Class: Laborer

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Concrete Crew Laborer is responsible for assisting the crew leader in carrying out assigned duties. May be assigned to different crews on a daily basis wherever the need exists.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Assists the Crew Leads in laying brick, finishing concrete, repairing catch basins, curbs and gutters
- Performs routine construction and maintenance
- Ensures that all daily operations are performed in a safe and efficient manner
- Ensures all excavations are back filled and tamped properly
- Operates equipment as needed
- Completes and reports as needed
- Assists in housekeeping duties of his assigned area when requested to do so

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of proper concrete techniques
- Knowledge of the various equipment to be used at job sites, including concrete mixer, chop saw, etc. Ability to operate

assigned equipment

- Physical strength and agility sufficient to perform heavy manual labor for extended periods of time under unfavorable weather conditions
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Establish and maintain effective working relations as necessary
- Ability to deal with the public on a regular basis in a professional, courteous manner

Education and Experience

High school diploma or equivalent. Six months related experience working with concrete.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed outside. Worker is subjected to adverse weather conditions and environmental conditions, including temperature extremes, humidity and precipitation; exposure to physical hazards from traffic and from possible bacteria in wastewater and from sewer lines.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

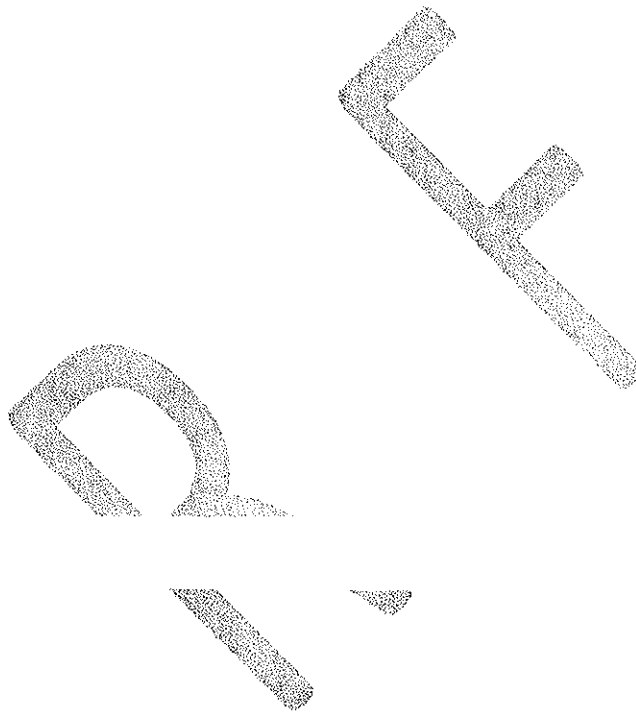
Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)





City of Gulfport, Mississippi
Job Description

Concrete Crew Lead
(COCL)

Department: 311 – Streets & Drainage
EEO Class: Technical
Date Revised: 10.01.2010

FLSA Status: Non-Exempt
Date Approved:

Position Overview

Performs as member of crew a variety of skilled and unskilled labor work in the maintenance of municipal drainage systems.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Repairs catch basins, curbs and gutters.
- Assists with supervising concrete crew when needed.
- Supervises concrete crew in the above reference functions
- Ensures that all daily operations are performed in a safe and efficient manner
- Responsible for the training, welfare and safety of the personnel in the crew
- Requests line locates
- Submits written reports to supervisor and Project Manager, as needed
- Operates equipment as needed
- Completes and reports as needed
- Works a varied schedule which may include nights and weekends

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to plan, organize, assign and supervise work assignments
- Knowledge of proper concrete techniques used by the department and previous experience working in the concrete field
- Proper training and qualifications for various equipment to be used at job sites, including concrete mixer, chop saw, etc
- Ability to request line locates and follow line locate policy
- Knowledge of blueprint reading and establishing grades
- Ability to transport necessary equipment to and from job sites
- Establish and maintain effective working relations as necessary
- Knowledge of department rules, policies, and regulations
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to submit written reports as needed

Education and Experience

High school diploma or equivalent. One year experience.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in and around water and sewer collection systems, primarily outside; worker is subject to adverse weather and environmental conditions, including temperature extremes, humidity and precipitation; noise and vibration from heavy equipment; exposure to physical hazards from equipment with moving parts, high voltage electrical equipment, hazardous chemicals, and bacteria in wastewater.

Physical Demands

Stand
Walk

C (Constantly)
C (Constantly)

Lift/Carry

10 lbs or less
11-20 lbs

C (Constantly)
C (Constantly)

Sit	F (Frequently)	21-50 lbs	C (Constantly)
Handling / Fingering	C (Constantly)	51-100 lbs	C (Constantly)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	C (Constantly)	Push/Pull	
Climb	C (Constantly)	12 lbs or less	C (Constantly)
Crawl	C (Constantly)	13-25 lbs	C (Constantly)
Squat or Kneel	C (Constantly)	26-40 lbs	C (Constantly)
Bend	C (Constantly)	41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

REF



City of Gulfport, Mississippi
Job Description

Construction Crew Laborer (CONL)

Department: 311 – Public Works

EEO Class: Laborer

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Construction Crew Laborer is responsible for assisting the crew leader in carrying out assigned duties. May be assigned to different crews on a daily basis wherever the need exists.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Acts as helper to pipe/construction crew in the above referenced functions (laying drain pipe, laying brick, finishing concrete, etc)
- Responsible for ensuring that quality work is performed in a timely manner
- Installs and repairs storm drain pipe, catch basins, curbs and gutters
- Ensures that all daily operations are performed in a safe and efficient manner
- Operates equipment as needed
- Completes and reports as needed
- Assists in housekeeping duties of his assigned area when requested to do so

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of proper storm drain pipe and concrete techniques used by the department

- Knowledge of operating characteristics of assigned equipment
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instruction, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent. Minimum of six months experience working in the pipe installation and concrete field.

Required Licenses or Certificates

Must possess a valid Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed outside. Worker is subjected to adverse weather conditions and environmental conditions, including temperature extremes, humidity and precipitation; exposure to physical hazards from traffic and from possible bacteria in wastewater and from sewer lines.

Physical Demands

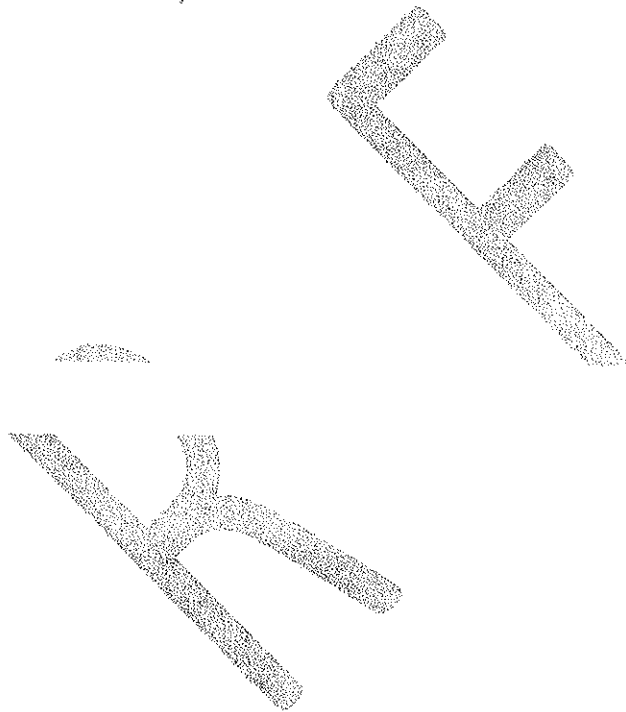
Stand	F (Frequently)
Walk	F (Frequently)
Sit	F (Frequently)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less
11-20 lbs
21-50 lbs
51-100 lbs
Over 100 lbs
Push/Pull
12 lbs or less
13-25 lbs
26-40 lbs
41-100 lbs

F (Frequently)
F (Frequently)
F (Frequently)
F (Frequently)
N (Not Applicable)
Push/Pull
F (Frequently)
F (Frequently)
F (Frequently)
N (Not Applicable)

- | | |
|---------------------------|---|
| N (Not Applicable) | Activity is not applicable to this occupation. |
| O (Occasionally) | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| F (Frequently) | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| C (Constantly) | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |





City of Gulfport, Mississippi
Job Description

Construction Drainage Crew Leader
(ACL)

Department: 311 – Streets & Drainage

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for overseeing day to day operation in pipe and catch basin installation.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Inspects work in progress and take necessary actions to ensure correct completion of jobs in a timely manner
- Inspects completed work orders to ensure they meet all requirements of design and appropriate codes
- Meets with supervisors and engineers to receive instructions on the design and requirements of projects
- Assigns specific duties for employees to complete
- Trains new employees in use of equipment
- Responsible for creating and submitting weekly reports to Project Manager as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to plan, organize, assign and supervise work assignments
- Knowledge of blueprint reading and establishing grades
- Knowledge of operating characteristics of assigned equipment and ability to maintain equipment

- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Ability to establish and maintain effective working relationships with employees and other supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent. A minimum of six months experience working with heavy equipment and pipe-laying in a construction field.

Required Licenses or Certificates

Valid Class B Mississippi Driver's license; Prior experience using hand tools appropriate to the various trades.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the outside. Worker is subjected to adverse environmental conditions, including temperature extremes, humidity and precipitation; noise and vibration from heavy equipment; physical hazards from moving machinery; equipment with moving parts, traffic and hazardous chemicals.

Physical Demands

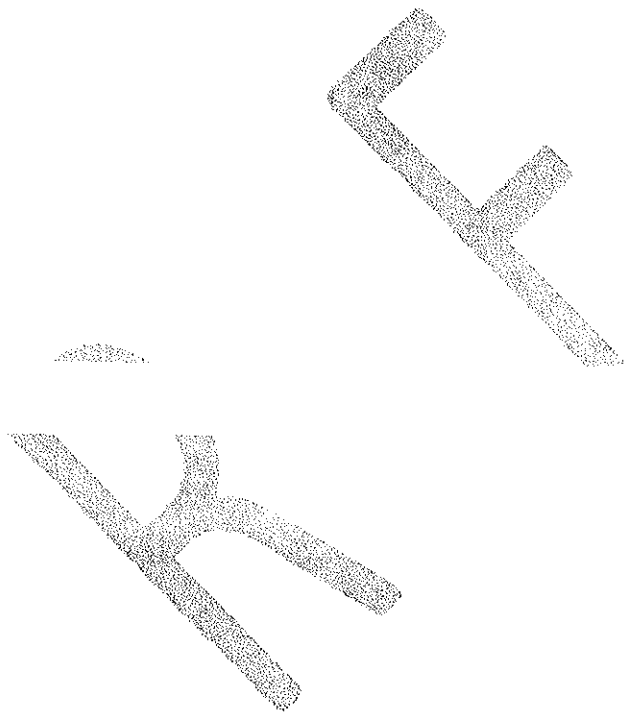
Stand	F (Frequently)
Walk	F (Frequently)
Sit	F (Frequently)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less
11-20 lbs
21-50 lbs
51-100 lbs
Over 100 lbs
Push/Pull
12 lbs or less
13-25 lbs
26-40 lbs
41-100 lbs

O (Occasionally)
O (Occasionally)
O (Occasionally)
N (Not Applicable)
N (Not Applicable)
Push/Pull
O (Occasionally)
O (Occasionally)
O (Occasionally)
N (Not Applicable)

- | | |
|---------------------------|---|
| N (Not Applicable) | Activity is not applicable to this occupation. |
| O (Occasionally) | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| F (Frequently) | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| C (Constantly) | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |





City of Gulfport, Mississippi
Job Description

Construction Fire Hydrant Assistant Crew Leader
(HACL)

Department: 311 – Public Works
EEO Class: Laborer
Date Revised: 10.01.2010

FLSA Status: Non-Exempt
Date Approved:

Position Overview

The Construction Fire Hydrant Assistant Crew Leader performs a variety of skilled and unskilled labor work in the installation and repair of fire hydrants to maintain safe fire ratings.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Ensures all daily operations are performed in a safe and efficient manner
- Install new hydrants
- Repair or replace fire hydrants
- Assists Water Repair Crews when needed
- Ensures all excavations are back filled and tamped properly
- Operates equipment as needed (backhoe, etc.)

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must have skills in repairing and construction of collection and distribution systems
- Good oral and written communication skills
- Knowledge of operating characteristics of assigned equipment (backhoe, etc.)

- Considerable knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instructions department rules, policies, and regulations

Education and Experience

High school graduate or equivalent. One year related experience highly preferred.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather and environmental conditions, including extreme temperatures, humidity and precipitation; noise and vibration, physical hazards from moving machinery, traffic, hazardous chemicals.

Physical Demands

Stand	C (Constantly)	Lift/Carry 10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	C (Constantly)
Sit	F (Frequently)	21-50 lbs	C (Constantly)
Handling / Fingering	C (Constantly)	51-100 lbs	C (Constantly)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	C (Constantly)	Push/Pull	
Climb	C (Constantly)	12 lbs or less	C (Constantly)
Crawl	C (Constantly)	13-25 lbs	C (Constantly)
Squat or Kneel	C (Constantly)	26-40 lbs	C (Constantly)
Bend	C (Constantly)	41-100 lbs	N (Not Applicable)

N (Not

Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Construction Fire Hydrant Crew Leader (FHCL)

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Construction Fire Hydrant Assistant Crew Leader is responsible for Fire Hydrant repair, new installations to maintain safe fire rating.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Ensures all daily operations are performed in a safe and efficient manner
- Installs new hydrants
- Repair or replace fire hydrants
- Assists Water Repair Crews when needed
- Ensures all excavations are back filled and tamped properly
- Operates equipment as needed (backhoe, etc)

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must have skills in repairing and construction of collection and distribution systems
- Good oral and written communication skills
- Knowledge of operating characteristics of assigned equipment (backhoe, etc)
- Considerable knowledge of work hazards and safety precautions

- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school graduate or equivalent. Minimum of one year experience. Must pass Heavy Equipment Qualification Test.

Required Licenses or Certificates

Must possess a valid Mississippi Class B driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather and environmental conditions, including extreme temperatures, humidity and precipitation; noise and vibration, physical hazards from moving machinery, traffic, hazardous chemicals, and bacteria in wastewater.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

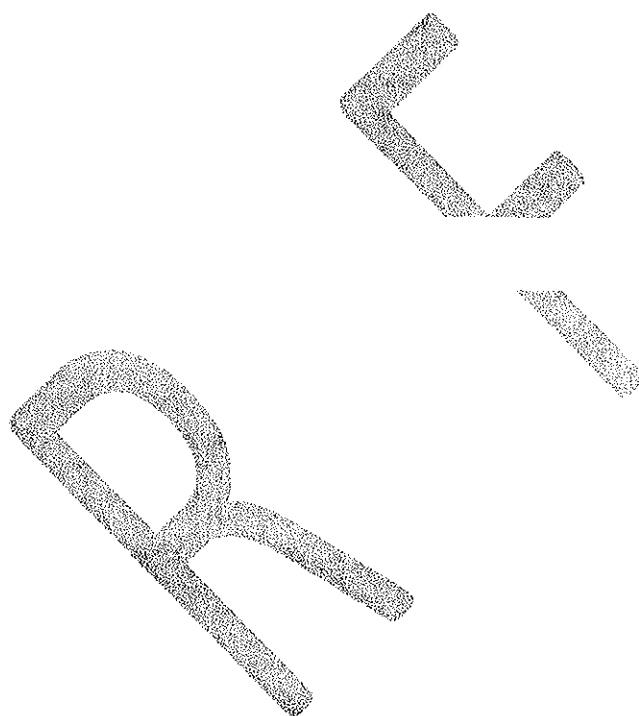
O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)





City of Gulfport, Mississippi
Job Description

Construction Water Assistant Crew Leader (CWAL)

Department:

EEO Class: Laborer

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for crew that installs water line throughout the city's distribution system.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Makes sure all daily operations are performed in a safe and efficient manner
- Installs new water lines
- Repair or replace fire hydrants
- Reviews blueprints & orders materials for job
- Ensures all excavations are back filled and tamped properly
- Operates equipment as needed (backhoe, etc)

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must have skills in repairing and construction of collection and distribution systems
- Good oral and written communication skills
- Knowledge of operating characteristics of assigned equipment (backhoe, etc)
- Considerable knowledge of work hazards and safety precautions

- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed
- Other duties as assigned

Education and Experience

High school graduate or equivalent. One year related experience preferred.

Required Licenses or Certificates

Must possess a valid driver's license. Class B CDL is preferred.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather and environmental conditions, including extreme temperatures, humidity and precipitation; noise and vibration, physical hazards from moving machinery, traffic, hazardous chemicals, and bacteria in wastewater.

Physical Demands		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	F (Frequently)	12 lbs or less	F (Frequently)
Crawl	F (Frequently)	13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

RF



City of Gulfport, Mississippi
Job Description

Construction Water Crew Laborer (CWCL)

Department:

EEO Class: Laborer

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Construction Water Crew Laborer is responsible for assisting the crew leader in carrying out assigned duties.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Helps in repairs and construction of water and lines
- Assists in making new water and taps
- Helps in making sure all tools are accounted for and are in clean and operative condition
- Assists in housekeeping duties of his assigned area when requested to do so

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ensures all work assignments are carried out in a safe, efficient manner
- Knowledge of operating characteristics of assigned equipment
- Must be willing to learn all assigned tasks and have good work ethics
- Motivation to learn equipment operations for promotional opportunities
- Knowledge of work hazards and safety precautions

- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner

Education and Experience

High school graduate or equivalent.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in and around wastewater facilities, primarily outside. Working is subject to adverse weather and environmental conditions, including temperature extremes, humidity and precipitation; noise and vibration from heavy equipment; exposure to physical hazards from equipment with moving parts, high voltage electrical equipment, hazardous chemicals, and bacteria in wastewater.

Physical Demands

Stand	C (Constantly)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	F (Frequently)
Reach Outward	C (Constantly)	Over 100 lbs	F (Frequently)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	F (Frequently)
Crawl	N (Not Applicable)	13-25 lbs	F (Frequently)
Squat or Kneel	N (Not Applicable)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	F (Frequently)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Construction Water Crew Leader (CWCL)

Department: 311 – Public Works

EEO Class: Laborer

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for crew that installs water line throughout the city's distribution system.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Makes sure all daily operations are performed in a safe and efficient manner
- Installs new water lines
- Repair or replace fire hydrants
- Reviews blueprints & orders materials for job
- Ensures all excavations are back filled and tamped properly
- Operates equipment as needed (backhoe, etc)

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must have skills in repairing and construction of collection and distribution systems
- Good oral and written communication skills
- Knowledge of operating characteristics of assigned equipment (backhoe, etc)
- Considerable knowledge of work hazards and safety precautions

- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed
- Other duties as assigned

Education and Experience

High school graduate or equivalent. One year related experience preferred.

Required Licenses or Certificates

Must possess a valid driver's license. Class B CDL is preferred.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather and environmental conditions, including extreme temperatures, humidity and precipitation; noise and vibration, physical hazards from moving machinery, traffic, hazardous chemicals, and bacteria in wastewater.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)
Push/Pull	
12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

RF



City of Gulfport, Mississippi
Job Description

Construction Water Truck Driver
(CTD)

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Construction Water Truck Driver is responsible for driving/hauling equipment and materials to and from various job sites. Operation of assigned equipment is normally a full time position, although other work may be performed.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Operates a low boy truck in hauling heavy equipment to and from job site
- Hauls material to and from job sites
- Responsible for safe and efficient operation of his/her equipment
- Responsible for daily preventative maintenance of equipment needed
- Inspects equipment used and reports malfunctions or needed repairs on a daily basis

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of applicable traffic laws and regulations
- Knowledge of operating characteristics of assigned equipment and physical strength and agility to perform the work
- Knowledge of work hazards and safety precautions associated with assigned equipment

- Ability to understand and follow oral and written instruction, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school graduate or equivalent. Minimum of one year experience.

Required Licenses or Certificates

Must possess a valid Mississippi Class B driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Inside work is performed in a private office at the depot; when visiting job sites, incumbent is subject to weather and environmental conditions. Potential hazards include; driving a vehicle, exposure to chemicals and electro-mechanical equipment in and around water and wastewater facilities and areas designated as confined space.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)
Push/Pull	
12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

RE



City of Gulfport, Mississippi
Job Description

Data Entry Clerk

Department: 311 – Streets & Drainage

EEO Class: Clerical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Inputs and closes Service Requests and Work Orders into the CityWorks database.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Processes service requests and work orders according to department procedure
- Maintains tracking reports for Water & Sewer divisions
- Reviews citizen complaints; forwards complaints to the proper individual for resolution
- Closes out service requests and work orders after job has been completed
- Prepares letters, memos, and reports as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Thorough knowledge of Cityworks Work Order Program
- Thorough knowledge of Microsoft Word, Excel, and other software to meet department needs
- Ability to effectively verbally and non-verbally communicate with citizens and co-workers
- Must have the ability to demonstrate a typing skill of 30 wpm

Education and Experience

High school diploma or equivalent. Three to seven years customer service and clerical experience.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment is primarily indoors.

Physical Demands

Stand	O (Occasionally)	Lift/Carry 10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull 12 lbs or less	O (Occasionally)
Climb	N (Not Applicable)	13-25 lbs	O (Occasionally)
Crawl	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	41-100 lbs	N (Not Applicable)
Bend	F (Frequently)		

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Drainage Equipment Operator

(DEO)

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for installing various types of storm drainage pipe and ditch cleaning and maintenance to ensure proper drainage flow.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Installs various types of drainage pipe to grade, backfill and finish job to final product
- Cleans ditches to ensure proper hydraulic or drainage flow
- Operates various types of equipment including excavator, dozer, backhoe and grader
- Responsible for training, welfare, and safety of personnel on job site
- Responsible for ensuring quality work is performed in a timely manner
- Completes and submits Daily Operators Inspection Form and other written reports as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to operate various types of light and heavy equipment (ex: excavator, dozer, backhoe, and grader). Operator must pass Equipment Operator Qualification Test to show he/she is able to properly operate equipment
- Ability to request line locates and follow line locate policy

- Knowledge of blueprint reading and establishing grades
- Ability to transport necessary equipment to and from job sites
- Establish and maintain effective working relations as necessary
- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent. A minimum of six months experience working with heavy equipment and pipe-laying in a construction field.

Required Licenses or Certificates

Valid Class A Mississippi Driver's license; Prior experience using heavy equipment.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather and environmental conditions, including temperature extremes, humidity and precipitation; noise and vibration from heavy equipment; physical hazards from moving machinery, equipment with moving parts, traffic, hazardous chemicals, bacteria in wastewater.

Physical Demands

Stand	O (Occasionally)	Lift/Carry	
Walk	O (Occasionally)	10 lbs or less	F (Frequently)
Sit	F (Frequently)	11-20 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	21-50 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Above Shoulder	N (Not Applicable)	Over 100 lbs	N (Not Applicable)
Climb	N (Not Applicable)	Push/Pull	
Crawl	N (Not Applicable)	12 lbs or less	F (Frequently)
Squat or Kneel	N (Not Applicable)	13-25 lbs	F (Frequently)
Bend	F (Frequently)	26-40 lbs	N (Not Applicable)
		41-100 lbs	N (Not Applicable)



City of Gulfport, Mississippi
Job Description

Drainage Manager

Department:

EEO Class: Managerial

Date Revised: 10.01.2010

FLSA Status: Exempt

Date Approved:

Position Overview

The Drainage Manager is responsible for the oversight of the division's field operations to ensure effective and efficient operations and maintain quality control.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Supervises the activities of a large number of division employees engaged in pavement maintenance, street cleaning, concrete repair, alley and right-of-way maintenance, storm control and related minor construction
- Oversees preparation of divisional equipment and material specifications
- Serves on City-wide task forces and on Intergovernmental committees
- Plans and directs the inspection and monitoring of Street Maintenance Contracts
- Consults with the Director and Assistant Director on policy proposals and makes recommendations
- Oversees the progress of major equipment purchases and Division financial and activity reports
- Prepares the Division's budget requests
- Projects annual operating Costs and Budget estimates
- Plans and develops general policies and procedures governing the Division's functions

- Responds to policy questions requested by City Management and City Council
- Makes presentations before various public and civic groups
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to lead crews and a working knowledge of construction and maintenance practices as they related to street and drainage maintenance (i.e. replacement of drainage pipes, removing and repairing asphalt streets, concrete repairs of sidewalks and curbs, etc.)
- Ability to lead crews in the completion of service request items related to streets and drainage systems and to perform repairs.
- Ability to provide critical input for the hiring of qualified personnel to fill vacancies within area of responsibility to ensure qualified personnel are selected.
- Ability to manage day-to-day work performance of assigned staff
- Ability to read and interpret construction drawings/blueprints and comprehend project specification in order to prepare the following: a scope of work, detailed project plan/work schedule (GNANT Chart), manpower, material and equipment requirements, determine long lead items, estimated start and completion dates, and QC/Safety and traffic plans.
- Ability to properly setup and operate a laser level and transit level.
- Be able to read a grade elevation from a drawing or take it from a known source and transfer that elevation to the work site.

- Must be able to provide on-the-job training to employees.
- Ability to schedule work and crews, track progress, maintain as-builts as required, and prepare required reports.
- Ability to express ideas and concepts clearly and concisely in verbal and written form.
- Ability to understand and apply technical regulations, procedures, and policies to field situations.
- Ability to establish and maintain effective working relationships with others at all levels.
- Ability to read and comprehend manufacturer operation and maintenance manuals.
- Ability to prepare for and initiate a performance counseling session.
- Must be knowledgeable in the use of Personnel Protective Equipment (PPE).
- Must be able to communicate with customers in a clear, effective, and courteous manner at all times

Education and Experience

High school diploma or equivalent. A minimum of five years related experience. A minimum of two years supervisory/management experience

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires handling stressful situations. While performing the duties of this job, the employee may be regularly exposed to outside weather condition. The employee could be exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment

may be loud.

PHYSICAL DEMANDS

Physical Demands

Stand	C (Constantly)
Walk	C (Constantly)
Sit	F (Frequently)
Handling / Fingering	O (Occasionally)
Reach Outward	O (Occasionally)
Reach Above Shoulder	O (Occasionally)
Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	O (Occasionally)
Bend	O (Occasionally)

N (Not Applicable)

O (Occasionally)

F (Frequently)

C (Constantly)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	O (Occasionally)
21-50 lbs	O (Occasionally)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	O (Occasionally)
26-40 lbs	N (Not Applicable)
41-100 lbs	N (Not Applicable)

Activity is not applicable to this occupation.

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Drainage Truck Driver
(DTD)

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Drainage Truck Driver is responsible for driving/hauling equipment and materials to and from various job sites. Operation of assigned equipment is normally a full time position, although other work may be performed.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Operates a low boy truck in hauling heavy equipment to and from job site
- Hauls material to and from job sites
- Responsible for safe and efficient operation of his/her equipment
- Responsible for daily preventative maintenance of equipment needed
- Inspects equipment used and reports malfunctions or needed repairs on a daily basis

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of applicable traffic laws and regulations
- Knowledge of operating characteristics of assigned equipment and physical strength and agility to perform the work
- Knowledge of work hazards and safety precautions associated with assigned equipment

- Ability to understand and follow oral and written instruction, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school graduate or equivalent. Minimum of one year experience.

Required Licenses or Certificates

Must possess a valid Mississippi Class B driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Inside work is performed in a private office at the depot; when visiting job sites, incumbent is subject to weather and environmental conditions. Potential hazards include; driving a vehicle, exposure to chemicals and electro-mechanical equipment in and around water and wastewater facilities and areas designated as confined space.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not

Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

RE



City of Gulfport, Mississippi
Job Description

Electrician

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for assisting Electrician in carrying out daily duties.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Responsible for repair and maintenance with proper operations and maintenance of all electrical components for the water wells and sewer lift stations
- Participate, as required, with inspection of new or updated equipment in the distribution or collection systems
- Assist in providing cost analysis on repair projects that are in-house and other contracted jobs
- Work with inventory management to ensure adequate spare parts are available in stock when feasible
- Manage or assist Water Well and Lift Station Managers on any electrical repairs

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of operating characteristics of assigned equipment
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instructions, department rules, policies, and regulations

- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to communicate effectively with other personnel and supervisors
- Ability to complete and submit written reports as required and as needed

Education and Experience

High school graduate or equivalent. Minimum of six months experience.

Required Licenses or Certificates

Must possess a valid Mississippi Class B driver's license. Residential and Commercial Electrician License.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside and in water and wastewater facilities. Worker is subjected to adverse weather conditions, including temperature extremes, humidity and precipitation; noise and vibration from heavy equipment, physical hazards from moving machines, and equipment with moving parts, traffic, hazardous chemicals, and bacteria in wastewater.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not

Applicable)

Activity is not applicable to this occupation.

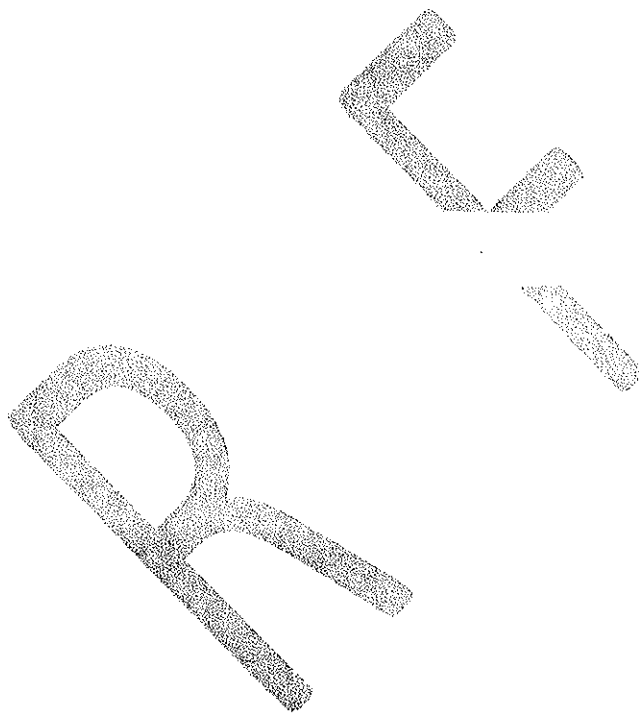
O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)





City of Gulfport, Mississippi
Job Description

Fire Hydrant Crew Laborer (FHL)

Department: 311 – Public Works

EEO Class: Laborer

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Fire Hydrant Crew Installer is responsible for assisting the crew leader in carrying out assigned duties.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Helps in repairs and construction of fire hydrants
- Helps in making sure all tools are accounted for and are in clean and operative condition
- Assists in housekeeping duties of his assigned area when requested to do so
- Ensures all work assignments are carried out in a safe, efficient manner

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of operating characteristics of assigned equipment
- Must be willing to learn all assigned tasks and have good work ethics
- Motivation to learn equipment operations for promotional opportunities
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instructions,

department rules, policies, and regulations

- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner

Education and Experience

High school graduate or equivalent.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed outside. Worker is subjected to adverse weather conditions and environmental conditions, including temperature extremes, humidity and precipitation; exposure to physical hazards from traffic and from possible bacteria in wastewater and from sewer lines.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	F (Frequently)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	F (Frequently)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not

Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Grass Cutting Operator / Grass Trimming Laborer
(GCO / GTL)

Department:

EEO Class: Laborer

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for grass cutting and various types of street and right-of-way maintenance.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Operates mowing equipment, weed eaters, chainsaws, lawnmowers, etc

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of operating characteristics of assigned equipment
- Physical strength and agility sufficient to perform heavy manual labor for extended periods of time under unfavorable weather conditions
- Experience in the area of work assignments sufficient to perform assigned tasks
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instruction, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner

Education and Experience

High school diploma or equivalent. One year experience.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed outside. Worker is subjected to adverse weather conditions and environmental conditions, including temperature extremes, humidity and precipitation; exposure to physical hazards from traffic and from possible bacteria in wastewater and from sewer lines.

Physical Demands

Stand	F (Frequently)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	F (Frequently)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	F (Frequently)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	F (Frequently)	12 lbs or less	F (Frequently)
Crawl	F (Frequently)	13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Inventory Supervisor

Department:

EEO Class: Laborers

Date Revised: 10/1/10

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for day to day operations of Warehouse, yard, fuel point, fleet, and all functions required for accountability and security of all equipment and supplies.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following as well as their related duties that may be assigned.

- Issues/recovers small engine equipment, hand tools, and consumables, and Water & Sewer line repair parts
- Requisitions parts & consumables to restock bins and shelves
- Records all issues and recovery's of parts and equipment
- Requisitions all tool room/warehouse supplies to ensure availability of parts/supplies
- Receives all supplies shipped to Public Works facility
- Distributes requisitioned supplies to different divisions to ensure deliver
- Operates tool room inventory computer software system
- Ensures that all small engine repairs are completed
- Ensures inventory accuracy rating of 95% or better
- Monitors / Tracks vehicle & equipment Fleet info

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of inventory procedures and general administrative skills
- Computer knowledge including work processing and spreadsheet skills
- Ability to operate a forklift
- Knowledge of operating characteristics of assigned equipment
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High School graduate or equivalent. Three to seven years related experience.

Required Licenses or Certificates

Must possess valid State of Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in and around water and/or wastewater facilities, both inside and outside, worker is subject to adverse weather and environmental conditions, including temperature extremes, humidity

and precipitation, noise and vibration from heavy equipment; exposure to physical hazards from equipment with moving parts, high voltage electrical equipment, hazardous chemicals, and bacteria in wastewater.

Physical Demands		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	F (Frequently)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Jet/Vacuum Truck Operator (CTO)

Department: 311 – Streets & Drainage

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Jet/Vacuum Truck Operator is responsible for unstopping and vacuuming blockages that may occur within the sewer system.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Maintains and operates the pressure/ vac truck in a safe and efficient manner while removing sewer blockages
- Performs preventative maintenance on equipment as recommended by manufacturer
- Unstops sewer blockages as required
- Vacuums material from lines as needed
- Disposes of material in appropriate location
- Ensures safe work zone in setup prior to work beginning

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of work hazards and safety precautions, including hazards that may exist in sewer environment
- Knowledge of operating characteristics of assigned equipment
- Ability to deal with the public on a regular basis in a professional, courteous manner

- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent. Minimum of six months experience preferred.

Required Licenses or Certificates

Must possess a valid Mississippi License and Valid Class B License with Tanker Endorsement

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed outside. Worker is subjected to adverse weather conditions and environmental conditions, including temperature extremes, humidity and precipitation; exposure to physical hazards from traffic and from possible bacteria in wastewater and from sewer lines.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	F (Frequently)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	F (Frequently)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Landfill Operator

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for overseeing daily operations of a Class II Type rubbish waste site.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Monitors dumping of approved rubbish at landfill site
- Operates small mowing equipment, weed eaters, in the upkeep of the landfill grounds
- Completes and submits monthly reports to supervisor showing rubbish amounts hauled to landfill

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to understand and follow requirements for operation of landfill site as described by standard Mississippi Dept. Of Environmental Quality regulations
- Physical strength and agility sufficient to perform heavy manual labor
- Ability to complete and submit written reports
- Ability to work without constant supervision
- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Establish and maintain effective relations as necessary

- Ability to communicate effectively with other personnel and supervisors

Education and Experience

High school graduate or equivalent. Minimum of two years experience.

Required Licenses or Certificates

Must possess a valid Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outdoors. Worker is subject to adverse weather and environmental conditions, including temperature extremes, humidity, and precipitation.

Physical Demands

Stand	F (Frequently)	Lift/Carry	10 lbs or less	F (Frequently)
Walk	F (Frequently)		11-20 lbs	F (Frequently)
Sit	O (Occasionally)		21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)		51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)		Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull		
Climb	O (Occasionally)		12 lbs or less	F (Frequently)
Crawl	O (Occasionally)		13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)		26-40 lbs	O (Occasionally)
Bend	F (Frequently)		41-100 lbs	N (Not Applicable)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Lift Station Laborer

(LSL)

Department:

EEO Class: Laborer

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Lift Station Laborer assists the crew leader in the proper operation of all lift stations within the system.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Checks for the proper operation of Lift Stations in the system
- Makes sure all daily operations are performed in a safe and efficient manner
- Maintains good housekeeping practices in and around lift stations
- Performs repairs and maintenance of lift stations
- Reports condition of lift stations to the Lift Station Manager

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of Lift Station operations and related repair tools
- Knowledge of pumps, motors, and controls
- Excellent oral and written communication skills
- Knowledge of operating characteristics of assigned equipment
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instructions,

department rules, policies, and regulations

- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent.

Required Licenses or Certificates

Must possess a valid Mississippi License.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed outside. Worker is subjected to adverse weather conditions and environmental conditions, including temperature extremes, humidity and precipitation, exposure to physical hazards from traffic and from possible bacteria in wastewater and from sewer lines.

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	F (Frequently)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day).



City of Gulfport, Mississippi
Job Description

Lift Station Lead Tech
(LSLT)

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Lift Station Crew Leader is responsible for the proper operation of all lift stations within the system.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Checks for the proper operation of Lift Stations in the system
- Makes sure all daily operations are performed in a safe and efficient manner
- Maintains good housekeeping practices in and around lift stations
- Performs repairs and maintenance of lift stations
- Reports condition of lift stations to the Lift Station Manager

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of Lift Station operations and related repair tool
- Knowledge of pumps, motors, and controls
- Excellent oral and written communication skills
- Knowledge of operating characteristics of assigned equipment
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instructions,

department rules, policies, and regulations

- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent. Minimum of six months experience.

Required Licenses or Certificates

Must possess a valid Mississippi License; Class B License preferred.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed outside. Worker is subjected to adverse weather conditions and environmental conditions, including temperature extremes, humidity and precipitation; exposure to physical hazards from traffic and from possible bacteria in wastewater and from sewer lines.

Physical Demands

Stand	O (Occasionally)
Walk	O (Occasionally)
Sit	C (Constantly)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	N (Not Applicable)
Crawl	N (Not Applicable)
Squat or Kneel	F (Frequently)
Bend	O (Occasionally)

Lift/Carry

10 lbs or less	O (Occasionally)
11-20 lbs	O (Occasionally)
21-50 lbs	O (Occasionally)
51-100 lbs	O (Occasionally)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	O (Occasionally)
13-25 lbs	O (Occasionally)
26-40 lbs	O (Occasionally)
41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Lift Station Tech
(LST)

Department:
EEO Class: Laborer
Date Revised: 10.01.2010

FLSA Status: Non-Exempt
Date Approved:

Position Overview

The Lift Station Tech assists the crew leader in the proper operation of all lift stations within the system.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Checks for the proper operation of Lift Stations in the system
- Makes sure all daily operations are performed in a safe and efficient manner
- Maintains good housekeeping practices in and around lift stations
- Performs repairs and maintenance of lift stations
- Reports condition of lift stations to the Lift Station Manager

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of Lift Station operations and related repair tools
- Knowledge of pumps, motors, and controls
- Excellent oral and written communication skills
- Knowledge of operating characteristics of assigned equipment
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instructions,

department rules, policies, and regulations

- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent.

Required Licenses or Certificates

Must possess a valid Mississippi License.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed outside. Worker is subjected to adverse weather conditions and environmental conditions, including temperature extremes, humidity and precipitation; exposure to physical hazards from traffic and from possible bacteria in wastewater and from sewer lines.

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	F (Frequently)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Lift Station Tech

(LST)

Department:

EEO Class: Laborer

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Lift Station Laborer assists the crew leader in the proper operation of all lift stations within the system.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Checks for the proper operation of Lift Stations in the system
- Makes sure all daily operations are performed in a safe and efficient manner
- Maintains good housekeeping practices in and around lift stations
- Performs repairs and maintenance of lift stations
- Reports condition of lift stations to the Lift Station Manager

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of Lift Station operations and related repair tools
- Knowledge of pumps, motors, and controls
- Excellent oral and written communication skills
- Knowledge of operating characteristics of assigned equipment
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instructions,

department rules, policies, and regulations

- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent.

Required Licenses or Certificates

Must possess a valid Mississippi License.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed outside. Worker is subjected to adverse weather conditions and environmental conditions, including temperature extremes, humidity and precipitation, exposure to physical hazards from traffic and from possible bacteria in wastewater and from sewer lines.

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	F (Frequently)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Lift Station Supervisor
(LSM)

Department: 311 – Public Works
EEO Class: Technical
Date Revised: 10.01.2010

FLSA Status: Non-Exempt
Date Approved:

Position Overview

The Lift Station Manager is responsible for ensuring the proper operation of all lift stations within the system.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Oversees subordinates assigned to Lift Station crews
- Make sure all lift stations are checked in a predetermined time period
- Monitors all repairs and keep Project Manager informed of any stations that are down or in need of repair
- Ensures all work is performed in a safe and efficient manner
- Properly trains employees to perform work tasks
- Monitors all vehicles and equipment to ensure they are kept in an operational manner

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must possess knowledge of Lift Station operations
- Ability to work with various tools used in Lift Station repairs
- Knowledge of pumps, motors, and controls
- Excellent oral and written communication skills

- Knowledge of operating characteristics of assigned equipment
- Considerable knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent. Minimum of three years experience required.

Required Licenses or Certificates

Must possess a valid Mississippi License; Class B License is preferred

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to weather and environmental conditions. Potential hazards include driving in traffic, stray animals, exposure to stagnant water and debris in meter boxes.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	O (Occasionally)
Bend	F (Frequently)

N (Not Applicable)

O (Occasionally)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	O (Occasionally)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	O (Occasionally)
41-100 lbs	N (Not Applicable)

Activity is not applicable to this occupation.
Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

F

R



City of Gulfport, Mississippi
Job Description

Line Locator
(LLOC)

Department:

EEO Class: Laborer

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for locating water and sewer lines within the system to prevent damage from excavation work performed around lines.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Locates water and sewer lines within the system
- Works closely with other utility companies and contractors to prevent damage to underground utilities
- Monitors all locate requests and completes requests in a timely, efficient manner
- Maintains equipment and keeps in operational condition and safeguards all equipment

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must be able to demonstrate the ability to read and interpret maps
- Must possess the knowledge to operate assigned equipment
- Must possess thorough knowledge of work hazards and safety precautions, especially in handling of hazardous chemicals
- Must have the ability to communicate effectively with other personnel and supervisors
- Ability to complete and submit written reports as needed

Education and Experience

High school graduate or equivalent. Six months to one year related experience highly preferred

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather and environmental conditions, including extreme temperatures, humidity and precipitation; noise and vibration, physical hazards from moving machinery, traffic, hazardous chemicals.

Physical Demands

Stand	N (Not Applicable)	Lift/Carry 10 lbs or less	N (Not Applicable)
Walk	N (Not Applicable)	11-20 lbs	N (Not Applicable)
Sit	N (Not Applicable)	21-50 lbs	N (Not Applicable)
Handling / Fingering	N (Not Applicable)	51-100 lbs	N (Not Applicable)
Reach Outward	N (Not Applicable)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	N (Not Applicable)	Push/Pull 12 lbs or less	N (Not Applicable)
Climb	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Crawl	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	41-100 lbs	N (Not Applicable)
Bend	N (Not Applicable)		

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Officer Manager

Department:

EEO Class:

Date Revised: 10/1/10

FLSA Status: Exempt

Date Approved:

Position Overview

Responsible for providing leadership to office staff in the performance of their jobs.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following as well as their related duties that may be assigned.

- Promotes quality achievement and performance improvement processes throughout the department
- Assists Public Works Director with the design and implementation of departmental policy and procedure
- Coordinates recruitment and hiring processes with Human Resources in accordance with City policies; conducts departmental orientation for new employees
- Coordinates employee disciplinary actions with Human Resources in accordance with City policies
- Assists division managers in performance review of staff; evaluates employee production levels with established benchmarks
- Manages KRONOS for Public Works department; performs administrative procedures according to departmental needs
- Produces various reports for division and departmental needs
- Assists the Operations Manager with ancillary duties as assigned

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of office equipment including but not limited to computers, fax machine, and calculator
- Word processing and spreadsheet software skills
- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Ability to effectively communicate both orally and written, draft correspondence and documents, etc
- Ability to interact and communicate effectively with personnel, supervisors, citizens and city officials on a regular basis in a professional, courteous manner
- Ability to handle money and track account transactions
- Problem solving skills
- Ability to complete and submit written reports as needed

Education and Experience

Associate's Degree in Business or related field. 5 years experience. Knowledge of construction and maintenance practices as they relate to Public Works, water, sewer, streets and drainage, is a plus

Required Licenses or Certificates

Must possess valid State of Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a climate controlled office environment.

Physical Demands

Stand	O (Occasionally)
Walk	O (Occasionally)
Sit	F (Frequently)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	O (Occasionally)
Climb	O (Occasionally)

Lift/Carry

10 lbs or less
11-20 lbs
21-50 lbs
51-100 lbs
Over 100 lbs

O (Occasionally)
O (Occasionally)
N (Not Applicable)
N (Not Applicable)
N (Not Applicable)

Push/Pull

12 lbs or less

O (Occasionally)

Crawl
Squat or Kneel
Bend

O (Occasionally)
O (Occasionally)
F (Frequently)

13-25 lbs
26-40 lbs
41-100 lbs

O (Occasionally)
N (Not Applicable)
N (Not Applicable)

**N (Not
Applicable)**

Activity is not applicable to this occupation.

O (Occasionally)

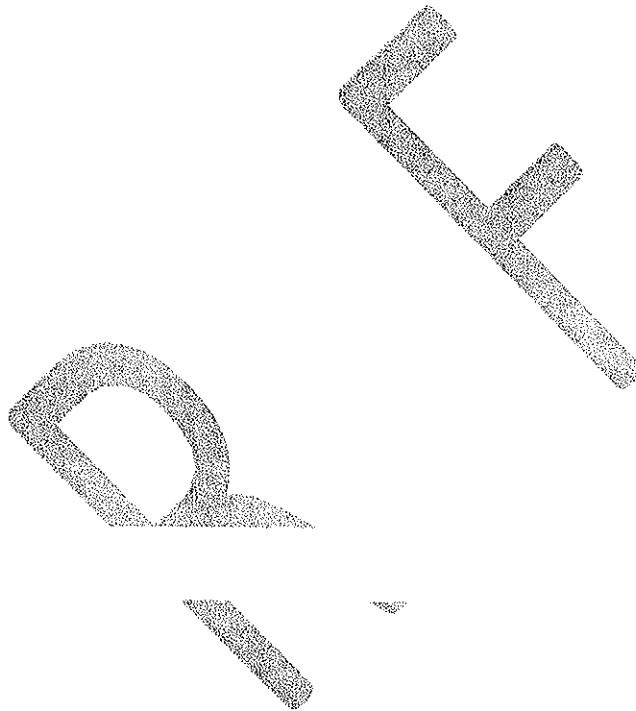
Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)





City of Gulfport, Mississippi
Job Description

Operations Manager

Department:

EEO Class: Professional

Date Revised: 10/1/2010

FLSA Status: Exempt

Date Approved:

Position Overview

This is a technical, managerial, and administrative position that is responsible in assisting the Director of Public Works in managing the activities of all areas within the Department serves as interim Director in his/her absence.

Scope of duties includes budgeting, long and short range planning, coordination of work between functional areas, employee training issues, employee counseling, inspection of work in progress, overseeing labor contracts and other related work/tasks as required. The position requires a high level of self-motivation, multi-tasking skills, and independent judgment and discretion.

Essential Job Functions

Essential duties and responsibilities include but are not limited to the following:

- Responsible for assisting in the management and control of the following Department Divisions: Administration, Streets & Drainage Maintenance, Water & Sewer Maintenance, Traffic Control & Safety, Landscape & Beautification, and Equipment Maintenance.
- Assists with meeting the various employee training programs, safety, operations, employee certifications/qualifications, new employee on-boarding, etc.
- Monitors operations, activities and expenditures of the Department.
- Assists in the completion of correspondence and preparation of a wide range of administrative reports, memos, letters and emails as well as the proper record keeping and filing of same.
- Assists in the management and control of the Department's computerized GIS based Cityworks Program service request and work order system.

- Assists in the data collection and preparation of annual Department operating budget.
- Assists in the review and monitoring of the Streets and Drainage and Water and Sewer Labor Contracts to ensure contract requirements and benchmarks are being met.
- In the absence of the Director or as directed, makes presentations to various community/civic/business groups, committees, and to the City Council.
- Assists in the review of plans and specifications for proposed subdivisions and other private and in-house projects.
- Assists in overseeing the Department's quality control, safety, environmental, and ADA programs and their compliance with local, State, and Federal requirements.
- Assists in the management and control of Department pre & post disaster preparation and relief efforts. Coordinates with local, state and federal agencies for assistance project(s) development and coordination.
- Assists in the development and implementation of Departmental goals and standard operating procedures (SOPs).

Knowledge, Skills and Abilities

Must possess the required knowledge and skills either through formal education and/or proven hands on past experience. Must be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Thorough working knowledge of principles, practices and objectives of public works administration.
- Extensive organization, verbal/written communications and interpersonal skills.
- Must exhibit excellent computer programs knowledge (primarily the Microsoft Office suite) and excellent typing skills.
- Ability to coordinate and track the activities of multiple groups and functions.

- Ability to compile and format information for scheduled and unscheduled reports to track Departmental responsibilities for accountability and budgeting purposes.
- Working knowledge of automotive and construction equipment operations and planning; construction plans, specifications and practices as they relate to public works projects and Departmental support.

Education and Experience

Bachelor's degree in Public Works Administration, Engineering, Construction or related field; or a minimum of 5 years extensive hands-on experience in public works operations. Extensive supervisory and administrative experience is required.

Required Licenses or Certificates

Must possess valid State driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment and computers. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.



City of Gulfport, Mississippi
Job Description

Operations Manager Assistant

Department:

EEO Class: Office & Clerical

Date Revised: 10/1/10

FLSA Status: Non-Exempt

Date Approved:

Position Overview

This work is clerical in nature to support the budgetary, purchasing, and record-keeping tasks of the Public Works Department. The work involves responsibility for interpreting and carrying out the rules, regulations and policies of the department. Incumbents are generally given wide latitude within the framework of their responsibilities for making independent decisions with reference to office procedures and functions.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Picks up, sorts and files material alphabetically, numerically, chronologically, and by other pre-determined categories; looks up information and materials in files; records information, and notes final disposition.
- Maintains files of records, correspondence, forms, index file cards, reports and other materials; files material; posts information to departmental records according to standard procedures.
- Makes simple arithmetic calculations manually or by use of a calculating machine according to established methods.
- As needed, assists Customer Service Agent by taking messages, noting requests for service, routing customers to appropriate division, and assisting with walk-in customers.
- Verifies, records and files claims, reports, records and other documents.
- Checks invoices for accuracy of purchase order number, amount billed, and quantity ordered and delivered. Matches delivery tickets and invoices with Purchase Order and submits for payment to Accounts Payable by designated deadline.

- Prepares bi-monthly payroll and inputs information into the computer system. Submits payroll exception report and timesheets to Payroll by designated deadline.
- Provides emergency relief in answering telephone calls, receiving, answering or referring questions and recording routine matters for members of the Public Works Administration.
- Prepares documents and makes arrangements for Public Works and Engineering business and training travel.
- Reviews existing work procedures, recommends changes, assists in the budget analyses of the departmental budget; develops appropriate forms to be used in the office to facilitate the mission and goals of the department.
- Answers correspondence concerning operation of the department.
- Prepares and keeps a current inventory of office and other equipment; produces a fixed asset report; completes and submits Fixed Asset Form.
- Requisitions for all department supplies as authorized; keeps a current account of all expenditures; remains knowledgeable on best suppliers for department needs; processes approximately 200 purchase orders a month; enters material needs and obtains purchase order numbers.
- Prepares and maintains routine records and reports; assists in compiling specialized composite reports.
- Confers with and assists administrative superiors in solving problems affecting the office operations such as problems with filling out purchase requests and assisting contract supervisors with purchasing requests.
- Assists Budget Analyst with bid prices, lists of vendors, and helps prepare specifications for the purchasing agent to let out bids on equipment and services.
- Maintains petty cash fund and all corresponding records.
- Maintains familiarity with active vendor file, establishes and upholds professional rapport with vendors to assure accurate billing, cost effective pricing and timely delivery.

- Prepares office supply and janitorial purchase requests.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Considerable knowledge of modern office methods and procedures.
- Ability to plan work for efficient completion of tasks.
- Must be able to accurately type up to 35 words per minute and be able to demonstrate knowledge of computer programs such as Word and Excel as well as general knowledge of internet and email correspondence.
- Ability to express ideas effectively orally and in writing.
- Ability to establish and maintain effective working relations as necessitated by work assignments.

Education and Experience

Associate's Degree in Business or Accounting. A minimum of five years experience of a progressively responsible nature in the area of office operations.

Required Licenses or Certificates

Must possess valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily indoors.



City of Gulfport, Mississippi
Job Description

Pump Truck Operator (PTO)

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for unstopping drains, pipes, curb and gutters, and catch basins. Also assists with street cleaning throughout the City

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Operates a pump truck in unstopping drains, pipes, curb and gutters, and catch basins
- Cleans/wets down streets as needed during construction projects, etc.
- Unstops drains, drainage ditches, curbs and gutters throughout the City of Gulfport
- Responsible for daily preventative maintenance of equipment operated
- Creates and submits written reports as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of operating characteristics of assigned equipment
- Knowledge of applicable traffic laws, ordinances and regulations
- Knowledge of work hazards and safety precautions associated with assigned equipment
- Ability to understand and follow oral and written instruction,

including SouthWest Water co./City of Gulfport department rules, policies, and regulations

- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent. One year experience.

Required Licenses or Certificates

Must possess a valid Class B Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Inside work is performed in a private office at the depot; when visiting job sites, incumbent is subject to weather and environmental conditions. Potential hazards include; driving a vehicle, exposure to chemicals and electro-mechanical equipment in and around water and wastewater facilities and areas designated as confined space.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	F (Frequently)
Handling / Fingering	N (Not Applicable)
Reach Outward	N (Not Applicable)
Reach Above Shoulder	N (Not Applicable)
Climb	N (Not Applicable)
Crawl	N (Not Applicable)
Squat or Kneel	N (Not Applicable)
Bend	F (Frequently)

Lift/Carry

10 lbs or less
11-20 lbs
21-50 lbs
51-100 lbs
Over 100 lbs

Push/Pull

12 lbs or less
13-25 lbs
26-40 lbs
41-100 lbs

O (Occasionally)
O (Occasionally)
N (Not Applicable)
N (Not Applicable)
N (Not Applicable)
O (Occasionally)
O (Occasionally)
N (Not Applicable)
N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

RE



City of Gulfport, Mississippi
Job Description

Quality Control Training Coordinator

Department:

EEO Class: Professional

Date Revised: 10/1/10

FLSA Status: Exempt

Date Approved:

Position Overview

The Quality Control (QC) Development & Training Manager oversees all quality and training operations for the Public Works department. This individual designs, develops and administers quality assurance and training programs; trains, directs and mentors employees of all levels.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following as well as their related duties that may be assigned.

- Establishes customer service, quality achievement and performance standards for the department in accordance with City, ISO 9000 or APWA standards; develops and conducts departmental training programs according to those standards; constantly evaluates training programs for compliance with City and government regulations
- Confers with management and conducts staff surveys to identify training needs; analyzes training needs to develop new training programs or modifies and improve existing programs
- Plans, develops, and provides training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, and workshops; develops and organizes training manuals, multi-media visual aids, and other educational materials
- Conducts initial and on-going quality training for staff members; keeps training records for all department staff
- Develops testing, evaluation, and sampling procedures to ensure quality control measures are being met; identifies quality deficiency issues and formulates resolutions

- Develops quarterly reports to identify cost savings due to changes in equipment, procedures, or materials; develops quarterly reports on training provided to staff
- Inspects construction and maintenance completed in the field for quality workmanship and completion

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Thorough knowledge of relevant equipment, policies, procedures, legal codes, City and government regulations relating to the Public Works department including ISO 9000 or APWA Accreditation
- Thorough knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources
- Thorough knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
- Thorough knowledge of principles and processes for providing customer and personal services, including but not limited to customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Exceptional verbal and non-verbal communications skills to present information in an effective, clear, and organized manner
- Instructional, motivational, and persuasion skills to efficiently teach staff the training curriculum
- Exceptional critical thinking skills to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to demonstrate skill with Microsoft Word, Excel, Power Point, Access and Outlook

Education and Experience

Bachelor's degree in Business Administration, Engineering or related field; 3-5 years experience in Quality Assurance and/or Training fields; 3-5 years experience in the Public Works, Construction, or related fields preferred.

Required Licenses or Certificates

Must possess valid State of Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include the occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate field tools, computers and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors, in rain and the heat of summer.



City of Gulfport, Mississippi
Job Description

Receptionist/Administrative Assistant

Department:

EEO Class: Office & Clerical

Date Revised: 10/1/10

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Receptionist/Administrative Assistant provides general clerical support to the department such as drafting correspondence, scheduling appointments, organizing and maintaining files, and addressing and assisting with the needs of visitors and callers.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Prepares reports, memos, letters and other documents, using word processing, spreadsheet, database, or presentation software.
- Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Operates office equipment such as fax machines, copiers, and phone systems, and computers.
- Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals.
- Greets visitors and callers, handles their inquiries, and directs them to the appropriate persons according to their needs.
- Organizes and maintains paper and electronic filing systems for records, correspondence, and other material.
- Locates and attaches appropriate files to incoming correspondence requiring replies.
- Opens, reads, routes, and distributes incoming mail and other material, and prepares answers to routine letters.
- Completes forms in accordance with company procedures.

- Makes copies of correspondence and other printed material.
- Reviews work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
- Composes, types, and distributes meeting notes, routing correspondence, and reports.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of electronic equipment and computer hardware and software, including proficiency with Microsoft Word, Power Point, and Excel and knowledge of other software as needed by the Department.
- Must be able to demonstrate a typing skill of type 45 words per minute.

Education and Experience

High school diploma or equivalent. Coursework in clerical or business from a two or four year university is preferred. 2-4 years prior clerical experience.

Required Licenses or Certificates

None.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors.



City of Gulfport, Mississippi
Job Description

SCADA Operator/Tech
(SOP, SCT)

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The SCADA Operator and Technician operates and maintains a functioning SCADA system. This includes but is not limited to: collecting data; create weekly and monthly reports for water wells, tanks, and lift stations; troubleshooting and resolving equipment problems; and continuous monitoring of SCADA websites.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Receives and interprets data for Water and Sewer sites monitored by SCADA
- Maintains data for historical trending
- Maintains information for website (i.e., individual site information, phone numbers for Alarm Call Out hierarchy, and destinations for call outs)
- Establishes priorities for workload based upon such factors as need for immediate attention
- Maintains set points for automatic operation of water system
- Operates wells remotely by verbal request from Water Well Supervisor
- Is available for support concerning the SCADA system. This will include normal working hours, after hours, weekends, and holidays
- Notifies department heads of equipment malfunctions
- Assists water and lift station operators in trouble-shooting equipment failures and system problems

- Installs and maintains various sensing devices (i.e., Chlorine analyzers, Chlorine gas detectors, pressure transducers, and flow meters).
- Coordinates with Water Well Supervisor and Lift Station Supervisor to maintain compliance with MSDA and MDEQ regulations.
- Diagnoses, identifies and repairs SCADA system malfunctions.
- Provides routine reports as required
- Maintains PM Schedule for Lift Stations, Water Wells and Tanks, and SCADA equipment, process work orders for Cityworks, and perform other computer related jobs for Lift Stations
- Maintains records for the yearly operations cost of the SCADA system
- Communicates with vendors, engineering firms, and other governmental agencies on SCADA related issues and inquires

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to complete and submit written reports as needed
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to communicate effectively with other personnel and supervisors
- Ability to understand and follow oral and written instructions, department rules, policies, and regulations
- Knowledge of work hazards and safety precautions
- Knowledge of operating characteristics of assigned equipment, including computer and video knowledge, or have the desire and ability to learn

Education and Experience

High school diploma or equivalent. Minimum of one year experience preferred.

Required Licenses or Certificates

Must possess a valid Class B Mississippi License with associated endorsements.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outdoors. Worker is subject to weather and environmental conditions. Potential hazards include driving a vehicle, working with mechanical tools and repairing electrical equipment in and around water and wastewater.

Physical Demands

Stand	F (Frequently)	Lift/Carry	
Walk	F (Frequently)	10 lbs or less	F (Frequently)
Sit	O (Occasionally)	11-20 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	21-50 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Above Shoulder	N (Not Applicable)	Over 100 lbs	N (Not Applicable)
Climb	N (Not Applicable)	Push/Pull	
Crawl	N (Not Applicable)	12 lbs or less	F (Frequently)
Squat or Kneel	N (Not Applicable)	13-25 lbs	F (Frequently)
Bend	F (Frequently)	26-40 lbs	N (Not Applicable)
		41-100 lbs	N (Not Applicable)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Service Request Coordinator (SRC)

Department:

EEO Class: Clerical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Service Request Coordinator processed incoming Service Requests and Work Orders and assigns them to an appropriate work crew.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Answers multi-line telephone system, routes calls accordingly, and takes messages
- Receives complaints and work order requests from citizens, department heads, and city officials via telephone and walk-ins
- Sorts and files materials alphabetically, numerically, chronologically, and by other pre-determined categories; looks up information in files and records information
- Receives, reads, and routes mail
- Acts as Receptionist for all incoming visitors and directs them as needed
- Assists with Fire Hydrant Meter Program.
- Assists with Water & Sewer Service Verification Program.
- Creates and submits written reports as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of modern office practices, procedures, equipment

and standard clerical techniques

- Knowledge of English, spelling and arithmetic
- Ability to work in a fast paced environment
- Ability to perform multiple tasks at once
- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instruction, department rules, policies and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public and city officials on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school diploma or equivalent. One year experience.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a climate controlled office environment.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	F (Frequently)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	N (Not Applicable)
Climb	N (Not Applicable)
Crawl	N (Not Applicable)
Squat or Kneel	N (Not Applicable)
Bend	F (Frequently)

Lift/Carry

10 lbs or less
11-20 lbs
21-50 lbs
51-100 lbs
Over 100 lbs
Push/Pull
12 lbs or less
13-25 lbs
26-40 lbs
41-100 lbs

O (Occasionally)
O (Occasionally)
N (Not Applicable)
N (Not Applicable)
N (Not Applicable)
Push/Pull
O (Occasionally)
O (Occasionally)
N (Not Applicable)
N (Not Applicable)

**N (Not
Applicable)**

Activity is not applicable to this occupation.

O (Occasionally)

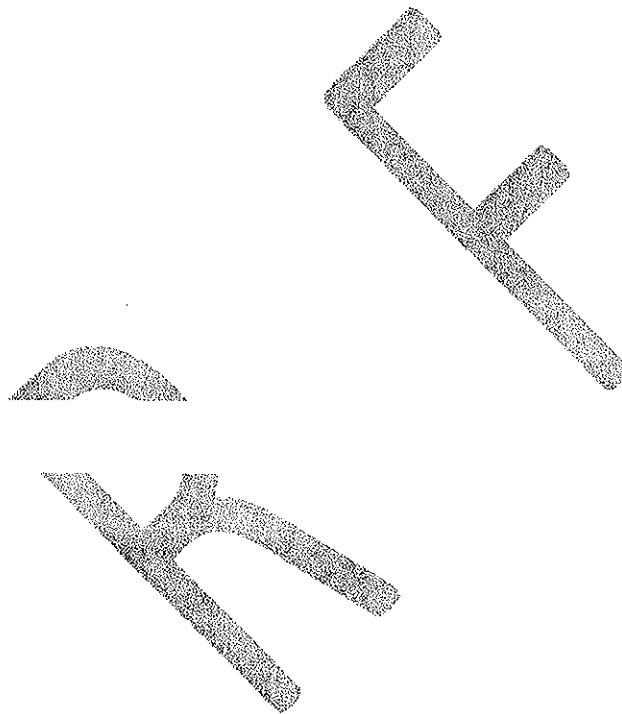
Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)





City of Gulfport, Mississippi
Job Description

Sewer Crew Supervisor
(SCRS)

Department: 311 – Streets & Drainage

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Sewer Crew Supervisor coordinates and directs field personnel for the Wastewater Division. Work involves supervising the design and/or construction of major water systems. The Wastewater Crew Supervisor is expected to resolve problems of a high professional and technical nature.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Coordinates and directs crew leaders with specific work orders; prioritizes work orders to be completed
- Evaluates service requests and work orders; Serves as a technical expert in the resolution of a service issue; Inspects and evaluates work sites to determine the solution and materials needed
- Ensures all work is performed in a safe and efficient manner
- Assists in the training of crew members as needed
- Coordinates and reports work progress to other crews, divisions, and departments as needed to maintain a constant flow of communication
- Monitors crew's vehicles and equipment to ensure they are kept in an operational manner
- Addresses employee performance and behavioral issues in a timely manner; communicates problems to Office Manager for proper resolution
- Produces reports as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must possess thorough knowledge of the methods and techniques as applied to the design, construction, and maintenance of water resources; state, federal, and local regulations; must possess thorough knowledge of department policies and procedures
- Must possess the knowledge of Cityworks Work Order Program
- Must have the ability to perform a broad range of supervisory responsibilities over others
- Must be able to effectively verbally and non-verbally communicate with citizens and co-workers
- Must possess thorough knowledge of safety rules and regulations
- Must have the ability to review or check the work products of others to ensure conformance to design and construction schedules
- Must be able to demonstrate the ability to use a computer and software as required by the department

Education and Experience

Five years of professional sanitary engineering experience in a technical and administrative capacity handling water and/or wastewater problems, or five years of professional experience in managing water and wastewater facility construction projects, including a minimum of two years of supervisory experience and a bachelor's degree in engineering, construction management, or related field.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather and environmental conditions, including extreme temperatures, humidity

and precipitation; noise and vibration, physical hazards from moving machinery, traffic, hazardous chemicals.

PHYSICAL DEMANDS

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above	F (Frequently)
Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Sewer Manager
(SWM)

Department:

EEO Class: Managerial

Date Revised: 10.01.2010

FLSA Status: Exempt

Date Approved:

Position Overview

The Sewer Manager is responsible for the management and oversight of all wastewater resources including the supervision of programs, activities, and functions related to the construction, extension, inspection, operation, and maintenance of the wastewater collection system.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Oversees the management and operation of Wastewater Resources of the Public Works Department which is responsible for all components of the wastewater collection system
- Responsible for the collection and analysis of statistical data related to the operation of the wastewater collection system
- Responsible for oversight and monitoring of all projects, programs, rule making, and other activities of local, regional, state and federal agencies, or other agencies that may affect the City's wastewater resources
- Directs the activities of division employees to ensure that the mission of the Public Works Department is accomplished in the most efficient and equitable manner
- Communicates with the Division Administrator to ensure information flow of the division's progress and activities and any significant contacts with the Public Works Operations Manager
- Coordinates staff performance and discipline issues with Office Manager
- Addresses citizen complaints as directed
- Prepares reports, memos, letters and other documents as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of federal, state, and local regulations relates to wastewater collection systems
- Knowledge of construction and maintenance practices as they related to wastewater collection systems
- Ability to lead crews in the completion of service request items related to streets and drainage systems and to perform repairs.
- Ability to manage day-to-day work performance several crews / managers
- Understanding of construction drawings/blueprints and comprehend project specification in order to prepare the following: a scope of work, detailed project plan/work schedule (GNANT Chart), manpower, material and equipment requirements, determine long lead items, estimated start and completion dates, and QC/Safety and traffic plans
- Ability to properly setup and operate a laser level and transit level preferred
- Be able to read a grade elevation from a drawing or take it from a known source and transfer that elevation to the work site
- Must be able to provide on-the-job training to employees
- Ability to schedule work and crews, track progress, maintain as-builts as required, and prepare required reports
- Ability to express ideas and concepts clearly and concisely in verbal and written form
- Ability to understand and apply technical regulations, procedures, and policies to field situations
- Ability to establish and maintain effective working relationships with others at all levels

- Ability to read and comprehend manufacturer operation and maintenance manuals
- Ability to prepare for and initiate a performance counseling session
- Must be knowledgeable in the use of Personnel Protective Equipment (PPE)
- Must be able to communicate with customers in a clear, effective, and courteous manner at all times

Education and Experience

High school diploma or equivalent. A minimum of five years related experience. A minimum of two years supervisory/management experience

Required Licenses or Certificates

Must possess a valid driver's license. Class D water license preferred. Must be able to obtain a security clearance.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires handling stressful situations. While performing the duties of this job, the employee may be regularly exposed to outside weather condition. The employee could be exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment may be loud.

PHYSICAL DEMANDS

Physical Demands

Stand	C (Constantly)
Walk	C (Constantly)
Sit	F (Frequently)
Handling / Fingering	O (Occasionally)
Reach Outward	O (Occasionally)
Reach Above	O (Occasionally)
Shoulder	O (Occasionally)
Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	O (Occasionally)
Bend	O (Occasionally)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	O (Occasionally)
21-50 lbs	O (Occasionally)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	O (Occasionally)
26-40 lbs	N (Not Applicable)
41-100 lbs	N (Not Applicable)

Activity is not applicable to this occupation.

N (Not Applicable)

O (Occasionally)

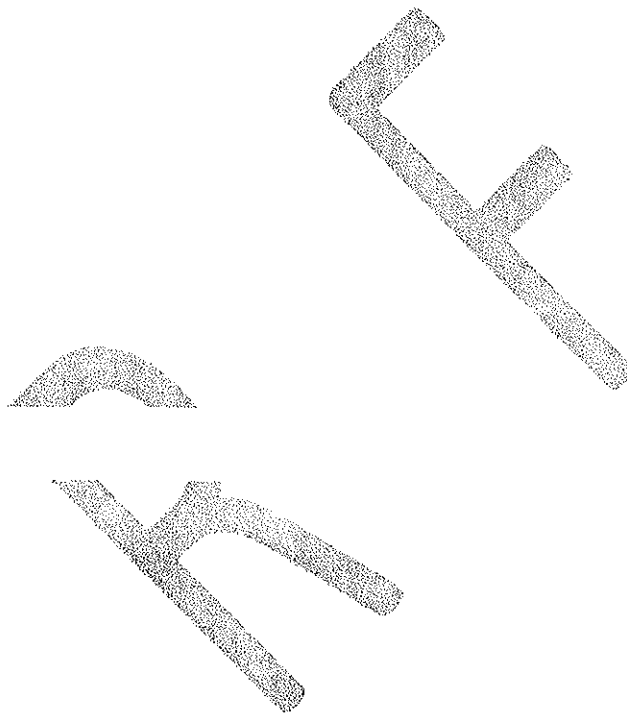
F (Frequently)

C (Constantly)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)





City of Gulfport, Mississippi
Job Description

Sewer Repair & Maintenance Laborer
(SRML)

Department: 311 – Streets & Drainage

EEO Class: Laborer

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Sewer Repair & Maintenance Laborer is responsible for assisting the crew leader in carrying out assigned duties. May be assigned to different crews on a daily basis wherever the need exists.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Performs sewer line construction and maintenance
- Request line locates
- Ensures that all daily operations are performed in a safe and efficient manner
- Ensures all excavations are back filled and tamped properly
- Operates equipment as needed
- Completes and reports as needed
- Assists in housekeeping duties of his assigned area when requested to do so

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must have thorough knowledge in repair and construction of water collection and distribution systems
- Must be able to demonstrate the proper use of assigned equipment

- Must possess strong verbal and non-verbal communication skills
- Must possess considerable knowledge of work hazards and safety precautions
- Must have thorough knowledge of department rules, policies, and regulations

Education and Experience

High school diploma or equivalent.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather and environmental conditions, including extreme temperatures, humidity and precipitation; noise and vibration, physical hazards from moving machinery, traffic, hazardous chemicals.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above	F (Frequently)
Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Sewer Repair & Maintenance Crew Assistant Lead
(SRCA)

Department: 311 – Streets & Drainage

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Performs as member of crew a variety of skilled and unskilled labor work in the maintenance of municipal sewer systems.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Performs sewer line construction and maintenance
- Request line locates
- Ensures that all daily operations are performed in a safe and efficient manner
- Ensures all excavations are back filled and tamped properly
- Operates equipment as needed
- Completes and reports as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must have thorough knowledge in repair and construction of sewer systems
- Must be able to demonstrate the proper use of assigned equipment
- Must possess strong verbal and non-verbal communication skills
- Must possess considerable knowledge of work hazards and safety precautions

- Must have thorough knowledge of department rules, policies, and regulations

Education and Experience

High school diploma or equivalent. One or more years of relevant water and/or wastewater experience.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather and environmental conditions, including extreme temperatures, humidity and precipitation; noise and vibration, physical hazards from moving machinery, traffic, hazardous chemicals.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Sewer Repair & Maintenance Crew Leader
(SRCL)

Department: 311 – Streets & Drainage

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Under the direction of the Sewer Repair & Maintenance Crew Leader supervises the activities of assigned field crew in the maintenance and repair of water resource systems.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Leads, oversees, reviews and performs the work of maintenance, repair, construction and installation of water systems
- Ensures that all daily operations are performed in a safe and efficient manner
- Responsible for making new water and sewer taps, repairing broken water and /or sewer lines, construction of new sewer line
- Repairs or replaces fire hydrants
- Ensures all excavations are back filled and tamped properly
- Operates equipment as needed
- Completes and reports as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must have thorough knowledge in repair and construction of sewer systems
- Must be able to demonstrate the proper use of assigned equipment

- Must possess strong verbal and non-verbal communication skills
- Must possess considerable knowledge of work hazards and safety precautions
- Must have thorough knowledge of department rules, policies, and regulations

Education and Experience

High school diploma or equivalent. Three or more years of relevant water and/or wastewater experience.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather and environmental conditions, including extreme temperatures, humidity and precipitation; noise and vibration, physical hazards from moving machinery, traffic, hazardous chemicals.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not

Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

hrs/day)

RE



City of Gulfport, Mississippi
Job Description

Storm Drainage Supervisor (SDS)

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for organizing and directing the ditch maintenance operations throughout the City of Gulfport.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Oversees equipment operators in proper excavation and maintenance of equipment.
- Plans and schedules daily operations.
- Assigns work orders and monitors progress until projects are completed.
- Operates motor grader while grading and shaping streets, shoulders, and ditches.
- Operates equipment such as a bulldozer, lowboy truck, front-end loader, and excavator crawler.
- Creates and submits written reports as needed.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to plan, organize, assign and supervise work assignments
- Proper training and qualifications for various equipment to be used at job sites, including concrete mixer, chop saw, etc
- Ability to transport necessary equipment to and from job sites

- Establish and maintain effective working relations as necessary
- Knowledge of department rules, policies, and regulations
- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to submit written reports as needed

Education and Experience

High school diploma or equivalent. One year experience.

Required Licenses or Certificates

Must possess a valid Class A Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office and field environment. The field environment may include exposure to drainage systems, adverse weather and environmental conditions, including temperature extremes, humidity and precipitation; noise and vibration from equipment.

Physical Demands

Stand	C (Constantly)
Walk	C (Constantly)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	O (Occasionally)
Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	O (Occasionally)
Bend	O (Occasionally)

Lift/Carry

10 lbs or less
11-20 lbs
21-50 lbs
51-100 lbs
Over 100 lbs

F (Frequently)
O (Occasionally)
N (Not Applicable)
N (Not Applicable)
N (Not Applicable)

Push/Pull

12 lbs or less
13-25 lbs
26-40 lbs
41-100 lbs

F (Frequently)
O (Occasionally)
N (Not Applicable)
N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Streets Manager

Department:

EEO Class: Managerial

Date Revised: 10.01.2010

FLSA Status: Exempt

Date Approved:

Position Overview

The Streets Manager is responsible for the oversight of the division's field operations to ensure effective and efficient operations and maintain quality control.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Supervises the activities of a large number of division employees engaged in pavement maintenance, street cleaning, concrete repair, alley and right-of-way maintenance, storm control and related minor construction
- Plans and directs the computerized Pavement Maintenance System
- Oversees preparation of divisional equipment and material specifications
- Serves on City-wide task forces and on Intergovernmental committees
- Plans and directs the inspection and monitoring of Street Maintenance Contracts
- Consults with the Director and Assistant Director on policy proposals and makes recommendations
- Oversees the progress of major equipment purchases and Division financial and activity reports
- Prepares the Division's budget requests
- Projects annual operating Costs and Budget estimates

- Plans and develops general policies and procedures governing the Division's functions
- Responds to policy questions requested by City Management and City Council
- Makes presentations before various public and civic groups
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to lead crews and a working knowledge of construction and maintenance practices as they related to street and drainage maintenance (i.e. replacement of drainage pipes, removing and repairing asphalt streets, concrete repairs of sidewalks and curbs, etc.)
- Ability to lead crews in the completion of service request items related to streets and drainage systems and to perform repairs.
- Ability to provide critical input for the hiring of qualified personnel to fill vacancies within area of responsibility to ensure qualified personnel are selected.
- Ability to manage day-to-day work performance of Concrete Crew Leader, Asphalt Manager, Tree Trimming Manager and Construction Crew Leader.
- Ability to read and interpret construction drawings/blueprints and comprehend project specification in order to prepare the following: a scope of work, detailed project plan/work schedule (GNANT Chart), manpower, material and equipment requirements, determine long lead items, estimated start and completion dates, and QC/Safety and traffic plans.
- Ability to properly setup and operate a laser level and transit level.

- Be able to read a grade elevation from a drawing or take it from a known source and transfer that elevation to the work site.
- Must be able to provide on-the-job training to employees.
- Ability to schedule work and crews, track progress, maintain as-builts as required, and prepare required reports.
- Ability to express ideas and concepts clearly and concisely in verbal and written form.
- Ability to understand and apply technical regulations, procedures, and policies to field situations.
- Ability to establish and maintain effective working relationships with others at all levels.
- Ability to read and comprehend manufacturer operation and maintenance manuals.
- Ability to prepare for and initiate a performance counseling session.
- Must be knowledgeable in the use of Personnel Protective Equipment (PPE).
- Must be able to communicate with customers in a clear, effective, and courteous manner at all times

Education and Experience

High school diploma or equivalent. A minimum of five years related experience. A minimum of two years supervisory/management experience

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires handling stressful situations. While performing the duties of this job, the employee may be regularly exposed to outside weather.

condition. The employee could be exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment may be loud.

PHYSICAL DEMANDS

Physical Demands

Stand	C (Constantly)
Walk	C (Constantly)
Sit	F (Frequently)
Handling / Fingering	O (Occasionally)
Reach Outward	O (Occasionally)
Reach Above	O (Occasionally)
Shoulder	O (Occasionally)
Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	O (Occasionally)
Bend	O (Occasionally)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	O (Occasionally)
21-50 lbs	O (Occasionally)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	O (Occasionally)
26-40 lbs	N (Not Applicable)
41-100 lbs	N (Not Applicable)

N (Not Applicable)

O (Occasionally)

F (Frequently)

C (Constantly)

Activity is not applicable to this occupation.

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Sweeper Operator

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for sweeping and maintaining various streets, curbs, and gutters in the City of Gulfport.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Operates a street sweeper to clean and maintain various streets, curbs, and gutters
- Responsible for daily preventative maintenance of equipment operated
- Creates and submits written reports as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of applicable traffic laws and regulations
- Knowledge of operating characteristics of assigned equipment and physical strength and agility to perform the work
- Knowledge of work hazards and safety precautions associated with assigned equipment
- Ability to understand and follow oral and written instruction, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors

- Ability to deal with the public on a regular basis in a professional, courteous manner
- Ability to complete and submit written reports as needed

Education and Experience

High school graduate or equivalent. Minimum of one year experience.

Required Licenses or Certificates

Must possess a valid Mississippi Class B driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Inside work is performed in a private office at the depot; when visiting job sites, incumbent is subject to weather and environmental conditions. Potential hazards include; driving a vehicle, exposure to chemicals and electro-mechanical equipment in and around water and wastewater facilities and areas designated as confined space.

Physical Demands

Stand	F (Frequently)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	F (Frequently)	12 lbs or less	F (Frequently)
Crawl	F (Frequently)	13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

N (Not

Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Tool Room Technician

Department:

EEO Class: Laborers

Date Revised: 10/1/10

FLSA Status: Exempt

Date Approved:

Position Overview

The Tool Room Technician assists in the day-to-day operations of the Warehouse to include but not limited to issuing parts, supplies, tools, and small engine equipment. Monitoring inventory and tracking items. Other minimum duties may be associated with the Stockyard and Dispatch operations and the areas of material handling, monitoring, dispatching, issuing, receiving and inventory control of construction materials, parts, supplies, vehicles, and equipment.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following as well as their related duties that may be assigned.

- Issues parts according to work orders.
- Provides, tracks and monitors supplies and equipment issued.
- Receives parts, supplies, items and equipment.
- Establishes and maintains records, reports and forms associated with inventory management.
- Establishes and maintains equipment record and work history files.
- Determines and reports shortages in inventory in a timely manner.
- Processes work orders.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must demonstrate adequate skill using Microsoft Word and Excel

- Ability to communicate effectively with others verbally and in writing.
- Ability to make decisions while following established procedures.
- Ability to get along well with a variety of personalities and individuals.

Education and Experience

High School graduate or equivalent.

Required Licenses or Certificates

Must possess valid State of Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Stand	C (Constantly)	Lift/Carry	10 lbs or less	C (Constantly)
Walk	C (Constantly)		11-20 lbs	F (Frequently)
Sit	O (Occasionally)		21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)		51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)		Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull		
Climb	O (Occasionally)		12 lbs or less	C (Constantly)
Crawl	O (Occasionally)		13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)		26-40 lbs	O (Occasionally)
Bend	O (Occasionally)		41-100 lbs	N (Not Applicable)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Trash/Tree & Grass Trimming Supervisor

Department:

EEO Class: Laborer

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for organizing and directing day to day operation of debris / trash removal and tree trimming operations.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Plans and schedules daily operation of above referenced crews
- Inspects work in progress and take necessary actions to ensure correct completion of jobs in a timely manner
- Inspects completed work orders to ensure they meet all requirements
- Assigns specific duties for employees to complete
- Trains new employees in use of equipment
- Responsible for creating and submitting weekly reports

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of operating characteristics of assigned equipment
- Physical strength and agility sufficient to perform heavy manual labor for extended periods of time under unfavorable weather conditions
- Experience in the area of work assignments sufficient to perform assigned tasks

- Knowledge of work hazards and safety precautions
- Ability to understand and follow oral and written instruction, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional, courteous manner

Education and Experience

High school diploma or equivalent. Three years experience.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Worker is subjected to adverse weather conditions and environmental conditions, including temperature extremes, humidity and precipitation; exposure to physical hazards from traffic.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	F (Frequently)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	F (Frequently)
Over 100 lbs	N (Not Applicable)

F (Frequently)
F (Frequently)
F (Frequently)
F (Frequently)
N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

F (Frequently)
F (Frequently)
F (Frequently)
N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Trash Truck Driver / End Load Operator

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for trash pick-up throughout the City of Gulfport.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Picks up trash piles (limbs, trash, appliances, etc) using Knuckle Boom Trash Truck
- Responsible for daily preventative maintenance of equipment operated
- Creates and submits written reports as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of applicable traffic laws and regulations
- Knowledge of operating characteristics of assigned equipment and physical strength and agility to perform the work
- Knowledge of work hazards and safety precautions associated with assigned equipment
- Ability to understand and follow oral and written instruction, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional,

courteous manner

- Ability to complete and submit written reports as needed

Education and Experience

High school graduate or equivalent. Minimum of one year experience.

Required Licenses or Certificates

Must possess a valid Mississippi Class B driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Inside work is performed in a private office at the depot; when visiting job sites, incumbent is subject to weather and environmental conditions. Potential hazards include; driving a vehicle, exposure to chemicals and electro-mechanical equipment in and around water and wastewater facilities and areas designated as confined space.

Physical Demands

Stand	F (Frequently)	Lift/Carry	
Walk	F (Frequently)	10 lbs or less	F (Frequently)
Sit	O (Occasionally)	11-20 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	21-50 lbs	F (Frequently)
Reach Outward	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Over 100 lbs	N (Not Applicable)
Climb	F (Frequently)	Push/Pull	
Crawl	F (Frequently)	12 lbs or less	F (Frequently)
Squat or Kneel	F (Frequently)	13-25 lbs	F (Frequently)
Bend	F (Frequently)	26-40 lbs	F (Frequently)
		41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Tree Trimming Operator

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Responsible for cutting trees and tree limbs throughout the City of Gulfport and related duties.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Operates a bucket truck, chipper machine, chain saw, etc. to cut trees down and trim limbs on city rights-of-way.
- Responsible for daily preventative maintenance of equipment operated
- Creates and submits written reports as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of applicable traffic laws and regulations
- Knowledge of operating characteristics of assigned equipment and physical strength and agility to perform the work
- Knowledge of work hazards and safety precautions associated with assigned equipment
- Ability to understand and follow oral and written instruction, department rules, policies, and regulations
- Ability to communicate effectively with other personnel and supervisors
- Ability to deal with the public on a regular basis in a professional,

courteous manner

- Ability to complete and submit written reports as needed

Education and Experience

High school graduate or equivalent. Minimum of one year experience.

Required Licenses or Certificates

Must possess a valid Mississippi Class B driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Inside work is performed in a private office at the depot; when visiting job sites, incumbent is subject to weather and environmental conditions. Potential hazards include; driving a vehicle, exposure to chemicals and electro-mechanical equipment in and around water and wastewater facilities and areas designated as confined space.

Physical Demands

Stand	F (Frequently)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	F (Frequently)	12 lbs or less	F (Frequently)
Crawl	F (Frequently)	13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Water Repair & Maintenance Crew Assistant
(WCA)

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Performs as member of crew a variety of skilled and unskilled labor work in the maintenance of municipal water systems.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Leads, oversees, reviews and performs the work of maintenance, repair, construction and installation of water systems
- Ensures that all daily operations are performed in a safe and efficient manner
- Responsible for making new water and sewer taps, repairing broken water and /or sewer lines, construction of new water line
- Repairs or replaces fire hydrants
- Ensures all excavations are back filled and tamped properly
- Operates equipment as needed
- Completes and reports as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must have thorough knowledge in repair and construction of water collection and distribution systems
- Must be able to demonstrate the proper use of assigned equipment

- Must possess strong verbal and non-verbal communication skills
- Must possess considerable knowledge of work hazards and safety precautions
- Must have thorough knowledge of department rules, policies, and regulations

Education and Experience

High school diploma or equivalent. One or more years of relevant water and/or wastewater experience.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather and environmental conditions, including extreme temperatures, humidity and precipitation; noise and vibration, physical hazards from moving machinery, traffic, hazardous chemicals.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day).

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Water Repair & Maintenance Laborer (WL)

Department:

EEO Class: Laborer

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Water Repair & Maintenance Laborer is responsible for assisting the crew leader in carrying out assigned duties. May be assigned to different crews on a daily basis wherever the need exists.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Performs sewer line construction and maintenance
- Request line locates
- Ensures that all daily operations are performed in a safe and efficient manner
- Ensures all excavations are back filled and tamped properly
- Operates equipment as needed
- Completes and reports as needed
- Assists in housekeeping duties of his assigned area when requested to do so

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must have thorough knowledge in repair and construction of water collection and distribution systems
- Must be able to demonstrate the proper use of assigned equipment

- Must possess strong verbal and non-verbal communication skills
- Must possess considerable knowledge of work hazards and safety precautions
- Must have thorough knowledge of department rules, policies, and regulations

Education and Experience

High school diploma or equivalent.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather and environmental conditions, including extreme temperatures, humidity and precipitation; noise and vibration, physical hazards from moving machinery, traffic, hazardous chemicals.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Water Repair & Maintenance Crew Leader
(WCL)

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Under the direction of the Water Crew Supervisor, the Water Repair & Maintenance Crew Leader supervises the activities of assigned field crew in the maintenance and repair of water resource systems.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Leads, oversees, reviews and performs the work of maintenance, repair, construction and installation of water systems
- Ensures that all daily operations are performed in a safe and efficient manner
- Responsible for making new water and sewer taps, repairing broken water and /or sewer lines, construction of new water line
- Repairs or replaces fire hydrants
- Ensures all excavations are back filled and tamped properly
- Operates equipment as needed
- Completes and reports as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must have thorough knowledge in repair and construction of water collection and distribution systems
- Must be able to demonstrate the proper use of assigned equipment

- Must possess strong verbal and non-verbal communication skills
- Must possess considerable knowledge of work hazards and safety precautions
- Must have thorough knowledge of department rules, policies, and regulations

Education and Experience

High school diploma or equivalent. Three or more years of relevant water and/or wastewater experience.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather and environmental conditions, including extreme temperatures, humidity and precipitation; noise and vibration, physical hazards from moving machinery, traffic, hazardous chemicals.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

hrs/day)

RE



City of Gulfport, Mississippi
Job Description

Water Repairs and Maintenance Supervisor
(WRMS)

Department:

EEO Class: Technical

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Water Repair and Maintenance Supervisor coordinates and directs field personnel for the Water Resources Division. Work involves supervising the design and/or construction of major water systems. The Water Crew Supervisor is expected to resolve problems of a high professional and technical nature.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Coordinates and directs crew leaders with specific work orders; prioritizes work orders to be completed
- Evaluates service requests and work orders; Serves as a technical expert in the resolution of a service issue; Inspects and evaluates work sites to determine the solution and materials needed
- Ensures all work is performed in a safe and efficient manner
- Assists in the training of crew members as needed
- Coordinates and reports work progress to other crews, divisions, and departments as needed to maintain a constant flow of communication
- Monitors crew's vehicles and equipment to ensure they are kept in an operational manner
- Addresses employee performance and behavioral issues in a timely manner; communicates problems to Office Manager for proper resolution
- Produces reports as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must possess thorough knowledge of the methods and techniques as applied to the design, construction, and maintenance of water resources; state, federal, and local regulations; must possess thorough knowledge of department policies and procedures
- Must possess the knowledge of Cityworks Work Order Program
- Must have the ability to perform a broad range of supervisory responsibilities over others
- Must be able to effectively verbally and non-verbally communicate with citizens and co-workers
- Must possess thorough knowledge of safety rules and regulations
- Must have the ability to review or check the work products of others to ensure conformance to design and construction schedules
- Must be able to demonstrate the ability to use a computer and software as required by the department

Education and Experience

Five years of professional sanitary engineering experience in a technical and administrative capacity handling water and/or wastewater problems, or five years of professional experience in managing water and wastewater facility construction projects, including a minimum of two years of supervisory experience and a bachelor's degree in engineering, construction management, or related field.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outside. Worker is subject to adverse weather

and environmental conditions, including extreme temperatures, humidity and precipitation; noise and vibration, physical hazards from moving machinery, traffic, hazardous chemicals.

PHYSICAL DEMANDS

Physical Demands

Stand	F (Frequently)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull 12 lbs or less	F (Frequently)
Climb	F (Frequently)	13-25 lbs	F (Frequently)
Crawl	F (Frequently)	26-40 lbs	F (Frequently)
Squat or Kneel	F (Frequently)	41-100 lbs	N (Not Applicable)
Bend	F (Frequently)		

**N (Not
Applicable)**

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Water Resources Manager

(WRM)

Department: 311 – Streets & Drainage

EEO Class: Managerial

Date Revised: 10.01.2010

FLSA Status: Exempt

Date Approved:

Position Overview

The Water Resource Manager is responsible for the management and oversight of all water resources required to insure an adequate supply of high quality water to support the current and future demands of the water utility system.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Oversees the management and operation of the Water Resources of the Public Works Department which is responsible for all components of water supply system, including pumping stations, and storage reservoirs
- Responsible for the collection and analysis of statistical data related to the operation of the water supply system
- Responsible for oversight and monitoring of all projects, programs, rule making, and other activities of local, regional, state and federal agencies, or other agencies that may affect the City's water resources
- Directs the activities of division employees to ensure that the mission of the Public Works Department is accomplished in the most efficient and equitable manner
- Communicates with the Division Administrator to ensure information flow of the division's progress and activities and any significant contacts with the Public Works Operations Manager
- Coordinates staff performance and discipline issues with Office Manager
- Addresses citizen complaints as directed.

- Prepares reports, memos, letters and other documents as needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of federal, state, and local regulations relates to water distribution systems
- Knowledge of construction and maintenance practices as they related to water distribution systems
- Ability to lead crews in the completion of service request items related to streets and drainage systems and to perform repairs.
- Ability to manage day-to-day work performance several crews / managers
- Understanding of construction drawings/blueprints and comprehend project specification in order to prepare the following: a scope of work, detailed project plan/work schedule (GNANT Chart), manpower, material and equipment requirements, determine long lead items, estimated start and completion dates, and QC/Safety and traffic plans
- Ability to properly setup and operate a laser level and transit level preferred
- Be able to read a grade elevation from a drawing or take it from a known source and transfer that elevation to the work site
- Must be able to provide on-the-job training to employees
- Ability to schedule work and crews, track progress, maintain as-builts as required, and prepare required reports
- Ability to express ideas and concepts clearly and concisely in verbal and written form
- Ability to understand and apply technical regulations, procedures, and policies to field situations
- Ability to establish and maintain effective working relationships with

others at all levels

- Ability to read and comprehend manufacturer operation and maintenance manuals
- Ability to prepare for and initiate a performance counseling session
- Must be knowledgeable in the use of Personnel Protective Equipment (PPE)
- Must be able to communicate with customers in a clear, effective, and courteous manner at all times

Education and Experience

High school diploma or equivalent. A minimum of five years related experience. A minimum of two years supervisory/management experience

Required Licenses or Certificates

Must possess a valid driver's license. Class D water license preferred. Must be able to obtain a security clearance.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires handling stressful situations. While performing the duties of this job, the employee may be regularly exposed to outside weather condition. The employee could be exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment may be loud.

PHYSICAL DEMANDS

Physical Demands

		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable)

O (Occasionally)

F (Frequently)

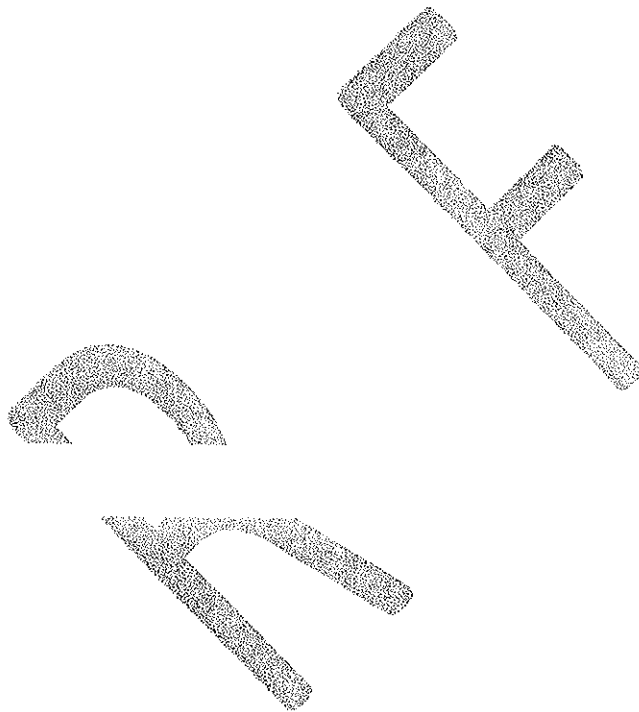
C (Constantly)

Activity is not applicable to this occupation.

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)





City of Gulfport, Mississippi
Job Description

Water Well Operator
(WWO)

Department: 311 – Streets & Drainage
EEO Class: Laborer
Date Revised: 10.01.2010

FLSA Status: Non-Exempt
Date Approved:

Position Overview

Responsible for assisting the Water Well Manager in the daily operations of the water wells and related equipment.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Checks and monitors wells in the system
- Monitors flows and chlorine residuals
- Maintains good housekeeping practices around all wells and tanks
- Conducts repairs and maintenance of well pumps and motors that do not require specialized attention (such as pulling pumps, rewinding motors, etc)
- Replace chlorine cylinders when needed

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must possess thorough knowledge of the rules and regulations set forth by EPA and DEQ
- Must possess thorough knowledge of well operations and maintenance
- Must possess the knowledge to operate assigned equipment
- Must possess thorough knowledge of work hazards and safety precautions, especially in handling of hazardous chemicals

- Must have the ability to communicate effectively with other personnel and supervisors
- Ability to complete and submit written reports as needed

Education and Experience

High school graduate or equivalent. Two years related experience highly preferred

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a climate controlled office environment. Requires some travel to districts to recruit sample sites or to pick up bottles. Requires some travel to Austin and Mississippi operating areas for possible training and question and answers.

Physical Demands

Stand	F (Frequently)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	N (Not Applicable)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	F (Frequently)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	N (Not Applicable)	26-40 lbs	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



City of Gulfport, Mississippi
Job Description

Water Well Supervisor (WWS)

Department:

EEO Class: Managerial

Date Revised: 10.01.2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Water Well Supervisor is responsible for efficient and effective resource planning, quality monitoring, and regulatory reporting. Oversees and directs related projects and performs various administrative duties as needed.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Ensures that all wells are in proper operating conditions (approx. 23 wells & 8 tanks)
- Ensures all auxiliary power units are operational
- Collects water samples monthly to be tested by Health Department
- Ensure chlorination systems are functioning properly
- Maintains daily log for each well, documenting flows and chlorine residuals
- Supervises operators in their daily duties; coordinates staff performance and discipline issues with Office Manager
- Communicates with the Division Administrator to ensure information flow of the division's progress and activities and any significant contacts with the Public Works Operations Manager

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must have the ability to perform a broad range of supervisory

responsibilities over others

- Must be able to effectively verbally and non-verbally communicate with citizens and co-workers
- Must possess thorough knowledge of safety rules and regulations
- Must possess knowledge of operating characteristics of assigned equipment
- Must possess operating and repair knowledge of pumps and motors
- Knowledge of work hazards and safety precautions, especially in handling hazardous chemicals
- Must be able to demonstrate the ability to complete and submit written reports as needed to Health Dept., etc.
- Must be able to demonstrate the ability to use a computer and software as required by the department

Education and Experience

High school graduate or equivalent. A minimum of three years related experience

Required Licenses or Certificates

Must possess a valid driver's and Class D license. Must possess a water license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a climate controlled office environment. Requires some travel to districts to recruit sample sites or to pick up bottles.

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	N (Not Applicable)
Climb	N (Not Applicable)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	O (Occasionally)
21-50 lbs	O (Occasionally)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)
Push/Pull	
12 lbs or less	F (Frequently)

Crawl
Squat or Kneel
Bend

N (Not Applicable)
N (Not Applicable)
F (Frequently)

13-25 lbs
26-40 lbs
41-100 lbs

O (Occasionally)
O (Occasionally)
N (Not Applicable)

N (Not
Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

DEF



City of Gulfport, Mississippi
Job Description

Yard/Equipment Coordinator

Department:

EEO Class: Laborers

Date Revised: 10/1/10

FLSA Status: Exempt

Date Approved:

Position Overview

The Yard / Equipment Supervisor is responsible for managing the City of Gulfport Department of Public Work's automotive, construction and material handling equipment resources efficiently within the established City and Department guidelines. He/She is also responsible for the proper storage and inventory tracking of project materials stored within the yard fence line.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following as well as their related duties that may be assigned.

- Ensures that all Operators perform and fill out the required Operator's Daily Inspection & Trouble Report Form prior to any equipment/machine being operated each day and route copies as directed by City SOP.
- Works closely with the Department's Equipment manager to get equipment in for preventative maintenance (PMs) and breakdown repairs within a timely manner. Also ensures the Operator's have annotated any problems that need to be looked at by the Maintenance Shop.
- Enforces speed limits within the yard and establish a proper traffic flow plan and equipment parking plan. Equipment shall be staged to allow for easy and safe movement in and out of the yard.
- Ensures that all trailer loaded equipment and/or materials are properly lashed and secured before leaving the yard area, per DOT standards. Any load not properly secured will not be allowed to depart the yard.
- Assists the Training Division personnel in providing hands-on Operator training on equipment utilized by the Contractor's

employees.

- Ensures that all areas within the yard fence lines are kept neat, clean and organized at all times. The access roads and staging areas shall be kept free of holes and standing water.
- Performs spot inspections on equipment to identify any unreported equipment damages, missing or damaged safety equipment, or safety hazards that need maintenance attention.
- Maintains a Dispatch Log and/or an Equipment Status Board to track current operational status and location of all equipment and collateral gear, to include but not limited to; Project assigned, Supervisor or Operator assigned to, Duration of assignment, and operational status (Up, In for maintenance, or Deadlined). This tracking process will provide quick knowledge of equipment availability, location, ability to schedule available assets in support of operations, and when possible rentals are required. This process will also ensure that equipment is being properly rotated so as to achieve equal usage on equipment and track the date scheduled PM services.
- Maintains and controls the main and spare keys for all automotive, construction and material handling equipment. A master set of keys will be kept by the Equipment Manager within each equipment Maintenance History Jacket.
- Maintains all required forms and records in an organized filing system and retain for historical purposes.
- Assists the Department's Work Zone Safety Supervisor with accident investigations to answer the following questions; Who? What? When? Where? Why and How of accidents. And will make recommendation(s) on how to eliminate the situation from being repeated.
- Ensures that all project materials leaving the yard are properly accounted for and documented by recording the materials on the Work Order against the job it is to be charged against.
- Maintains project material inventories that will be validated against the Department Budget Analyst's master inventory listing as required.

- Ensures the stock of on-hand materials is kept at the proper stocking levels and make recommendations if the stock level is too low or too high. Will also pay attention to long lead items to ensure orders are made before stocks are diminished.
- Maintains a secure location and tracking of all collateral inventories for the equipment. The collateral items shall also be turned into the shop during the PM cycle for maintenance, unless the service can be performed in the yard. The collateral items shall be inspected when they are issued and returned.
- Manages the equipment wash down/wash rack area to ensure equipment is properly cleaned each day before closing out the daily report and ensure the wash down areas are kept clean and free of heavy soils. Any hazwaste spills or materials will be quickly and properly cleaned up and disposed of properly.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Ability to allocate authority and/or task responsibility to appropriate people.
- Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Ability to identify and correct conditions that affect employee safety.

Education and Experience

High School graduate or equivalent.

Required Licenses or Certificates

Must possess valid State of Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Stand	C (Constantly)
Walk	C (Constantly)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	O (Occasionally)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	C (Constantly)
11-20 lbs	F (Frequently)
21-50 lbs	O (Occasionally)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	C (Constantly)
13-25 lbs	F (Frequently)
26-40 lbs	O (Occasionally)
41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

APPENDIX L

Appropriation of Costs of Services

Operator's price includes budgeted costs associated with the following categories:

1. Salaries
2. Overtime
3. Federal and State Unemployment
4. Social Security
5. Medical and Dental Insurance
6. Worker's Compensation Insurance
7. General Liability Insurance
8. Comprehensive, Collision, and Uninsured Motorist Insurance
9. Vacation Leave
10. Sick Leave
11. Military Leave
12. Staff Bonuses
13. Company Sponsored 401(k) Plan
14. Uniforms
15. Personal Protective Equipment (PPE)
16. Traffic Control Devices
17. Training Costs
18. Office Software and Office Supplies
19. Postage
20. Corporate Engineering and Operations Support
21. Telephone (long distance)
22. Travel Expenses
23. Advertising
24. Dues and Subscriptions (City shall continue "Mississippi One" dues)
25. Any other expenses and fees.

It is mutually understood the City of Gulfport will provide and pay for cleaning, gasoline and diesel fuel, rental expense, utilities, telephone service (local), building materials, repair parts, limestone, asphalt, gravel, concrete, water and sewer pipe, joints and related materials as well as vehicle and equipment preventive and corrective maintenance and capital improvements or rehabilitation of the City's facilities, if needed.

The City will pay for repair parts purchased on an emergency basis by the Operator on behalf of the City according to Contract conditions. Further, Operator will seek prior written approval for any parts according to conditions of Contract. Any part properly purchased and paid by the Operator will be reimbursed as a direct pass-thru of those expenses incurred upon proper presentation of receipts and justification, with no added mark-up by the Operator. City shall pay no sales tax on items purchased by the Operator.

APPENDIX M

AUDIT MEASUREMENTS

- A. Customer Surveys:** Each six (6) months a customer satisfaction survey will be completed by the auditor based upon service requests that were completed during the preceding six (6) months' period. For the survey, customers will be contacted at random to determine the satisfaction rate with a 95% level of confidence. A copy of this survey is attached as Appendix "O". In addition, Customers shall be given the opportunity to provide satisfaction perspectives via an independent telephone survey company, such as Qualistics. The overall satisfaction score shall be calculated by the average of the total results of the three surveys.
- B. Quality Inspector Records:** Based on audit of inspector's weekly inspection reports (sample attached to this appendix). Inspector will inspect at random 10 sites for water and sewer per week and 10 sites for streets and drainage per week for requests completed the previous week (Annual total = 520 for water and sewer; 520 for streets and drainage). When inspector finds non-conformance, Operator's supervisor is notified and executes inspection form. Quality inspector records should include items such as: Was problem corrected? Was area clean? Proper construction techniques used? Properly documented in CityWorks?
- C. % Completion in CityWorks System:** Number of requests completed versus number of request called in. Those requests not exceeding the benchmark for response/production shall not be counted.
- D. Response / Production Time:** Time taken to begin construction required for request resolution AND time taken to complete construction once started.
- E. Routine Maintenance:** Determined by inspector reports of quality and production time to schedule for each item.
- F. Benchmark Matrix to Release Retainage**

Retainage Distribution Matrix for Streets & Drainage

	<60%	60-69.9%	70-79.9%	80-89.9%	90-94.9%	95-96.9%	97-99.9%	100%
Customer Survey (10%)	0%	33%	67%	100%	100%	100%	100%	100%
Quality (15%)	0%	0%	10%	25%	50%	75%	100%	100%
Completion % of Requests (20%)	0%	0%	0%	10%	25%	50%	75%	100%
Response/Production Time (15%)	0%	0%	10%	25%	50%	75%	100%	100%
Routine Maintenance (40%)	0%	0%	10%	25%	50%	75%	100%	100%

Retainage Distribution Matrix for Water & Sewer

	<60%	60-69.9%	70-79.9%	80-89.9%	90-94.9%	95-96.9%	97-99.9%	100%
Customer Survey (10%)	0%	33%	67%	100%	100%	100%	100%	100%
Quality (15%)	0%	0%	10%	25%	50%	75%	100%	100%
Completion % of Requests (20%)	0%	0%	0%	10%	25%	50%	75%	100%
Response/Production Time (15%)	0%	0%	10%	25%	50%	75%	100%	100%
Routine Maintenance (40%)	0%	0%	10%	25%	50%	75%	100%	100%

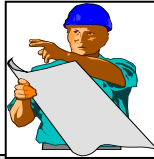
City of Gulfport

Department of Public Works

Streets and Drainage

Daily Inspection

Construction Crew



Date:

S M T W T F S

Day:

☐ ☐ ☐ ☐ ☐ ☐ ☐

Inspector: _____
Location: _____
Foreman: _____
Leader Man: _____
Contractor: _____

Weather Conditions Satisfactory?

☐ Yes ☐ No

If no, please describe: _____

Results	Pass ☐	Exempt ☐	Did Not Pass ☐
Weather	Bright Sun ☐	Clear ☐	Overcast ☐
Temp	0-32 ☐	33-50 ☐	51-69 ☐
Wind	Still ☐	Moderate ☐	High ☐
Humidity	Dry ☐	Moderate ☐	High ☐
Report No.			

CONSTRUCTION / CAVE IN CREW	Name, Crew Leader	Name, Laborer
		Name, Asst. Crew Leader

No.	Work Force Onsite	No.	LOCATION/ADDRESS
	Owner(s)/Manager(s)		
	Supervisor(s)		
	Operator(s)		<u>COMMENTS / WORK PERFORMED:</u>
	Labor's		
	Truck Driver(s)		
No.	Equipment Onsite	No.	Equipment Onsite
	Backhoe(s) (Rubber Tire)		Dump Truck(s)
	Trackhoe(s)/Excavator(s)		Pick-Up Truck(s)
	Mini Trackhoe		Air Compressor(s)
	Motor Grader(s)		Well Point(s)
	Roller(s)/Compactor(s)		By-Pass Pump(s)
	Paver(s)/Spreader(s)		Mud Pump(s)
	Tool Equipment Trailer(s)		Tractor/Trailer
	Front End Loader(s)		Water Truck(s)
	Attachments: Rock Break,		Other

Check Production Benchmarks

1. Production Benchmarks Used: # FEET OF CULVERT INSTALLED _____
2. Did work meet contract production requirements? ☐ Yes ☐ No
3. If No, Explain: _____

Check Quality Benchmarks

1. Take pictures of site and attach to next page
2. Describe construction activities
3. Did work meet contract quality requirements? ☐ Yes ☐ No
4. If no, explain: _____

Operator - Supervisor

Date

City of Gulfport Representative

Date

OPERATOR - Supervisor Statement of Corrective Action

Comments:

Corrective Action:

Date Completed:

Re-inspection Results:

☐

Pass

☐

Did Not Pass

Operator - Administrator Comments:

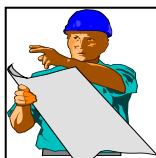
Director of Public Works Comments:

Attach pictures of jobsite

City of Gulfport

Department of Public Works
Streets and Drainage Division

Daily Inspection Report Routine Maintenance



Date: _____
S M T W T F S
Day: ☐ ☐ ☐ ☐ ☐ ☐ ☐

Inspector: _____
Location: _____
Foreman: _____
Leader Man: _____
Contractor: _____

Weather Conditions Satisfactory?
☐ Yes ☐ No
If no, please describe: _____

Results	Pass ☐	Exempt ☐	Did Not Pass ☐
Weather	Bright Sun ☐	Clear ☐	Overcast ☐
Temp	0-32 ☐	33-50 ☐	51-69 ☐
Wind	Still ☐	Moderate ☐	High ☐
Humidity	Dry ☐	Moderate ☐	High ☐
Report No. _____			

CONSTRUCTION / CAVE IN CREW	Name, Crew Leader	Name, Laborer
		Name, Asst. Crew Leader

No.	Work Force Onsite	No.	LOCATION/ADDRESS
	Owner(s)/Manager(s)		
	Supervisor(s)		
	Operator(s)		<u>COMMENTS / WORK PERFORMED:</u>
	Labor's		
	Truck Driver(s)		
No.	Equipment Onsite	No.	Equipment Onsite
	Backhoe(s) (Rubber Tire)		Dump Truck(s)
	Trackhoe(s)/Excavator(s)		Pick-Up Truck(s)
	Mini Trackhoe		Air Compressor(s)
	Motor Grader(s)		Well Point(s)
	Roller(s)/Compactor(s)		By-Pass Pump(s)
	Paver(s)/Spreader(s)		Mud Pump(s)
	Tool Equipment Trailer(s)		Tractor/Trailer
	Front End Loader(s)		Water Truck(s)
	Attachments: Rock Break, . . .		Other

Check Production Benchmarks

- Production Benchmarks Used: _____ # FEET OF CULVERT INSTALLED _____
- Did work meet contract production requirements? ☐ Yes ☐ No
- If No, Explain: _____

Check Quality Benchmarks

- Take pictures of site and attach to next page
- Describe construction activities
- Did work meet contract quality requirements? ☐ Yes ☐ No
- If no, explain: _____

Operator - Supervisor _____ Date _____ City of Gulfport Representative _____ Date _____

Operator - Supervisor Statement of Corrective Action

Comments:

Corrective Action:

Date Completed:

Re-inspection Results:

☐

Pass

☐

Did Not Pass

Operator - Administrator Comments:

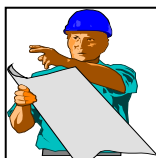
Director of Public Works Comments:

Attach pictures of jobsite

City of Gulfport

Department of Public Works
Streets and Drainage

Daily Inspection Report Cave In Crew



Date: _____
Day:

S	M	T	W	T	F	S
☐	☐	☐	☐	☐	☐	☐

Inspector: _____
Location: _____
Foreman: _____
Leader Man: _____
Contractor: _____

Weather Conditions Satisfactory?
☐ Yes ☐ No
If no, please describe: _____

Results	Pass ☐	Exempt ☐	Did Not Pass ☐
Weather	Bright Sun ☐	Clear ☐	Overcast ☐
Temp	0-32 ☐	33-50 ☐	51-69 ☐
Wind	Still ☐	Moderate ☐	High ☐
Humidity	Dry ☐	Moderate ☐	High ☐
Report No.			

CONSTRUCTION / CAVE IN CREW	Name, Crew Leader	Name, Laborer
		Name, Asst. Crew Leader

No.	Work Force Onsite	No.	LOCATION/ADDRESS
	Owner(s)/Manager(s)		
	Supervisor(s)		
	Operator(s)		<u>COMMENTS / WORK PERFORMED:</u>
	Labor's		
	Truck Driver(s)		
No.	Equipment Onsite	No.	Equipment Onsite
	Backhoe(s) (Rubber Tire)		Dump Truck(s)
	Trackhoe(s)/Excavator(s)		Pick-Up Truck(s)
	Mini Trackhoe		Air Compressor(s)
	Motor Grader(s)		Well Point(s)
	Roller(s)/Compactor(s)		By-Pass Pump(s)
	Paver(s)/Spreader(s)		Mud Pump(s)
	Tool Equipment Trailer(s)		Tractor/Trailer
	Front End Loader(s)		Water Truck(s)
	Attachments: Rock Break,		Other

Check Production Benchmarks	
1. Production Benchmarks Used:	# FEET OF CULVERT INSTALLED _____
2. Did work meet contract production requirements?	☐ Yes ☐ No
3. If No, Explain:	_____

Check Quality Benchmarks	
1. Take pictures of site and attach to next page	
2. Describe construction activities	
3. Did work meet contract quality requirements?	☐ Yes ☐ No
4. If no, explain:	_____

Operator - Supervisor

Date

City of Gulfport Representative

Date

OPERATOR - Supervisor Statement of Corrective Action

Comments:

Corrective Action:

Date Completed:

Re-inspection Results:

☐

Pass

☐

Did Not Pass

Operator - Administrator Comments:

Director of Public Works Comments:

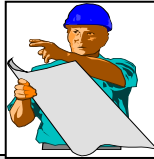
Attach pictures of jobsite

City of Gulfport

Department of Public Works

Water and Sewer

Daily Inspection Construction Crew



Date:

Day:

S M T W T F S
☐ ☐ ☐ ☐ ☐ ☐ ☐

Inspector: _____
 Location: _____
 Foreman: _____
 Leader Man: _____
 Contractor: _____

Weather Conditions Satisfactory?
☐ Yes ☐ No
 If no, please describe: _____

Results	Pass ☐	Exempt ☐	Did Not Pass ☐
Weather	Bright Sun ☐	Clear ☐	Overcast ☐
Temp	0-32 ☐	33-50 ☐	51-69 ☐
Wind	Still ☐	Moderate ☐	High ☐
Humidity	Dry ☐	Moderate ☐	High ☐
Report No.			

CONSTRUCTION / CAVE IN CREW/FIRE HYDRANT REPAIR CREW	Name, Crew Leader	Name, Laborer
		Name, Asst. Crew Leader

No.	Work Force Onsite	No.	LOCATION/ADDRESS
	Owner(s)/Manager(s)		
	Supervisor(s)		
	Operator(s)		<u>COMMENTS / WORK PERFORMED:</u>
	Labor's		
	Truck Driver(s)		
No.	Equipment Onsite	No.	Equipment Onsite
	Backhoe(s) (Rubber Tire)		Dump Truck(s)
	Trackhoe(s)/Excavator(s)		Pick-Up Truck(s)
	Mini Trackhoe		Air Compressor(s)
	Motor Grader(s)		Well Point(s)
	Roller(s)/Compactor(s)		By-Pass Pump(s)
	Paver(s)/Spreader(s)		Mud Pump(s)
	Tool Equipment Trailer(s)		Tractor/Trailer
	Front End Loader(s)		Water Truck(s)
	Attachments: Rock Break, . . .		Other

Check Production Benchmarks

- Production Benchmarks Used: # FEET OF PIPE INSTALLED _____
- Did work meet contract production requirements? ☐ Yes ☐ No
- If No, Explain: _____

Check Quality Benchmarks

- Take pictures of site and attach to next page
- Describe construction activities
- Did work meet contract quality requirements? ☐ Yes ☐ No
- If no, explain: _____

Operator - Supervisor

Date

City of Gulfport Representative

Date

OPERATOR - Supervisor Statement of Corrective Action

Comments:

Corrective Action:

Date Completed:

Re-inspection Results:

☐

Pass

☐

Did Not Pass

Operator - Administrator Comments:

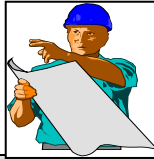
Director of Public Works Comments:

Attach pictures of jobsite

City of Gulfport

Department of Public Works
Water and Sewer

Daily Inspection Report



Date: _____

Day:

S	M	T	W	T	F	S
☐	☐	☐	☐	☐	☐	☐

Inspector: _____
Location: _____
Foreman: _____
Leader Man: _____
Contractor: _____

Weather Conditions Satisfactory?
☐ Yes ☐ No
If no, please describe: _____

Results	Pass ☐	Exempt ☐	Did Not Pass ☐
Weather	Bright Sun ☐	Clear ☐	Overcast ☐
Temp	0-32 ☐	33-50 ☐	51-69 ☐
Wind	Still ☐	Moderate ☐	High ☐
Humidity	Dry ☐	Moderate ☐	High ☐
Report No. _____			

CONSTRUCTION / CAVE IN CREW	Name, Crew Leader	Name, Laborer
	Name, Asst. Crew Leader	

No.	Work Force Onsite	No.	LOCATION/ADDRESS
	Owner(s)/Manager(s)		
	Supervisor(s)		
	Operator(s)		<u>COMMENTS / WORK PERFORMED:</u>
	Labor's		
	Truck Driver(s)		
No.	Equipment Onsite	No.	Equipment Onsite
	Backhoe(s) (Rubber Tire)		Dump Truck(s)
	Trackhoe(s)/Excavator(s)		Pick-Up Truck(s)
	Mini Trackhoe		Air Compressor(s)
	Motor Grader(s)		Well Point(s)
	Roller(s)/Compactor(s)		By-Pass Pump(s)
	Paver(s)/Spreader(s)		Mud Pump(s)
	Tool Equipment Trailer(s)		Tractor/Trailer
	Front End Loader(s)		Water Truck(s)
	Attachments: Rock Break,		Other

Check Production Benchmarks	
1. Production Benchmarks Used:	# FEET OF PIPE INSTALLED _____
2. Did work meet contract production requirements?	☐ Yes ☐ No
3. If No, Explain:	_____

Check Quality Benchmarks	
1. Take pictures of site and attach to next page	
2. Describe construction activities	
3. Did work meet contract quality requirements?	☐ Yes ☐ No
4. If no, explain:	_____

Operator - Supervisor

Date

City of Gulfport Representative

Date

OPERATOR - Supervisor Statement of Corrective Action

Comments:

Corrective Action:

Date Completed:

Re-inspection Results:

☐

Pass

☐

Did Not Pass

Operator - Administrator Comments:

Director of Public Works Comments:

Attach pictures of jobsite

Penalty

Date		
Type of Problem		
Service Request#		
Customer Name		
Incident Address		
Contract Section		
Penalty Amount (see below)		
Reason for Penalty -attach picture(s)		
Key		
Contract Section	Penalty Amount	Types of Penalties
6.05-C	\$200 per instance	Failure to Timely/Properly Complete Service Requests/Required Work
6.05-D	\$200 per instance	Safety Violations
6.05-E	\$200 per instance and \$100 per hour thereafter	Not Responding to "After Hours" Calls
6.05-G	\$200 per instance	Negligent After Hours Priorities
6.05-H	\$200 per instance	Failure to Comply with Public Works Vehicle usage Policy for Hourly Employees
6.05-I	\$200 per instance	Failure to Meet Construction Specifications
6.05-J	\$200 per instance	Failure to Comply with City of Gulfport Policies
6.05-K	\$50 per day	Failure to Meet Construction Time Standards
6.05-L	\$100 per day per vehicle	Driving Time Over Two (2) Hours Per Day

Inspector Signature _____

Director/Asst. Director Signature _____

CITY OF GULFPORT

DEPARTMENT OF PUBLIC WORKS
STREETS AND DRAINAGE
WEEKLY INSPECTION REPORT

INSPECTOR: _____

WEEK OF 01/00/00 TO 01/06/00
REQUEST ID # _____
INSPECTION RECORD # _____



RESULTS (CIRCLE ONE)

PASS

DID NOT PASS

INSTRUCTIONS:

- 1 Print list of completed requests for Streets & Drainage Categories for previous week
- 2 Number each request beginning with Drainage category in sequential order starting with 1.
- 3 Once Drainage category is numbered, continue with Streets category in same manner
- 4 Select the following numbers for Inspection and multiples of 10: 1, 10, 20, 30, 40, 50, 60, 70, 80, 90
- 5 Once all requests are selected, print request and work order for each
- 6 Complete the following Inspection procedures and data collection.

INDICATE REQUEST INFORMATION	
1 REQUEST ID NO.	
2 WORK ORDER ID NO.	
3 CUSTOMER'S NAME	
4 INCIDENT LOCATION	
5 CUSTOMER'S TELEPHONE NO.	
6 TYPE OF REQUEST (CATEGORY)	
7 RESOLUTION TO REQUEST	

CHECK PRODUCTION & RESPONSE TIME BENCHMARKS		
1 INDICATE DATE INITIATED:		
2 INDICATE DATE CLOSED:		
3 NUMBER OF WORKING DAYS FROM 1-2:		
4 PRODUCTION BENCHMARK(S) USED:		
5 RESPONSE TIME BENCHMARK(S) USED:		
6 DID WORK MEET CONTRACT PRODUCTION & RESPONSE TIME REQUIREMENTS?	YES	NO
7 IF NO, EXPLAIN.		

CHECK QUALITY BENCHMARKS		
1 TAKE PICTURES OF SITE AND ATTACH TO NEXT PAGE		
2 DESCRIBE CONSTRUCTION ACTIVITIES		
3 DID WORK MEET CONTRACT QUALITY REQUIREMENTS?	YES	NO
4 IF NO, EXPLAIN.		
***** NOTIFY CONTRACTOR SUPERVISOR OF NON-CONFORMANCES		

CONTRACTOR'S SUPERVISOR

DATE

CITY OF GULFPORT REP.

DATE

CONTRACTOR'S SUPERVISOR STATEMENT OF CORRECTIVE ACTION

COMMENTS:

CORRECTIVE ACTION:

DATE COMPLETED:

REINSPECTION RESULTS:(CIRCLE ONE)

PASS DID NOT PASS

CONTRACTOR ADMINISTRATOR STATEMENT:

DIRECTOR OF PUBLIC WORKS COMMENTS:

ATTACH PICTURES OF JOB SITE

ATTACH SERVICE REQUEST

ATTACH WORK ORDER

CITY OF GULFPORT

DEPARTMENT OF PUBLIC WORKS
WATER & SEWER
WEEKLY INSPECTION REPORT

INSPECTOR: _____

WEEK OF 01/00/00 TO 01/06/00
REQUEST ID # _____
INSPECTION RECORD # _____



RESULTS (CIRCLE ONE)

PASS

DID NOT PASS

INSTRUCTIONS:

- 1 Print list of completed requests for Water & Sewer Categories for previous week
- 2 Number each request beginning with Sewer category in sequential order starting with 1.
- 3 Once Sewer category is numbered, continue with Water category in same manner
- 4 Select the following numbers for Inspection and multiples of 10: 1, 10, 20, 30, 40, 50, 60, 70, 80, 90
- 5 Once all requests are selected, print request and work order for each
- 6 Complete the following Inspection procedures and data collection.

INDICATE REQUEST INFORMATION	
1 REQUEST ID NO.	
2 WORK ORDER ID NO.	
3 CUSTOMER'S NAME	
4 INCIDENT LOCATION	
5 CUSTOMER'S TELEPHONE NO.	
6 TYPE OF REQUEST (CATEGORY)	
7 RESOLUTION TO REQUEST	

CHECK PRODUCTION & RESPONSE TIME BENCHMARKS		
1 INDICATE DATE INITIATED:		
2 INDICATE DATE CLOSED:		
3 NUMBER OF WORKING DAYS FROM 1-2:		
4 PRODUCTION BENCHMARK(S) USED:		
5 RESPONSE TIME BENCHMARK(S) USED:		
6 DID WORK MEET CONTRACT PRODUCTION & RESPONSE TIME REQUIREMENTS?	YES	NO
7 IF NO, EXPLAIN.		

CHECK QUALITY BENCHMARKS		
1 TAKE PICTURES OF SITE AND ATTACH TO NEXT PAGE		
2 DESCRIBE CONSTRUCTION ACTIVITIES		
3 DID WORK MEET CONTRACT QUALITY REQUIREMENTS?	YES	NO
4 IF NO, EXPLAIN.		
***** NOTIFY CONTRACTOR SUPERVISOR OF NON-CONFORMANCES		

CONTRACTOR'S SUPERVISOR

DATE

CITY OF GULFPORT REP.

DATE

CONTRACTOR'S SUPERVISOR STATEMENT OF CORRECTIVE ACTION

COMMENTS:

CORRECTIVE ACTION:

DATE COMPLETED:

REINSPECTION RESULTS:(CIRCLE ONE)

PASS DID NOT PASS

CONTRACTOR ADMINISTRATOR STATEMENT:

DIRECTOR OF PUBLIC WORKS COMMENTS:

ATTACH PICTURES OF JOB SITE

ATTACH SERVICE REQUEST

ATTACH WORK ORDER

APPENDIX O



CUSTOMER SURVEY * TO BE COMPLETED BY AUDITOR

INFORMATION SECTION

REQUEST ID NO. _____

CUSTOMERS NAME _____

DATE OF REQUEST _____

TYPE OF PROBLEM _____

INCIDENT LOCATION _____

TELEPHONE NO. _____

QUESTIONS ASKED BY AUDITOR

1. DID THE WORK COMPLETED RESOLVE THE TYPE OF PROBLEM? ☐ YES ☐ NO
2. WERE THE EMPLOYEES COURTEOUS AT ALL TIMES? ☐ YES ☐ NO
3. WAS THE WORK COMPLETED IN A TIMELY MANNER? ☐ YES ☐ NO
4. WAS THE JOB SITE PROPERLY CLEANED AT COMPLETION OF WORK? ☐ YES ☐ NO
5. ONCE COMPLETED, DID THE PROJECT REQUIRE REWORK? ☐ YES ☐ NO
6. WAS THE OVERALL PERFORMANCE SATISFACTORY OR UNSATISFACTORY?

☐ SATISFACTORY ☐ UNSATISFACTORY

OVERALL SCORE IS BASED ON THE FOLLOWING PERCENTAGES:

QUESTION 1: 16%
QUESTION 2: 16%
QUESTION 3: 16%
QUESTION 4: 16%
QUESTION 5: 16%
QUESTION 6: 20%

Customer Initiated Telephone Survey Procedures

A STATEMENT WILL BE PLACED ON EACH CUSTOMER RESPONSE LETTER PROVIDING EACH CUSTOMER WITH A TELEPHONE NUMBER TO CALL FOR CUSTOMER'S PERSPECTIVE AND EXPERIENCES WITH THE WORK PERFORMED UNDER THIS CONTRACT. THIS SYSTEM SHALL BE QUALISTICS, OR EQUAL.

APPENDIX P



PARADES AND ANNUAL EVENTS/HOLIDAY SCHEDULE

1. Martin Luther King Jr. Parade
2. St. Patrick's Day Parade
3. Two (2) Downtown Gulfport Parades
4. Three (3) Tournaments for Sports
5. Fourth of July Event at Jones Park
6. Five (5) Days "Cruisin the Coast" Event
7. Three (3) Days for Memorial Day Events at Jones Park
8. Veterans Day Parade
9. Christmas Parade
10. Assist with Christmas Light Show
11. Boo Bash – Assist Leisure Services with Halloween Event

☐ 2021 Holiday Schedule as adopted by the City of Gulfport is enclosed.

APPENDIX Q

Grass Cutting Reports reflecting Location and Mileage

Contractor shall be prepared to cut five percent more areas than listed as directed by City's Public Works Director.

See enclosed plan for detailed locations.

Total grass cutting length = 1,753,752 ft. (332.2 miles)

Sidewalk, Curb/Gutter, & ROW Grass Cutting Mapbooks

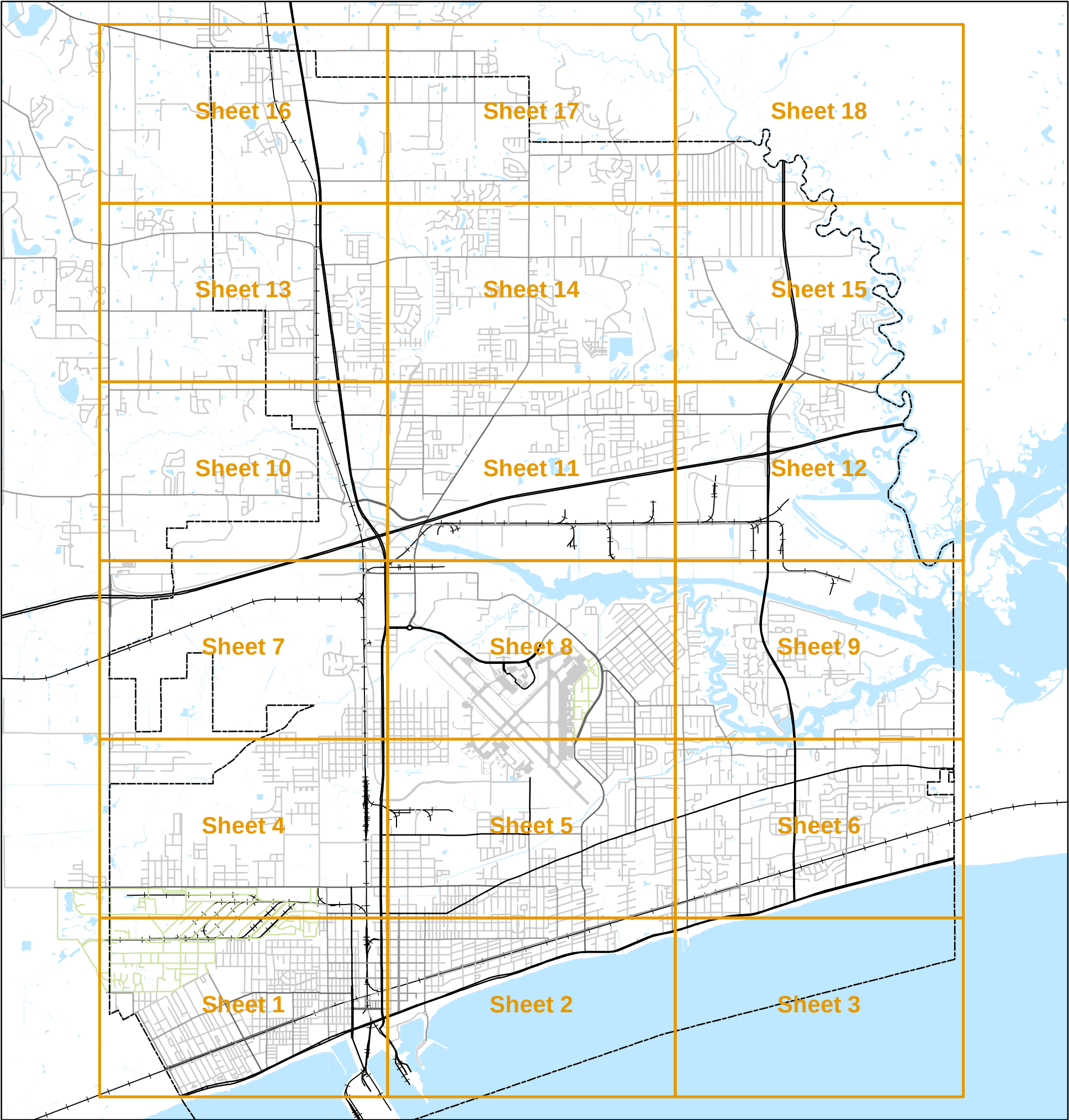
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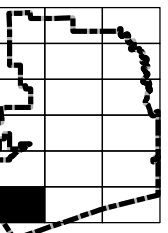
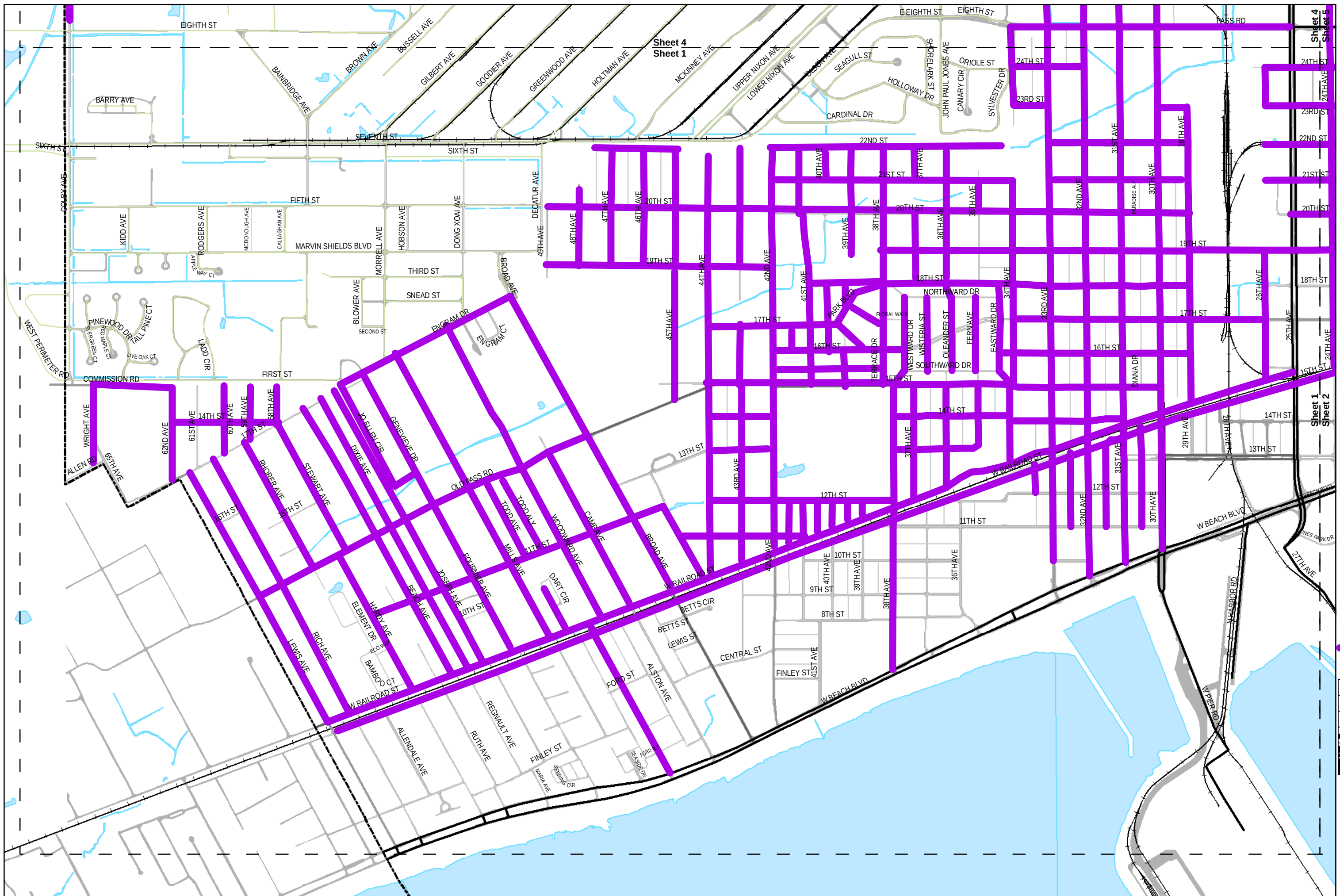
-  Sidewalk on One Side
-  Sidewalk on Two Side
-  Curb & Gutter on One Side
-  Curb & Gutter on Two Side
-  ROW Grass Cutting
-  Citylimit

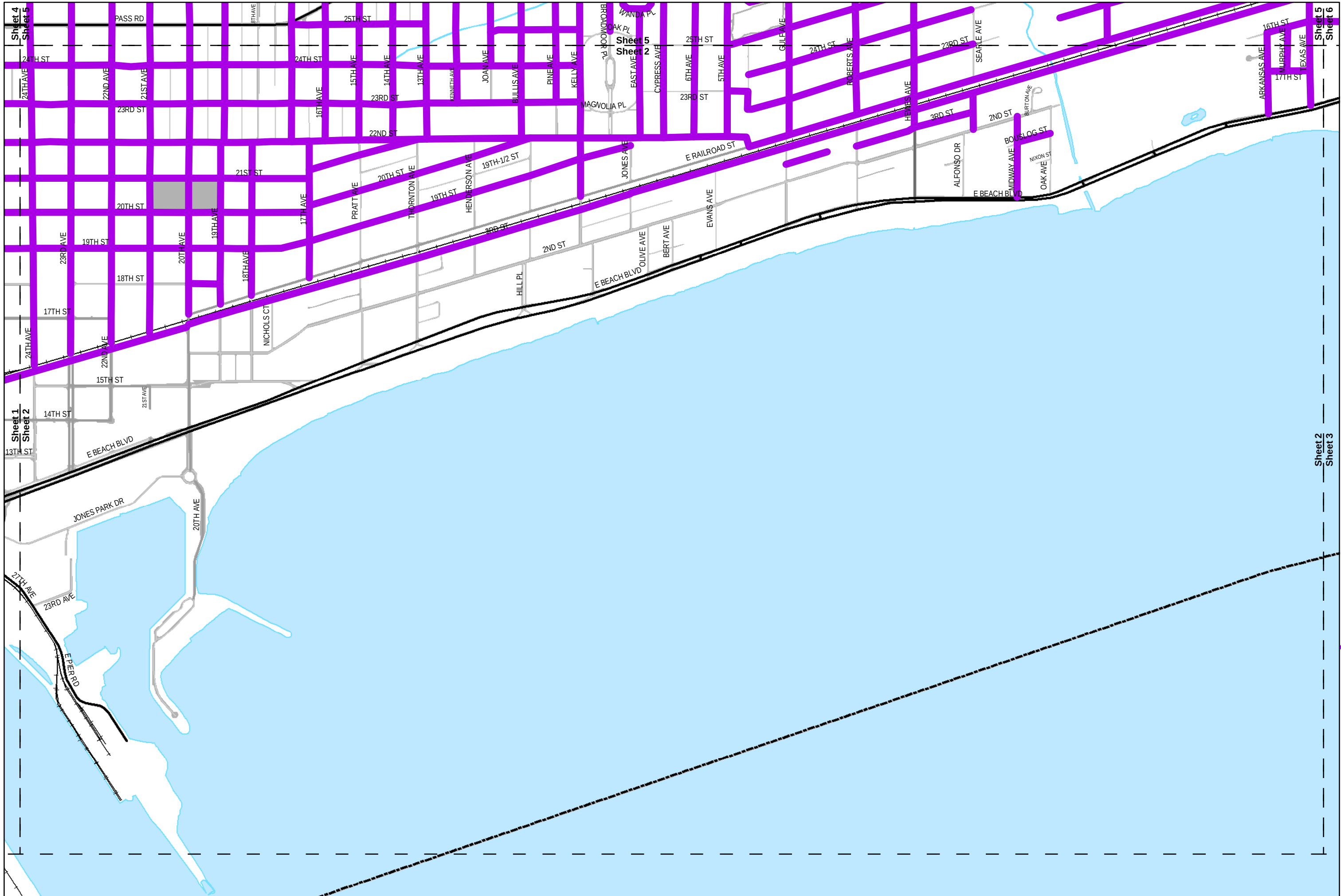
Total LF Sidewalk = 192,610 (36.5 mi.)

Total LF Curb And Gutter = 1,185,850 (224.6 mi.)

Total LF Grass Cutting = 1,753,752 (332.2 mi)

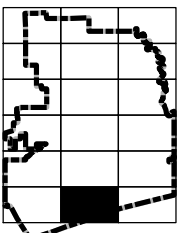




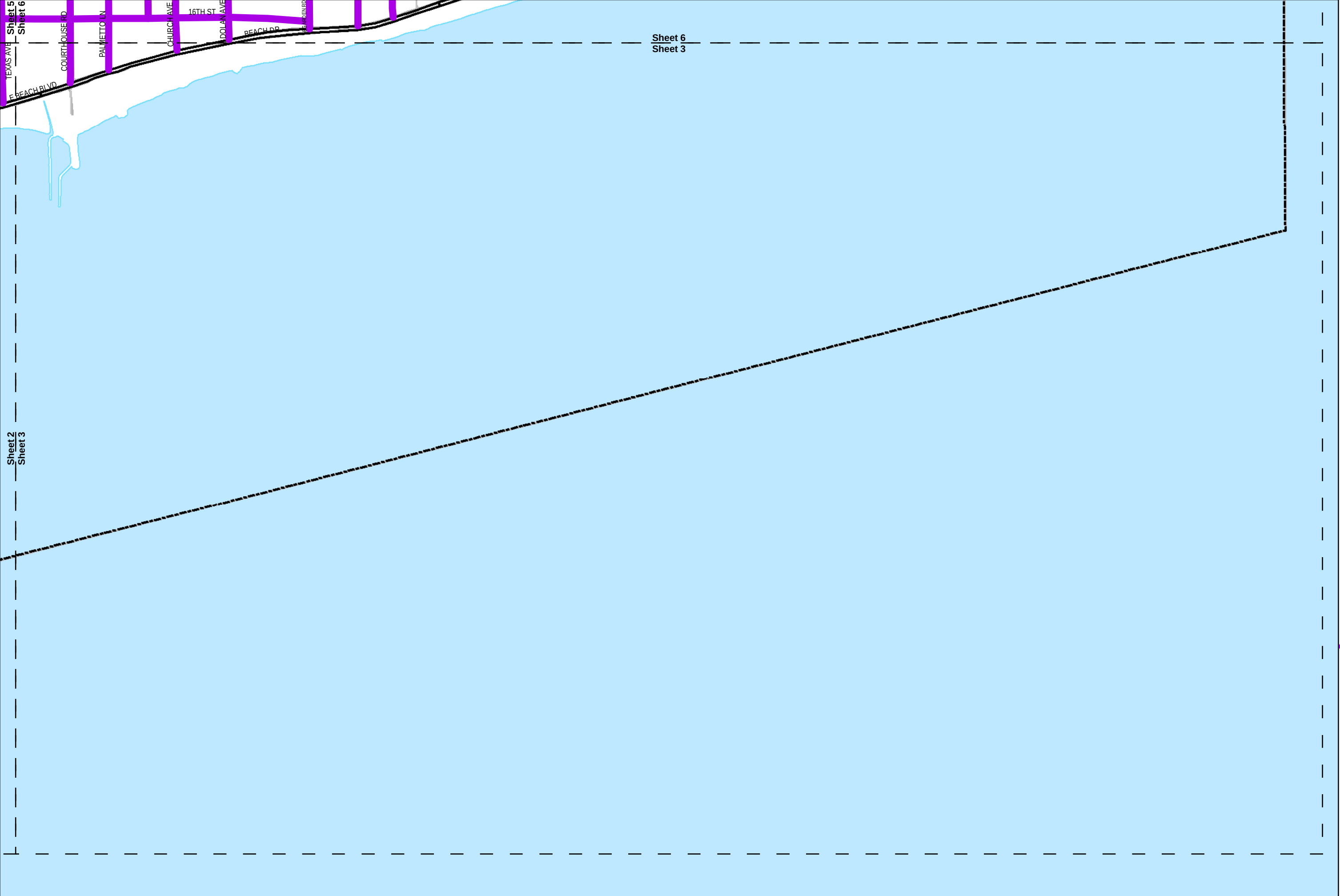


ROW Grass Cutting

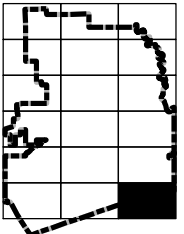
ROW Grass Cutting



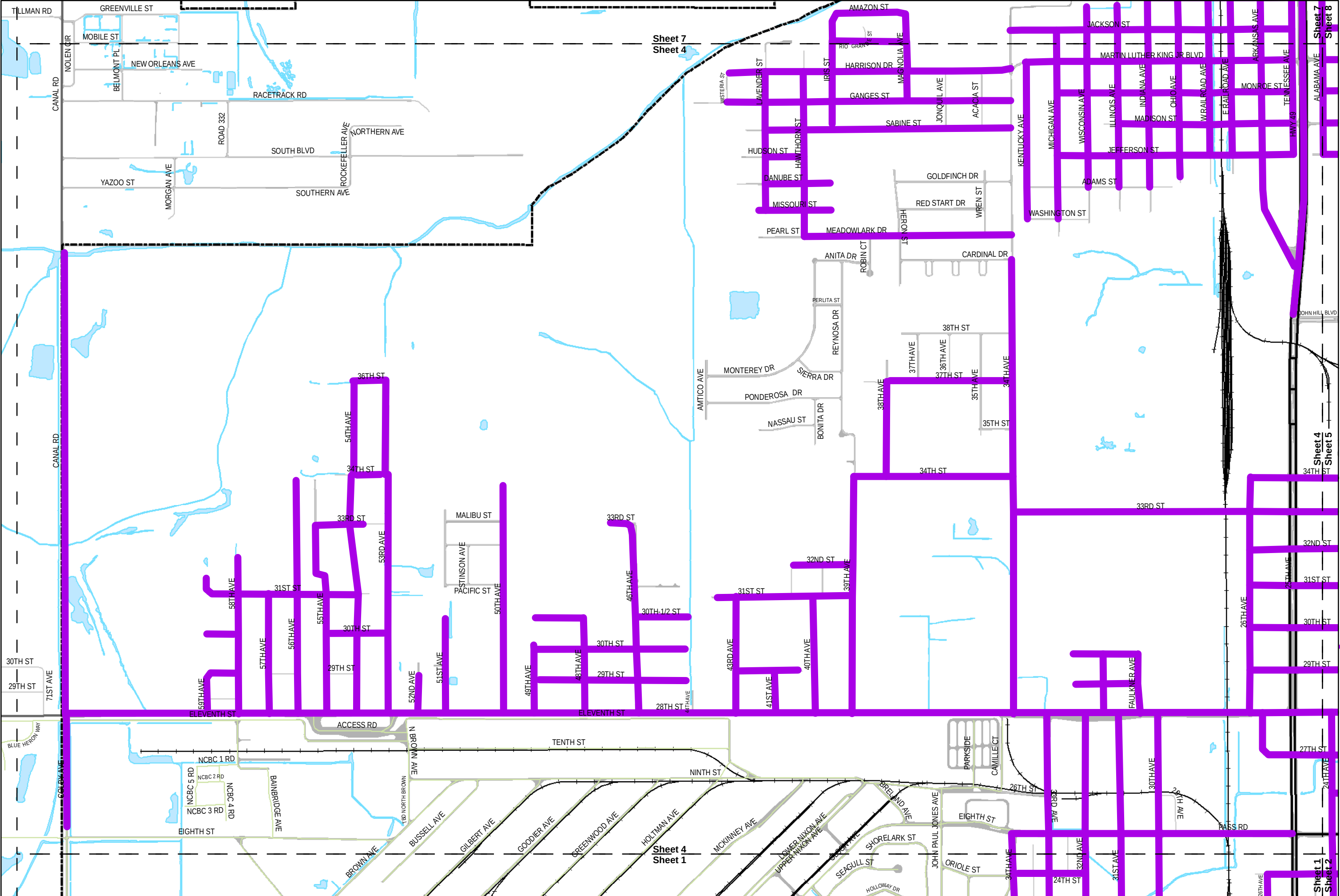
1 inch = 950 feet



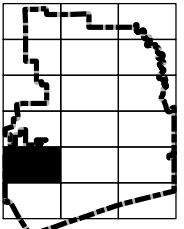
ROW Grass Cutting



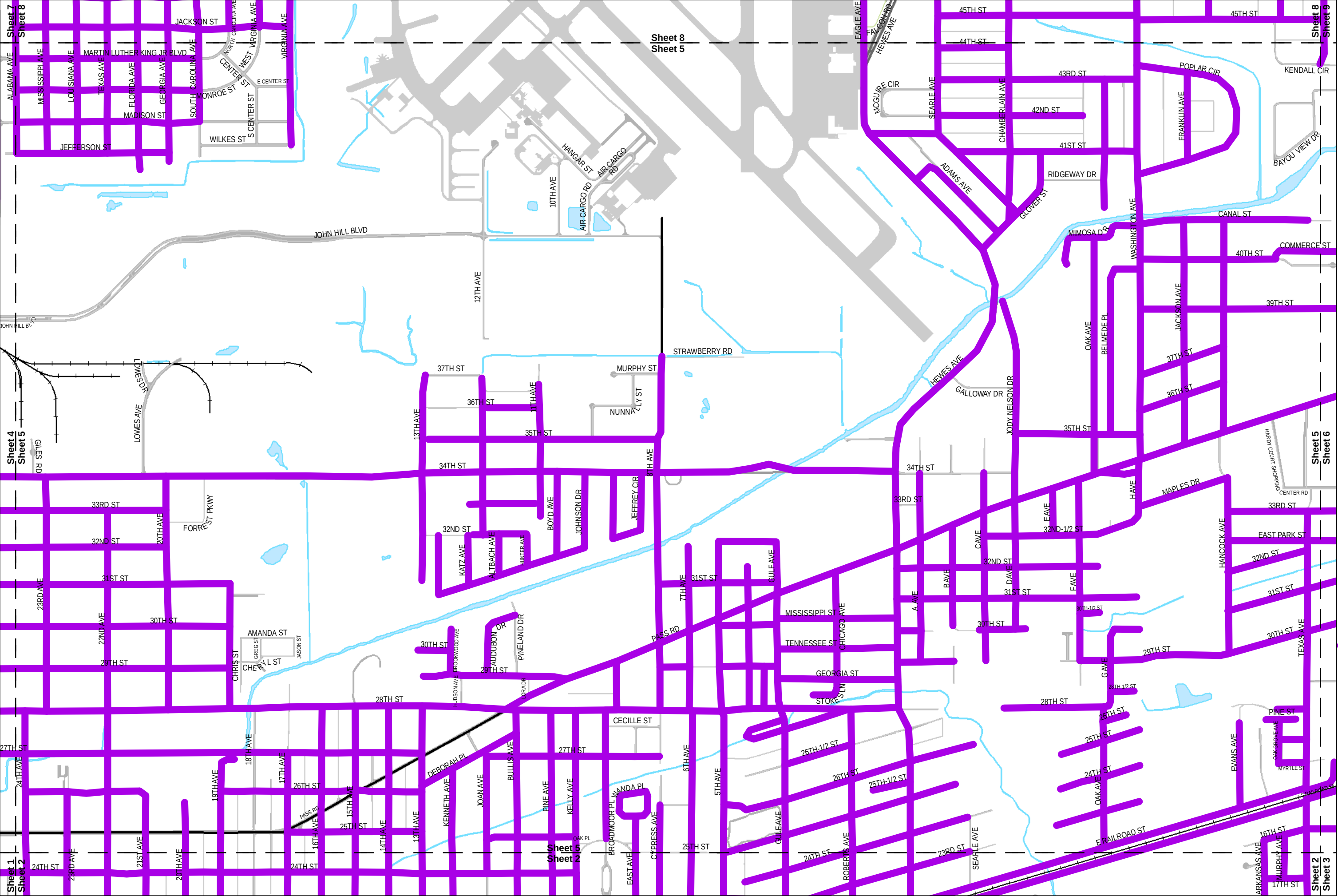
1 inch = 950 feet



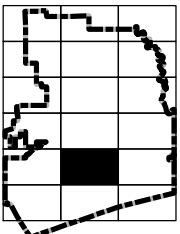
ROW Grass Cutting
ROW Grass Cutting



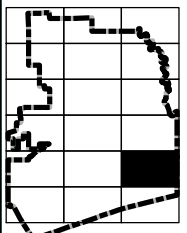
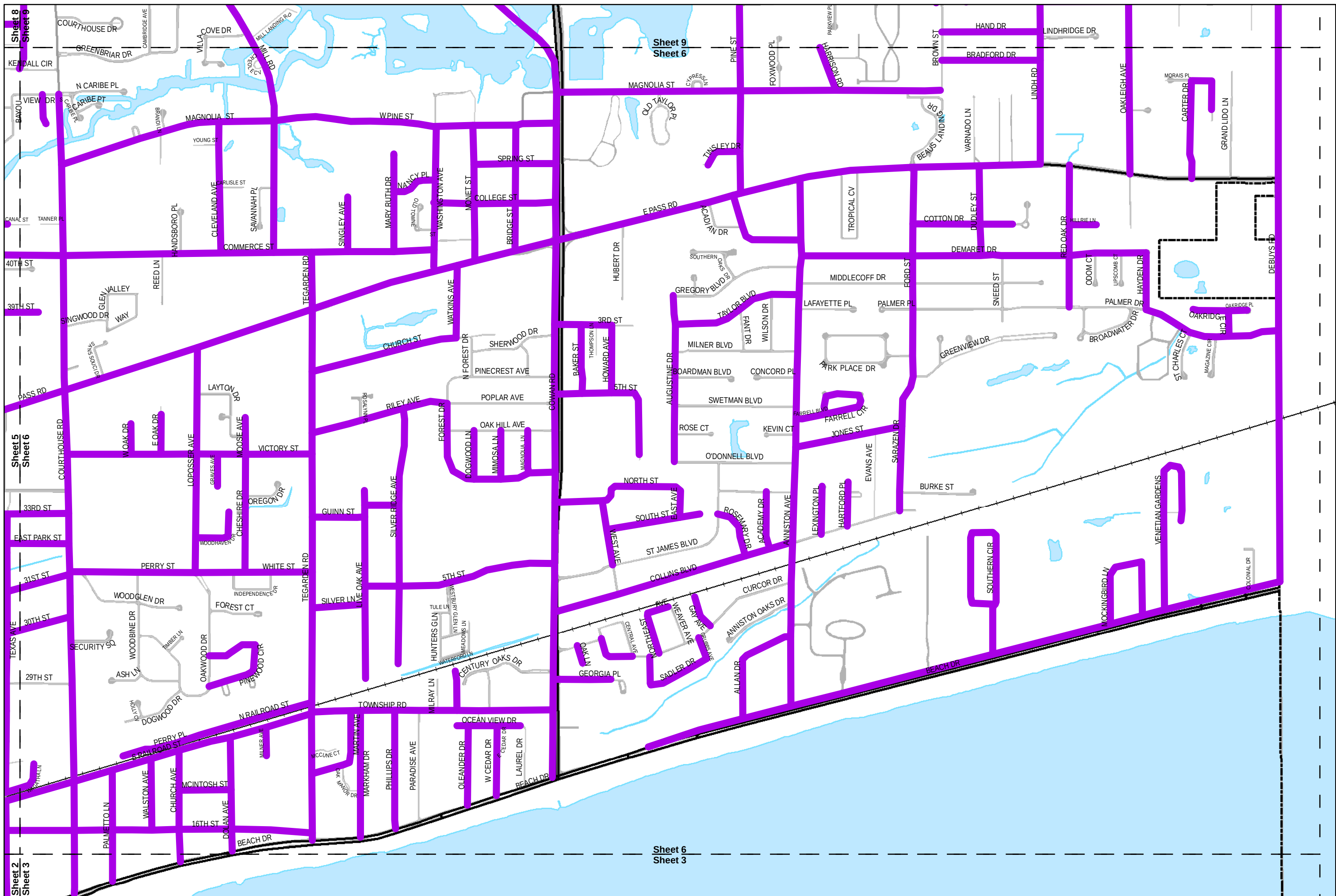
1 inch = 950 feet

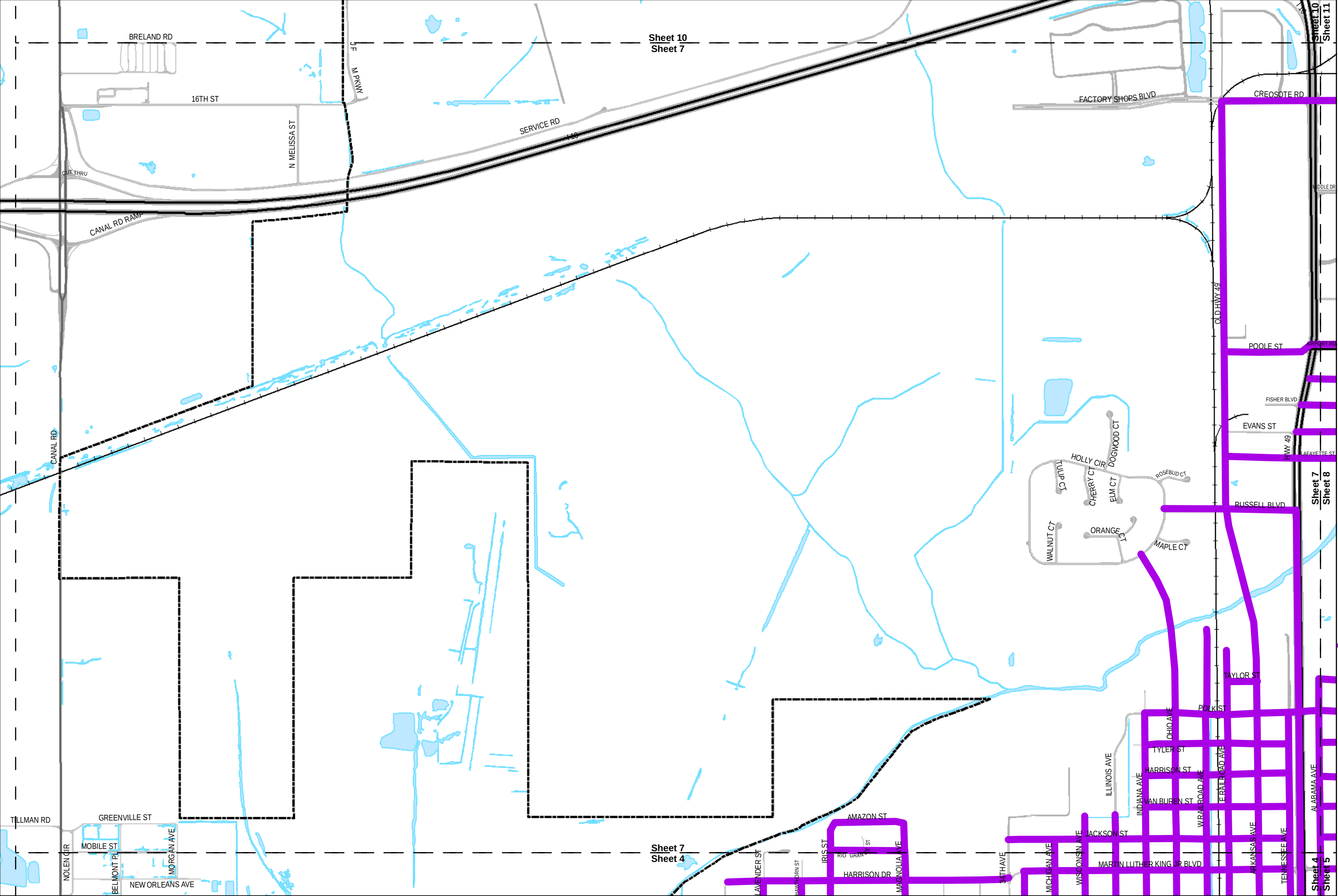


ROW Grass Cutting
ROW Grass Cutting

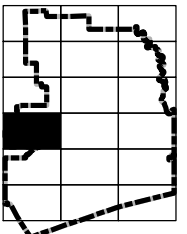


1 inch = 950 feet

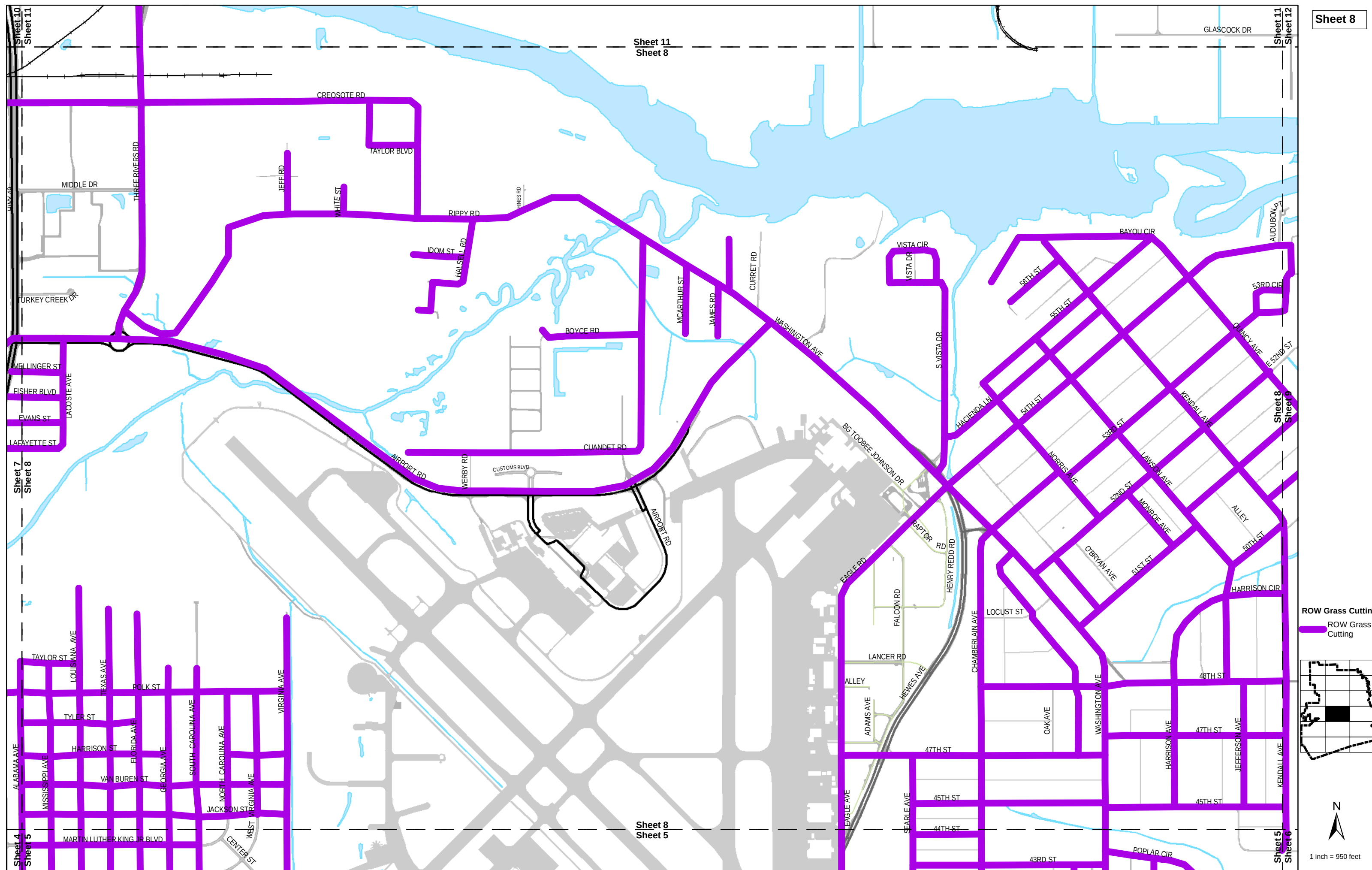


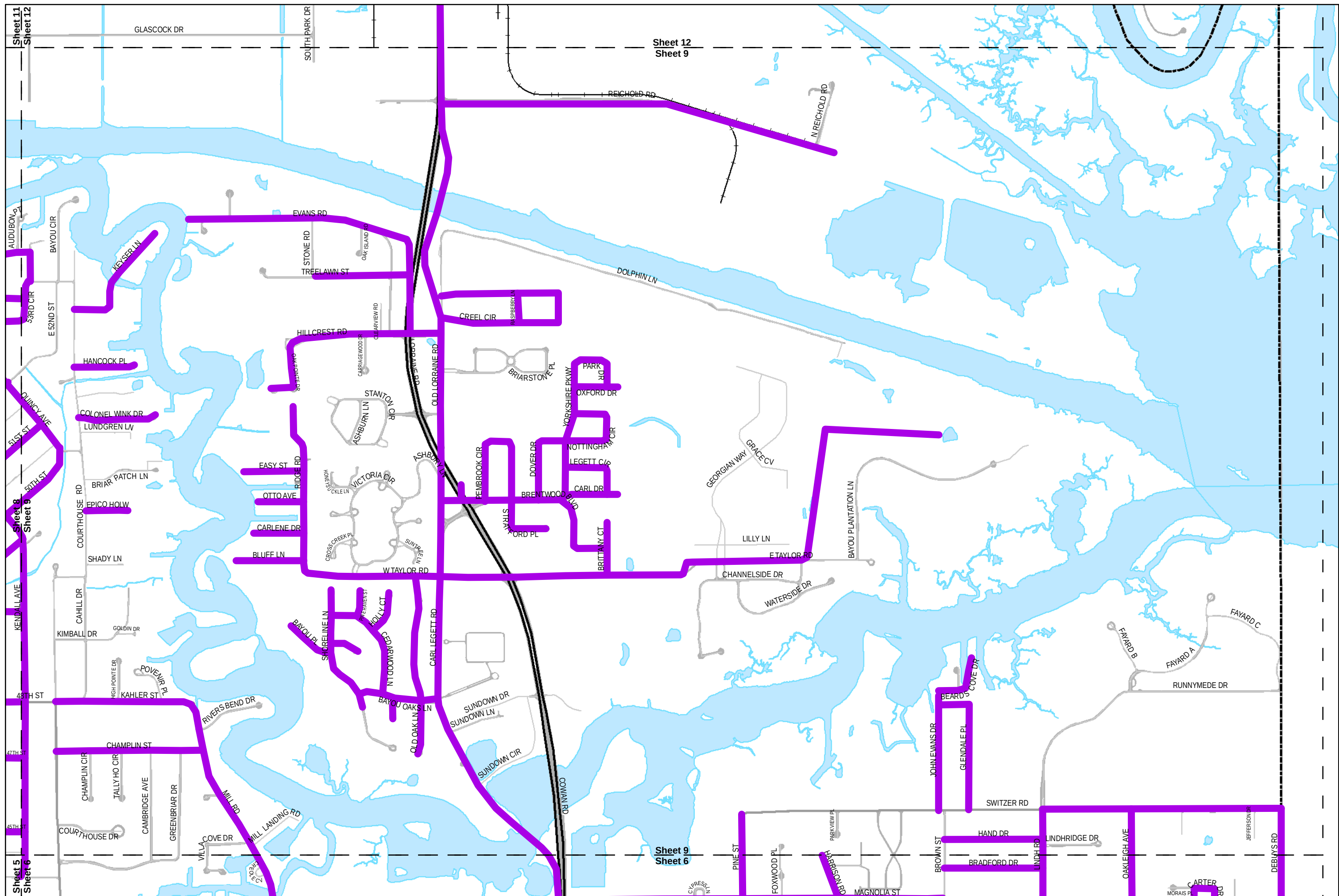


ROW Grass Cutting
ROW Grass Cutting

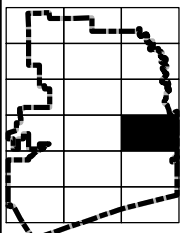


1 inch = 950 feet

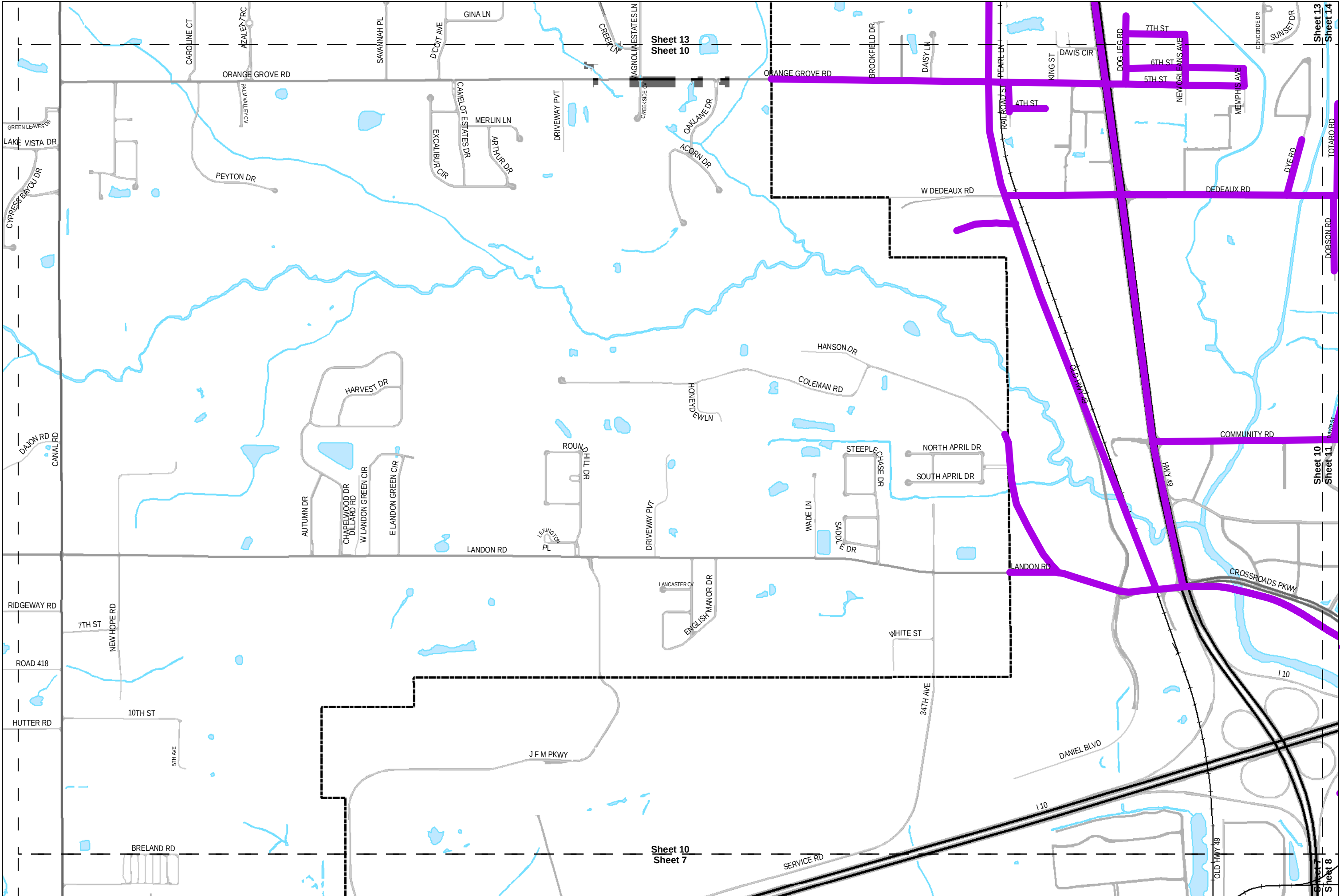




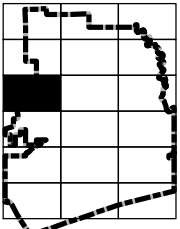
ROW Grass Cutting



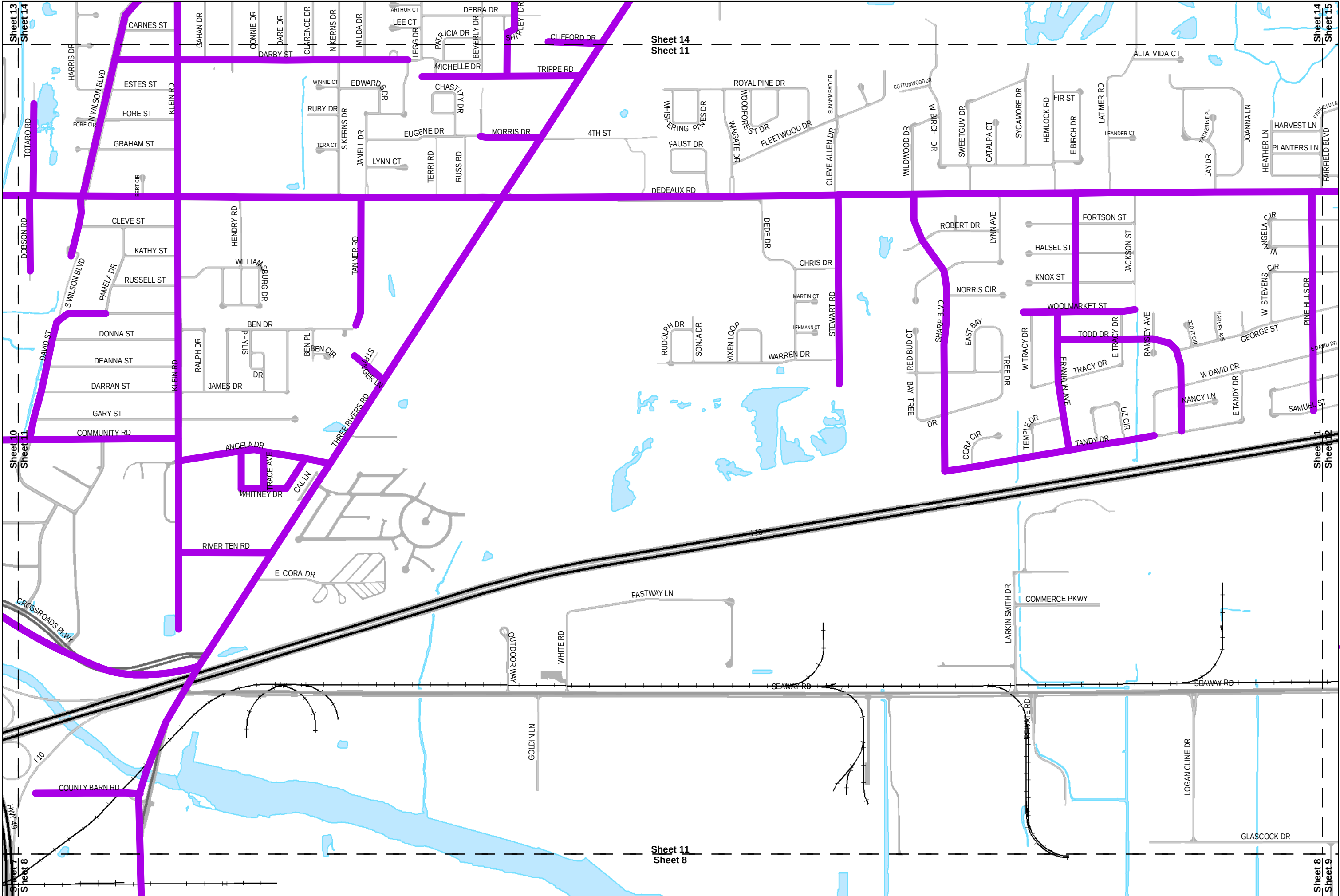
1 inch = 950 feet



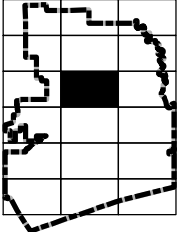
ROW Grass Cutting



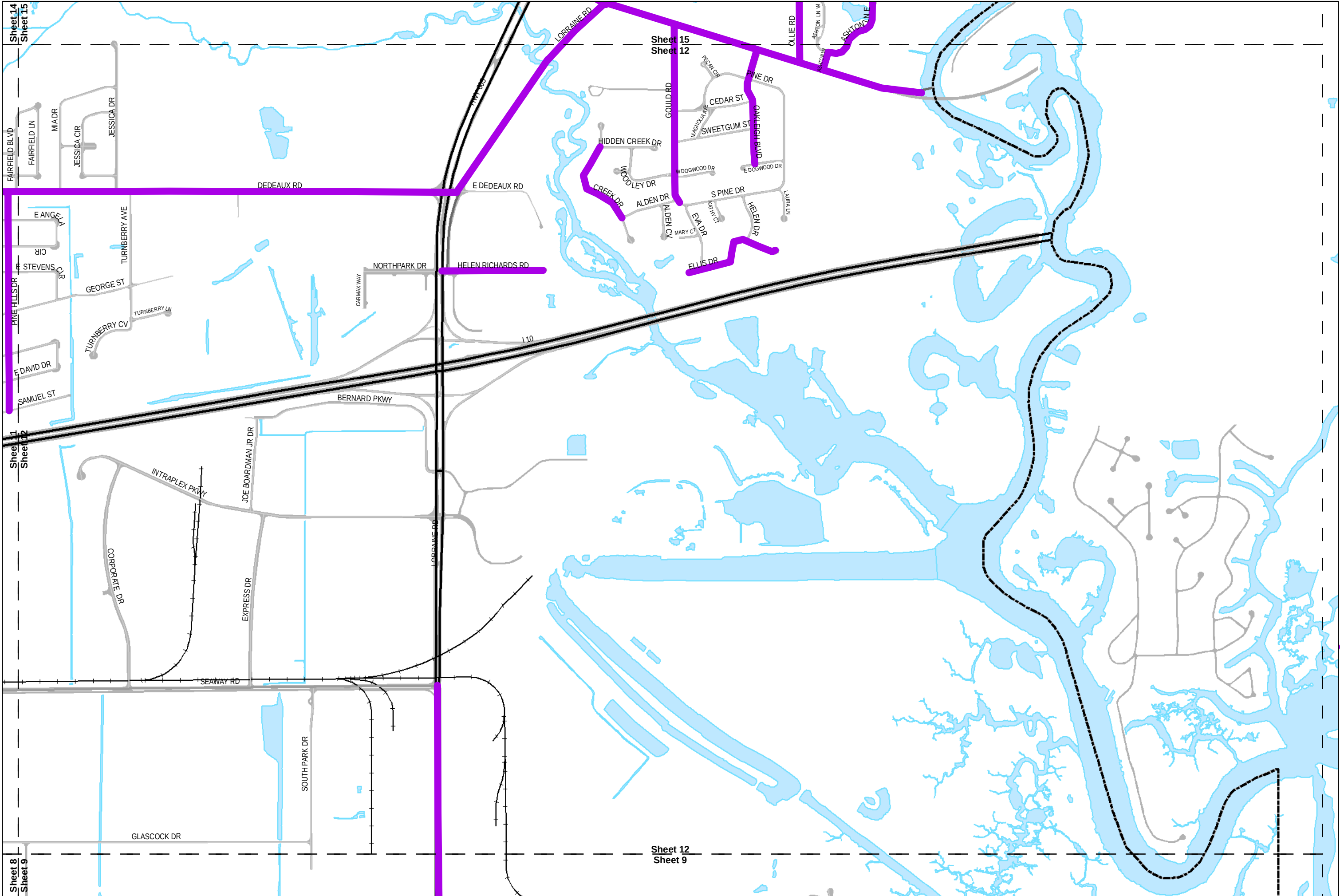
1 inch = 950 feet



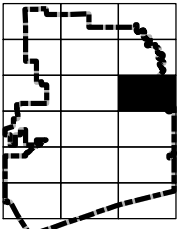
ROW Grass Cutting
ROW Grass Cutting



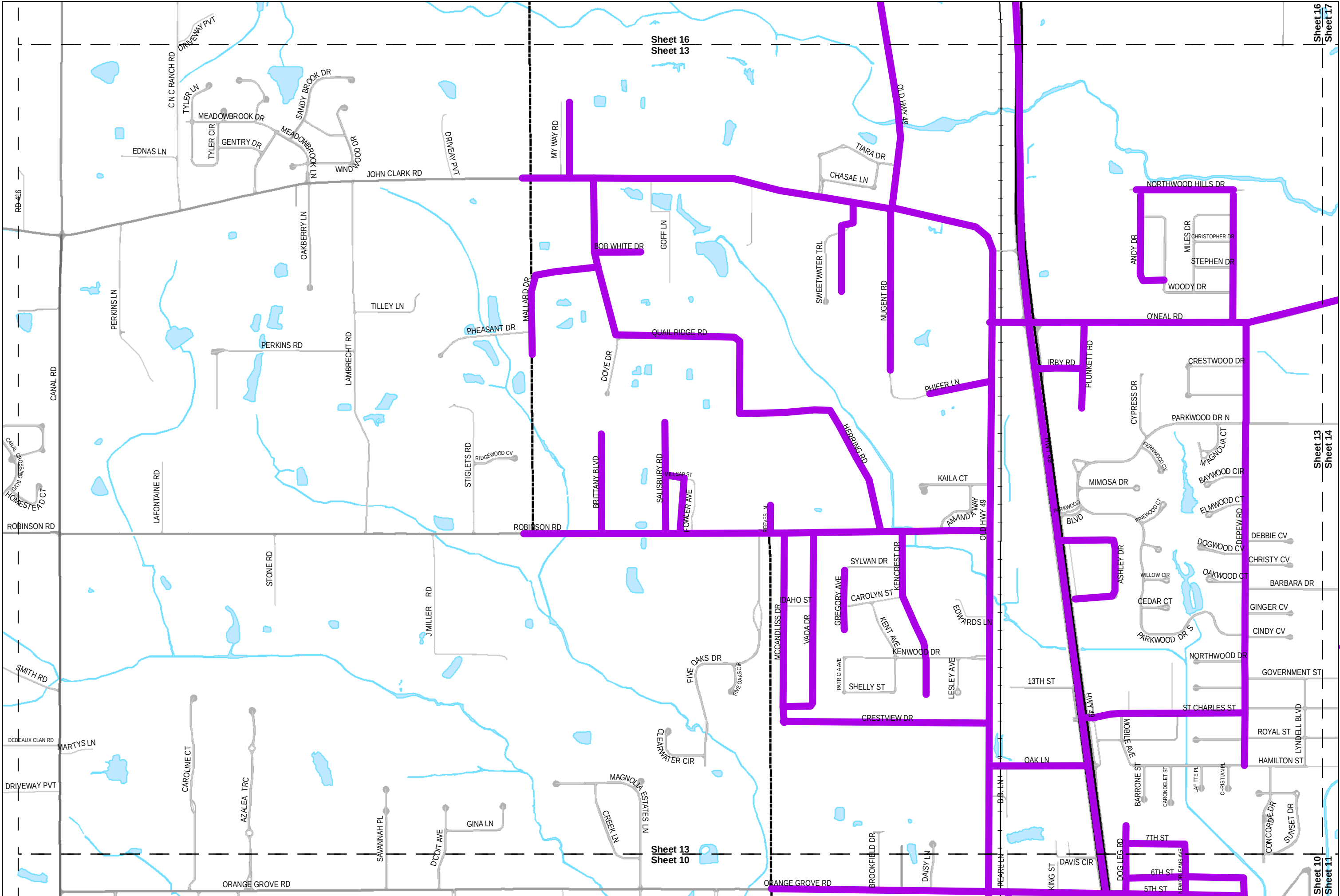
1 inch = 950 feet



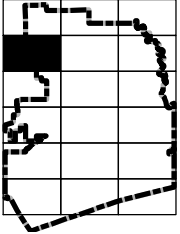
ROW Grass Cutting
ROW Grass Cutting



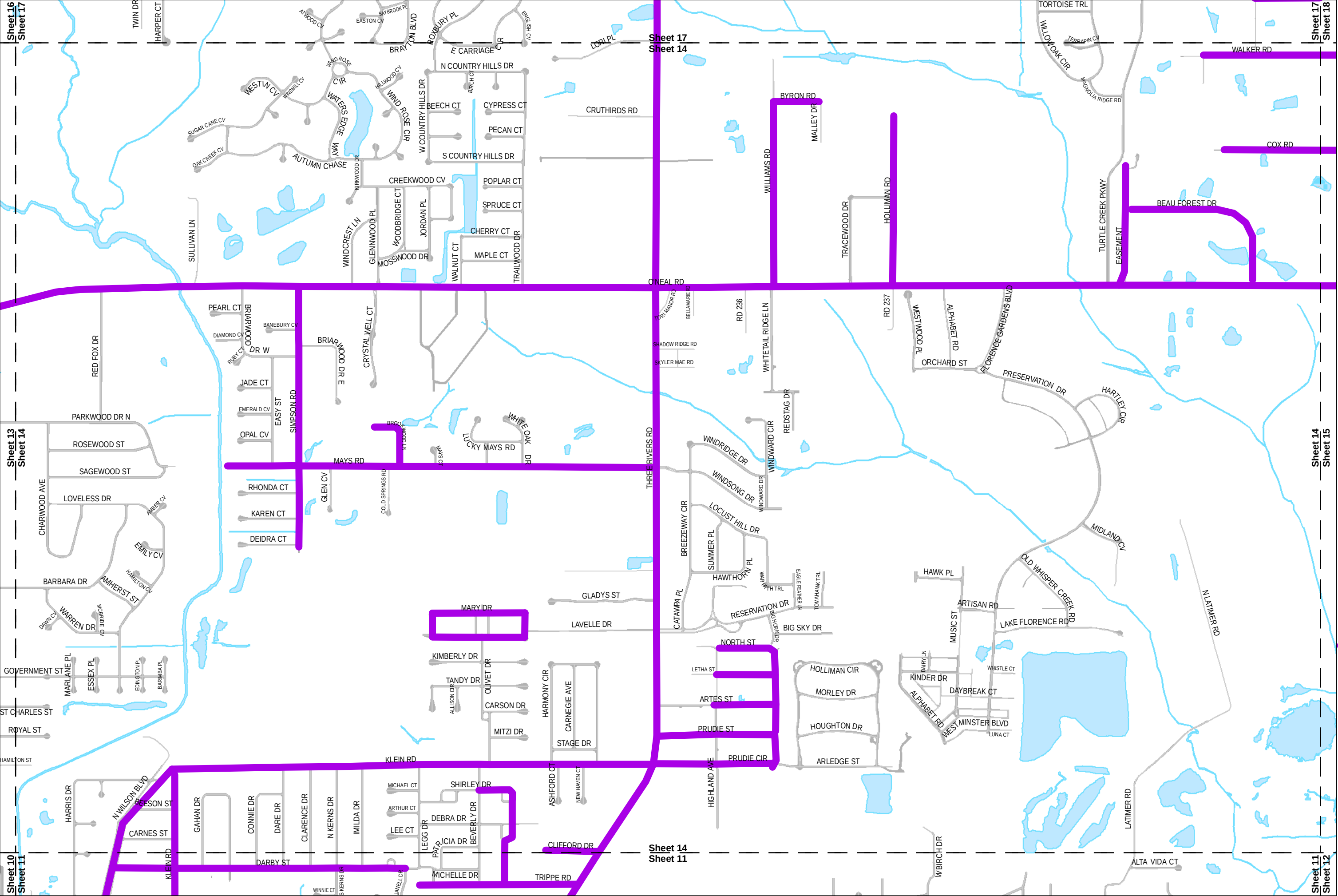
1 inch = 950 feet



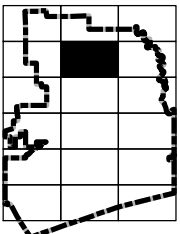
ROW Grass Cutting
ROW Grass Cutting



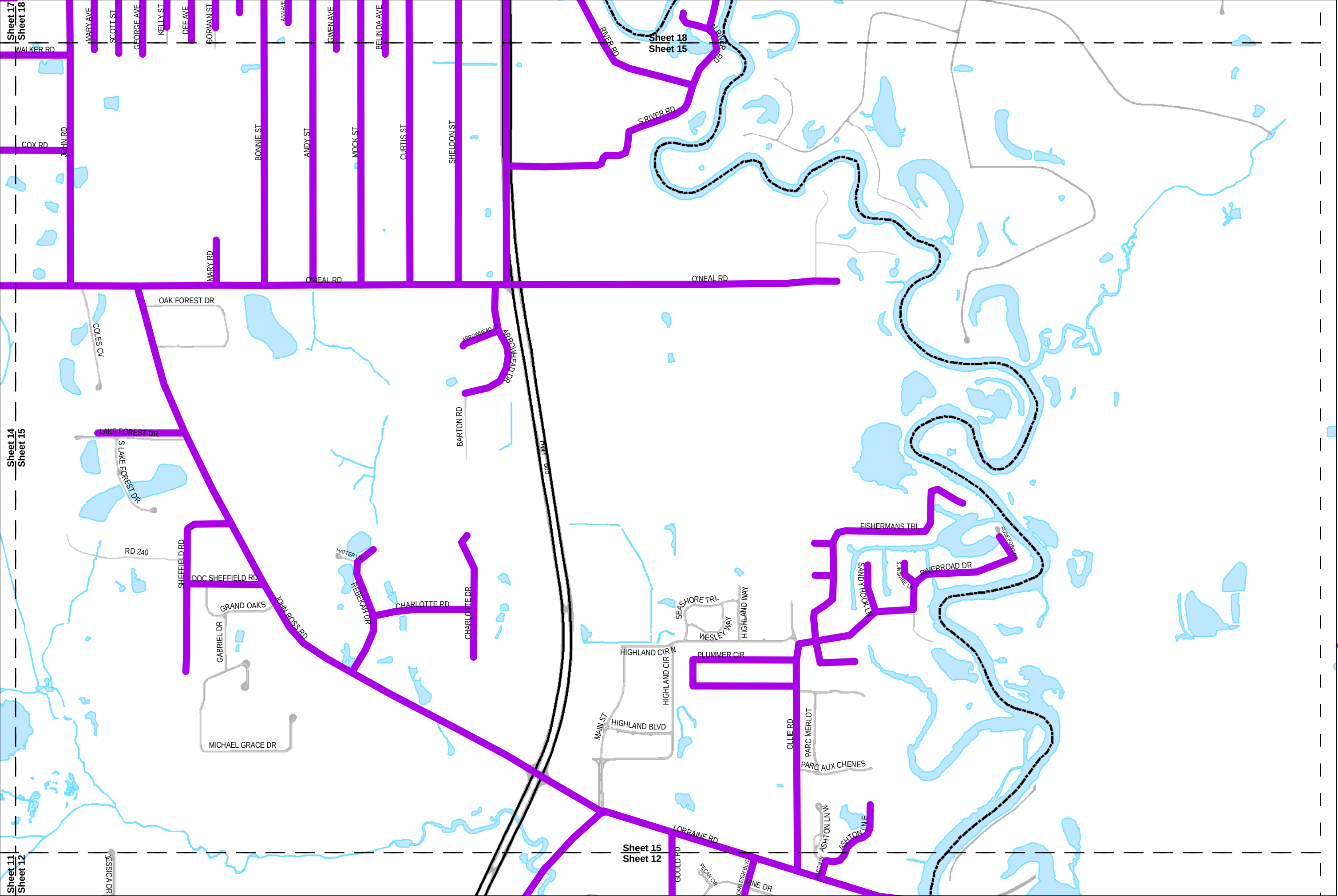
1 inch = 950 feet



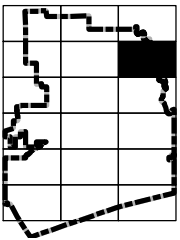
ROW Grass Cutting
ROW Grass Cutting



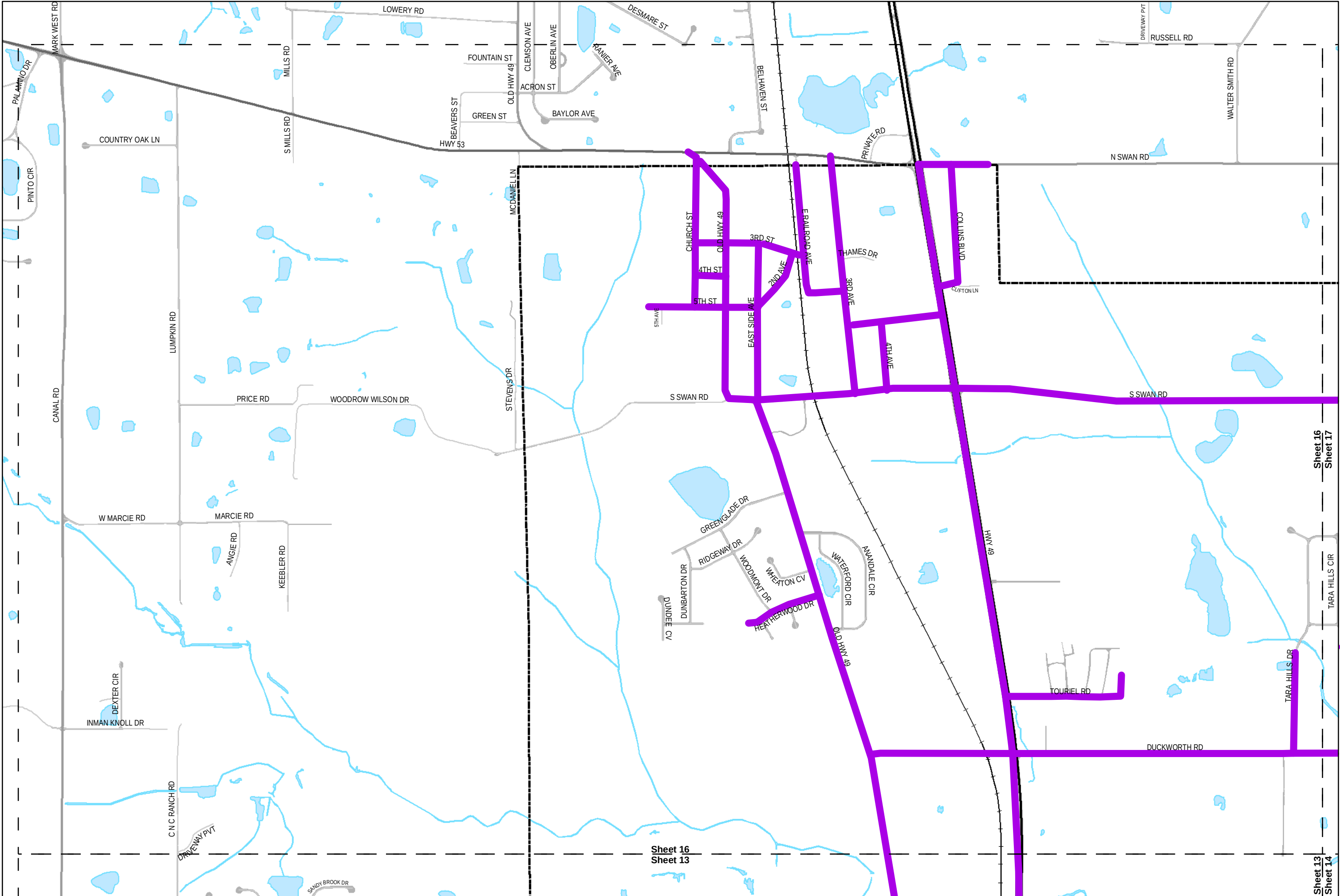
1 inch = 950 feet



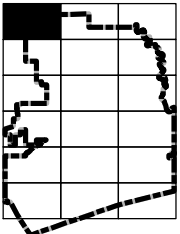
ROW Grass Cutting
ROW Grass
Cutting



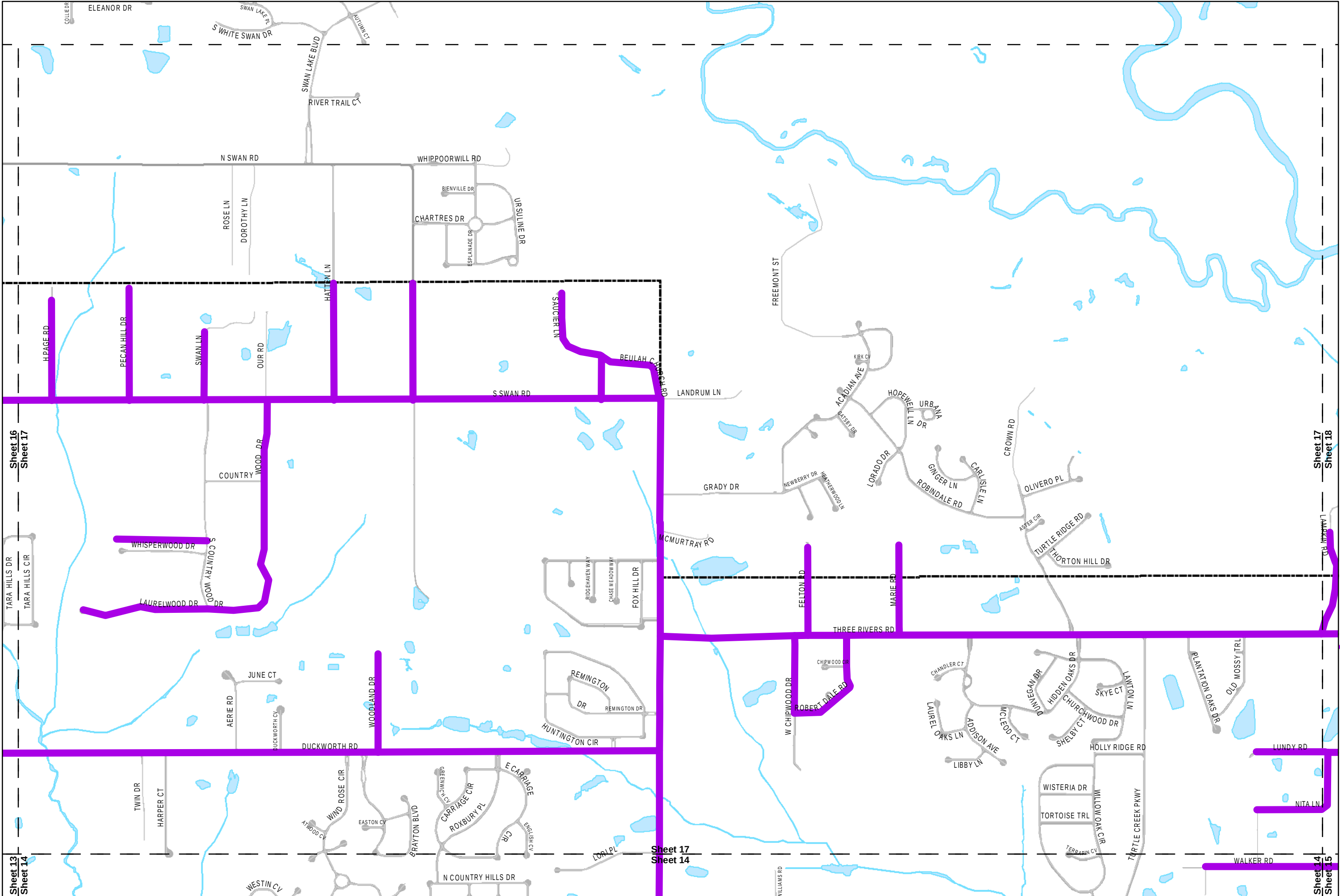
1 inch = 950 feet



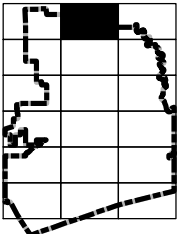
ROW Grass Cutting
ROW Grass Cutting



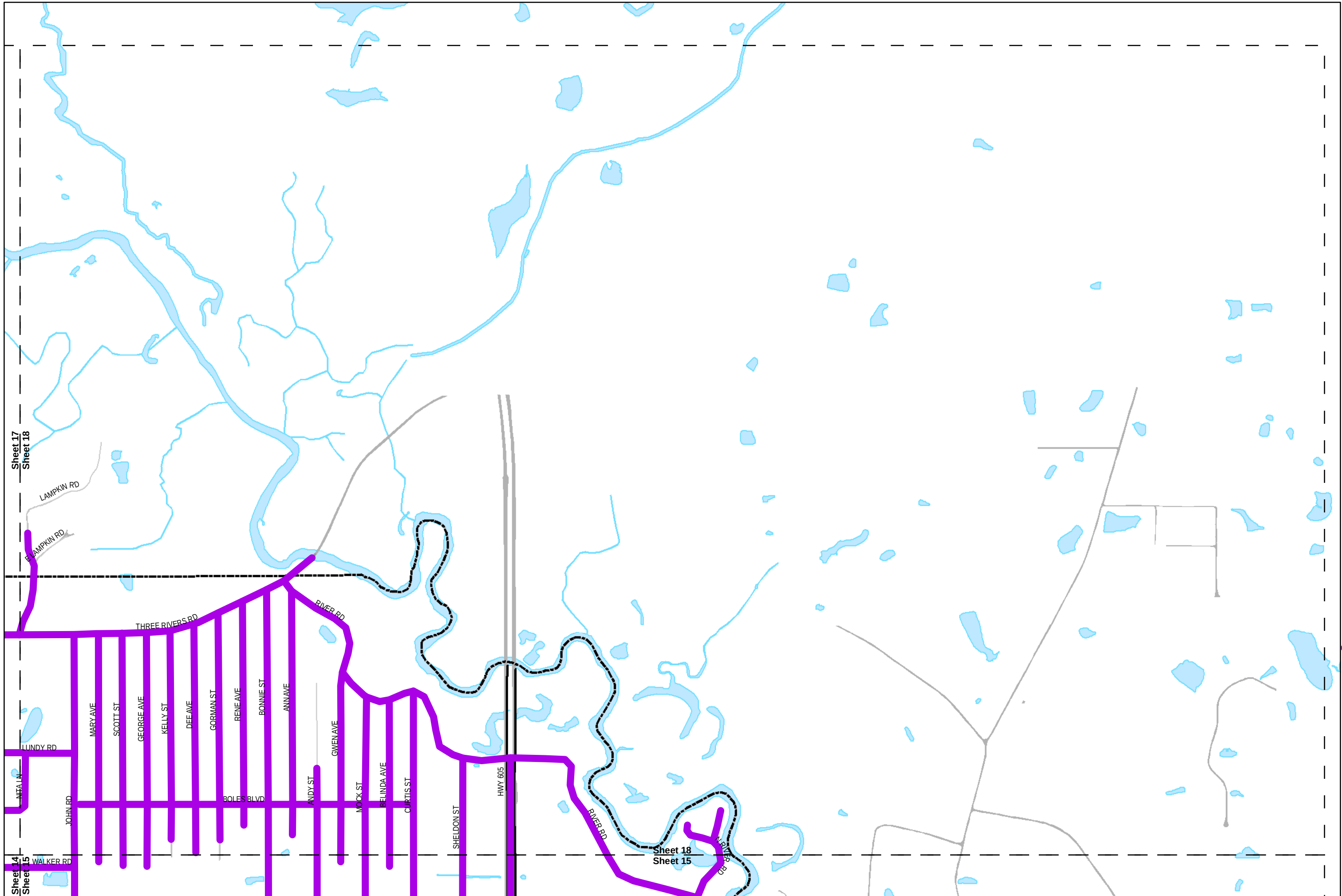
1 inch = 950 feet



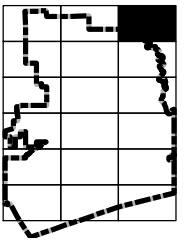
ROW Grass Cutting
ROW Grass Cutting



1 inch = 950 feet



ROW Grass Cutting
ROW Grass Cutting



1 inch = 950 feet

APPENDIX R

Detailed Sidewalk Locations

Contractor shall be prepared to trim five percent more areas than listed as directed by City's Public Works Director.

See enclosed plan for detailed locations.

Total sidewalk length = 192,610 ft. (36.5 miles)

Sidewalk, Curb/Gutter, & ROW Grass Cutting Mapbooks

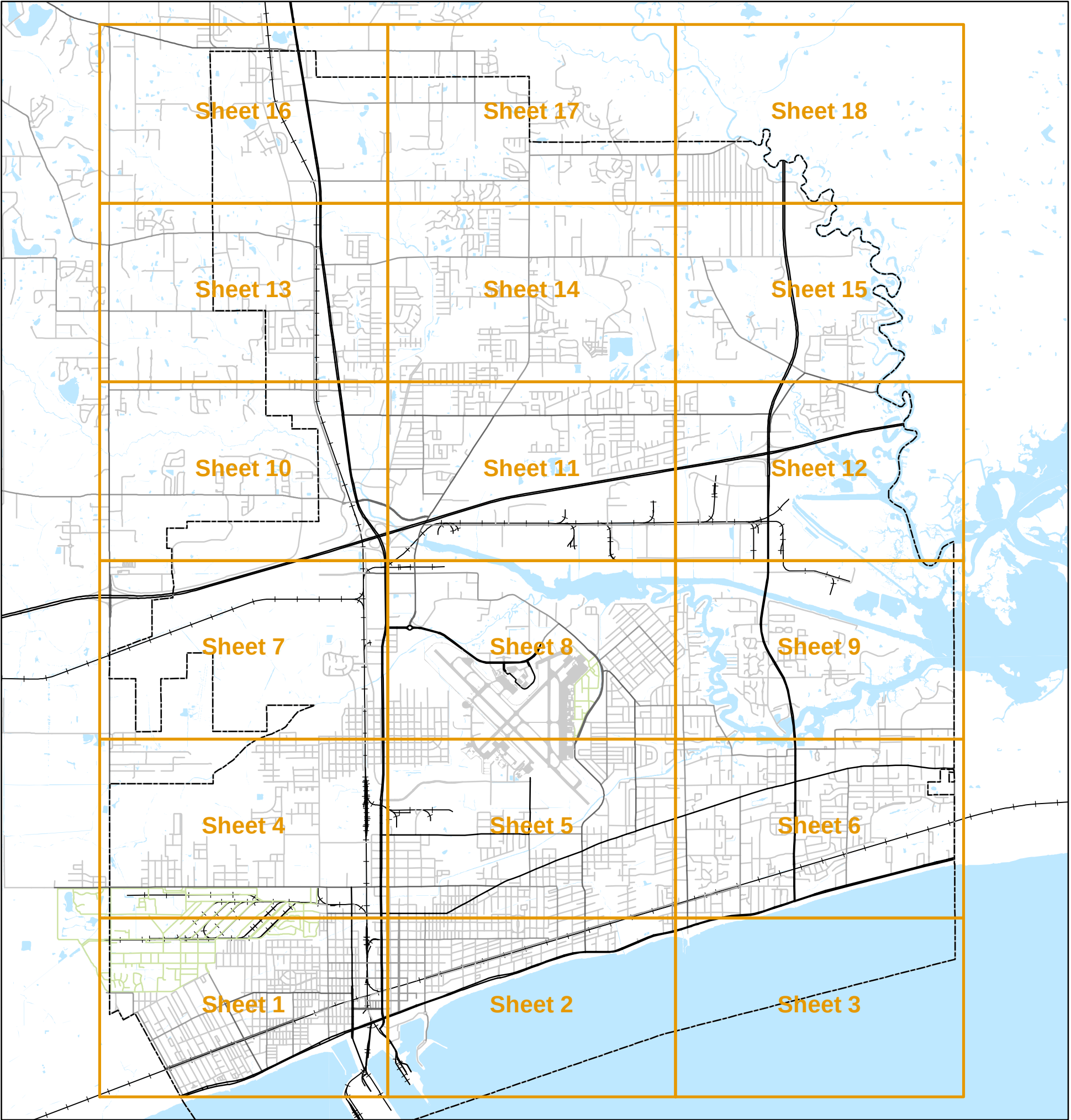
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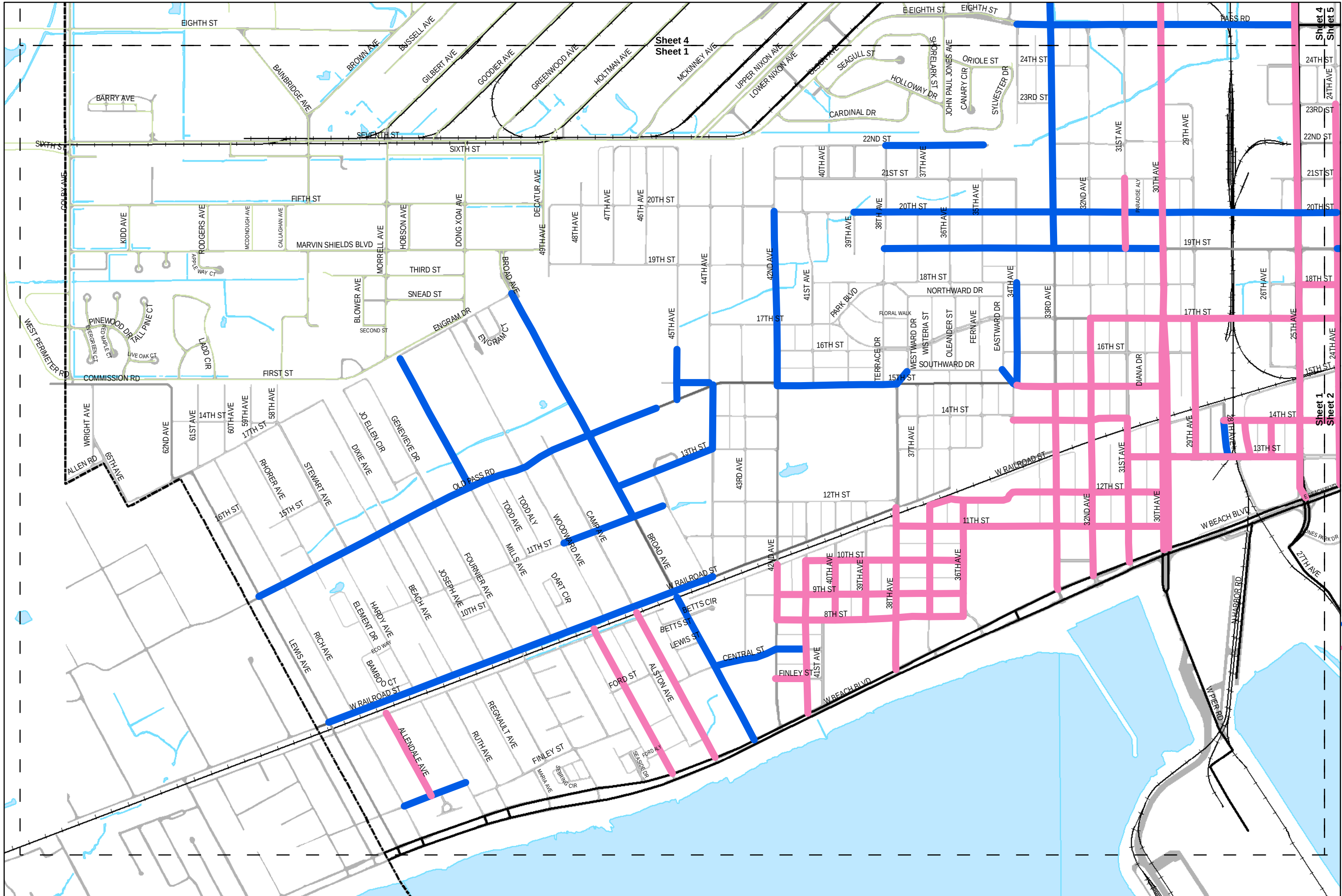
-  Sidewalk on One Side
-  Sidewalk on Two Side
-  Curb & Gutter on One Side
-  Curb & Gutter on Two Side
-  ROW Grass Cutting
-  Citylimit

Total LF Sidewalk = 192,610 (36.5 mi.)

Total LF Curb And Gutter = 1,185,850 (224.6 mi.)

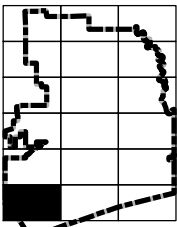
Total LF Grass Cutting = 1,753,752 (332.2 mi)



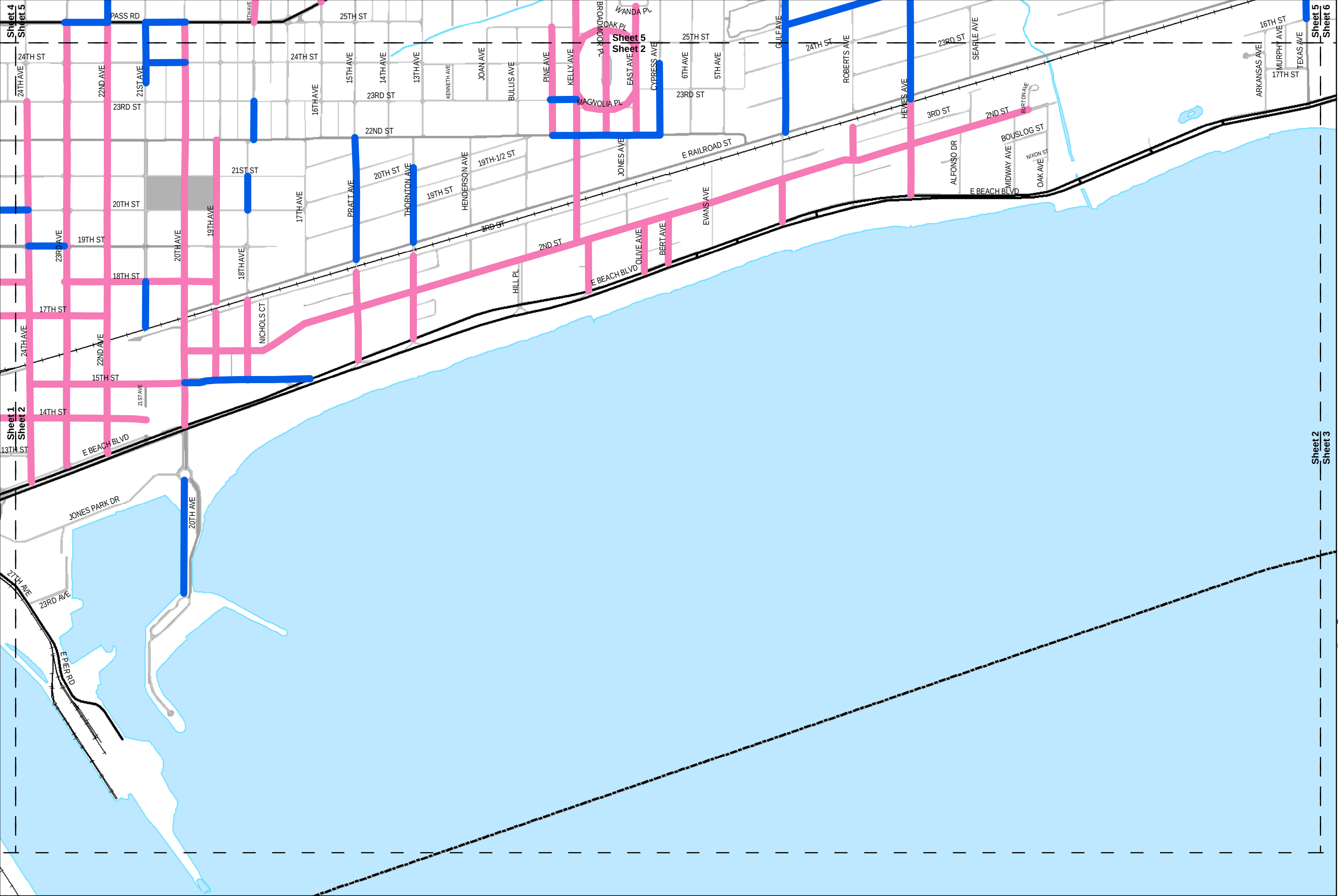


Sidewalk

- Sidewalk on One Side
- Sidewalk on Two Side

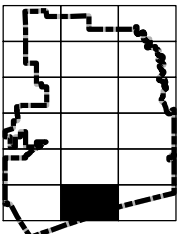


1 inch = 950 feet

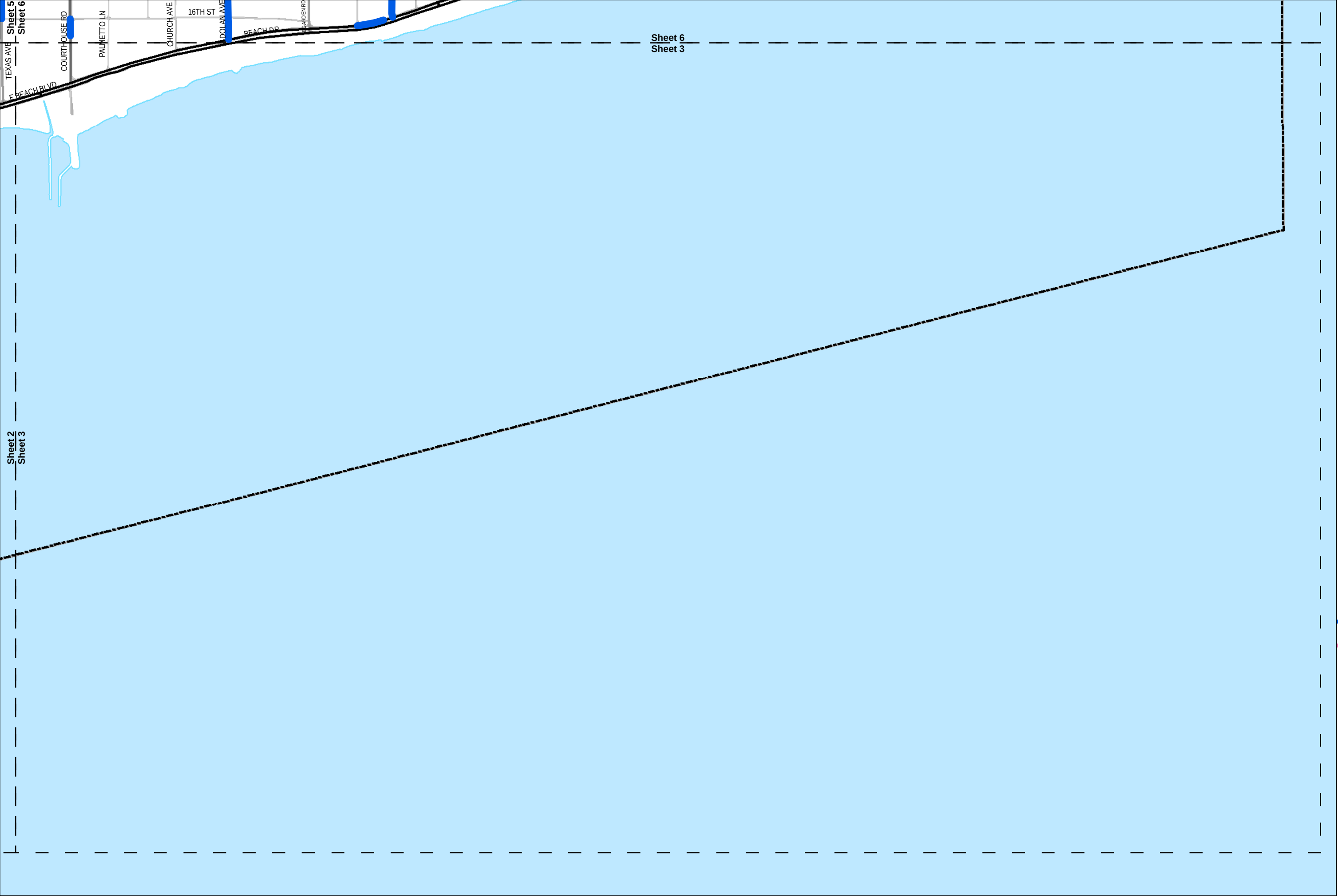


Sidewalk

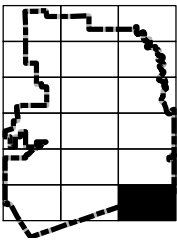
- Sidewalk on One Side
- Sidewalk on Two Side

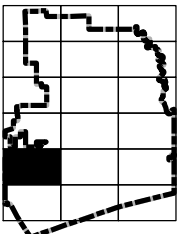
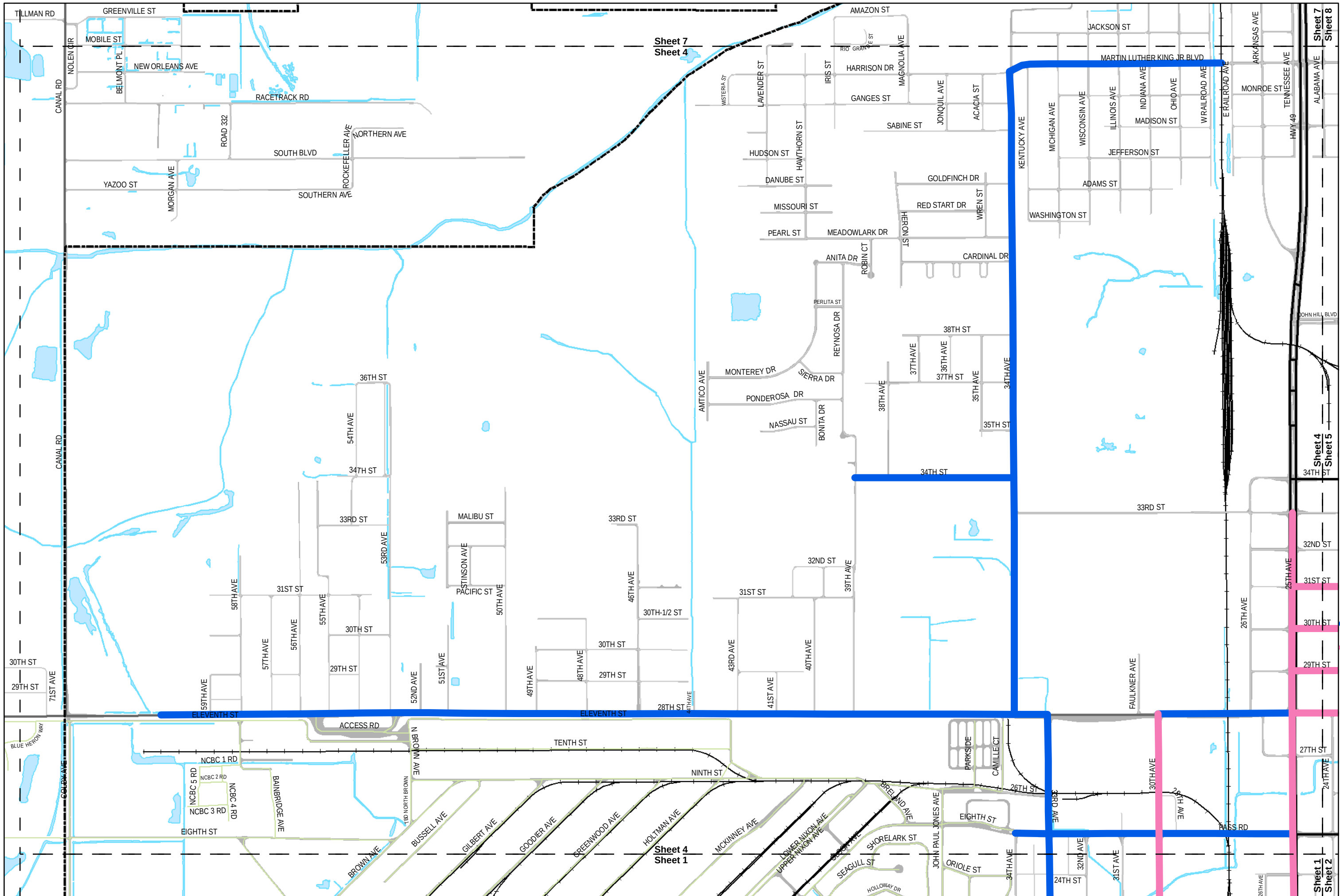


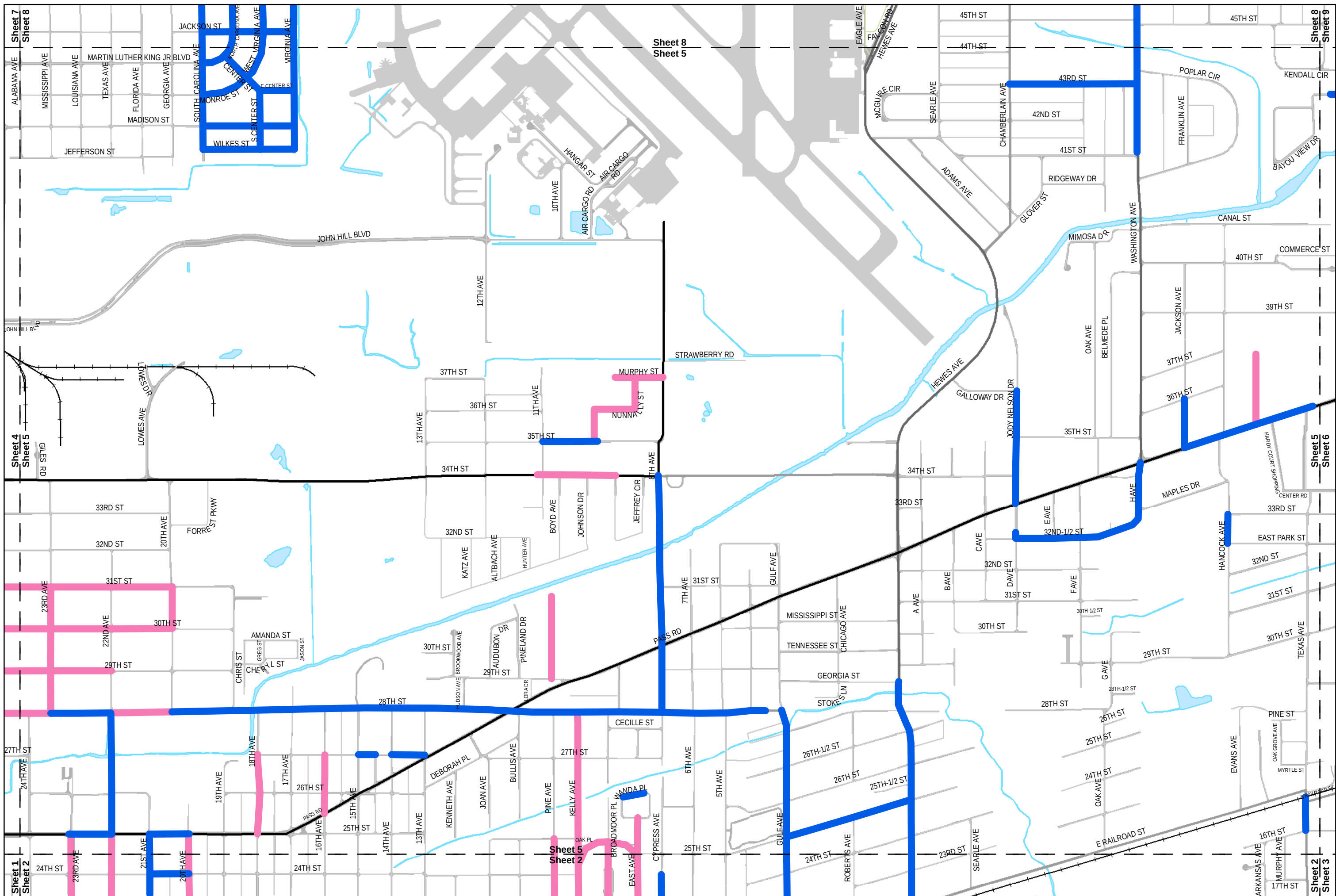
1 inch = 950 feet



- Sidewalk**
- Sidewalk on One Side
 - Sidewalk on Two Side

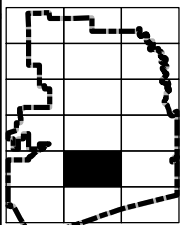




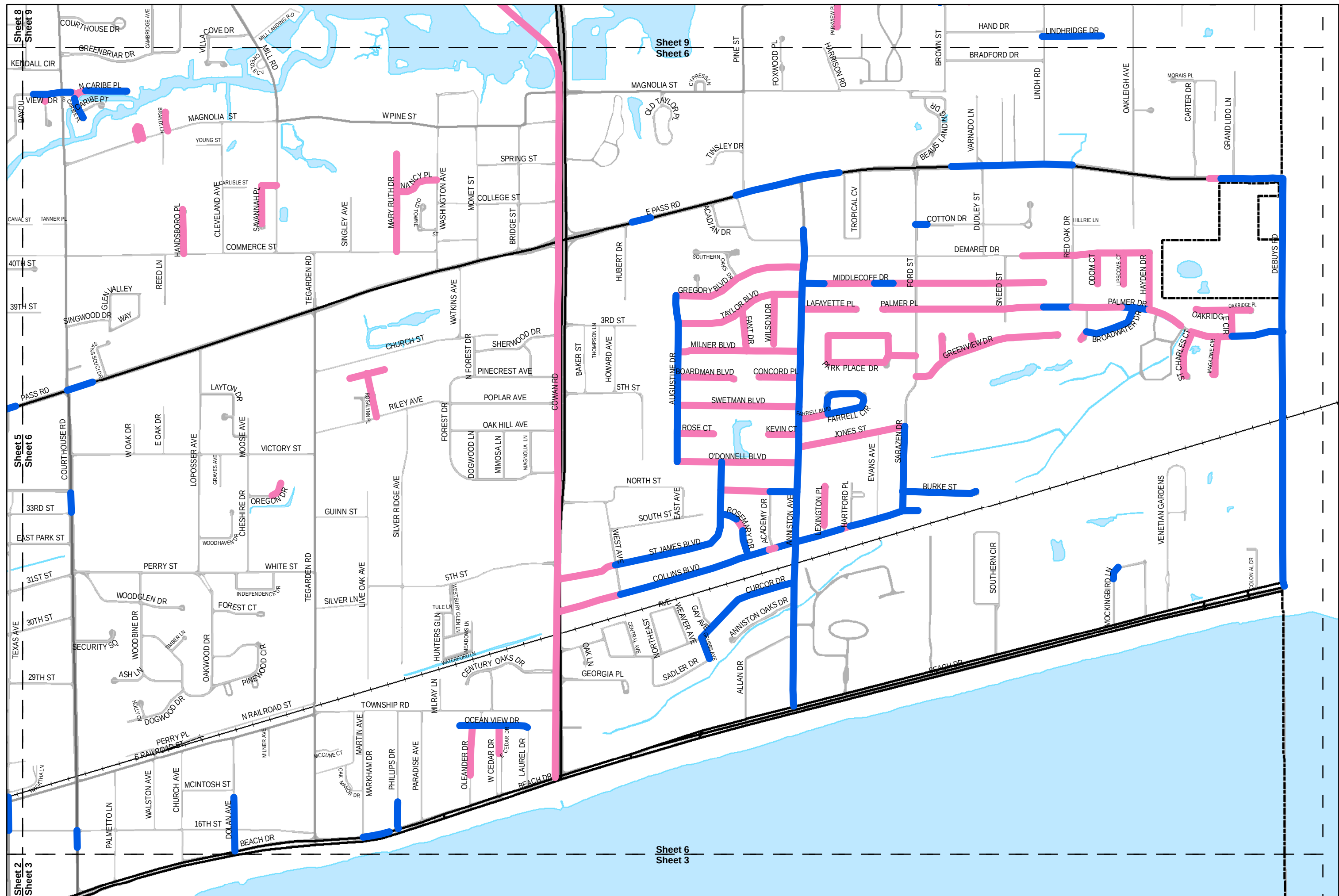


Sidewalk

-  Sidewalk on One Side
-  Sidewalk on Two Side

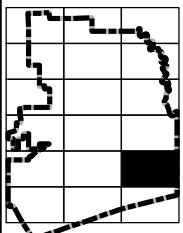


1 inch = 950 feet

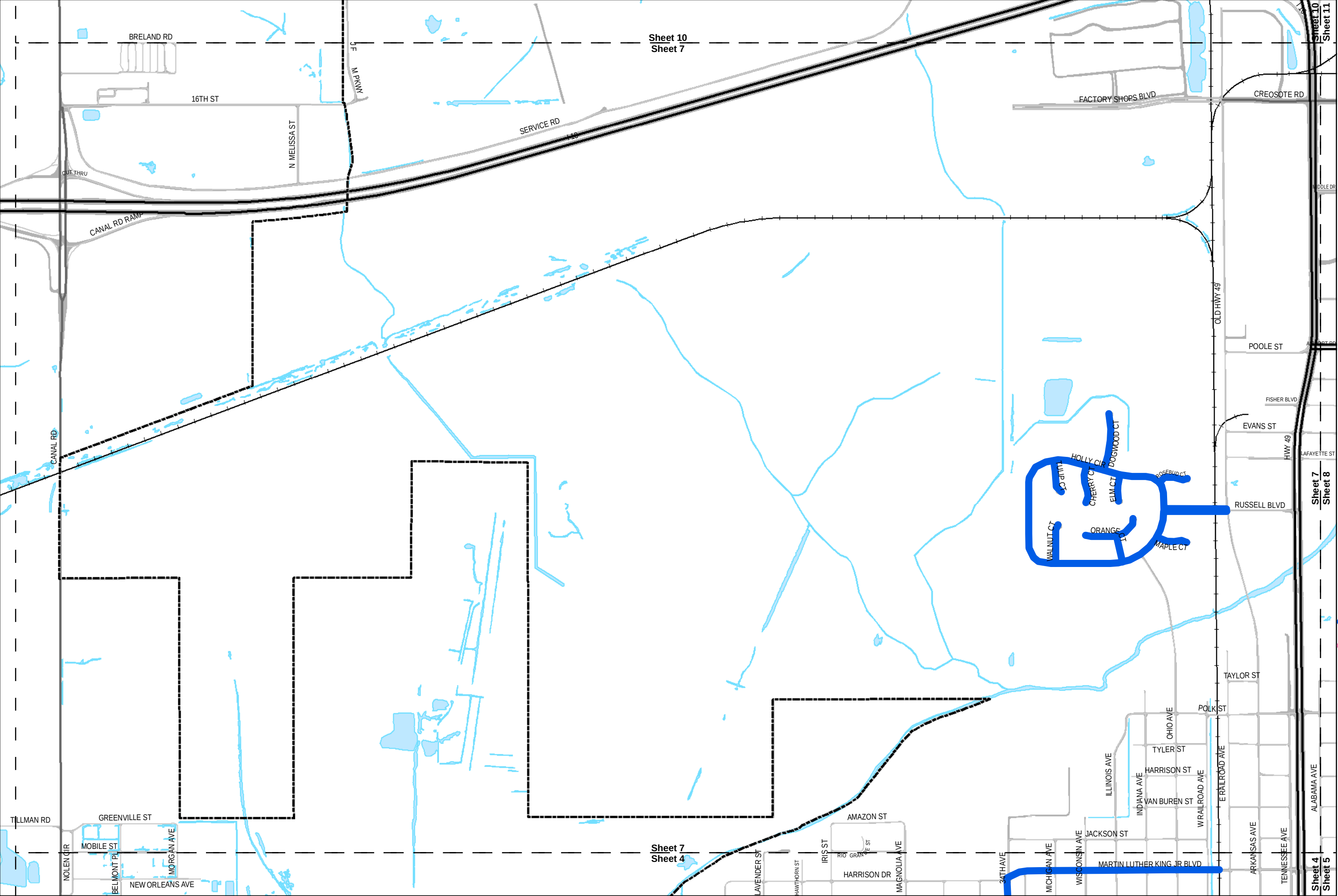


Sidewalk

-  Sidewalk on One Side
-  Sidewalk on Two Side

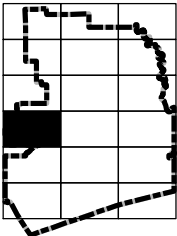


1 inch = 950 feet

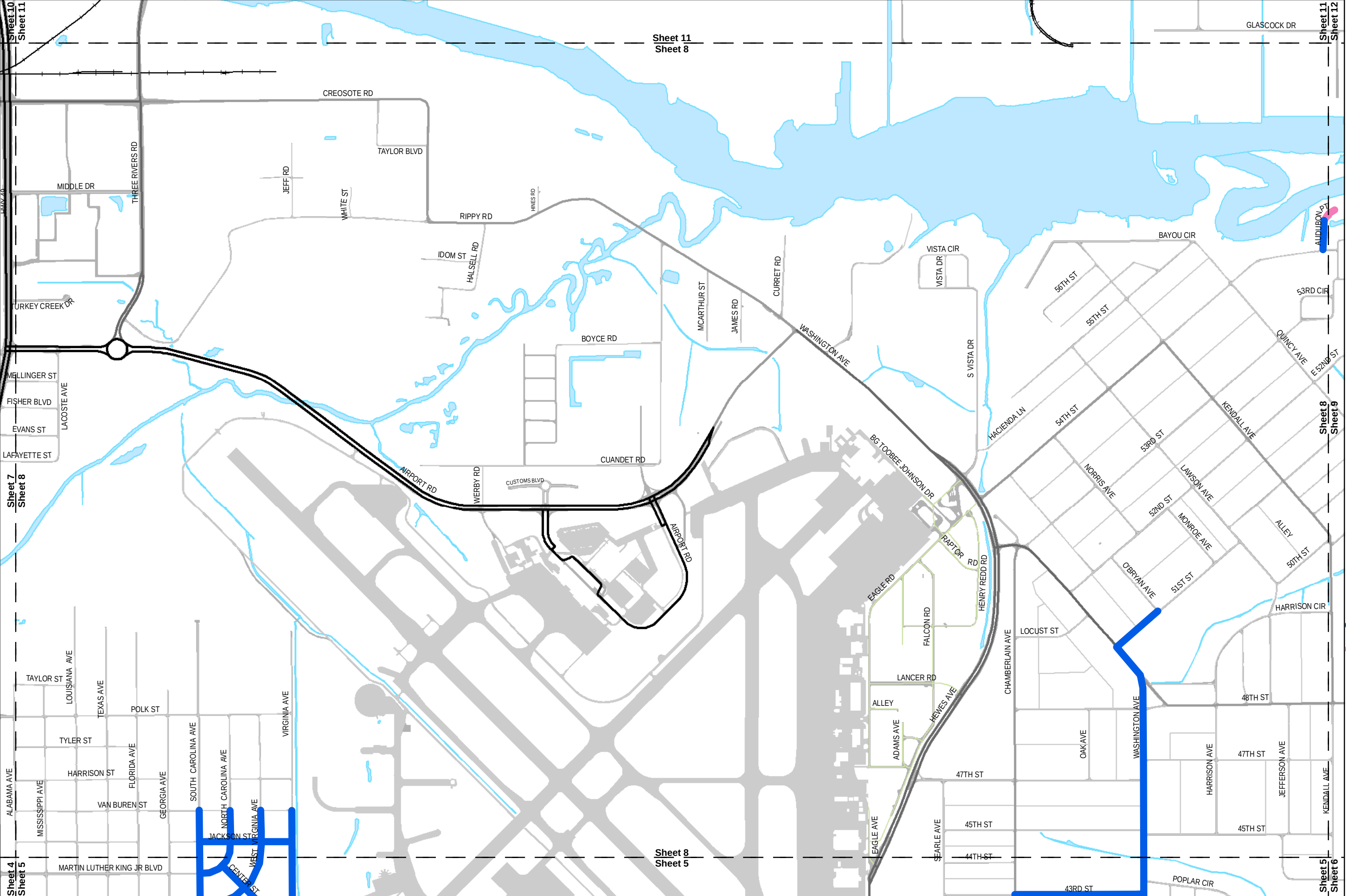


Sidewalk

- Sidewalk on One Side
- Sidewalk on Two Side

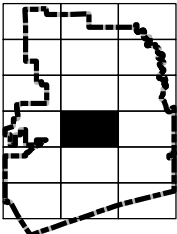


1 inch = 950 feet

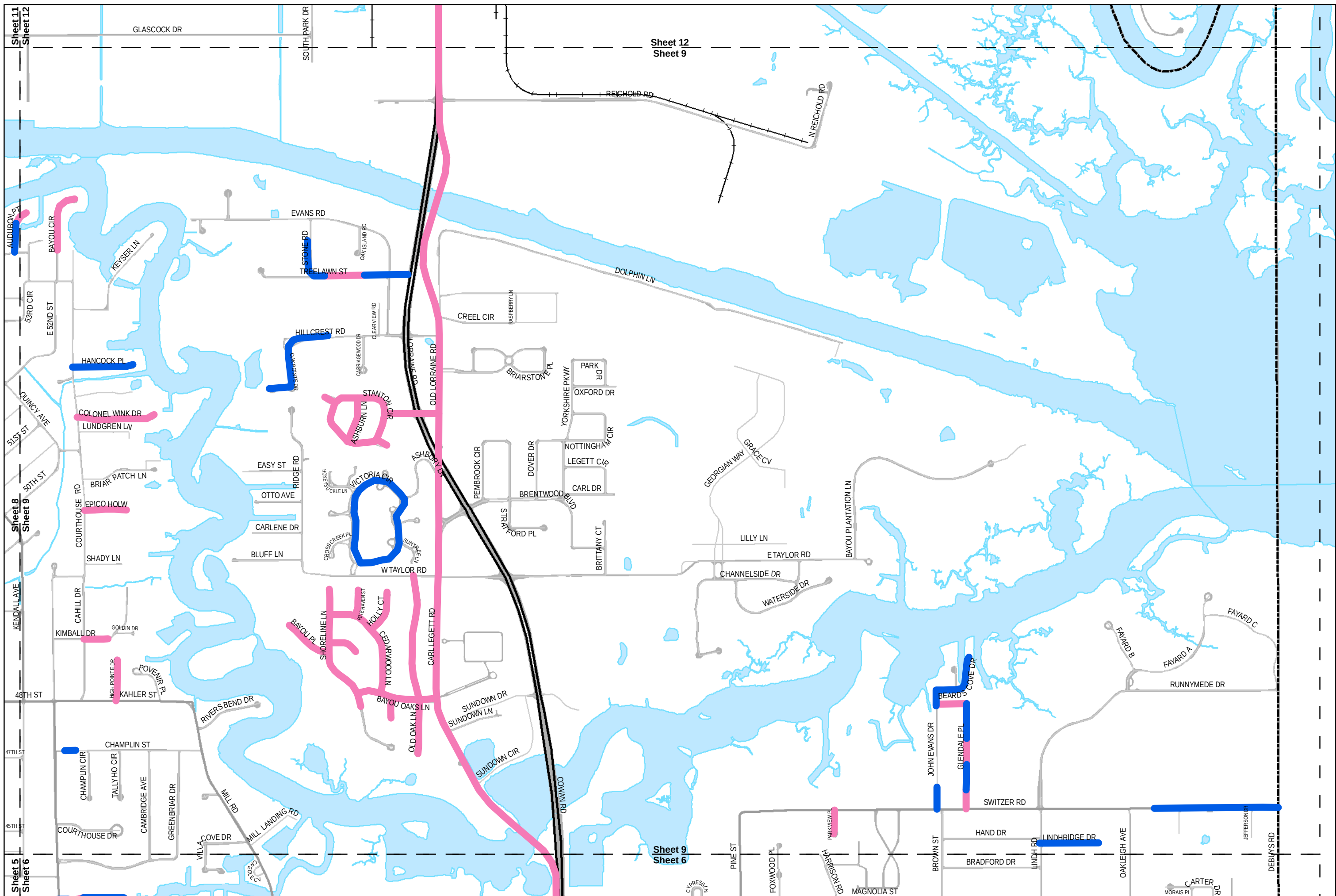


Sidewalk

- Sidewalk on One Side
- Sidewalk on Two Side

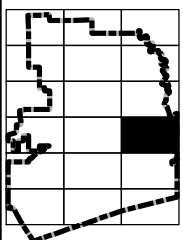


1 inch = 950 feet

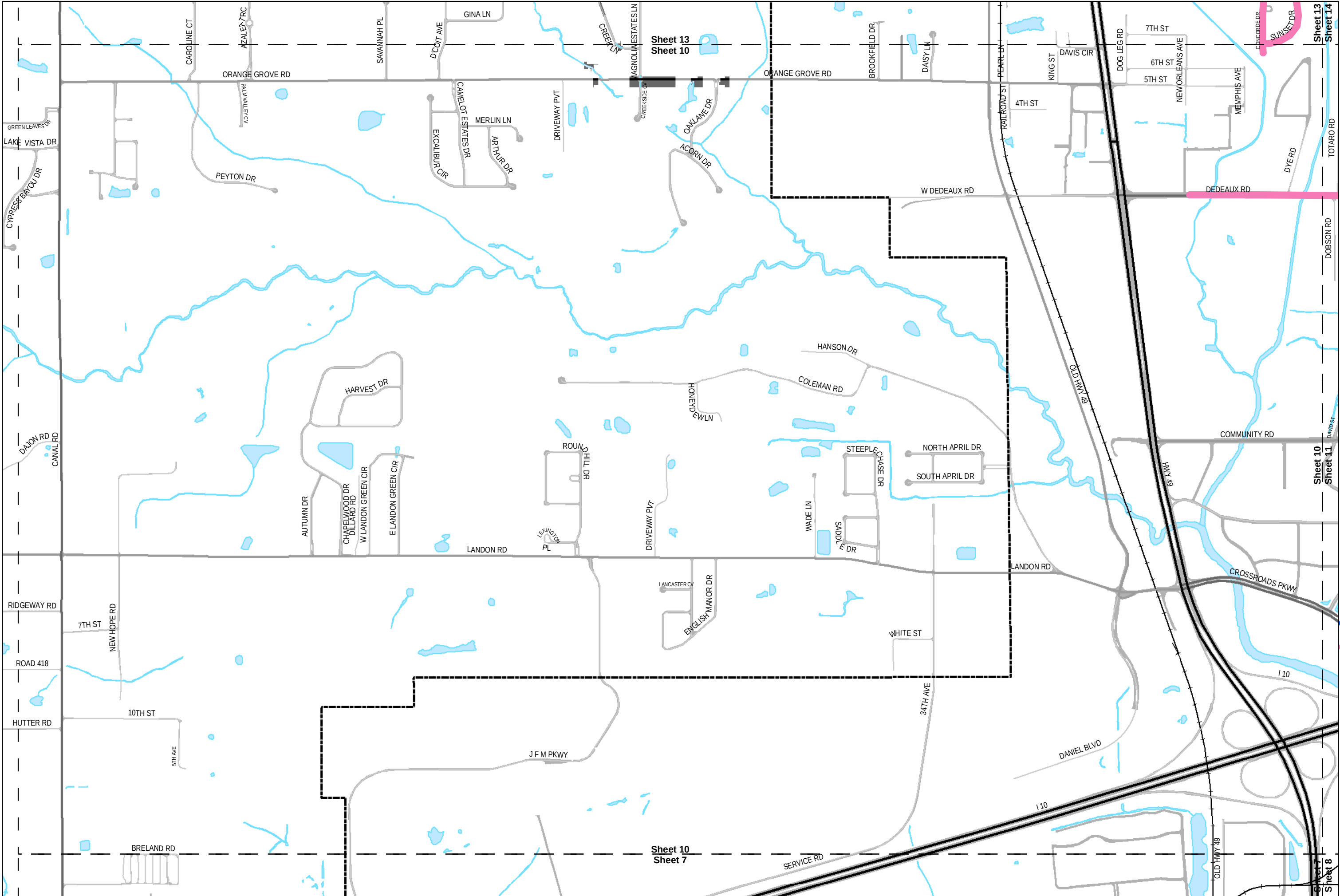


Sidewalk

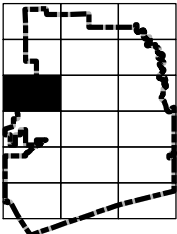
-  Sidewalk on One Side
-  Sidewalk on Two Side



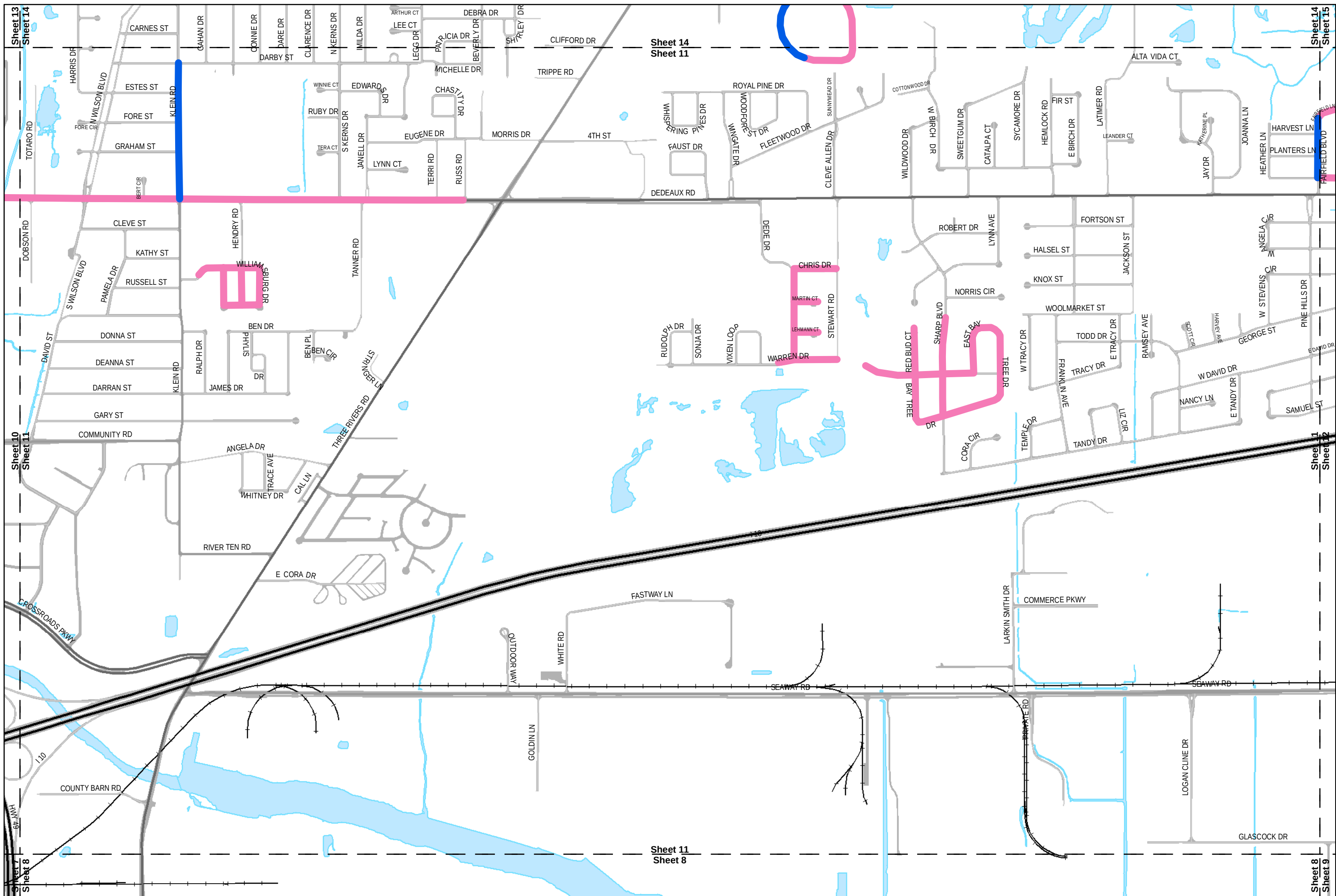
1 inch = 950 feet



- Sidewalk**
- Sidewalk on One Side
 - Sidewalk on Two Side

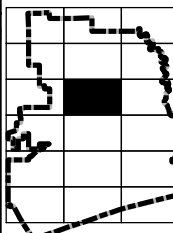


1 inch = 950 feet

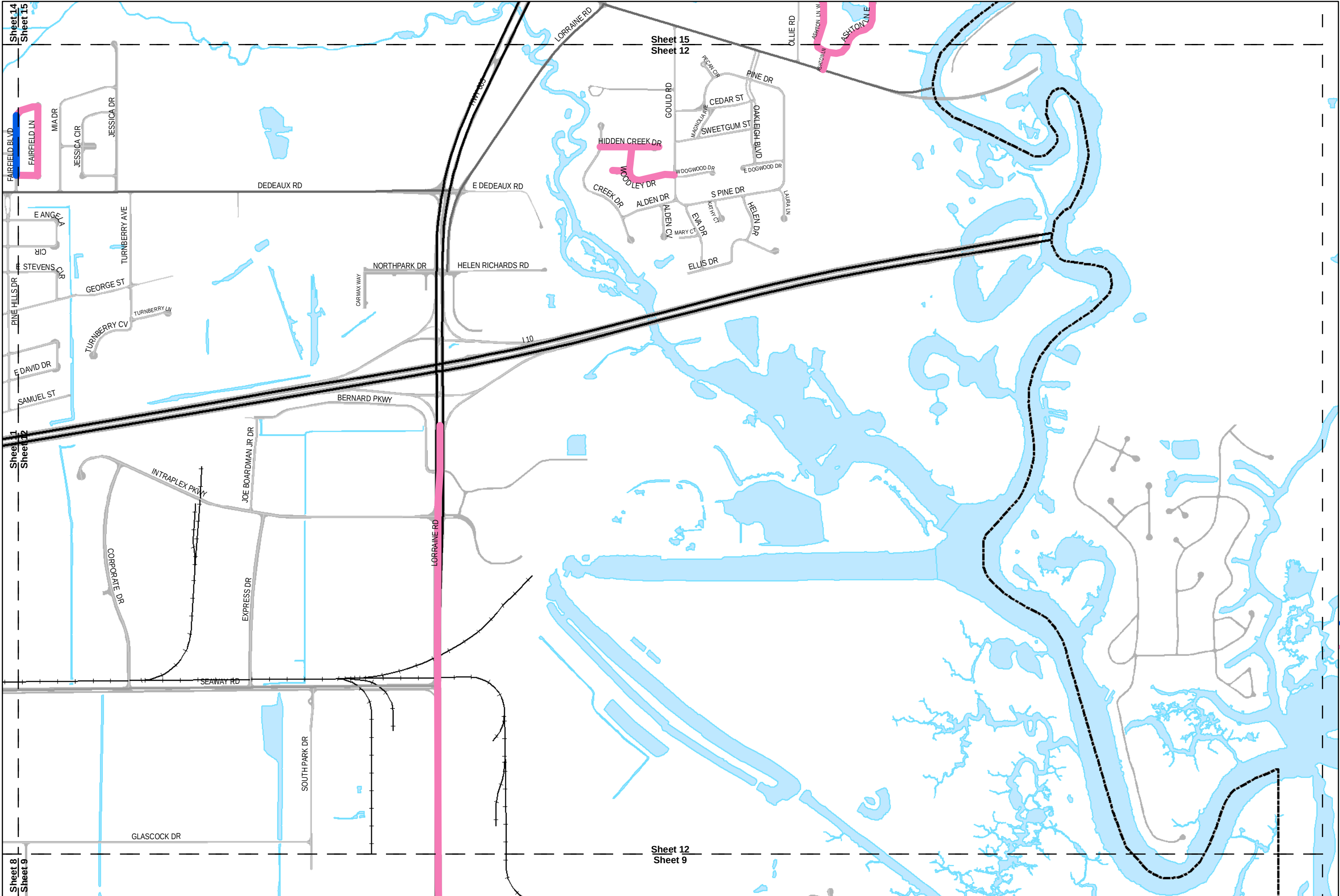


Sidewalk

-  Sidewalk on One Side
-  Sidewalk on Two Side

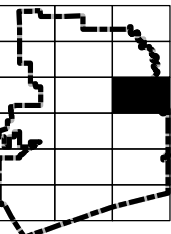


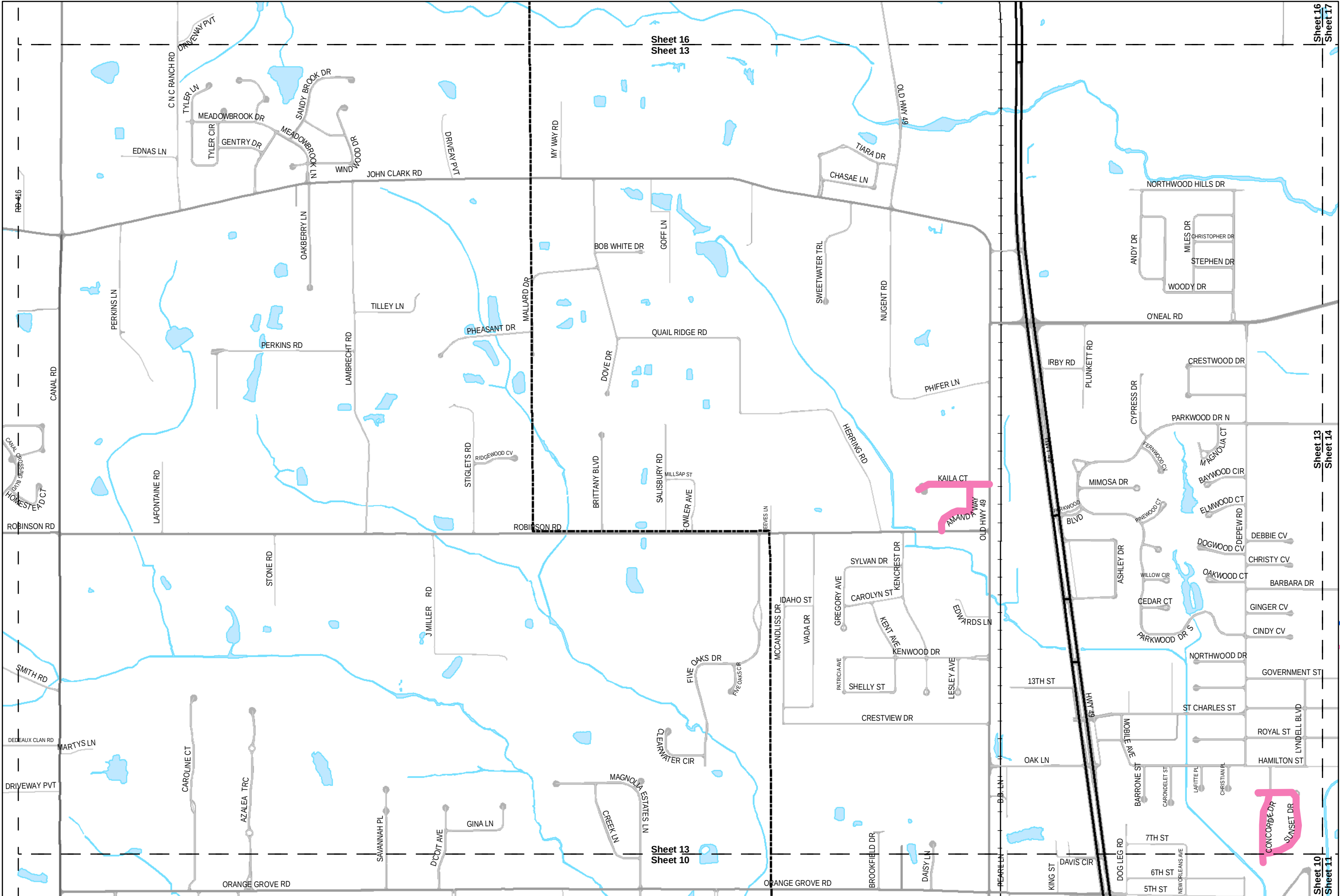
1 inch = 950 feet



Sidewalk

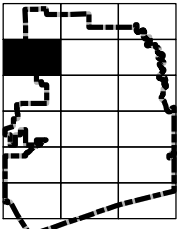
- Sidewalk on One Side
- Sidewalk on Two Side



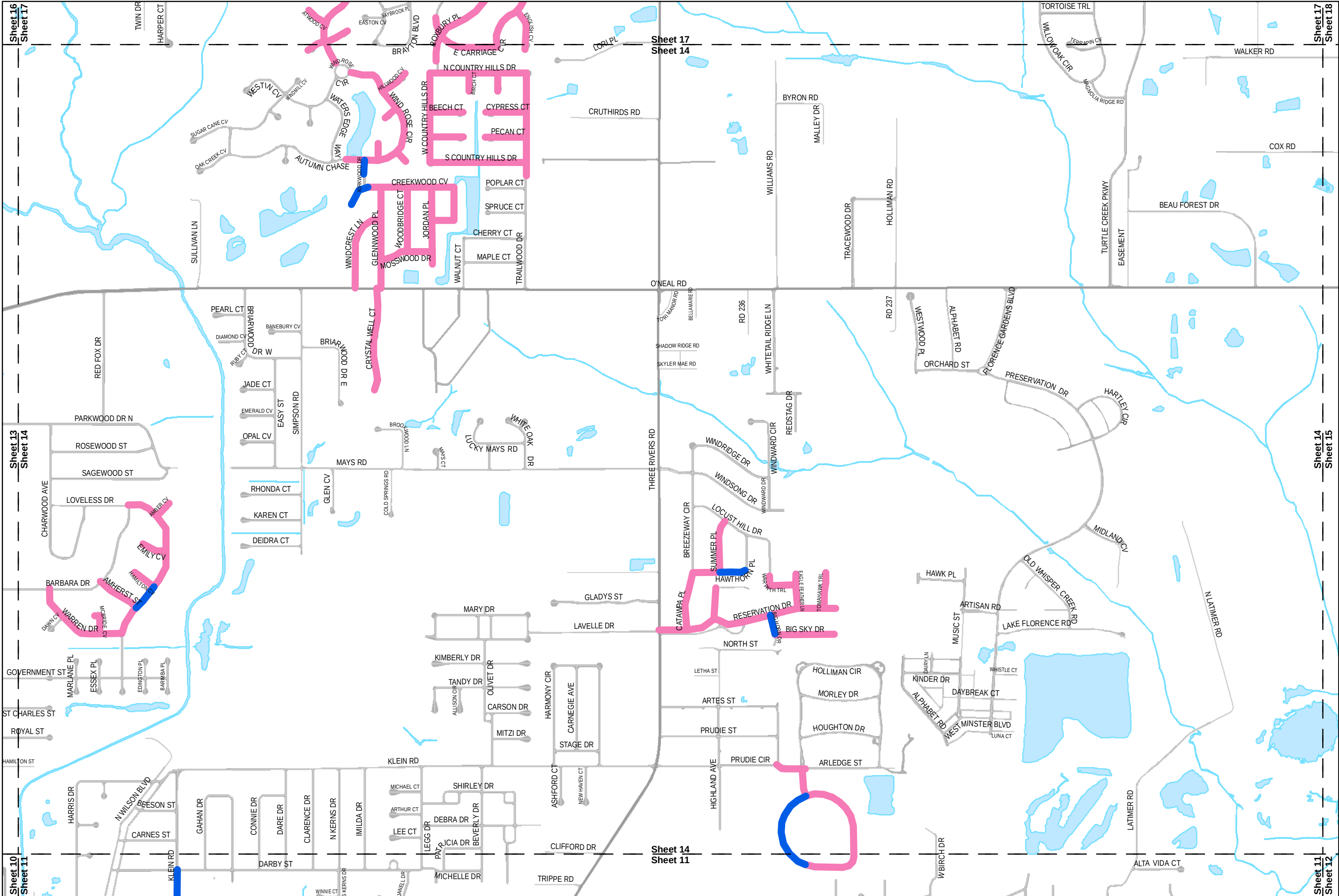


Sidewalk

- Sidewalk on One Side
- Sidewalk on Two Side

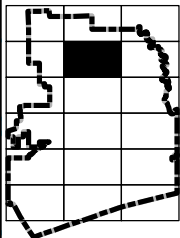


1 inch = 950 feet

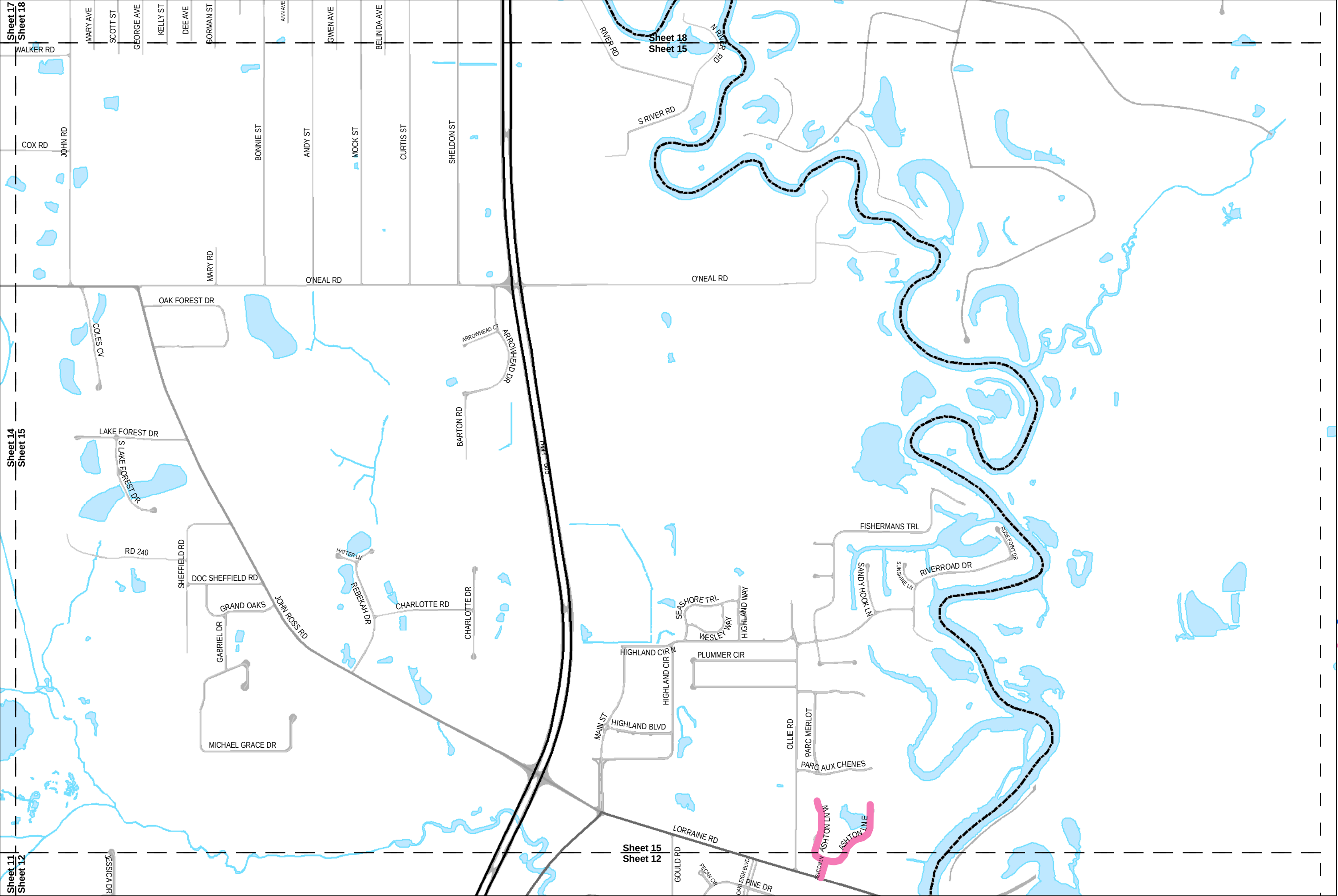


Sidewalk

- Sidewalk on One Side
- Sidewalk on Two Side

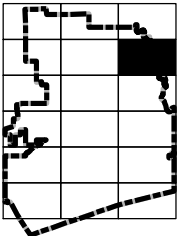


1 inch = 950 feet

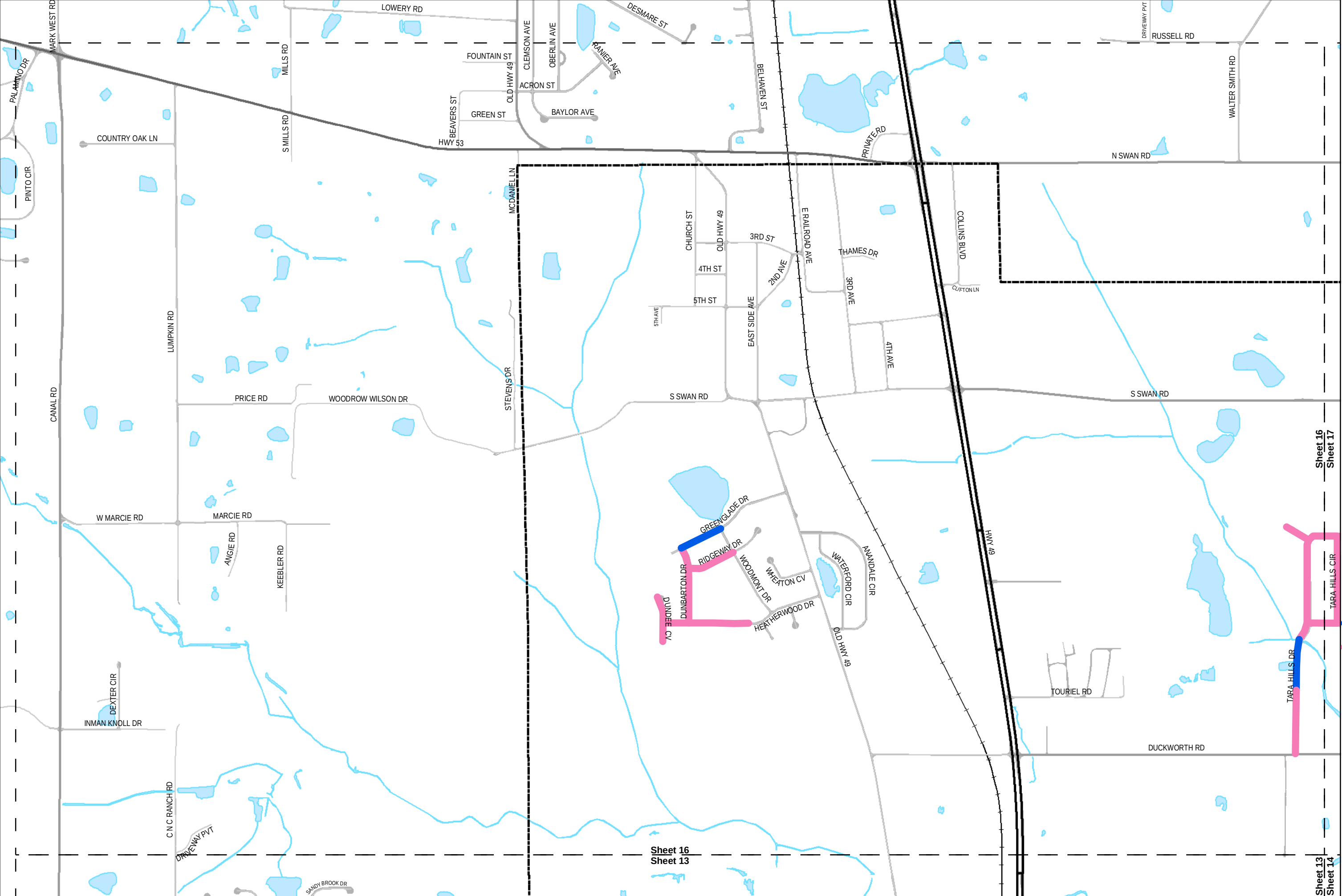


Sidewalk

- Sidewalk on One Side
- Sidewalk on Two Side

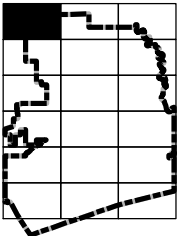


1 inch = 950 feet



Sidewalk

- Sidewalk on One Side
- Sidewalk on Two Side

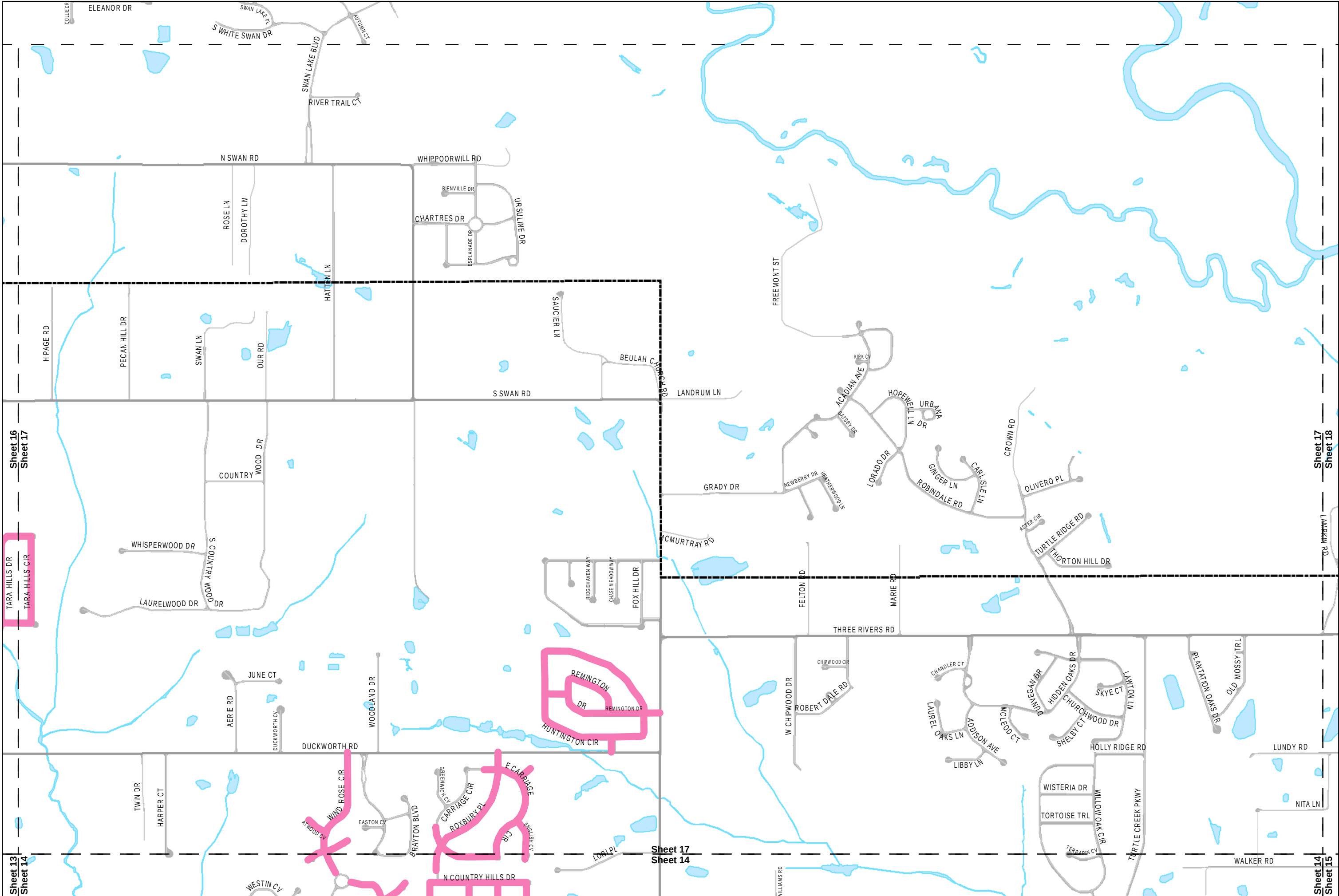


1 inch = 950 feet

Sheet 16
Sheet 13

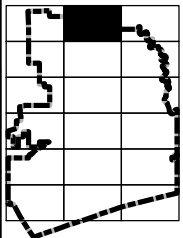
Sheet 16
Sheet 17

Sheet 13
Sheet 14

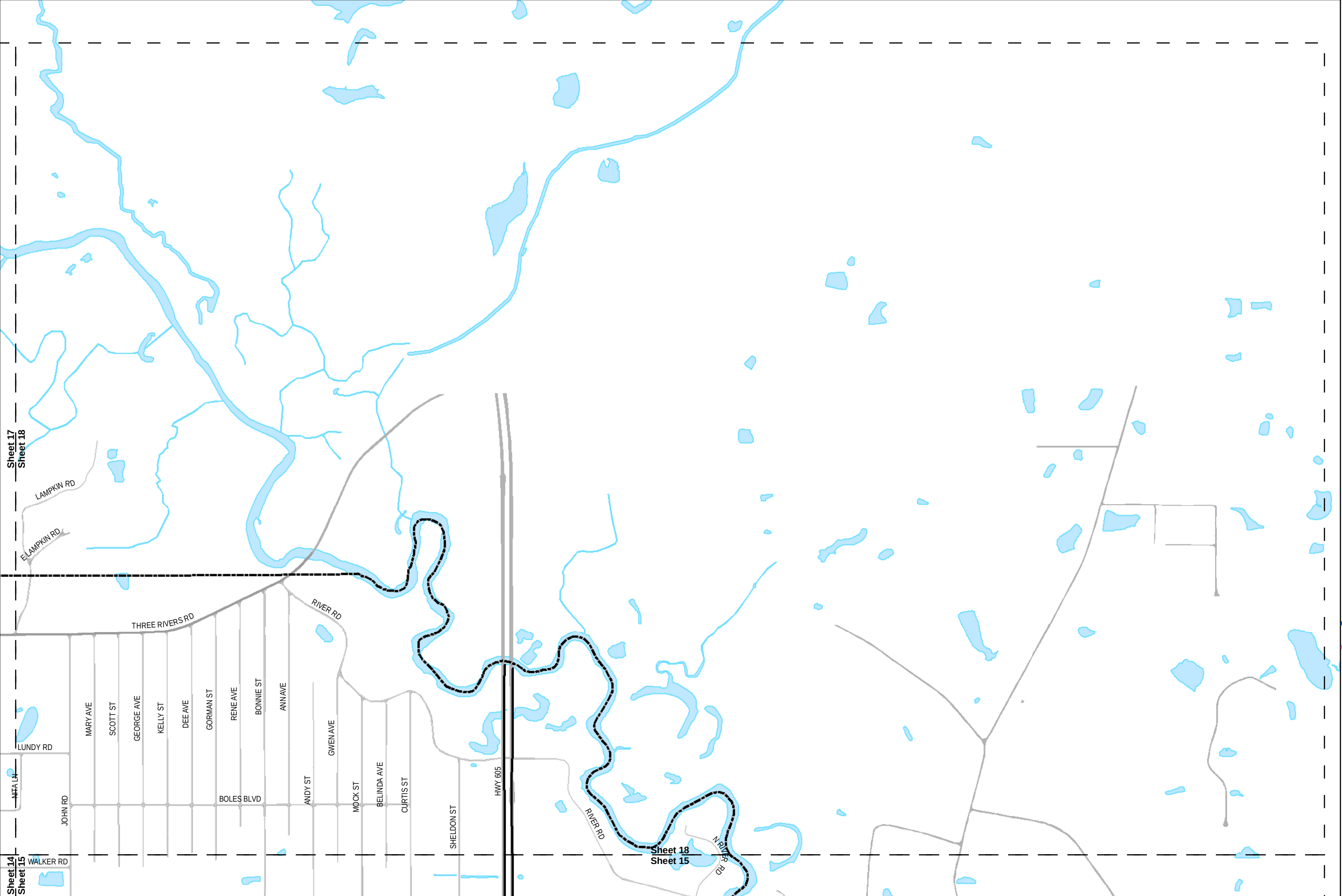


Sidewalk

- Sidewalk on One Side
- Sidewalk on Two Side

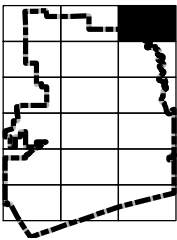


1 inch = 950 feet



Sidewalk

- Sidewalk on One Side
- Sidewalk on Two Side



1 inch = 950 feet



EQUIPMENT OPERATOR'S DAILY INSPECTION / TROUBLE REPORT FORM

DATE: _____ EQPT#: _____ MILES: _____ and/or HOURS: _____

EQPT DESC: _____ SERVICE DUE: _____

Use this form as a guide when performing Daily Operator's Inspection. Note discrepancies or problems that require action(s) by the Maintenance Shop. Turn in the White and Yellow copy of this form into your Operations Manager immediately if safety and/or mechanical problems have been identified. The White and Yellow copy of the form is to be turned into the Dispatch Office on all vehicles and equipment every **Thursday** by COB.

Monday	/	Tuesday	/	Wednesday	/	Thursday	/	Friday	/	Saturday	/	Sunday
--------	---	---------	---	-----------	---	----------	---	--------	---	----------	---	--------

PRINT LAST NAME UNDER THE DAY YOU INSPECTED EQUIPMENT.

General Items:

1. Daily lubrication / greasing completed: _____
Usage: _____
2. Drain all air tanks daily: _____
3. General vehicle cleaning, i.e. trash in cab, mud / dirt in cab, etc.: _____
4. All chains, binders and locking devices accounted for: _____

Under Hood Inspection:

1. Check engine oil level: _____
2. Check radiator coolant level: _____
3. Check power steering oil level: _____
4. Check transmission oil level: _____
5. Check hydraulic tank oil level: _____
6. Check all fan / alternator type drive belt(s) condition: _____
7. Check brake fluid level: _____
8. Check battery water level and terminal condition(s): _____
9. Check for oil leaks: _____

Exterior / Safety Inspection:

1. Check glass / wipers / mirrors: _____
2. Check headlights / reflectors / turn signals: _____
3. Check body / paint damage: _____
4. Check all tires (pressure and tread wear): _____
5. Check condition of bucket teeth, cutting edges, and attachments: _____

6. Check horn and back up alarm: _____
7. Check condition of fire extinguisher and first aid kit: _____
8. Check brakes to ensure proper operation: _____
9. Check steering system: _____
10. Check emergency flashers, warning devices (i.e. back up alarm, arrow boards): _____
11. Check for oil leaks: _____

Interior Cab:

1. Check all dash instruments and gauges to ensure proper operation: _____
2. Check vehicle interior and windows for cleanliness: _____
3. Check air conditioner and defroster / heater for good working condition: _____
4. Check mirror and seatbelts for proper condition and operation: _____
5. Tow chains, pintle hooks and trailer balls in good condition: _____

End of Operation / Day:

1. Equipment locked or secured with the assigned security devices: _____

Comments: ***Make additional comments as needed on the back of this form.***

Operator's **Printed** Name: _____

Operator's and Supervisor's Signature: _____



City of Gulfport Mishap Report

Operator's Statement

Employee Name (Print):		Mishap Date	Mishap Time:
Employer (Check One) ☐ City of Gulfport ☐ Contractor	Vehicle ID:	Vehicle Type:	
Mishap Location:			
In your own words, describe the mishap in detail. If more room is required, please use back of page.			
Employee Signature:		Date:	

CONFINED SPACE ENTRY PERMIT

INSTRUCTIONS (Nobody will enter a confined space until permit is complete.

1) Complete permit before entry begins. 2) Post permit at entrance to confined space until work in the confined space is complete. 3) Send permit to safety coordinator for review within 24 hours of completion of the work in the confined space.

PERMIT #	DURATION OF PERMIT	HRS
----------	--------------------	-----

GENERAL INFORMATION

WEBSITE:

PERMIT BEGINS: Date: _____ Time: _____ AM/PM

PERMIT EXPIRES: Date: _____ Time: _____ AM/PM

LOCATION AND DESCRIPTION OF CONFINED SPACE:

PURPOSE OF ENTRY:

NAMES OF AUTHORIZED INDIVIDUALS (Please print.)

AUTHORIZED ENTRY SUPERVISOR:	WILL HE/SHE SUPERVISE ENTRY? YES NO
------------------------------	--

AUTHORIZED ATTENDANTS	AUTHORIZED ENTRANTS
1)	1)
2)	2)
3)	3)
4)	4)

METHOD OF COMMUNICATION

DESCRIBE:

BARRIERS PLACED? YES.... NO CONTROL METHODS NEEDED? YES.... NO

EQUIPMENT REQUIRED FOR ENTRY	RESPIRATIONS REQUIRED FOR ENTRY
Hard Hats.....YES.... NO	ARE RESPIRATORS REQUIRED? YES.... NO
Coveralls.....YES.... NO	IF YES, WHAT TYPE?
BootsYES.... NO	AIR-PURIFYING: Half-Mask_____ Full-Face_____
Safety Glasses..... YES.... NO	Type of Filters: _____
Safety Goggles.....YES.... NO	AIR-SUPPLIED: _____and/or_____and/or_____
Eye Shields.....YES.... NO	Air Bottles Compressor Egress Bottles
Eye Protection..... YES.... NO	SELF-CONTAINED BREATHING APPARATUS:_____
Encapsulated Suit..... YES.... NO	NOTE: Air-supplied respirators with egress bottle or SCBA respirators are required for atmospheres that are immediately dangerous to Life or Health (IDLH).
Gloves.....YES.... NO	RESCUE EQUIPMENT REQUIRED FOR ENTRY
	SCBA YES.... NO <u>EMERGENCY SERVICES:</u>
	Harness/Lifeline YES.... NO _____ Identify

Safety Lights.....YES.... NO	Wristlets	YES.... NO	Method of Communication
Lockout Devices.....YES.... NO	Tripod/Manlift	YES.... NO	Phone Number
Warning Signs..... YES.... NO	Winch	YES.... NO	
Fire Extinguishers..... YES.... NO	First-Aid Kit	YES.... NO	
Ventilator/Blower..... YES.... NO	Stretcher	YES.... NO	
Non-Spark ToolsYES.... NO			
Rescue EquipmentYES.... NO			
Other:YES.... NO			
Other:YES.... NO			

LOCATION OF NEAREST PHONE _____ OPERATING CONDITION YES NO

ISOLATION REQUIREMENTS (Please circle appropriate method, check yes or no, and initial.)

	YES	NO	COMPLETED BY:
Electrical: DISCONNECT-LOCKOUT-TAGGED-Other: _____	_____	_____	_____
Mechanical Moving Parts: LATCH-CHAIN-CHOCK-BLOCK-Other:_____	_____	_____	_____
Hydraulics: BLANKED-BLEED-DISCONNECT-Other: _____	_____	_____	_____
Pipelines: BLANKED-BLEED-DISCONNECT-Other: _____	_____	_____	_____
Valves: LOCKOUT-DISCONNECT-TAG-Other: _____	_____	_____	_____
Belt Drives: DISCONNECT-TAG-Other: _____	_____	_____	_____
Chain Drives: DISCONNECT-TAG-Other: _____	_____	_____	_____
Shaft Drives: DISCONNECT-LOCKOUT-TAG-Other: _____	_____	_____	_____
Space Purged: INERT GAS-WATER-Other: _____	_____	_____	_____
Other: _____	_____	_____	_____
Other: _____	_____	_____	_____

OXYGEN _____%	FLAMMABLE/COMBUSTIBLES: _____%LEL	OTHER: _____
HYDROGEN SULFIDE: _____%	CARBON MONOXIDE: _____%	OTHER: _____

TESTING AND MONITORING CHECKLIST

MAKE, MODEL, & SERIAL	NUMBER OF TESTING	EQUIPMENT:
EQUIPMENT CALIBRATED:	PERIODIC TESTING:	CONTINUOUS MONITORING:

	TEST 1	TEST 2	TEST 3	TEST 4	TEST 5	TEST 6	TEST 7	TEST 8
Date								
Time	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Oxygen	%	%	%	%	%	%	%	%
LEL	%	%	%	%	%	%	%	%
CO	PPM	PPM	PPM	PPM	PPM	PPM	PPM	PPM
H2S	PPM	PPM	PPM	PPM	PPM	PPM	PPM	PPM
Toxic								

Tested By:								

CONFINED SPACE HAZARDS CHECKLIST (PLEASE CHECK YES OR NO.)			
	YES	NO	IF YES, HOW IS HAZARD CONTROLLED?
Oxygen Deficiency (<19.5%).....	_____	_____	_____
Oxygen Enriched (<22%).....	_____	_____	_____
Toxic Atmosphere	_____	_____	_____
Flammable/Combustible Atmosphere.....	_____	_____	_____
Electrical.....	_____	_____	_____
Mechanical.....	_____	_____	_____
Entrapment.....	_____	_____	_____
Pipelines.....	_____	_____	_____
Bacteria/Infectious.....	_____	_____	_____
Insects/Rodents.....	_____	_____	_____
Temperature.....	_____	_____	_____
Other:.....	_____	_____	_____
Other:.....	_____	_____	_____
IS SPACE POSTED? YES NO			
HOT WORK PERMIT			
IS A HOT WORK PERMIT REQUIRED? YES NO IF YES, IS IT ATTACHED TO PERMIT? YES NO			

SIGNATURE OF ATTENDANTS AND ENTRANTS

The confined space job and its safety aspects have been explained to us, and we have read and understand the above permit. We consider it safe to proceed with the confined space entry work.
(Please sign, date and initial below.)

<u>ATTENDANTS</u>			<u>ENTRANTS</u>		
1)	Date:	Initials:	1)	Date:	Initials:
2)	Date:	Initials:	2)	Date:	Initials:
3)	Date:	Initials:	3)	Date:	Initials:
4)	Date:	Initials:	4)	Date:	Initials:

SIGNATURE OF ENTRY SUPERVISOR

SIGNATURE:		TIME:	AM/PM
------------	--	-------	-------

CANCELLATION OF PERMIT

DATE CANCELLED:	TIME CANCELLED:	CANCELLED BY:
REASON PERMIT WAS CANCELLED:		

***EVALUATION* (Review within 24 hours of completion of the work in the confined space.)**

EVALUATED BY:	DATE:	TIME:	AM/PM
---------------	-------	-------	-------

Witness Statement

EMPLOYEE/WITNESS NAME - PRINT :	
HOME ADDRESS – Include street, city, state & zip code:	PHONE NUMBER:

In your own words, describe the event you witnessed. Please use back if additional space is needed. Please be sure to include WHO, WHAT, WHERE, WHEN and WHY statements in your description of the events/acts witnessed.

Witness Signature: _____

Date: _____



DAILY ASPHALT REPORT

DATE	LOCATION	ACTIVITY	SIZE AND DEPTH

EMPLOYEE NAMES	EQUIPMENT USED

TOTAL MATERIAL USED



DAILY DITCH MAINTENANCE REPORT

DATE	LOCATION	ACTIVITY	LINEAR FEET COMPLETED

EMPLOYEE NAMES	EQUIPMENT USED

TOTAL MATERIAL USED



DAILY GRASS CUTTING REPORT

DATE	LOCATION	ACTIVITY	LINEAR FEET COMPLETED

EMPLOYEE NAMES	EQUIPMENT USED

TOTAL MATERIAL USED



DAILY STREET SWEEPING REPORT

DATE	LOCATION	ACTIVITY	LINEAR FEET COMPLETED

EMPLOYEE NAMES	EQUIPMENT USED

TOTAL MATERIAL USED

CITY OF GULFPORT – EMPLOYEE ACCIDENT OR INJURY REPORT

Employee Information (Please Print Clearly)

Employee Name: _____ Date of Birth: _____ Emp. ID # _____

SSN# _____ Home Phone # _____ Work Phone # _____

Address: _____

Accident/Treatment Information:

Date of Accident: _____ Time of Accident: _____ Time Work Begin: _____

Where did accident occur? _____

Date Employer Notified: _____ Who was notified? _____

Were you injured in the accident? ☐ YES ☐ NO Type of Injury: _____

Specific body part (s) involved: _____

Specific activity involved in at time of injury/illness: _____

Describe in detail how the accident/injury occurred: _____

Who witnessed this accident? _____

Were you using any equipment, materials or chemicals at the time of the accident? ☐ YES ☐ NO

If yes, what equipment, materials or chemicals were you using? _____

What safety equipment was provided, if any? _____

If safety equipment was provided, were you using it? _____

Did you seek medical attention: ☐ YES ☐ NO If yes, did you have any work restrictions? ☐ YES ☐ NO

If yes, please describe: _____

Employee's Signature: _____ Date: _____

NOTE: Please forward within 24 hours of accident to: Human Resources, ATTN: Benefits Coordinator

WATER AND SEWER

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

MONTHLY TOTAL:

FUEL TRACKING REPORT

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

STREET AND DRAINAGE

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

MONTHLY TOTAL:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

TOTAL GALs:

MONTHLY TOTAL:

TOTAL GALs:

TOTAL GALs:

TOTAL GALs:

TOTAL GALs:

FUEL TRACKING REPORT

WATER AND SEWER

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:
MONTHLY TOTAL:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

STREET AND DRAINAGE

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:
MONTHLY TOTAL:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

TANKER

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:
TANKER REFUELED:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WEEK OF:

VEHICLE	DATE	FUEL

TOTAL GALs:

WATER AND SEWER

WEEK OF:

VEHICLE	DATE	TUBES

TOTAL TUBES:

MONTHLY TOTAL:

STREET AND DRAINAGE

WEEK OF:

VEHICLE	DATE	TUBES

TOTAL TUBES:

MONTHLY TOTAL:

GRADE REPORT

WEEK OF:

VEHICLE	DATE	TUBES

TOTAL TUBES:

WEEK OF:

VEHICLE	DATE	TUBES

TOTAL TUBES:

WEEK OF:

VEHICLE	DATE	TUBES

TOTAL TUBES:

WEEK OF:

VEHICLE	DATE	TUBES

TOTAL TUBES:

**LUBRICATION AND MAINTENANCE SCHEDULE
FOR CRANE**

Equipment ID # _____ Maintenance Date _____

Maintenance performed by _____

SERVICE PERFORMED	DAY	WEEKLY	3 MONTHS	6 MONTHS	YEAR	NOTES
Load Hook	X					Inspect hook & latch for deformation, cracks, & corrosion
Cable Drum	X					Make sure cable is wound evenly on drum
Hoist/Boom Cable	X					Check for flattening, kinks & broken strands, see manual
Hydraulic Hoses	X					Visual inspection
Hydraulic Fluid	X					Check fluid level
Mounting Bolts		X				Check torque to 440 ft-lbs (dry) as required
Rotation Ring Gear		X				Lube with Moviletac LL or Lubriplate P/N 15263 IR Equal
Sheave Bearings		X				Sealed bearing, replace if rough or loose
All Other Bolts		X				Check/tighten as required
Rotation Bearing			X			Grease with Mobileplex EP-S or equivalent at Zerk
Rotation Bearing Bolts			X			Check torque to 150 ft-lbs (dry) as required
Rotation Gear Box			X			Check torque to 85 ft-lbs (dry) as required
Rotation Gear Box				X		EP gear lube sae 80-90
Hydraulic Fluid					X	Drain, flush and refill with sun 2105 HYD. Oil, SAW 5W-20
Boom Slide Pads	Pads to be greased when replaced.					

FOR ADDITIONAL INFORMATION SEE

1) OWNER'S MANUAL 2) OSHA SECTION 1910.190 3) ANSI B30.5-1989



Official Purchase Request

UNDER 5K	
OVER 5K	
OVER 50K	

Executive	Fire	Public Works	Police
Legislative	Liesure Services	Engineering	Capital
Judicial	Harbor	Water Operations	Capital
Legal	Community Development	Sewer Operations	Capital
General Admin.	Utility Billing	Traffic	Capital
Urban Development	Economic Development	Streets & Drainage	Other

Date: _____

Requisition #: _____

Requestor / POC: _____

PO #: _____

Department: _____

Account #'s: _____

Suggested Vendor: _____

Vendor #: _____

POC: _____

Phone #: _____

Fax #: _____

Email: _____

STATE BID / BID GROUP: _____

Council Approval: _____

LINE	QTY	UOM	ITEM#	DESCRIPTION	UNIT COST	EXTENDED COST
1						\$ -
2						\$ -
3						\$ -
4						\$ -
5						\$ -
6						\$ -
7						\$ -
8						
9						
FREIGHT / SHIPPING COST						
TOTAL						\$0.00

COMMENTS / JUSTIFICATION

REQUESTOR SIGNATURE

DATE

P1

DOC #

AUTHORIZED SIGNATURE

DATE

[PURCHASING WEBSITE LINK](#)

STI SP001 MONTHLY INSPECTION CHECKLIST

General Inspection Information:

Inspection Date: _____	Retain Until Date: _____
Prior Inspection Date: _____	(36 months from inspection date)
Tanks Inspected (ID #s): _____	Inspector Date: _____

Inspection Guidance:

- For equipment not included in this standard, follow the manufacturer recommended inspection / testing schedules and procedures.
- The periodic AST inspection is intended for monitoring the external AST condition and its containment structure. This visual inspection does not require a certified inspector. It shall be performed by an owner's inspector who is familiar with the site and can identify changes and developing problems.
- Upon discovery of water in the primary tank, secondary containment area, interstice, or spill container, remove properly or take other corrective action. Before discharge to the environment, inspect the liquid for regulated products or other containments and disposed of it properly.
- (*) designates an item in a non-conformance status. This indicates that action is required to address a problem.
- Non-conforming items important to tank or containment integrity require evaluation by an engineer experienced in AST design, a certified inspector, or a tank manufacturer who will determine the corrective action. Note the non-conformance and corresponding corrective action in the comment section.
- Retain the completed checklists for 36 months.
- In the event of severe weather (snow, ice wind storms) or maintenance (such as painting) that could affect the operation of critical components (normal and emergent vents, valves), and inspection of these components is required immediately following the event.

Item	Status	Comments
1.0 Tank Containment		
1.1 Water in primary tank, secondary containment, interstice, or spill container?	☐ Yes* ☐ No	
1.2 Debris or fire hazard in containment?	☐ Yes* ☐ No	
1.3 Drain valves operable and in a closed position?	☐ Yes ☐ No*	
1.4 Containment egress pathways clear and gates / doors operable?	☐ Yes ☐ No*	

[illegible]

Signature:

Signature _____



DEPARTMENT OF PUBLIC WORKS

4050 Hewes Avenue
Gulfport, MS 39507
Phone: 228-868-5740
Fax: 228-214-2238

Detour/Lane Closure Form

Closure Begin Date: _____

Closure End Date: _____

Closure Begin Time: _____

Closure End Time: _____

Road or lane to be closed:

☐ Proper signage

☐ Overnight/after hours

☐ Temporary closure (8 hours or less)

☐ Weekend closure (Friday-Sunday)

Reason for detour/closure:

Method(s) of closing:

☐ Snow fencing

☐ Warning Signs or Detour Signs

☐ Plastic drums

☐ Portable Barriers/Barricades

☐ Flashing Identification Beacons

☐ Reflective cones

☐ Merge trailer

Attach drawing of area to be detoured/closed.

Supervisor Date ____/____/____

Safety Inspector ☐ Approved ☐ Disapproved Date ____/____/____

Traffic Supervisor ☐ Approved ☐ Disapproved Date ____/____/____

Reason: _____

VEHICLE ACCIDENT REPORT FORM

VEHICLE ID #		DATE OF THIS REPORT	
VIN #		DATE OF ACCIDENT	
LICENSE PLATE #	MAKE	COLOR	
YEAR	MODEL		

DRIVER/OPERATOR'S INFORMATION

LAST NAME	FIRST NAME	INITIAL	DEPARTMENT/OCCUPATION
LICENSE #	STATE OF LICENSE	CLASS/TYPE	DATE OF BIRTH
ADDRESS	CITY	STATE	ZIP

VEHICLE DAMAGE INFORMATION

DESCRIBE DAMAGE TO VEHICLE/PROPERTY			
ADDRESS OF ACCIDENT	BLOCK #	STREET OR ROAD NAME	ROUTE # OR STREET CODE
INTERSECTING ST OR RR X'ING #	BLOCK #	STREET OR ROAD NAME	ROUTE # OR STREET CODE

IF NOT AT INTERSECTION, FILL IN THE FOLLOWING: ☐ FEET ☐ MILES ☐ NORTH ☐ SOUTH ☐ EAST ☐ WEST OF	WHAT INTERSECTION?
---	--------------------

POLICE INVESTIGATION? ☐ YES ☐ NO

POLICE REPORT ATTACHED? ☐ YES ☐ NO

CITIZEN'S VEHICLE & INFORMATION

LICENSE PLATE #	MAKE	COLOR	
YEAR	MODEL	VIN #	
LAST NAME	FIRST NAME	INITIAL	PHONE #
LICENSE #	STATE OF LICENSE	CLASS/TYPE	DATE OF BIRTH
ADDRESS	CITY	STATE	ZIP
DAMAGE TO CITIZEN'S VEHICLE/PROPERTY			

NARRATIVE OPINION OF WHAT HAPPENED (ATTACH ADDITIONAL SHEETS IF NECESSARY)

[illegible]

☐ DIVIDED

DATE _____

DATE _____

DATE _____

WITNESS STATEMENT			
EMPLOYEE/WITNESS NAME (PRINT)			PHONE #
ADDRESS	CITY	STATE	ZIP

PLEASE DESCRIBE WHO, WHAT, WHEN WHERE & WHY IT HAPPENED

WITNESS SIGNATURE _____ DATE _____

EMPLOYEE(S) & INFORMATION			
EMPLOYEE NAME (PRINT)	EMPLOYER (CHECK ONE) ☐ CITY OF GULFPORT ☐ UTILITY PARTNERS, LLC	DATE	/ /
		TIME	: AM PM
MISHAP LOCATION			

DESCRIBE WHAT HAPPENED IN DETAIL

EMPLOYEE SIGNATURE _____ DATE _____

OTHER EMPLOYEE(S) & INFORMATION			
EMPLOYEE NAME (PRINT)	EMPLOYER (CHECK ONE) ☐ CITY OF GULFPORT ☐ UTILITY PARTNERS, LLC	DATE	/ /
		TIME	: AM PM
MISHAP LOCATION			

DESCRIBE WHAT HAPPENED IN DETAIL

EMPLOYEE SIGNATURE	DATE
--------------------	------

VEHICLE / EQUIPMENT TRACKING AND MILEAGE REPORT

[illegible]

MILEAGE SUB TOTAL:

*OVER THE ROAD VEHICLES THAT COULD BE CLASSIFIED AS DOT DUE TO UNIT'S WEIGHT SOLELY AND/OR UNIT'S WEIGHT COMBINED WITH OTHER EQUIPMENT'S WEIGHT (IE TRAILER).

**GROSS VEHICLE WEIGHT RATING (GVWR).

SUMMARY:

VEHICLES TRACKED:

TOTAL MONTHLY MILEAGE:

AVERAGE MILEAGE PER VEHICLE:

WASTEWATER BYPASS REPORT
TO THE MISSISSIPPI OFFICE OF POLLUTION CONTROL

- I. PERMITTEE NAME: _____
- II. PERMIT _____
- III. Bypass Source (i.e. manhole, pump station, etc.): _____
- IV. Physical Address of Source Location (i.e. street, avenue, etc.): _____
- V. Date & Time Bypass Began (estimate if necessary): _____
- VI. Date & Time Bypass Ended (estimate if necessary): _____
- VII. Volume of Wastewater Bypassed (estimate if necessary): _____
- VIII. State Waters Effected (i.e. river, stream, bayou, lake, etc.): _____
- IX. Cause of _____
- X. Temporary Corrective Actions Taken: _____

- XI. Cleanup Measures _____

- XII. Permanent Corrective Actions Taken: _____

- XIII. Number of Bypasses at this Location in the past 12 months: _____
- XIV. If Bypass Caused due to Inflow of Rainfall, How Many Inches of Rain Fell in the Area? _____

*Optional:	N:	W:	PRINT NAME:	_____
MAIL TO	OFFICE OF POLLUTION		SIGNATURE:	_____
or FAX:	CONTROL		TITLE:	_____
	1141 BAYVIEW AVE., SUITE		ADDRESS:	4050 Hewes Avenue
	BILOXI, MS 39530			Gulfport, MS 39507
	PHONE NUMBER: (228)432-		PHONE NUMBER:	228-868-5740
	FAX NUMBER: (228) 432-5553		DATE:	_____



Storm Drainage System Maintenance Plan January 2021



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- I. Executive Summary**
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- IV. Inspection**
- V. Maintenance Schedules**

Prepared by: Robert K. Riemann, P.E.
Date:

I. Executive Summary

Based on topography, the City of Gulfport can be divided into seven major drainage basins. With the relatively flat terrain, the drainage systems are extensive. Improvements, repairs, and maintenance of the storm drainage collection and conveyance systems is critical due to the potential impacts of life safety threats and property damage.

To aid decision-makers in the funding of drainage systems, we recommend a priority matrix based on the potential impacts and the quantity of flow. This will provide the Engineering and Public Works Departments some guidance, and help to insure that the available resources are being used in a cost effective manner.

The Storm drain systems also need to be inspected, particularly before and after major storm events. We have provided some recommendations for performing the inspections and recording field data

The priority system can also be used to schedule maintenance efforts. Appropriately scheduling the maintenance efforts should help work to progress in the proper order.

II. Existing Conditions

The City of Gulfport topography describes seven major drainage basins:

1 Bernard Bayou - West Drainage Basin:

This basin consists of ± 10,637 acres of land North of I-10 which drains an area with its upper reaches west of County Farm Road and north of Highway 53.

2 Flat Branch Drainage Basin:

The Flat Branch Drainage Basin consists of ± 8,684 acres of land North of I-10 which drains an area from the intersection of Highway 53 at Canal Road to a point west of the intersection of I-10 and Highway 49. The City of Gulfport and Harrison County have improved the Flat Branch Channel in the past several years.

3 Fritz Creek Drainage Basin:

The Fritz Creek Drainage Basin consists of ± 4,666 acres of land North of I-10 which drains an area extending from north of North Swan Road to a point east of the intersection of I-10 and Lorraine Road.

4 Bernard Bayou - East Drainage Basin:

This basin consists of ± 24,650 acres of land with outfall points both north and south of I-10. The basin drains an area which extends north of Dedeaux Road, south of the Industrial Seaway including Seaway Island, Bayou View and also extends south of Bernard Bayou including residential areas near its discharge into the Back Bay of Biloxi.

5 Turkey Creek Drainage Basin:

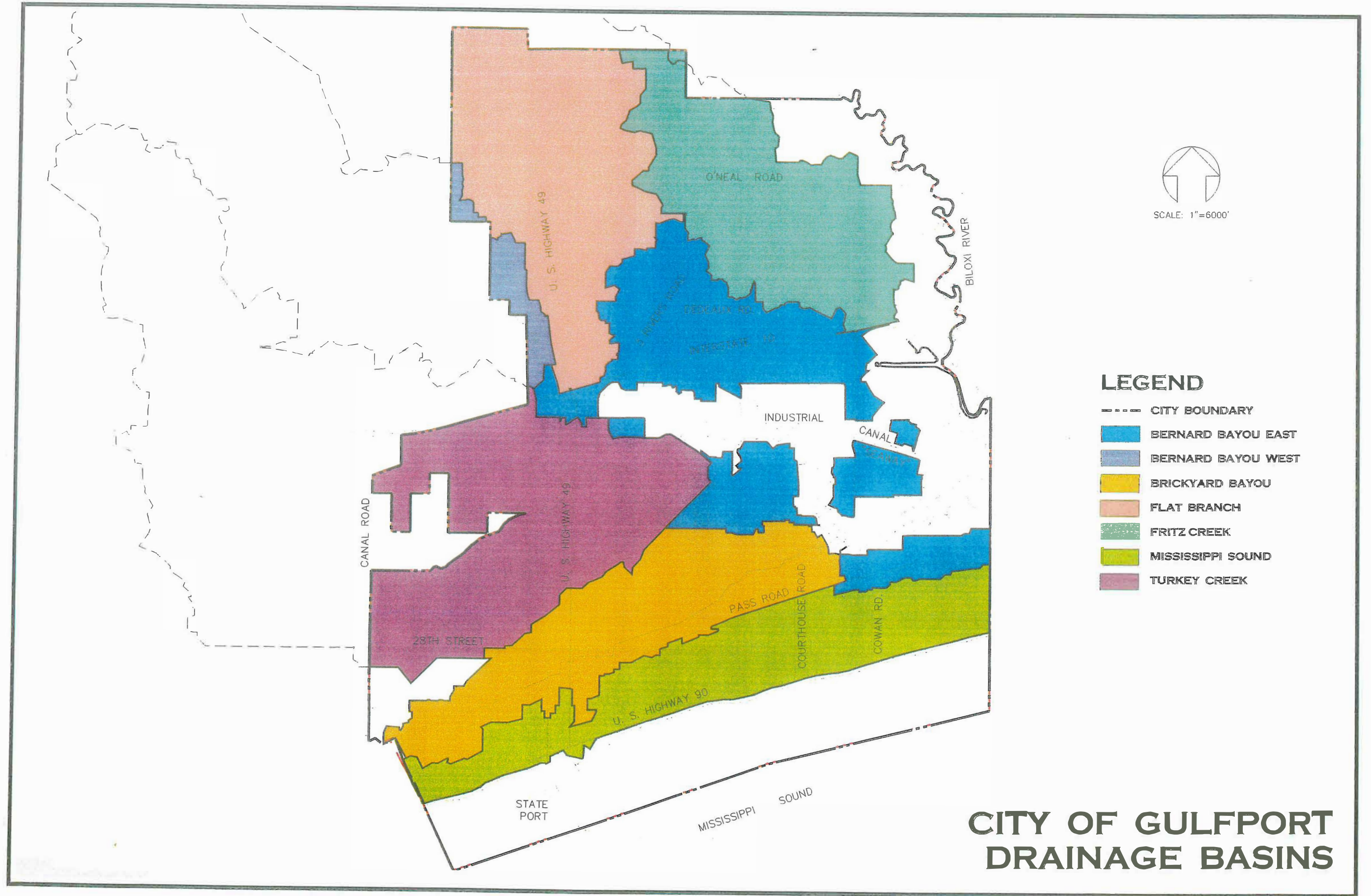
This basin consists of ± 17,705 acres of land North of I-10 which drains an area from northwest of the intersection of County Farm and Robinson Roads to its discharge point into Bernard Bayou which is southeast of the I-10/Highway 49 interchange.

6 Brickyard Bayou Drainage Basin:

The Brickyard Bayou Drainage Basin consists of ± 4,079 acres of land in the southwestern portion of Gulfport which drains an area extending from Rich Avenue eastward to past Mill Road where it discharges into Bernard Bayou.

7 Mississippi Sound Drainage Basin:

This basin consists of ± 4,020 acres of land along the beach. This basin has 104 subbasins which drain under Highway 90 directly to the Mississippi Sound.



III. Prioritization of Improvements, Repairs, and Maintenance

To better define a priority for funding improvements, repairs, and maintenance of the storm drainage system, the storm drainage systems need to have a defined level of priorities based first on potential negative impacts and secondly on the quantity of the flow. For example, storm drainage systems that have potential negative life-safety impacts should be maintained, repaired, and/or improved before storm drainage systems that create a potential threat for property damage or nuisance flooding.

A. Storm Drainage Impacts

Although prioritization of damages is subjective and should be discussed by the Mayor and Council, we recommend the following priority levels:

Potential Impacts

- 1 Life-Safety Threats:
 - * Flooding conditions which threaten disabled citizens
 - * Flooding conditions which might deny access to or flood critical facilities (hospitals, fire stations, wastewater treatment plants, potable water wells, etc.)
- 2 Building and Property Damage
 - * Flooding of institutions, businesses, and houses
 - * Flooding which damages public works which are not life safety threats (i.e., sidewalks, minor roads, playgrounds)
- 3 Nuisance Flooding
 - * Flooding of undeveloped property and yards

B. Quantity Prioritization

After determining a systems' potential impacts, the quantity of water collected and conveyed by a storm drainage system should be prioritized. We recommend the following:

<u>Priority</u>	<u>Description</u>
A	Greater than 200 cubic feet per second (cfs)
B	Greater than 100 cfs but less than 200 cfs
C	Less than 100 cfs

In general, the priority "C" drainage systems will be localized, neighborhood drainage systems which are generally 48" diameter culverts or less (See Table 1). Priority "B" drainage systems are the intermediate drainage conveyance systems and are generally larger than 48" diameter culverts and include small box culverts and larger diameter (greater than 48") culverts. Priority "A" drainage conveyance systems are the main systems and include large box culverts (6' X 6' and larger), bridges, and large channels.

C. Combining the Priorities

When the two priority systems are combined, a reasonably simple system emerges. A "1-A" priority designates an improvement, repair, or needed maintenance of a potentially life-safety impact with large volumes of water (i.e. if not repaired, a defective storm drain might allow flooding of an assisted living facility with large quantities of storm drain water). Whereas, a "3-C" priority means a potential impact of nuisance type effects with relatively small quantities of water (i.e., undeveloped property may be flooded). This system should help the City decision makers fund improvements, repairs, and maintenance that will be most beneficial to the citizens of Gulfport.

Prioritization Matrix

Water Quantity Prioritization				
Potential Impacts		"A"	"B"	"C"
	#1 Life-Safety Threats	1-A	1-B	1-C
	#2 Property Damage	2-A	2-B	2-C
	#3 Nuisance Impacts	3-A	3-C	3-C

In this matrix, a priority of 1-A is the highest and a 3-C is the lowest. A priority 1-A, B, or C should take precedence over any priority 2, and so on.

IV. Inspections

Because of the dynamic effects of storm drain systems, routine and special inspections are critical. Routine inspections of "A" and "B" drainage systems should be performed prior to hurricane season, probably in the months of May and June. Special inspections should be performed in the following instances:

- A. Prior to receiving information that a major storm is potentially threatening the City,
- B. Subsequent to a major storm event to insure the major drainage systems are clear and ready for another rainfall event,
- C. Subsequent to receipt of a complaint about a specific storm drain system.

The attached inspection report is a suggested form and should be tailored to improve the information considered essential by the Public Works and Engineering Departments

V. Maintenance Schedules

Maintenance of storm drain systems should also follow the priority matrix. As an example, a "B" priority storm drain system based on quantity should be maintained on a higher priority than a "C" priority storm drain system, and likewise all "A" priority storm drain systems should receive the highest priority.

Some major drainage systems require improvements before the City can schedule these systems for routine maintenance. In these cases, we recommend that maintenance efforts be focused towards removal of debris.

In general, we feel the City should inspect and perform routine maintenance on the drainage systems based on the following schedule.

<u>Priority</u>	<u>Frequency of Inspection and Routine Maintenance</u>
A.	Annually
B.	Every 3 years
C.	Every 6 years

This type of schedule would insure that every drainage system in the City would receive inspection and necessary maintenance every seven years.



Department of Public Works
Streets and Drainage Division
Daily Inspection Report
Routine Maintenance

Inspector: _____
Location: _____
Foreman: _____
Leader Man: _____
Contractor: _____

Weather Conditions Satisfactory?
☐ Yes ☐ No
If no , please describe: _____

Date: _____
Day:

S	M	T	W	T	F	S
☐	☐	☐	☐	☐	☐	☐

Results	Pass ☐	Exempt ☐	Did Not Pass ☐
Weather	Bright Sun ☐	Clear ☐	Overcast ☐
Temp	0-32 ☐	33-50 ☐	51-69 ☐
Wind	Still ☐	Moderate ☐	High ☐
Humidity	Dry ☐	Moderate ☐	High ☐
Report No.			

Type of work Completed	☒ <u>Ditch Cleaning</u>		

No.	Work Force Onsite	No.	LOCATION / ADDRESS
	Owner(s)/Manager(s)		
	Superintendent(s)		
	Supervisor(s)		
	Operator(s)		COMMENTS / WORK PERFORMED
	Truck Driver(s)		
No.	Equipment Onsite		
	Backhoe(s) (Rubber Tire)		
	Trackhoe(s)/Excavator(s)	No.	Equipment Onsite
	Ditch Spinner.		Air Compressor(s)
	Mini Trackhoe (s)		Well Point(s)
	Dump Truck(s)		By-Pass Pump(s)
	Pick-Up Truck(s)		Mud Pump(s)
	Tool Equipment Trailer(s)		Tractor/Trailer
	Front End Loader(s)		Water Truck(s)
	Attachments: Rock Break,		Other

Check Production Benchmarks

1. Production Benchmarks Used:

CLEANED 1,000' OF DITCH
2. Did work meet contract production requirements?

☐ Yes ☐ No
3. If No, Explain:

Check Quality Benchmarks

1. Take pictures of site and attach to next page
2. Describe construction activities

CLEANED 1,000' OF DITCH
3. Did work meet contract quality requirements?

☐ Yes ☐ No
4. If no, explain:

CONTRACTOR Supervisor _____ Date _____ City of Gulfport Representative _____ Date _____

CONTRACTOR- Supervisor Statement of Corrective Action

Comments:

Corrective Action:

Date Completed:

Re-inspection Results: ☐ Pass ☐ Did Not Pass

CONTRACTOR- Administrator Comments:

Director of Public Works Comments:

Attach pictures of jobsite

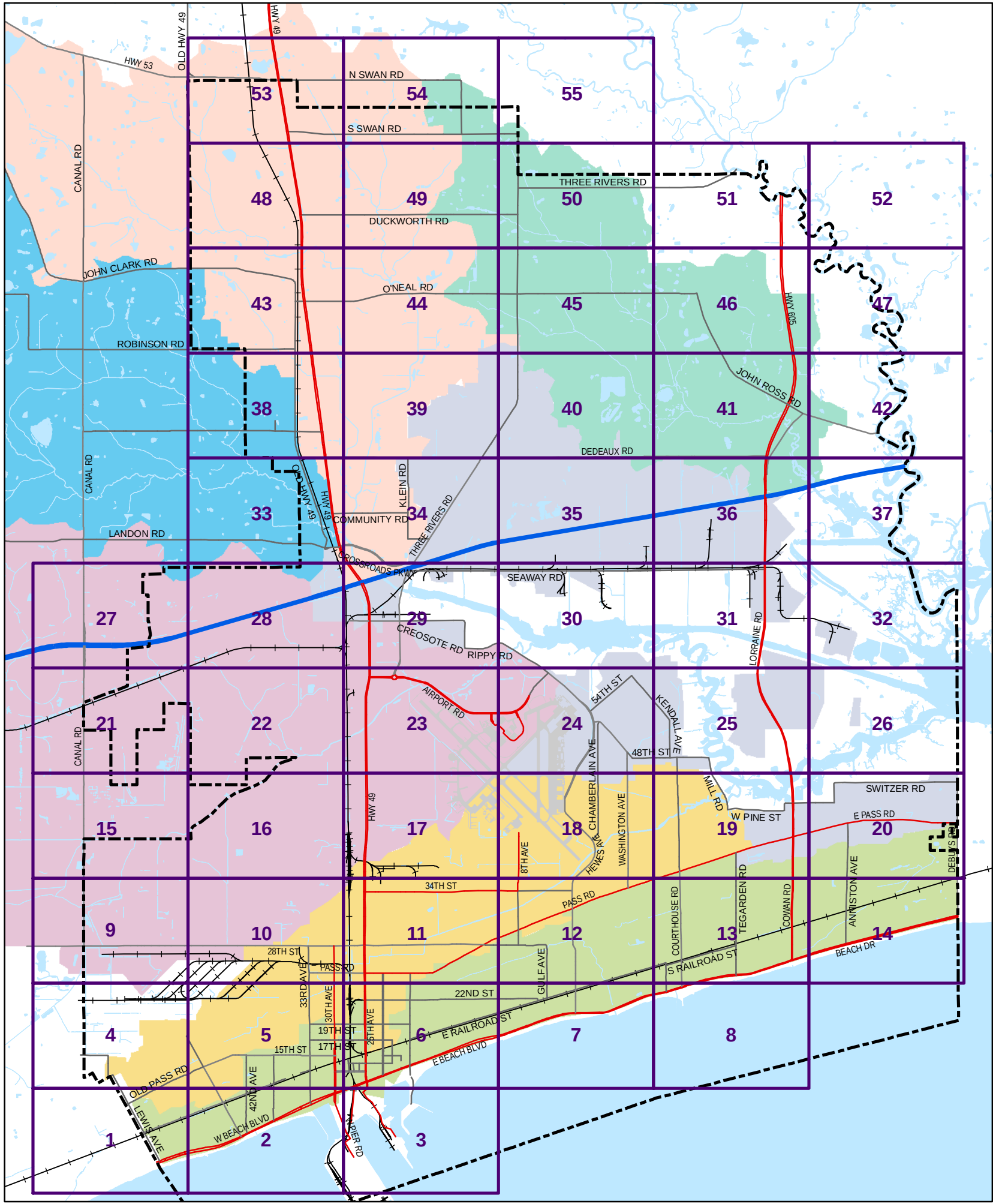
Hydraulic Capacity of Concrete Culverts

Pipe Diameter (inches)	Area (ft ²)	Hydraulic Radius (feet)	Q @ 0.1% (cfs)	Q @ 0.2% (cfs)	Q @ 0.3% (cfs)	Q @ 0.4% (cfs)	Q @ 0.5% (cfs)	Q @ 0.6% (cfs)	Q @ 0.7% (cfs)	Q @ 0.8% (cfs)	Q @ 0.9% (cfs)	Q @ 1.0% (cfs)
15	1.23	0.31	2.04	2.89	3.54	4.09	4.57	5.00	5.40	5.78	6.13	6.46
18	1.77	0.38	3.32	4.70	5.75	6.64	7.43	8.14	8.79	9.40	9.97	10.50
21	2.41	0.44	5.01	7.09	8.68	10.02	11.20	12.27	13.26	14.17	15.03	15.85
24	3.14	0.50	7.15	10.12	12.39	14.31	16.00	17.52	18.93	20.23	21.46	22.62
27	3.98	0.56	9.79	13.85	16.96	19.59	21.90	23.99	25.91	27.70	29.38	30.97
30	4.91	0.63	12.97	18.34	22.47	25.94	29.00	31.77	34.32	36.69	38.91	41.02
33	5.94	0.69	16.72	23.65	28.97	33.45	37.40	40.97	44.25	47.30	50.17	52.89
36	7.07	0.75	21.09	29.83	36.53	42.18	47.16	51.66	55.80	59.66	63.28	66.70
42	9.62	0.88	31.82	44.99	55.11	63.63	71.14	77.93	84.18	89.99	95.45	100.61
48	12.57	1.00	45.42	64.24	78.68	90.85	101.57	111.27	120.18	128.48	136.27	143.64
54	15.90	1.13	62.19	87.94	107.71	124.37	139.05	152.32	164.53	175.89	186.56	196.65
60	19.63	1.25	82.36	116.47	142.65	164.72	184.16	201.74	217.90	232.95	247.08	260.44
66	23.76	1.38	106.19	150.18	183.93	212.38	237.45	260.12	280.96	300.36	318.58	335.81
72	28.27	1.50	133.93	189.40	231.97	267.85	299.47	328.05	354.33	378.80	401.78	423.51
4x4	16.00	1.00	57.84	81.79	100.17	115.67	129.32	141.67	153.02	163.58	173.51	182.89
6x4	24.00	1.20	97.97	138.54	169.68	195.93	219.06	239.97	259.19	277.09	293.90	309.79
8x4	32.00	1.33	140.13	198.17	242.70	280.25	313.33	343.24	370.74	396.34	420.38	443.12
10x4	40.00	1.43	183.40	259.37	317.66	366.80	410.10	449.24	485.24	518.74	550.21	579.97
12x4	48.00	1.50	227.36	321.53	393.80	454.72	508.39	556.91	601.53	643.07	682.07	718.97
6x6	36.00	1.50	170.52	241.15	295.35	341.04	381.29	417.68	451.15	482.30	511.56	539.23
8x6	48.00	1.71	248.53	351.47	430.46	497.05	555.72	608.76	657.54	702.94	745.58	785.91
10x6	60.00	1.88	329.78	466.38	571.20	659.56	737.42	807.80	872.52	932.77	989.35	1042.86
12x6	72.00	2.00	413.14	584.26	715.58	826.28	923.80	1011.98	1093.06	1168.53	1239.41	1306.46
8x8	64.00	2.00	367.23	519.35	636.07	734.47	821.16	899.53	971.61	1038.69	1101.70	1161.29
10x8	80.00	2.22	492.44	696.42	852.94	984.89	1101.14	1206.24	1302.89	1392.84	1477.33	1557.25
12x8	96.00	2.40	622.04	879.70	1077.41	1244.09	1390.93	1523.69	1645.77	1759.41	1866.13	1967.07
10x10	100.00	2.50	665.84	941.64	1153.27	1331.68	1488.86	1630.96	1761.64	1883.28	1997.52	2105.57
12x10	120.00	2.73	846.73	1197.45	1466.57	1693.45	1893.33	2074.04	2240.22	2394.90	2540.18	2677.58
12x12	144.00	3.00	1082.73	1531.21	1875.34	2165.45	2421.05	2652.13	2864.63	3062.41	3248.18	3423.88

Based on Manning's Equation with $n=0.013$, and full flow
($n=0.013$ is representative of a concrete culvert)

Water Quantity Priority is as follows: "A" > 200 cfs; 200 cfs > "B" > 100 cfs; "C" < 100 cfs

Table 1



Outfalls Drainage Plan 2002

GPS Inlet

GPS Drainage JuctBox

GPS Manhole Drain

GPS Culvert Point

GPS Outfall

Ditch A

Ditch B

Ditch

Culvert

Page Grid

Retention Pond

Easements

City Limit

Water Features

Drainage Basins

Bernard Bayou Basin

Bernard Bayou East Basin

Brickyard Bayou Basin

Flat Branch Basin

Fritz Creek Basin

Mississippi Sound Basin

Turkey Creek Basin

CONTACT:
Division of GIS, City of Gulfport
(228) 868-2179, GIS@gulfport-ms.gov



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43	44	45
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1	2	3



1 inch = 500 feet



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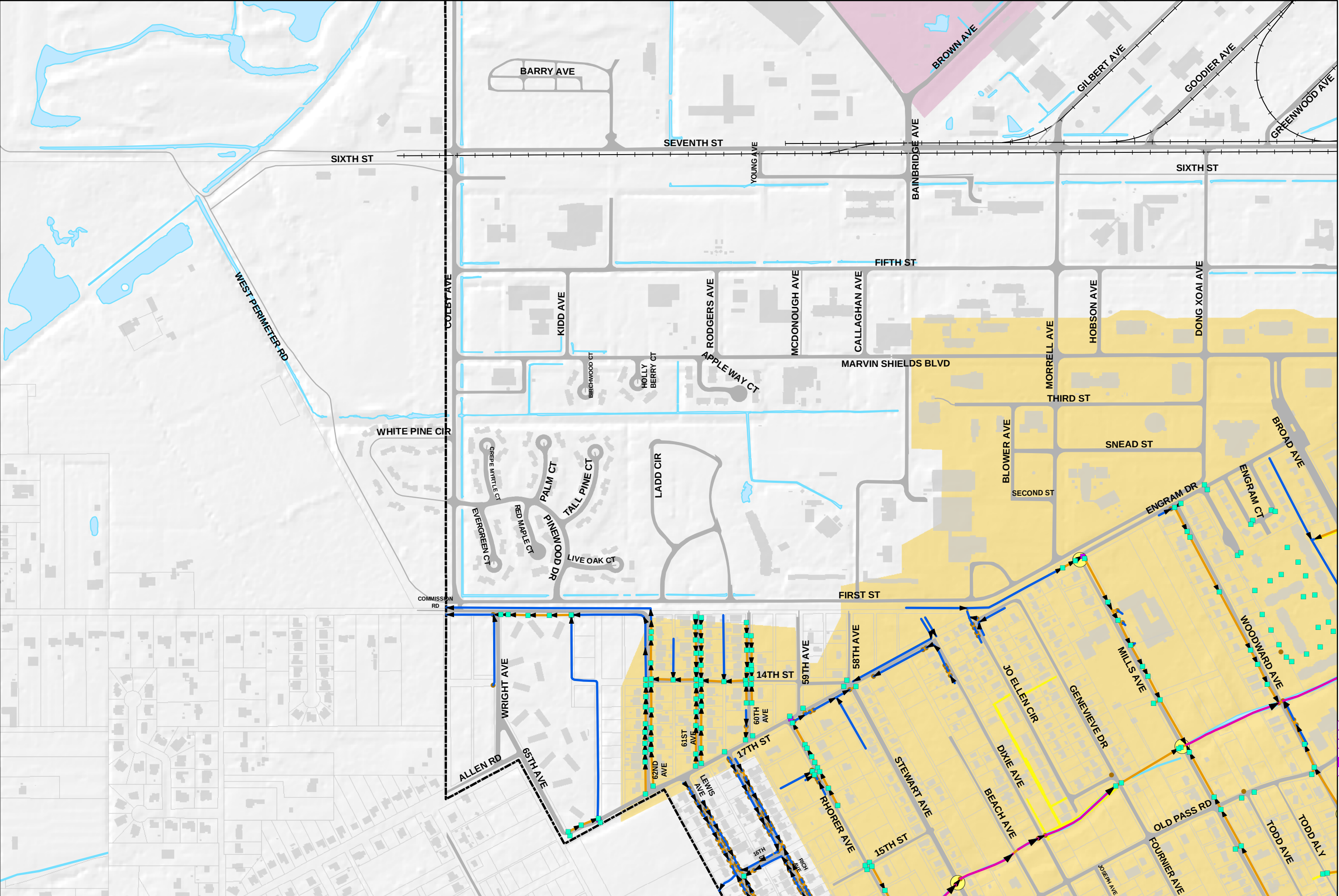
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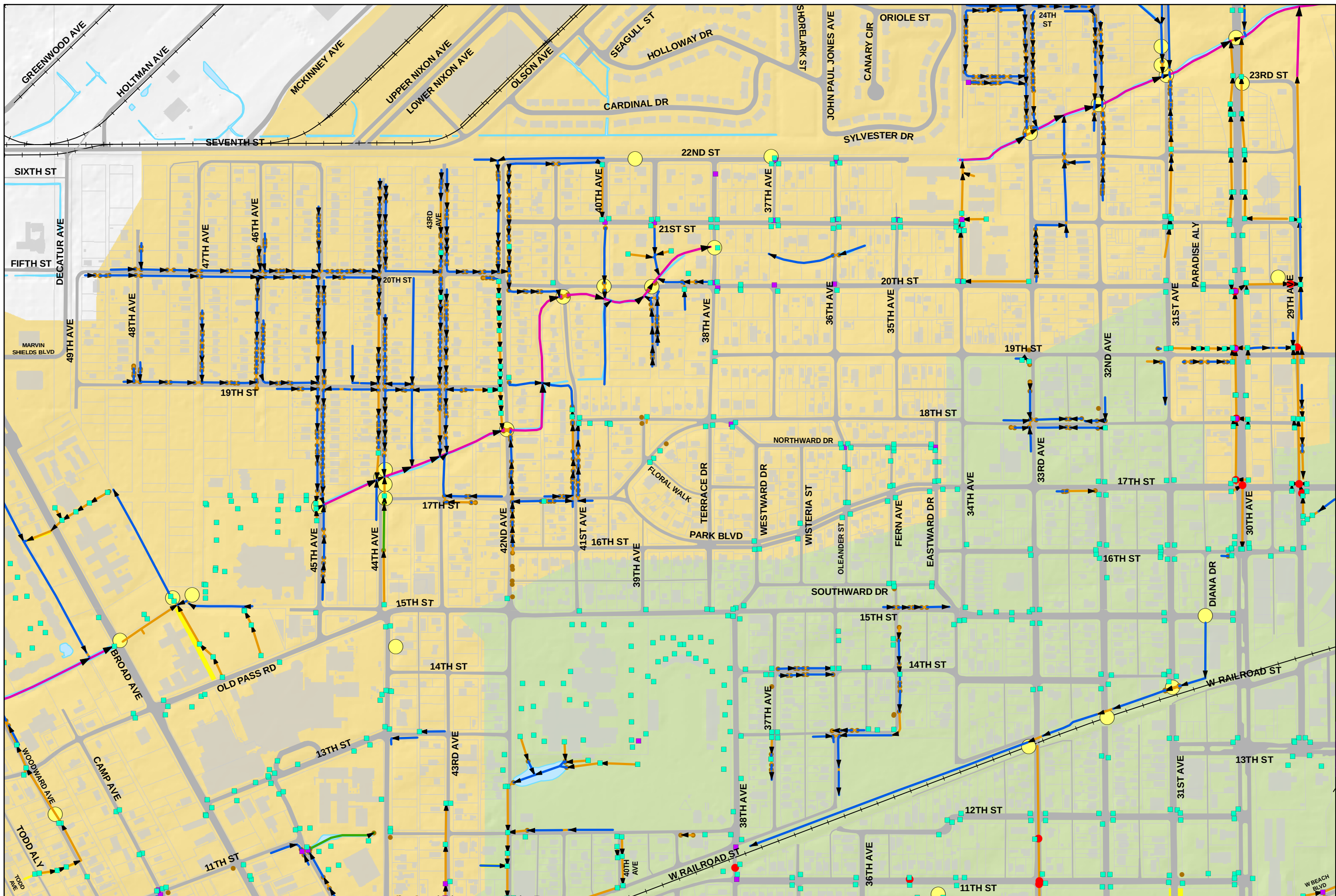


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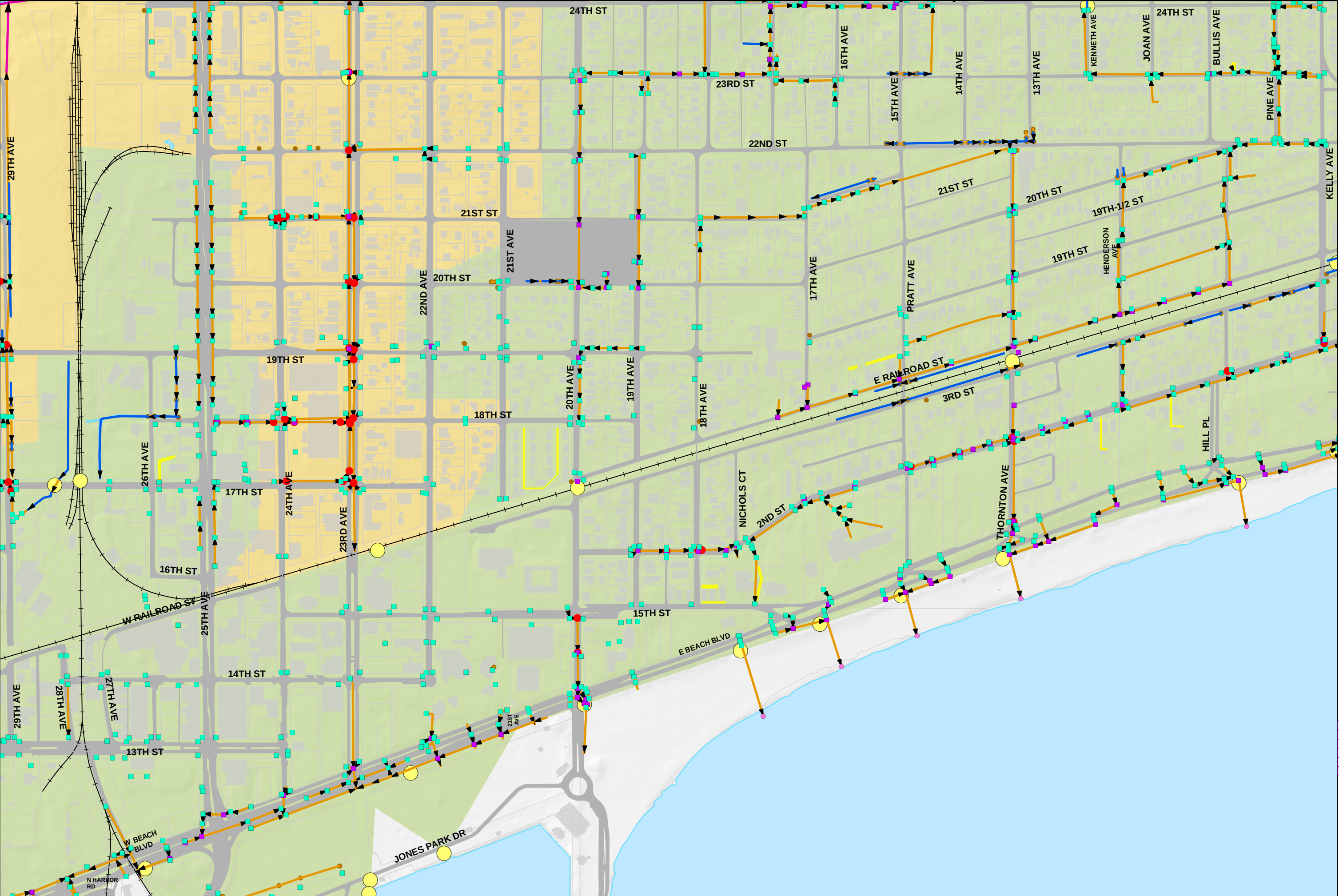




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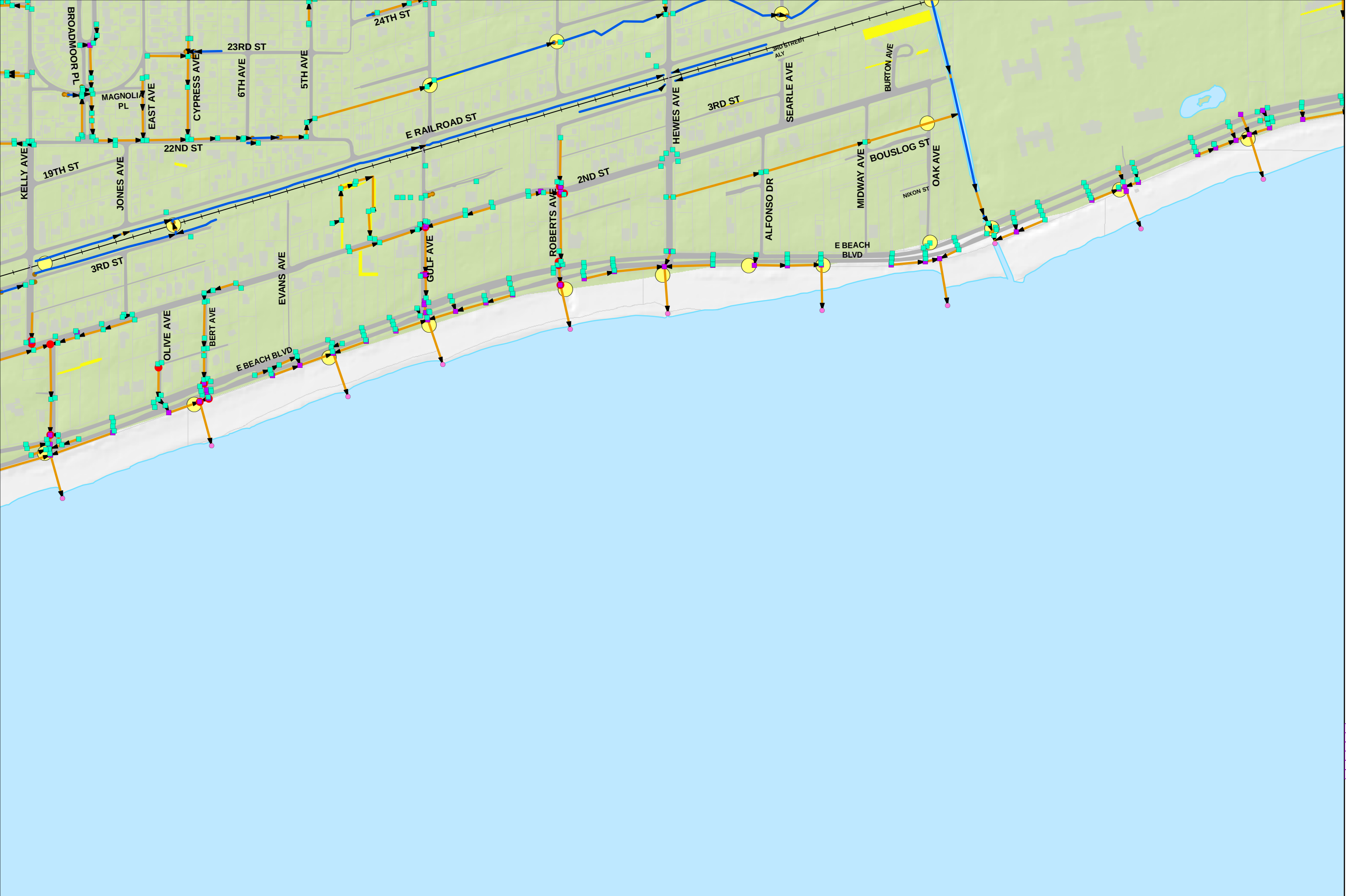
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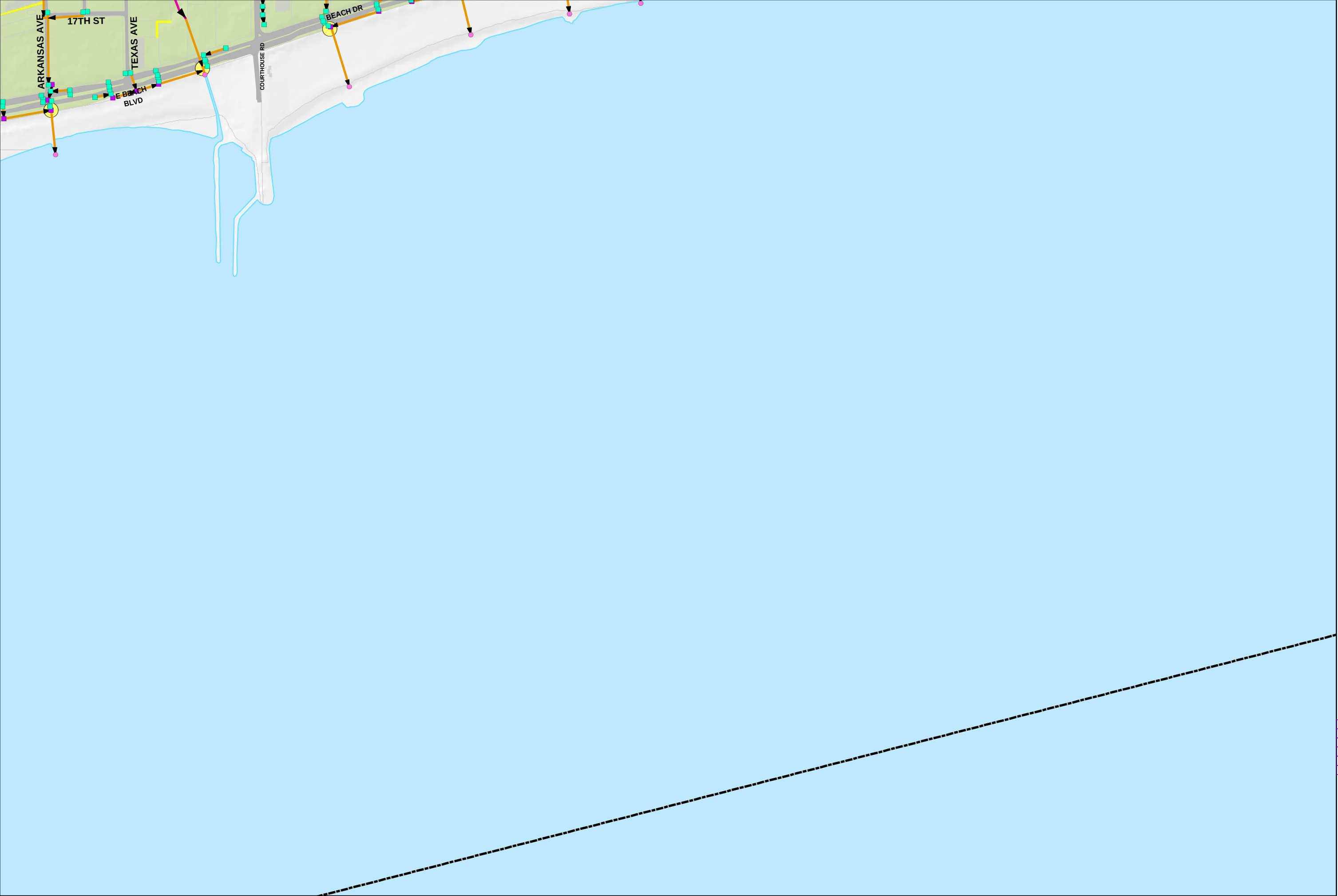


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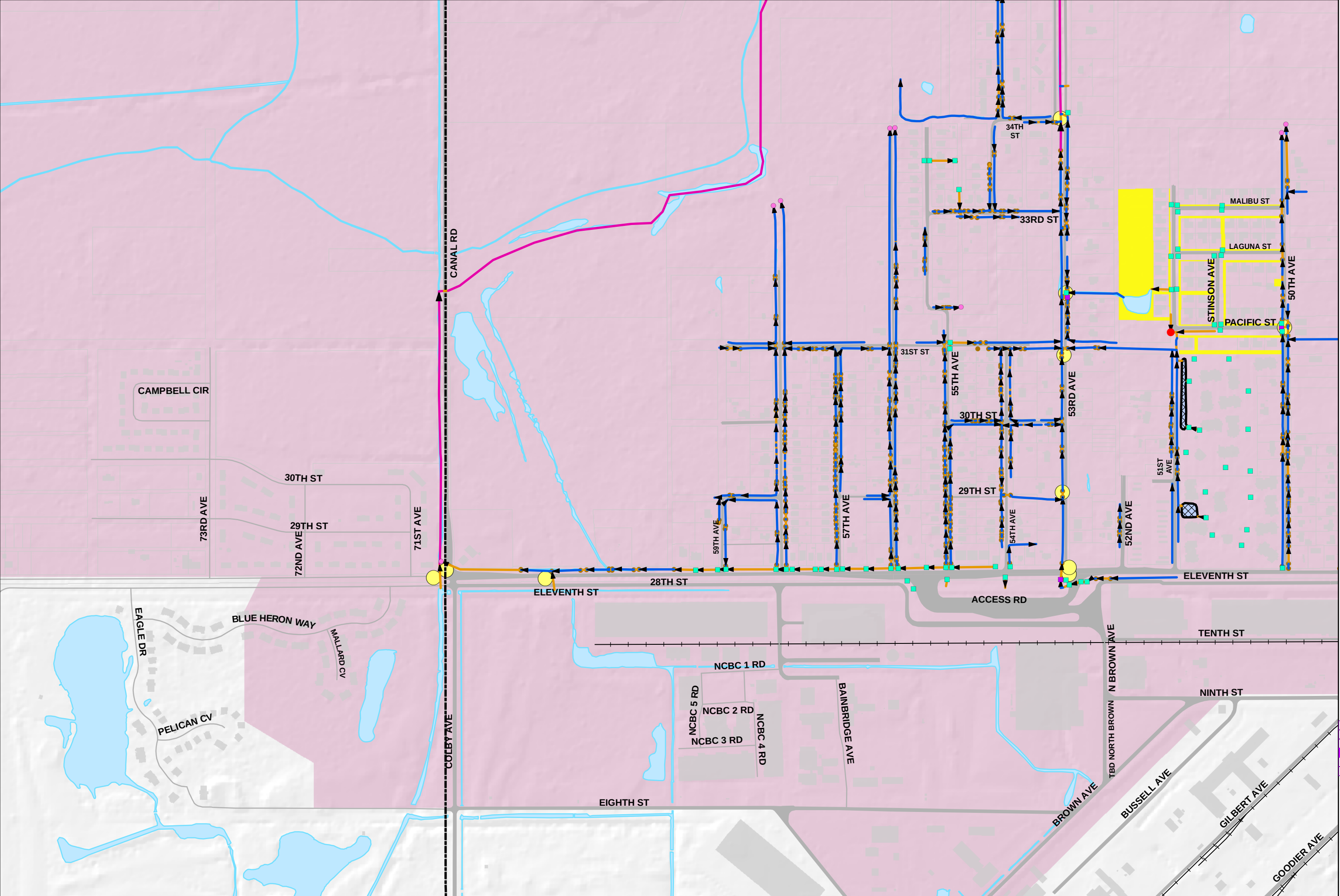




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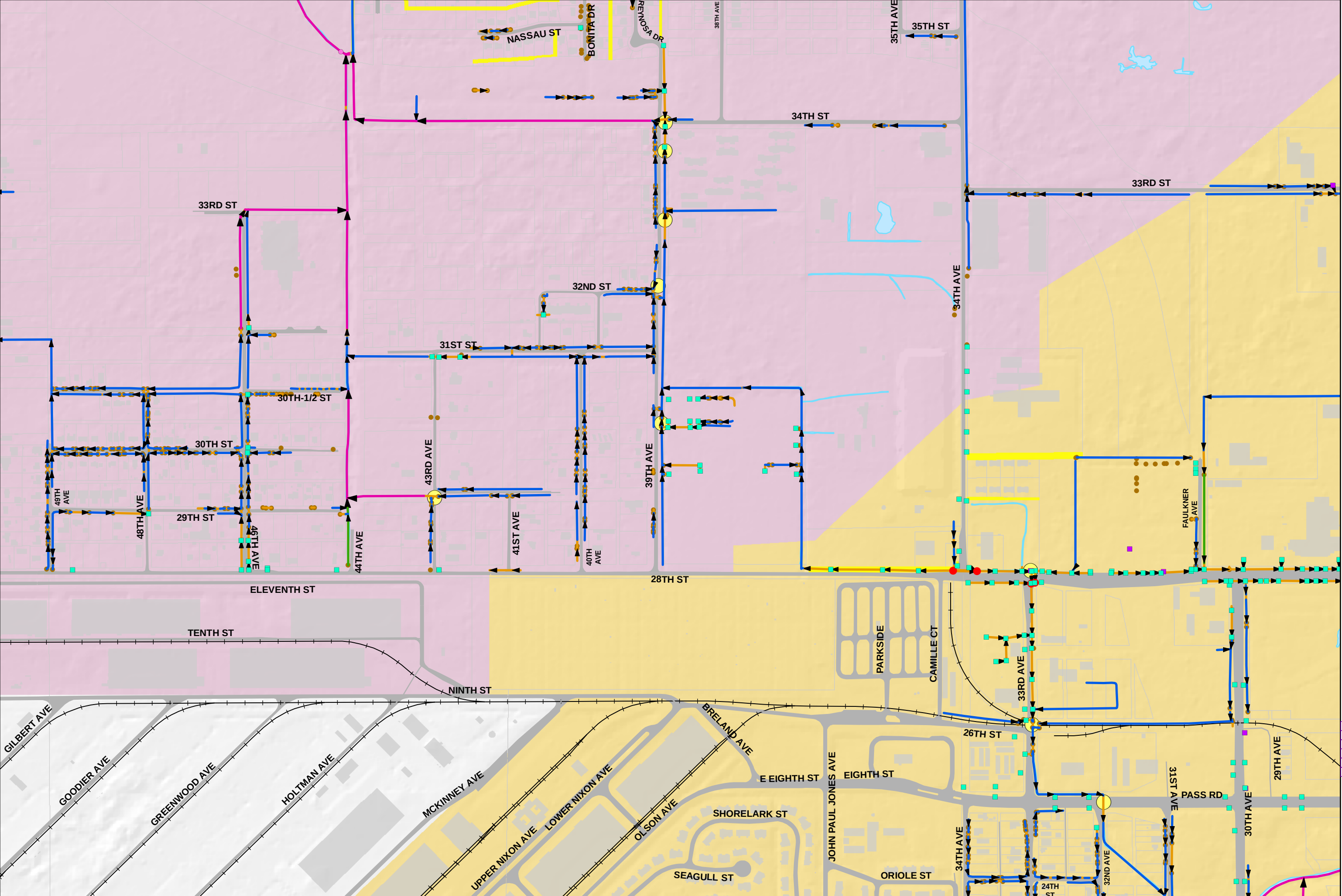
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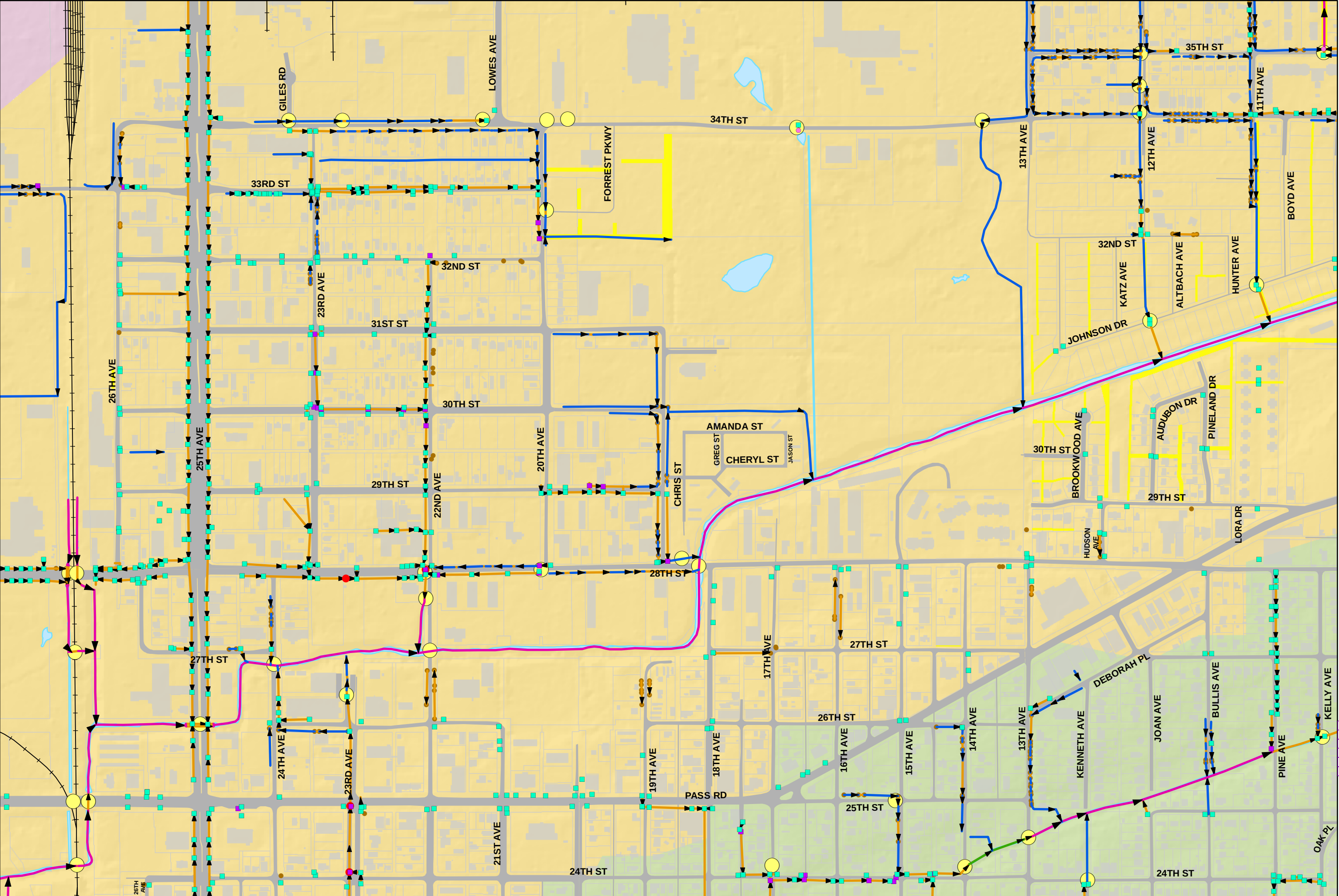


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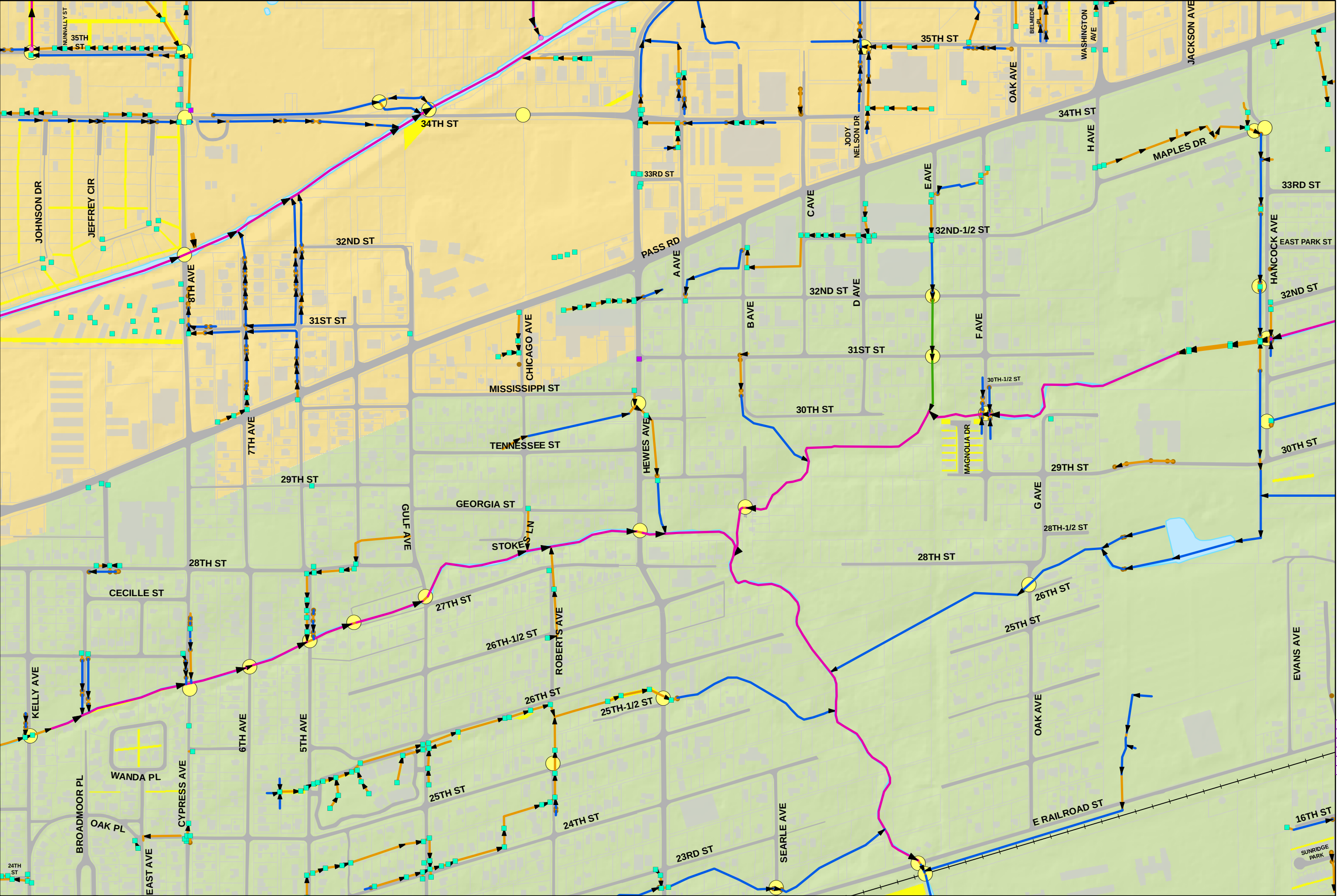




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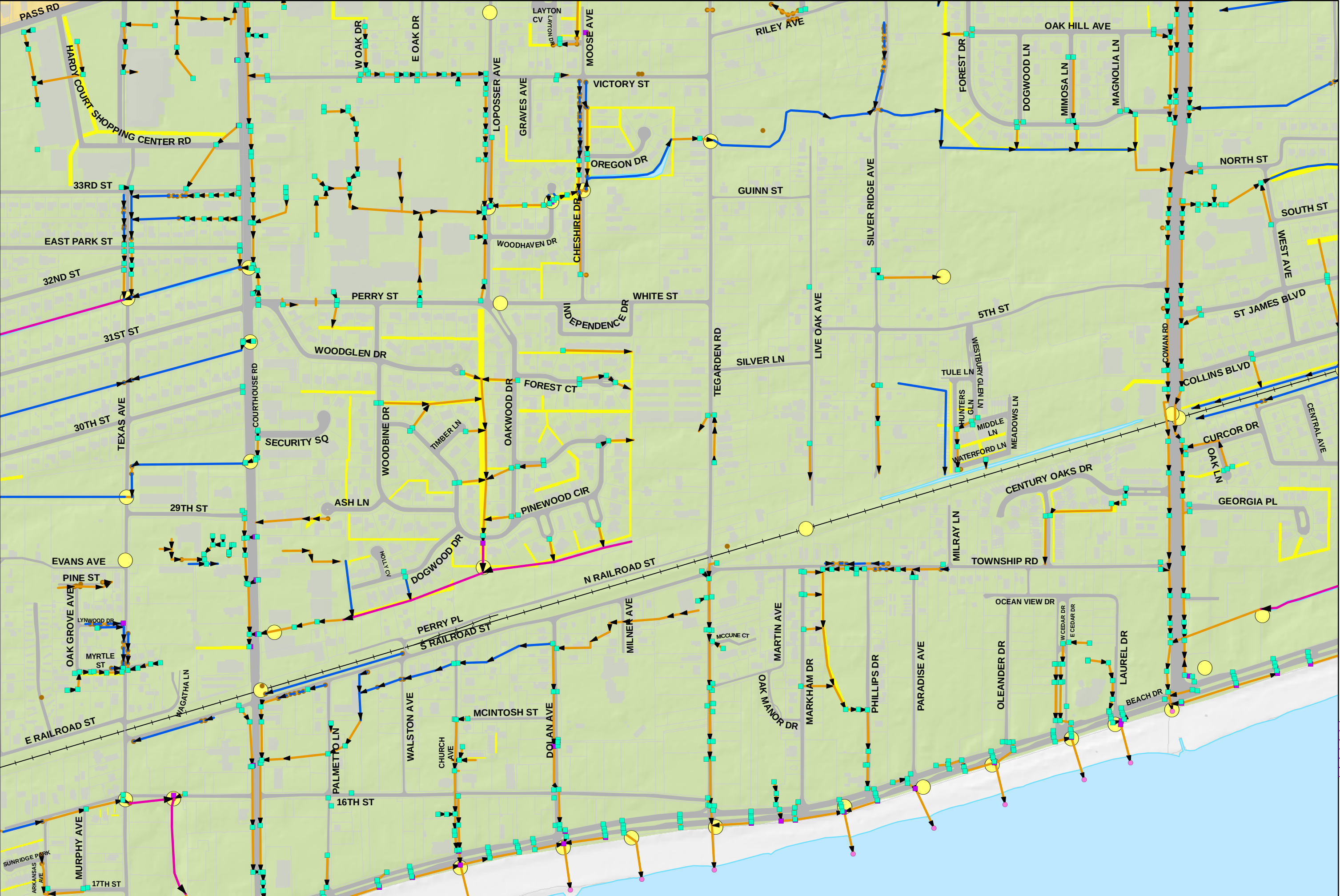
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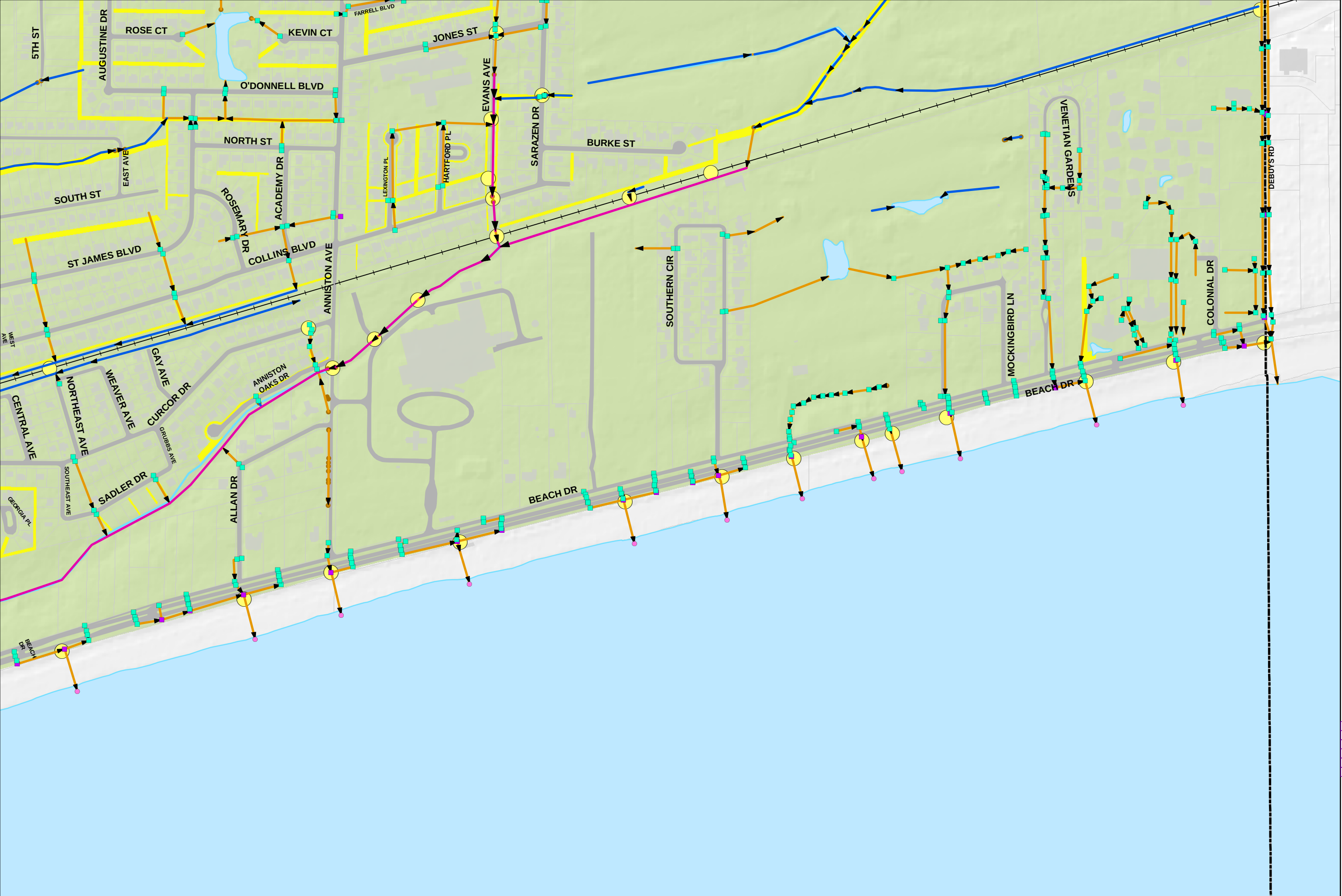
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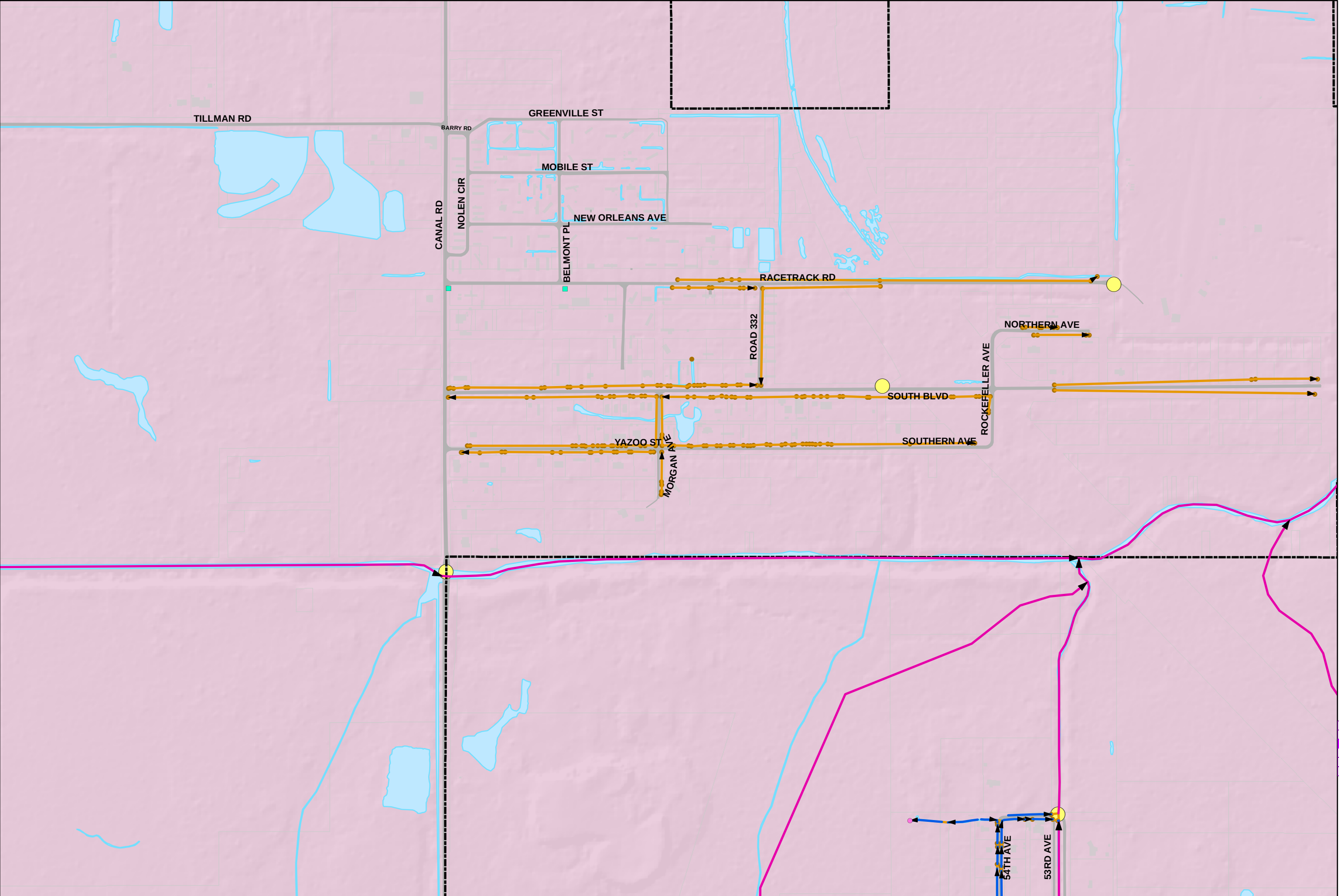
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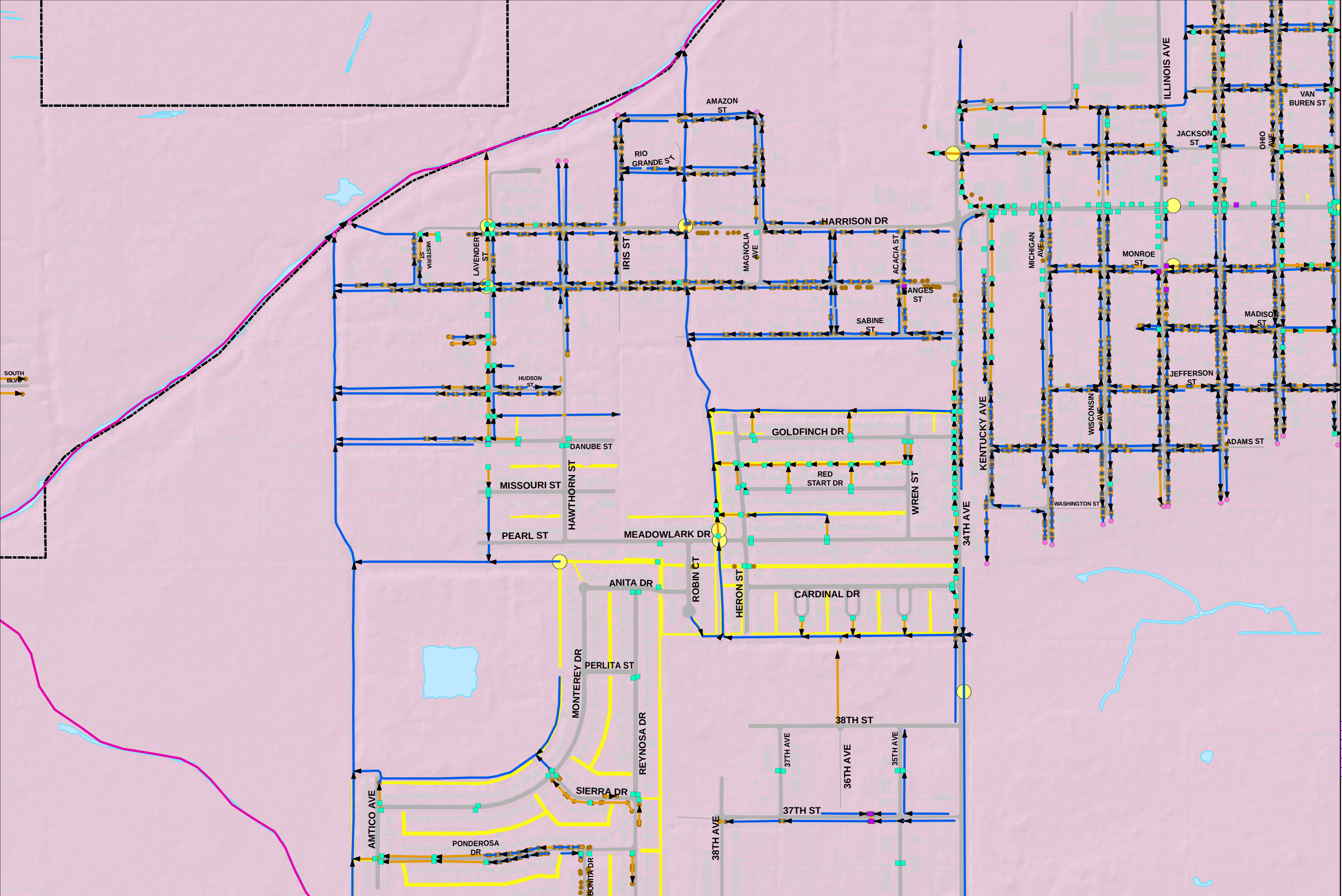


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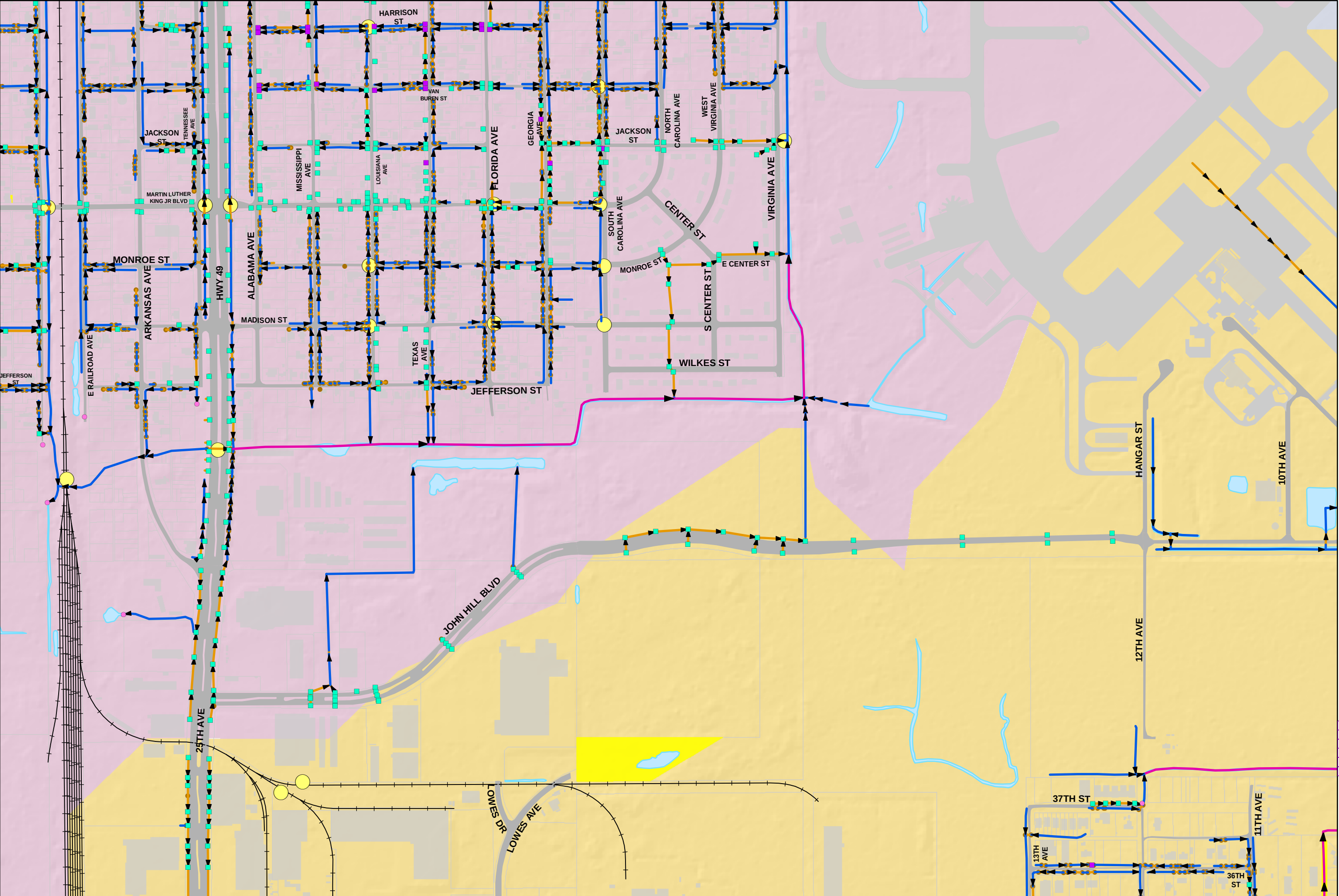


1 inch = 500 feet

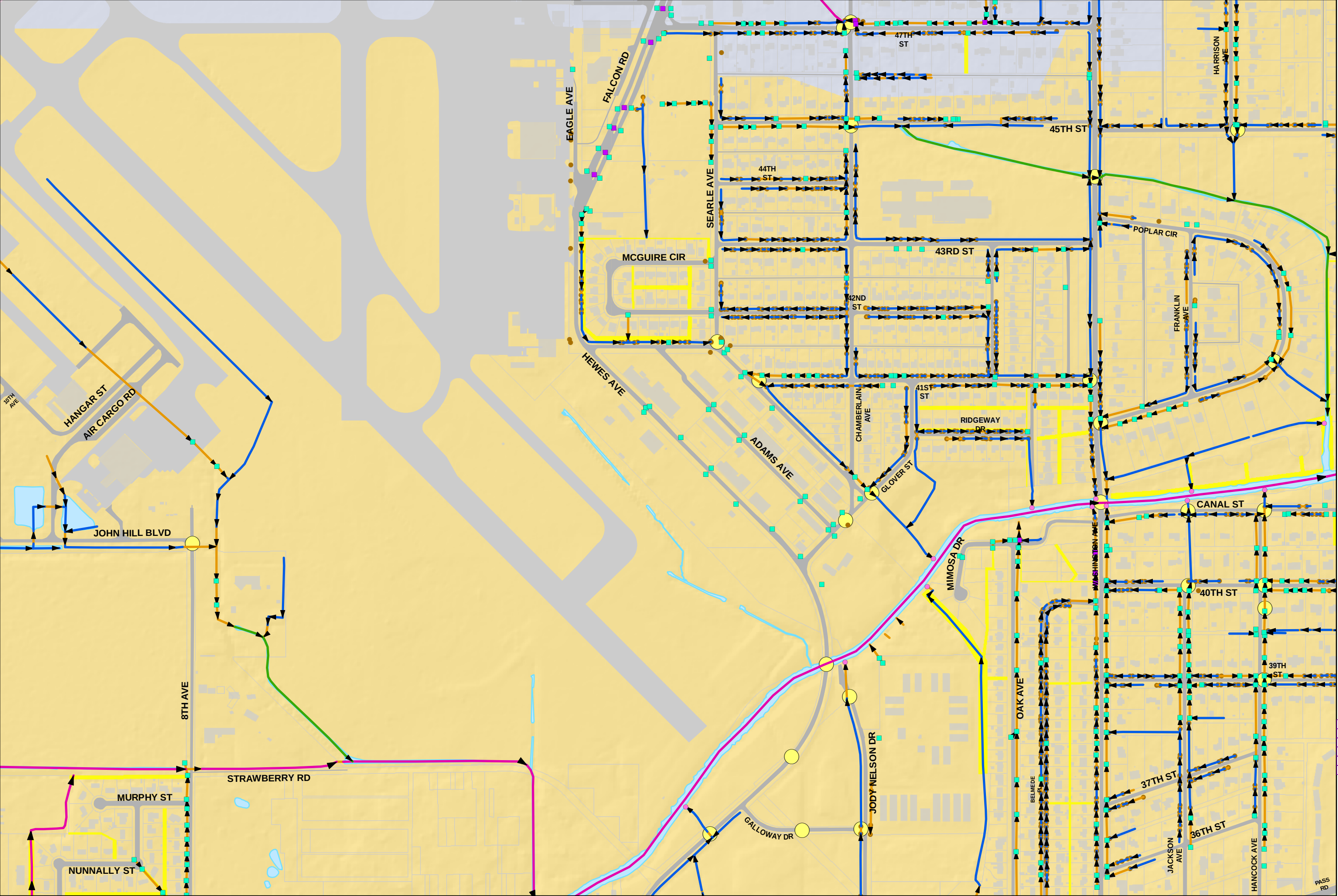




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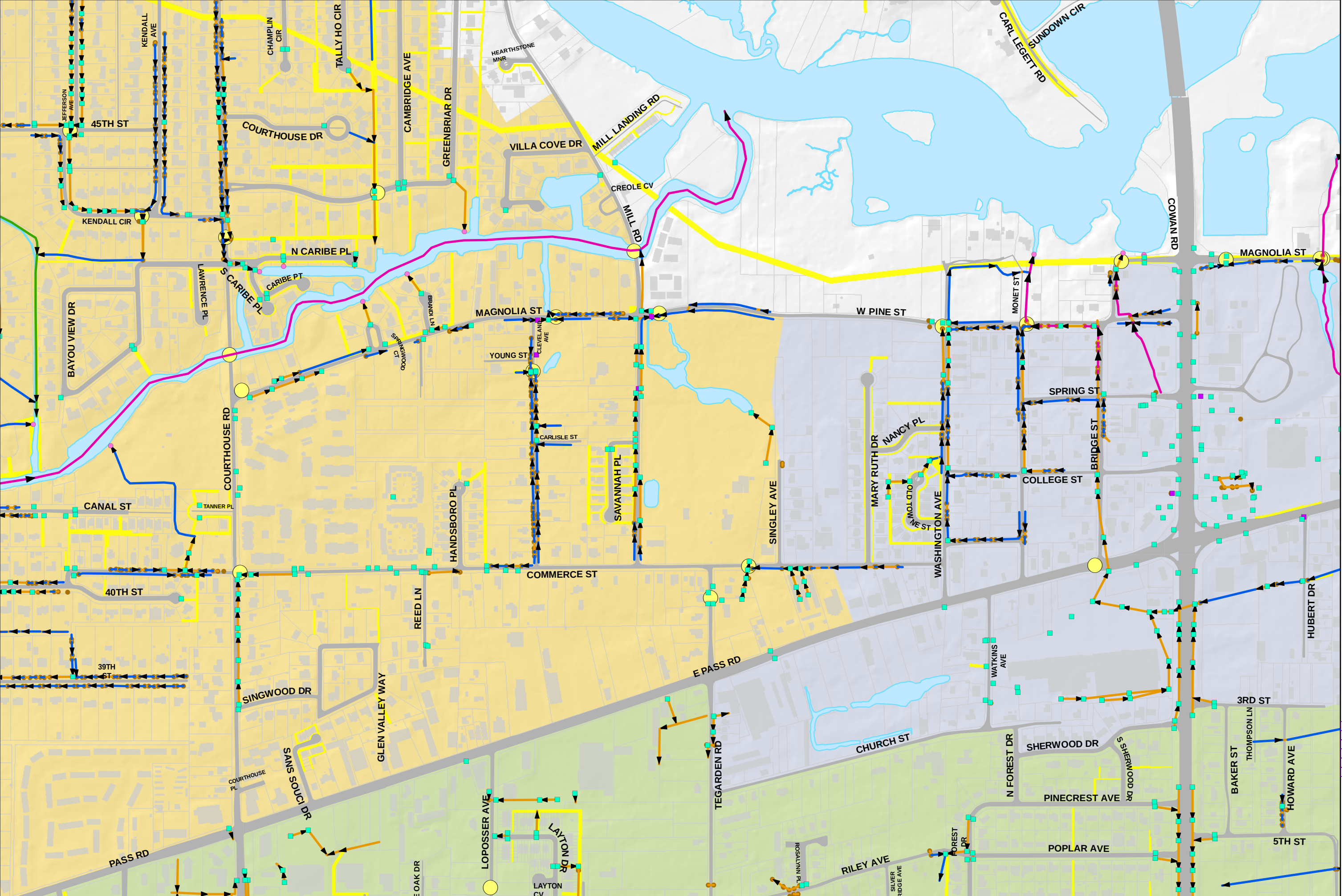
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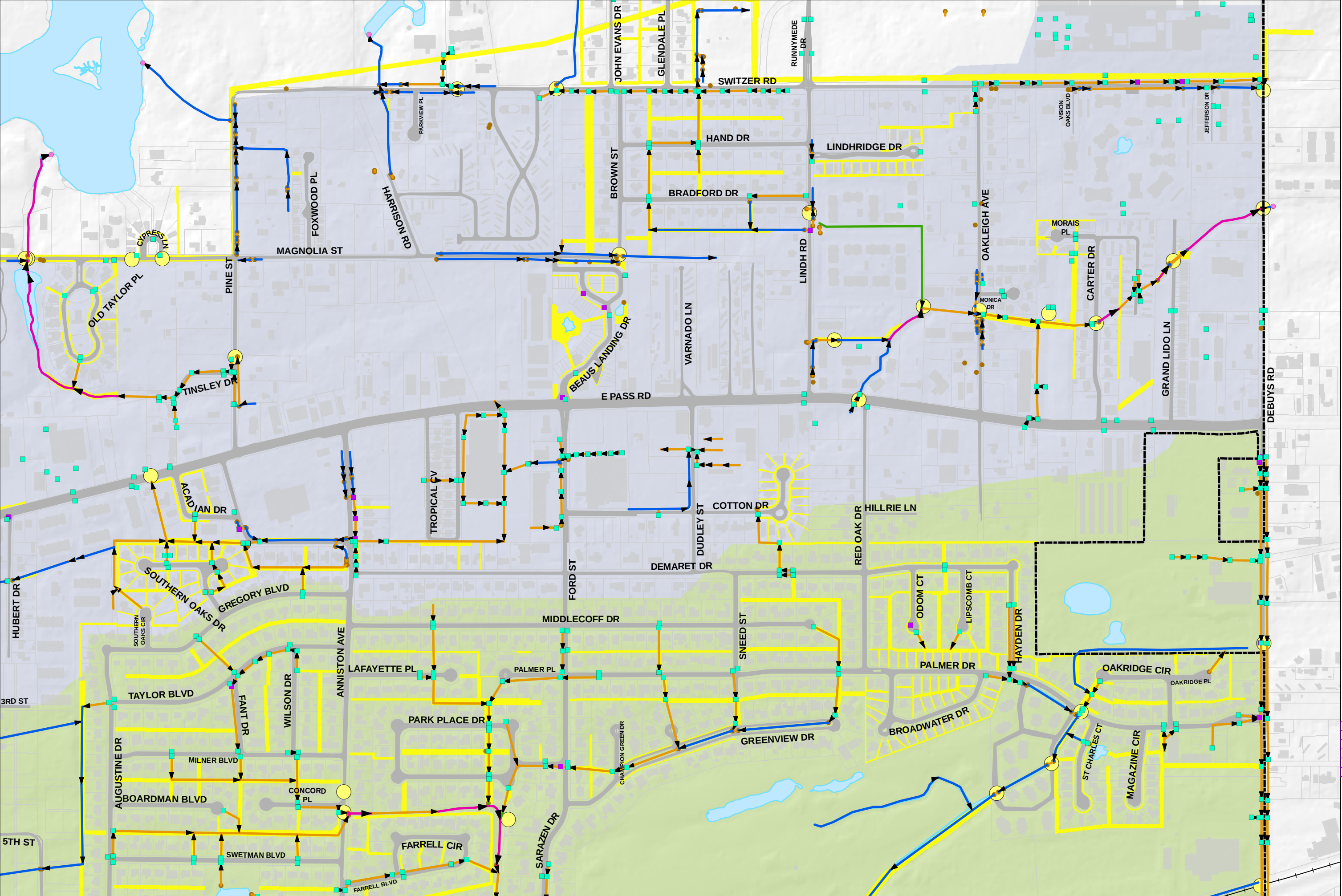
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1	2	3		



1 inch = 500 feet



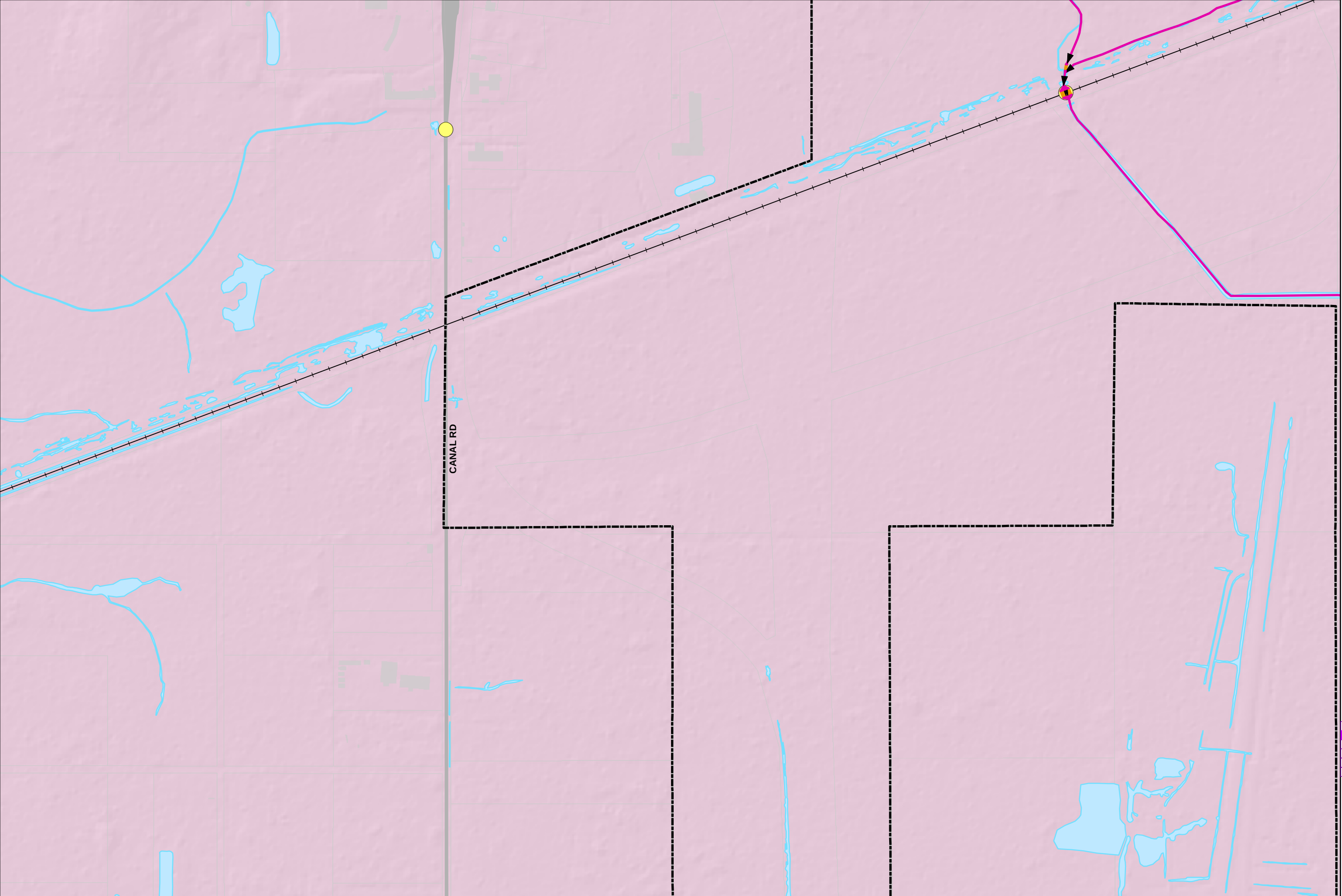
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3	4	5



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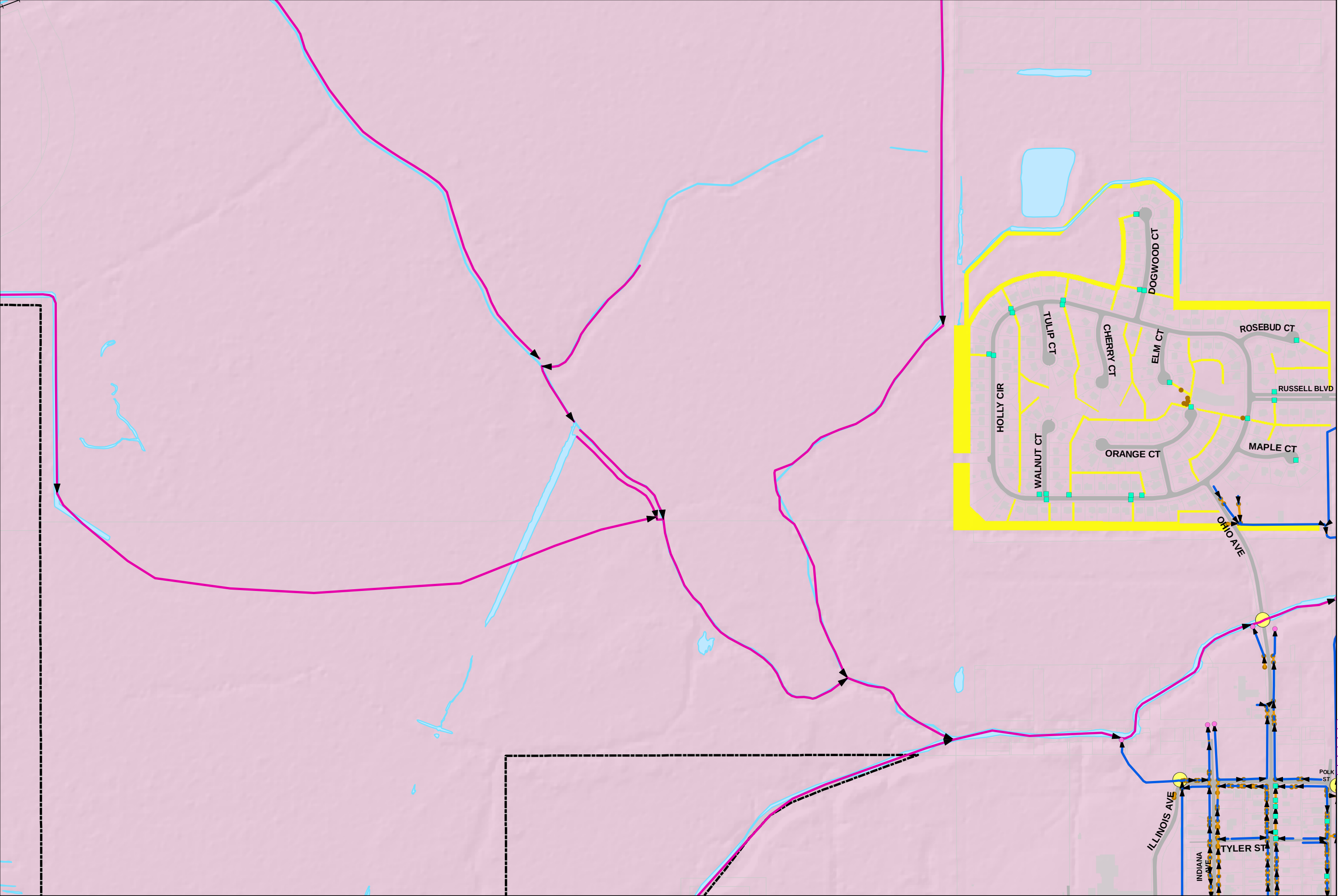
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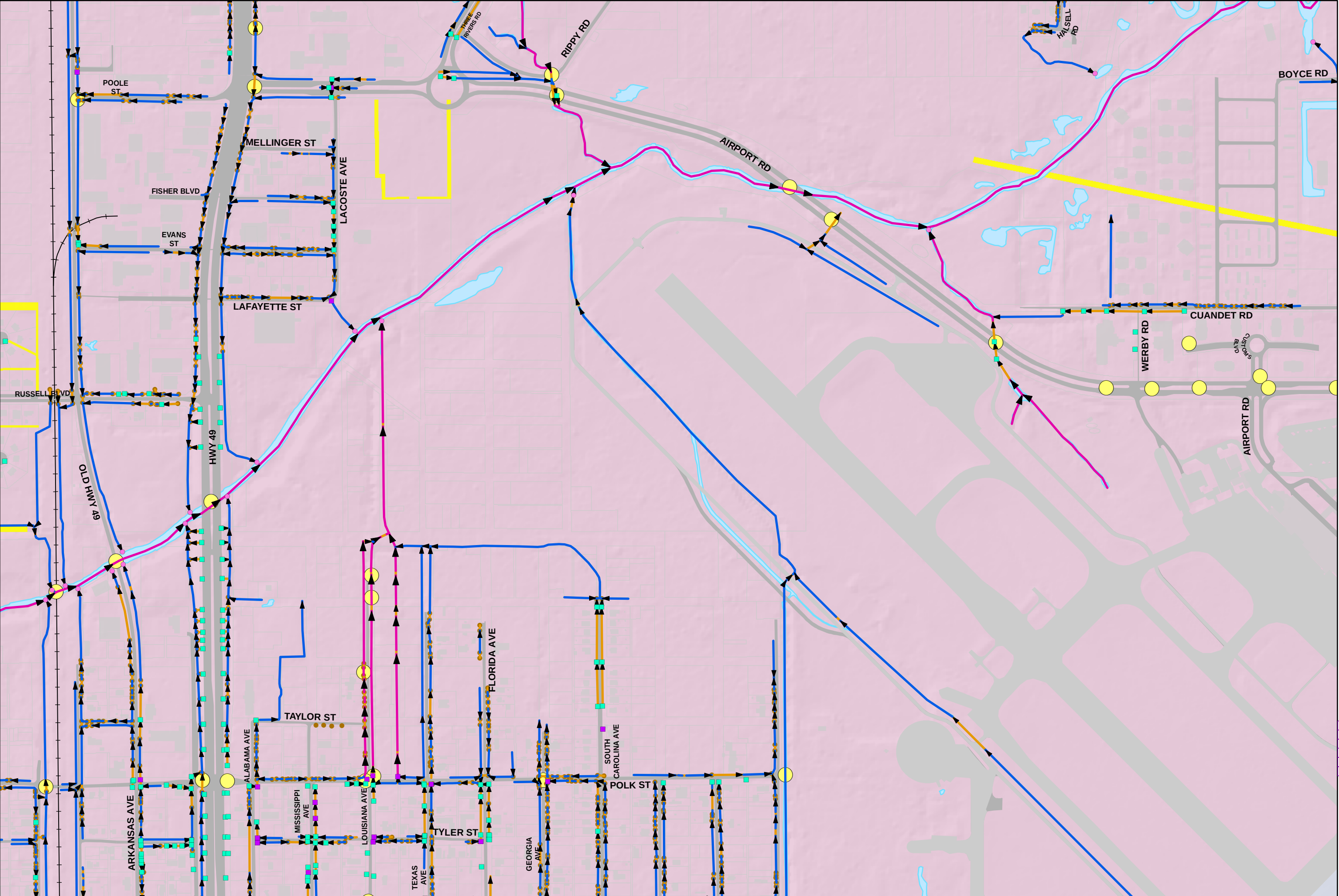
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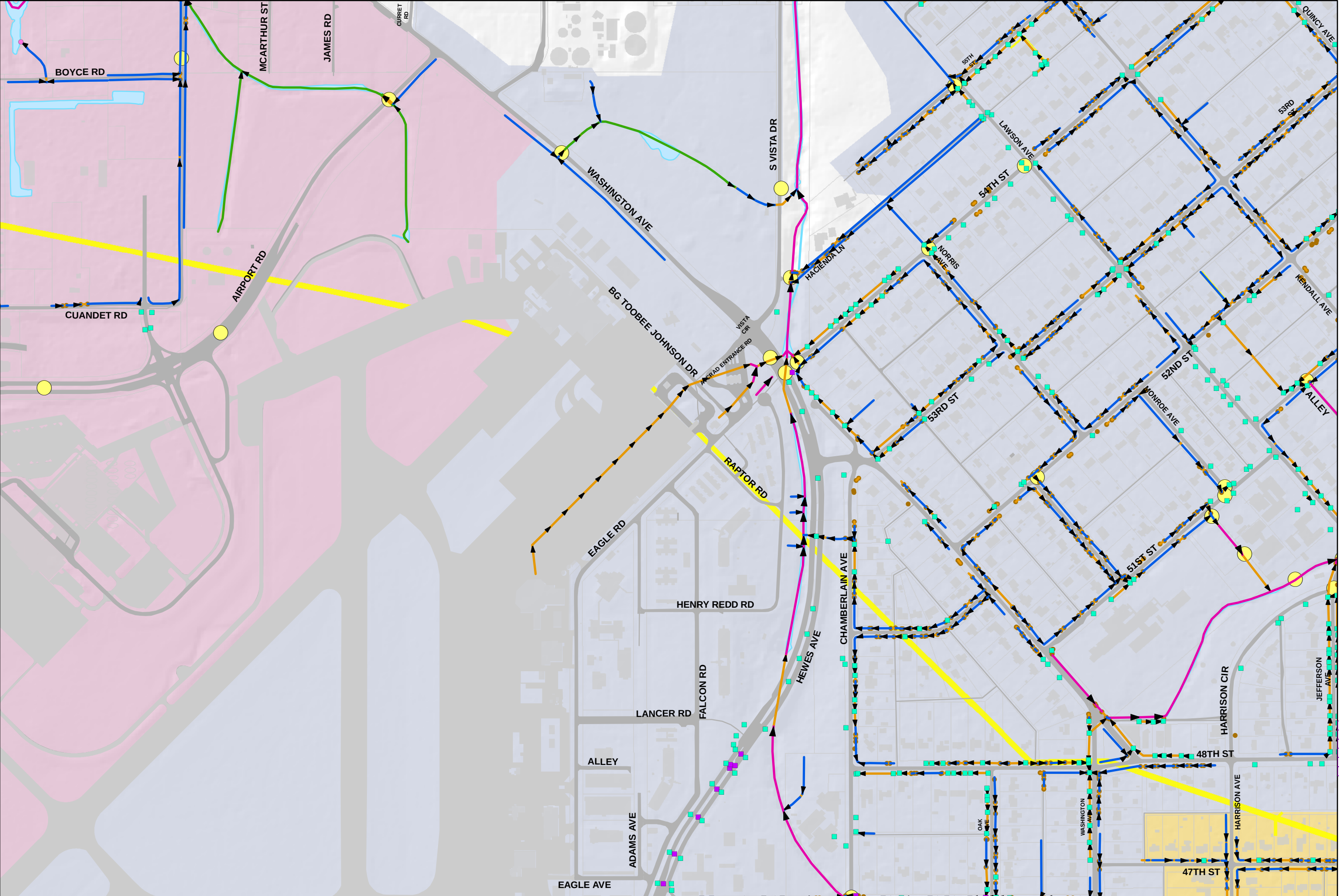


1 inch = 500 feet



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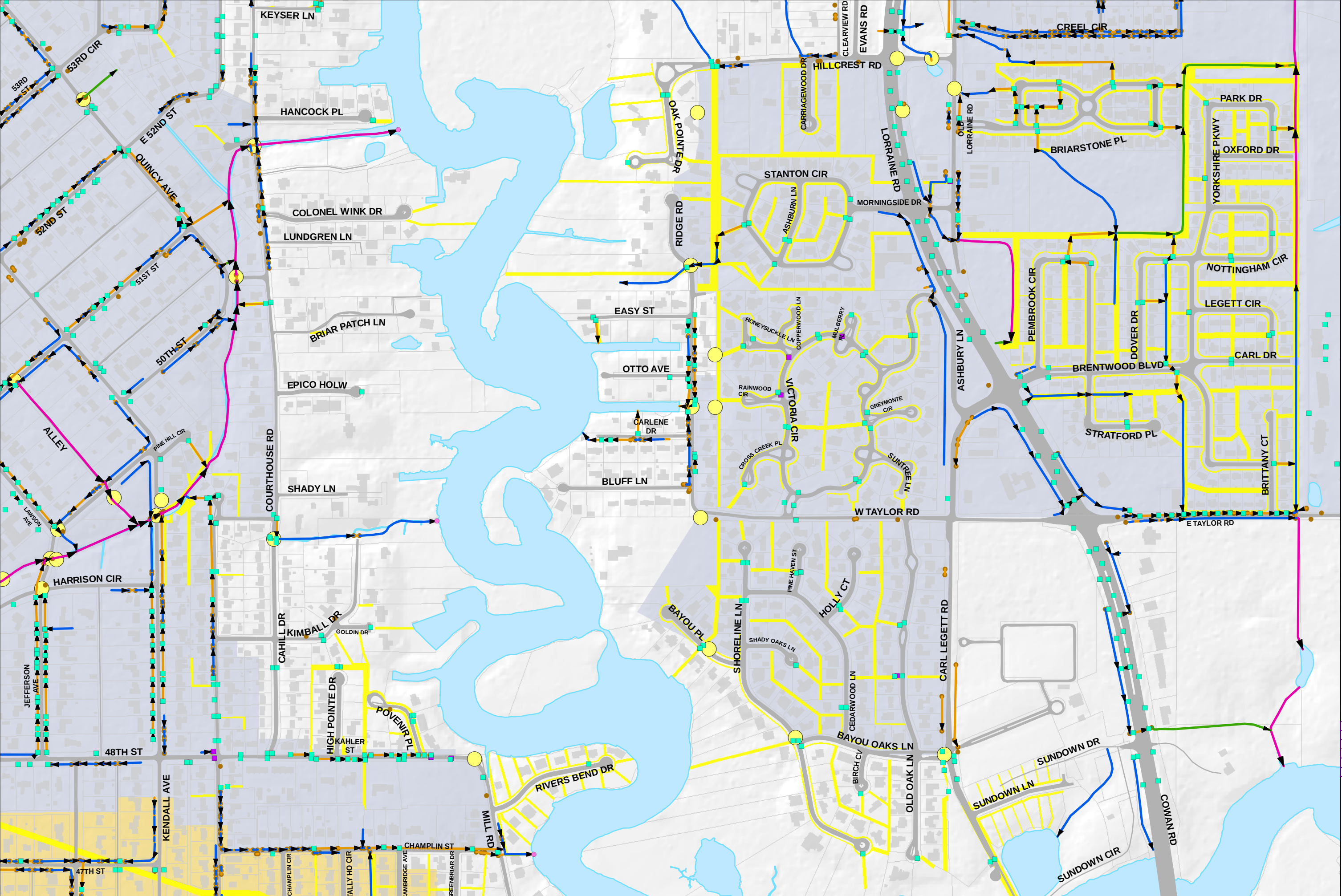




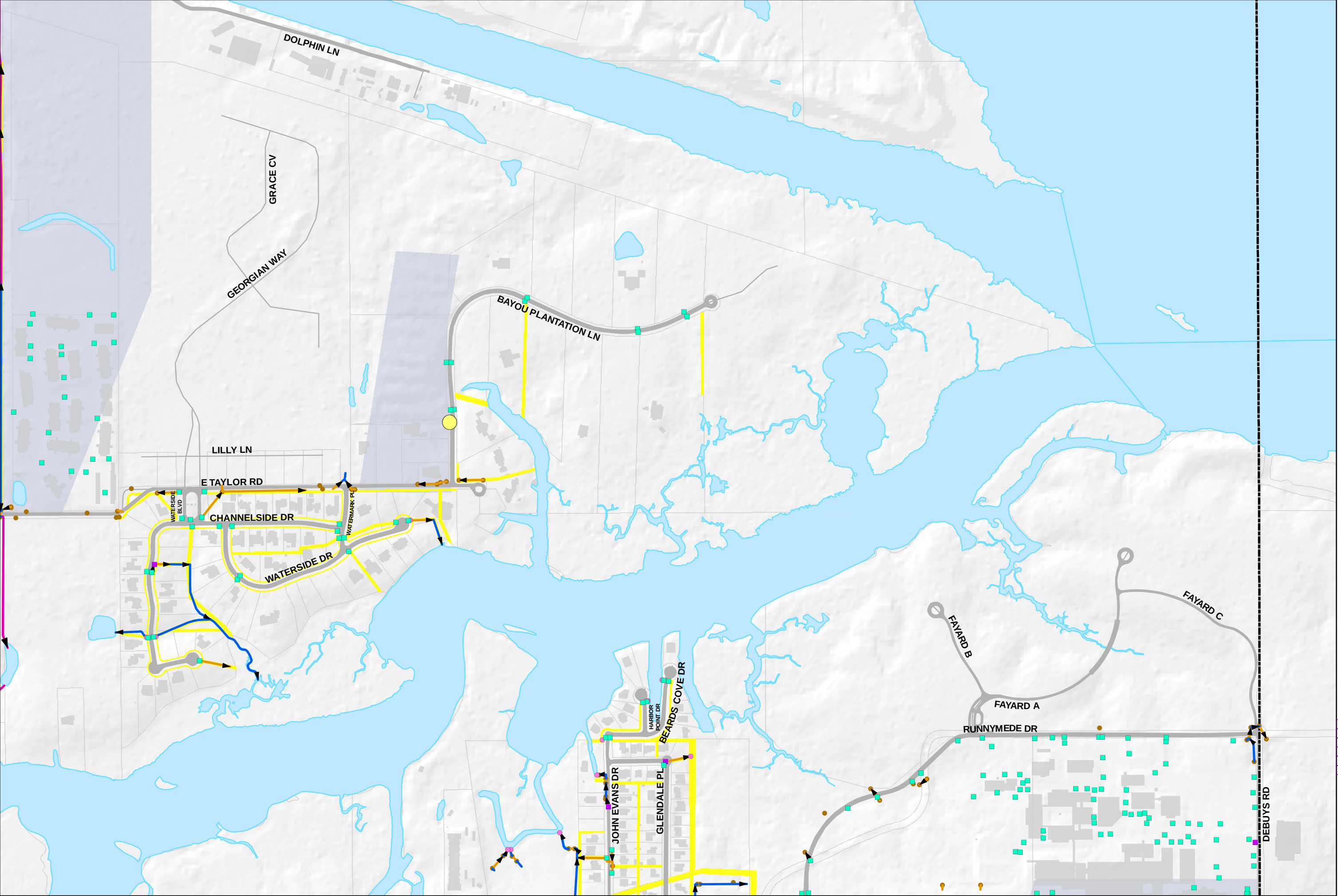
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9	10	11	12	13
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1	2	3		



1 inch = 500 feet



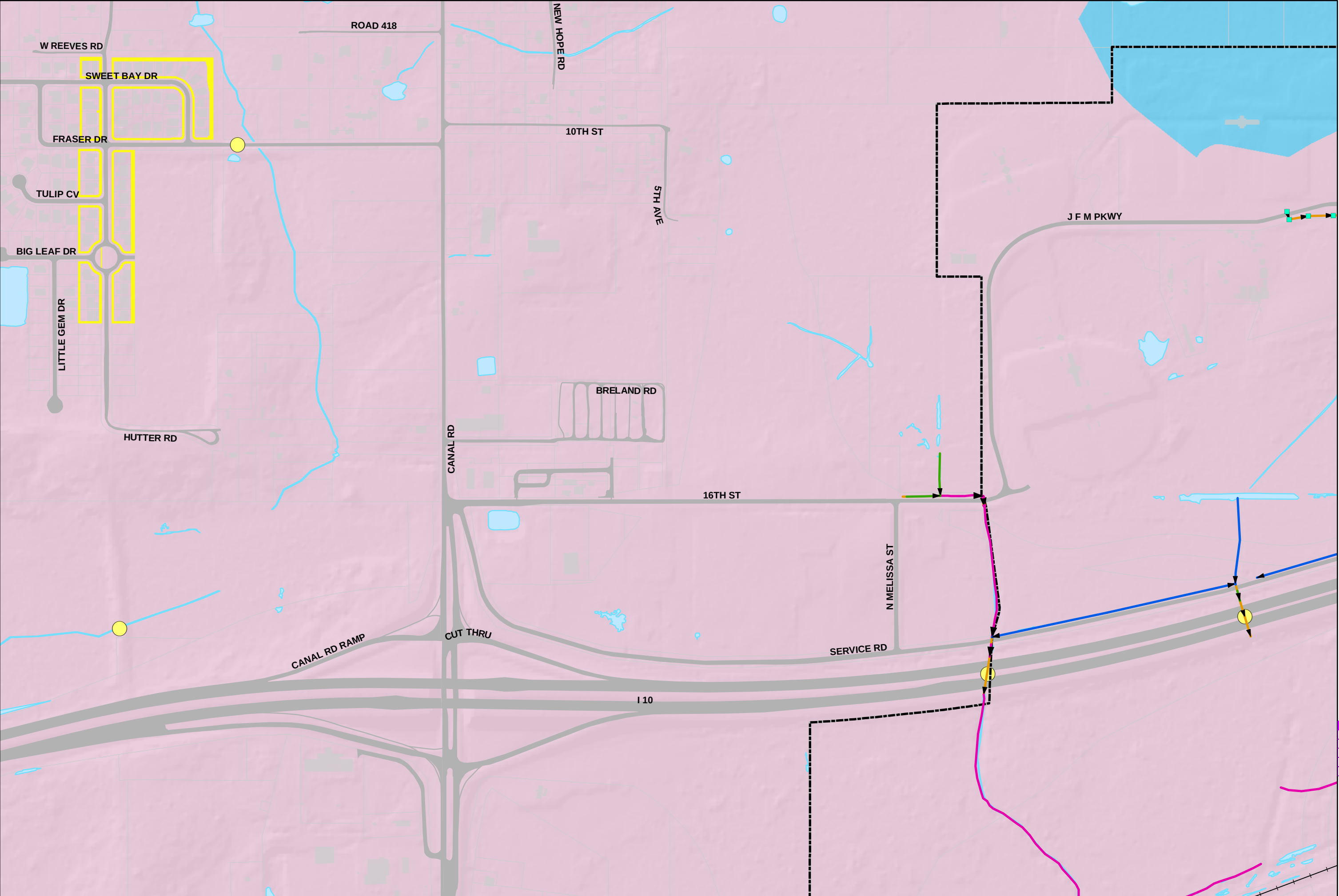
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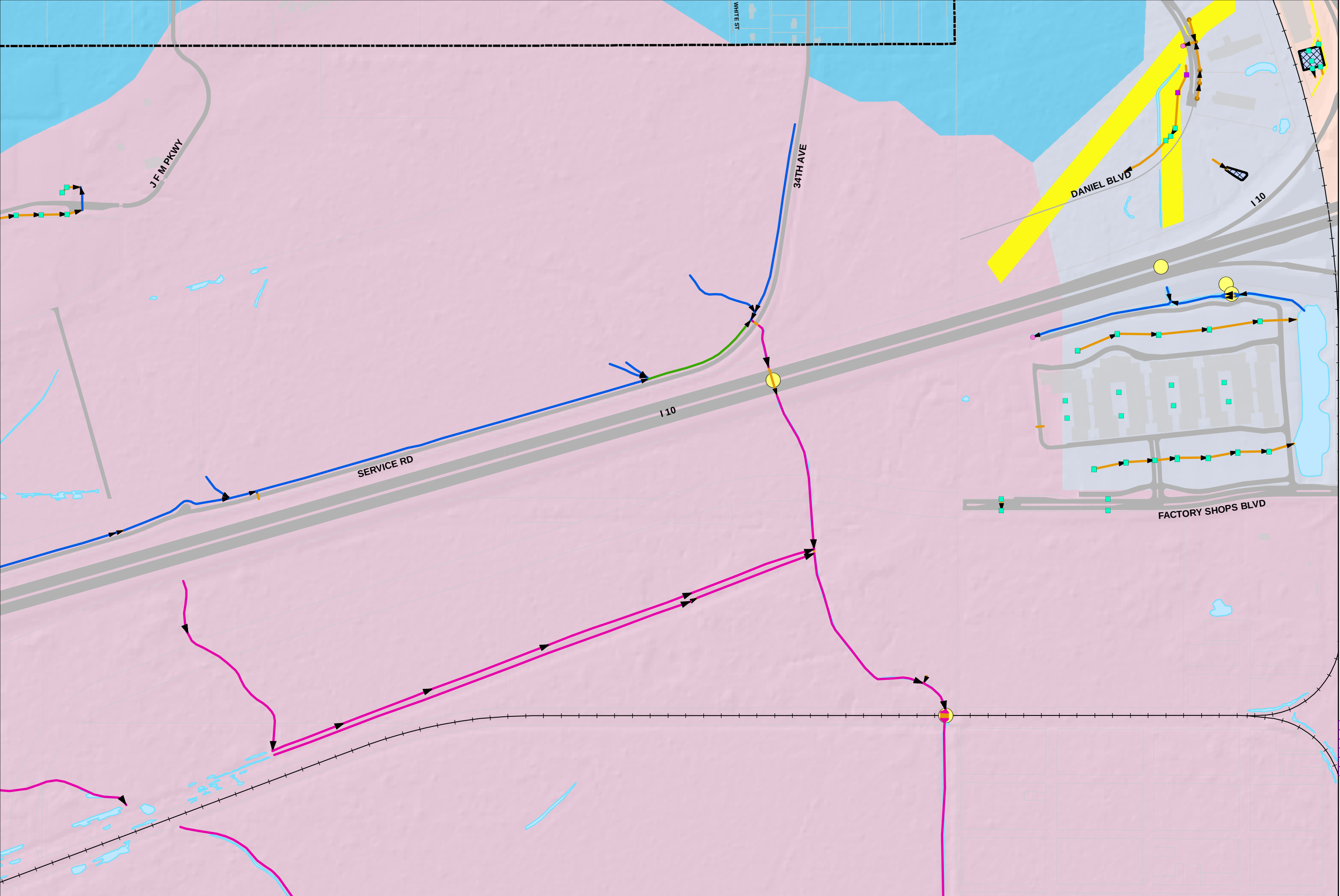
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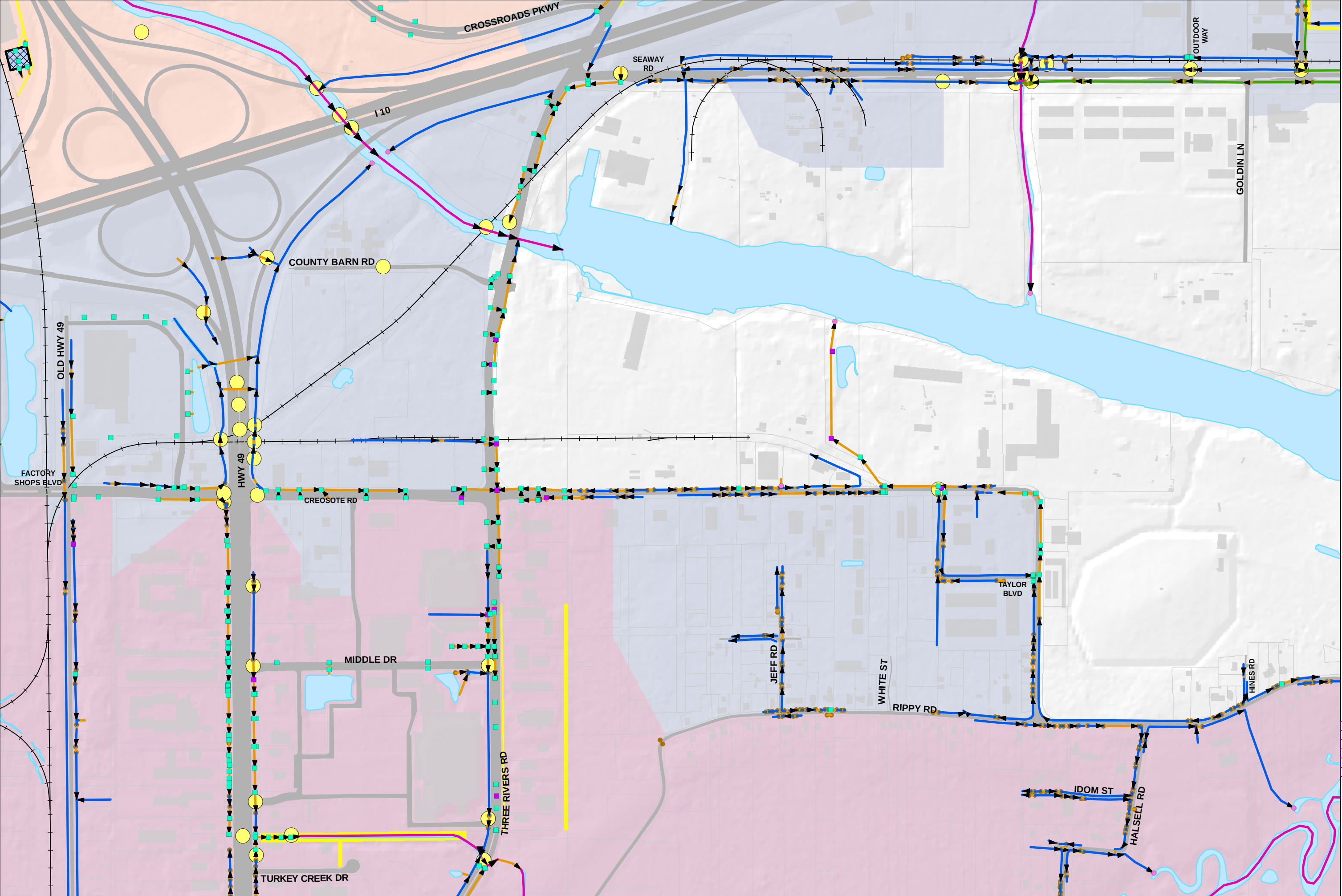
1 inch = 500 feet



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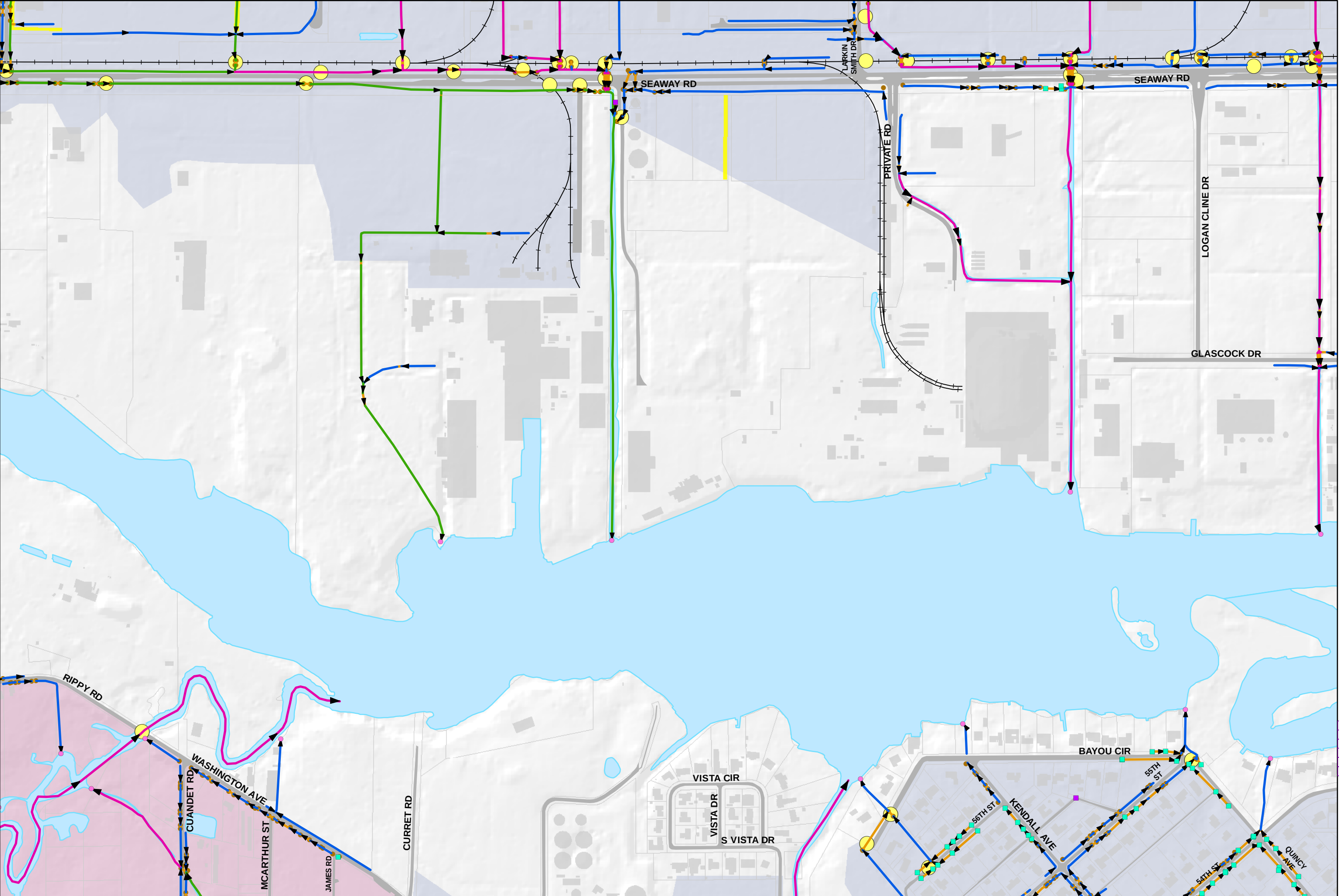


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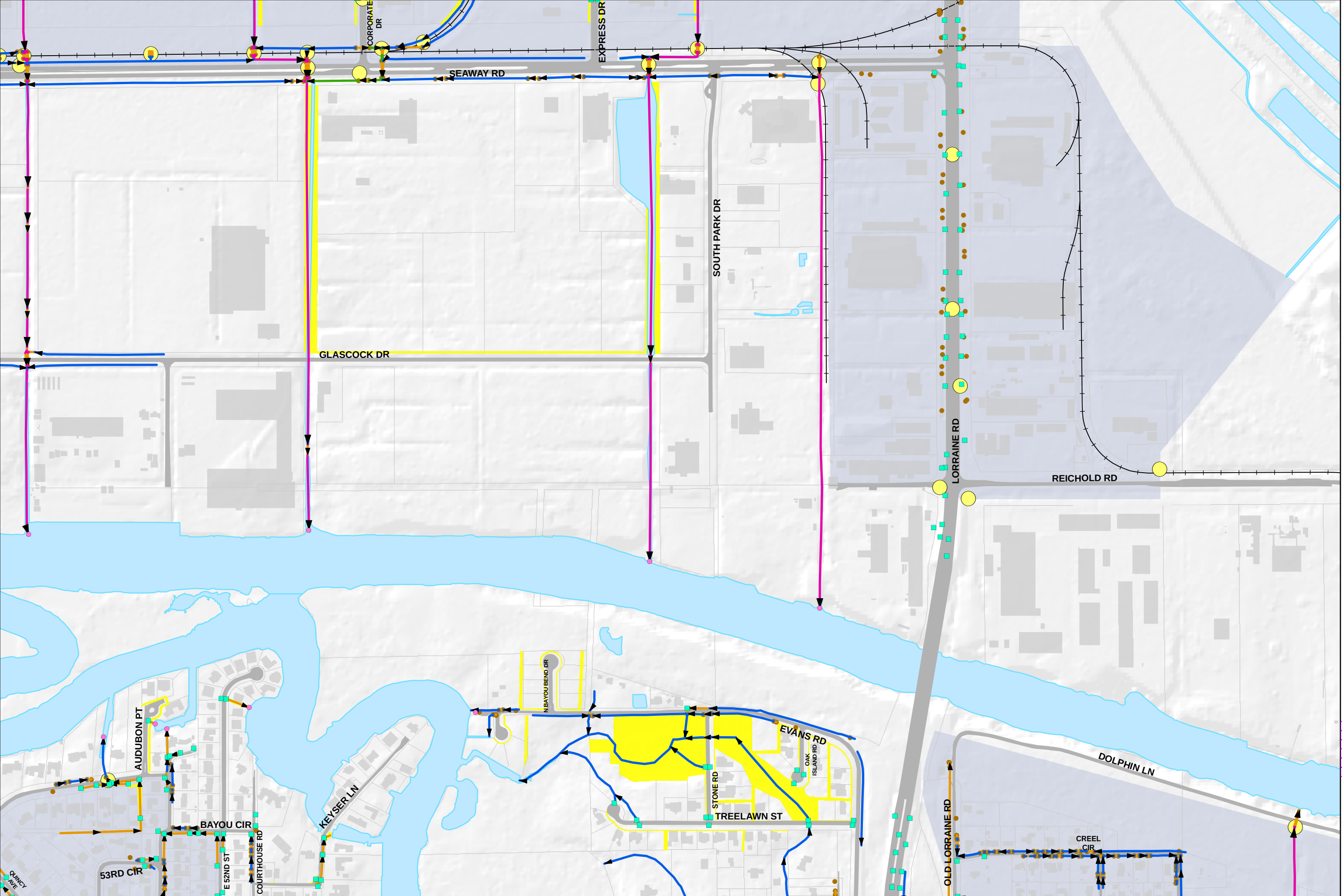
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9	10	11	12	13
4	5	6	7	8
1	2	3		





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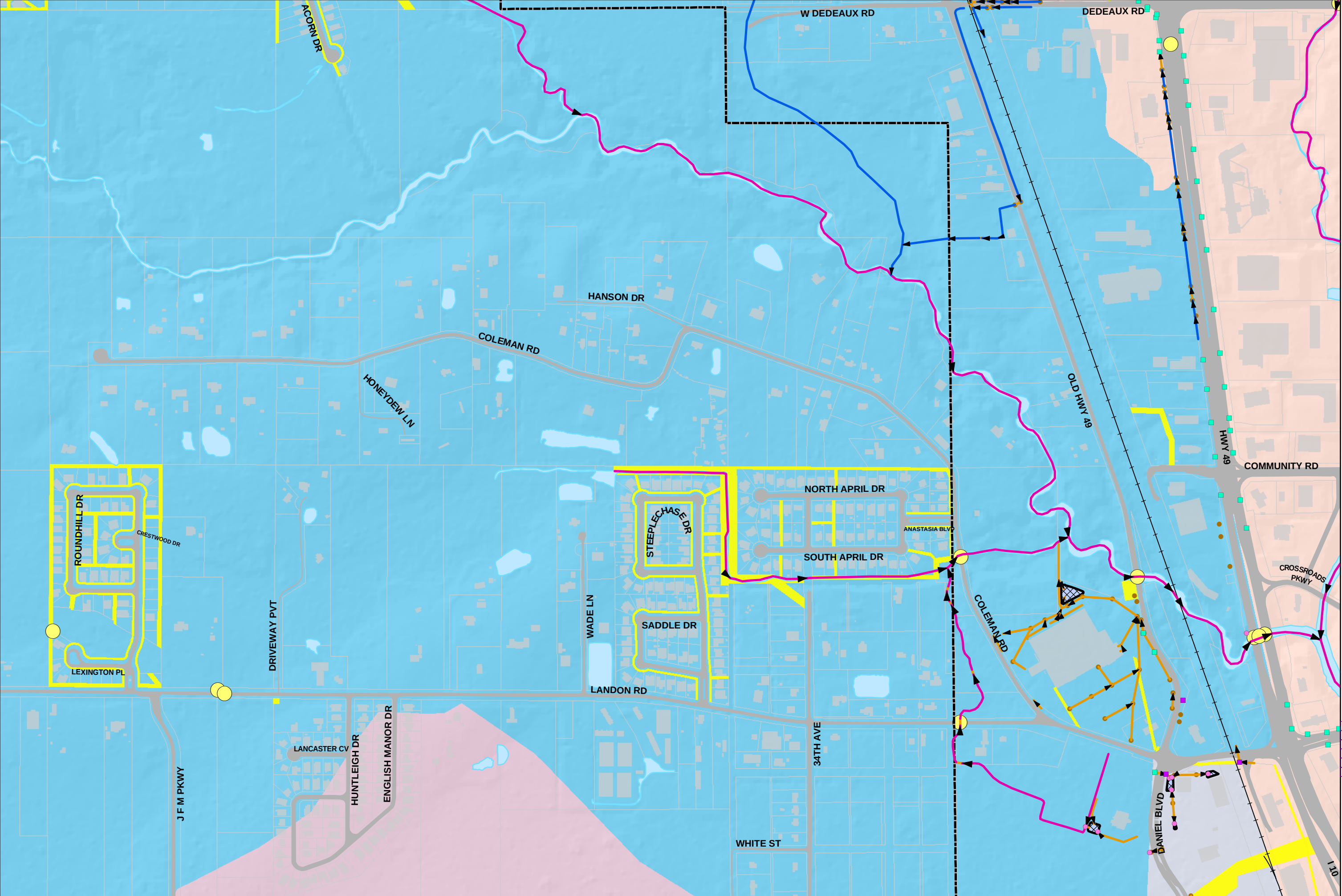
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4	5	6	7	8
1	2	3		



53	54	55		
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1	2	3		

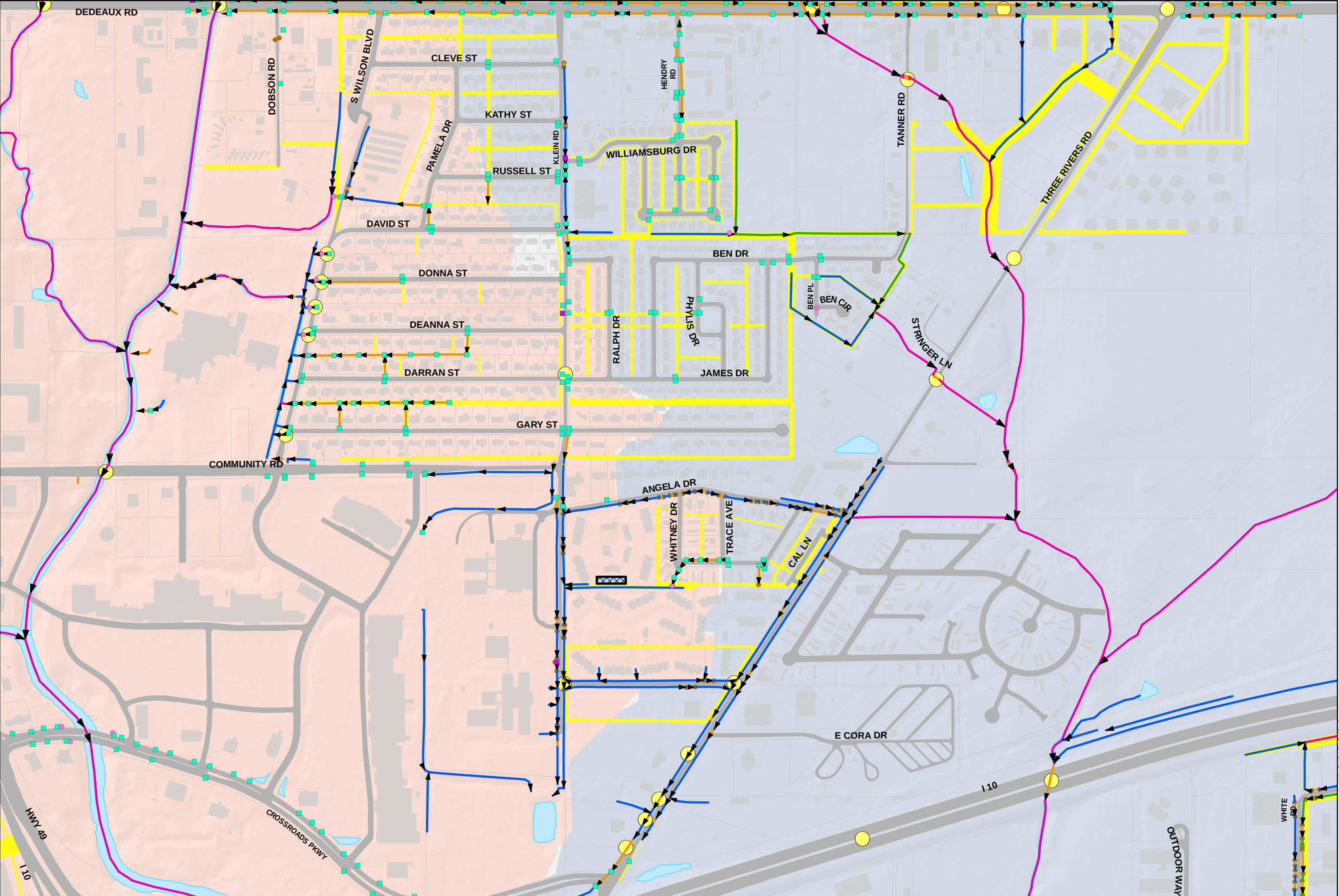


1 inch = 500 feet

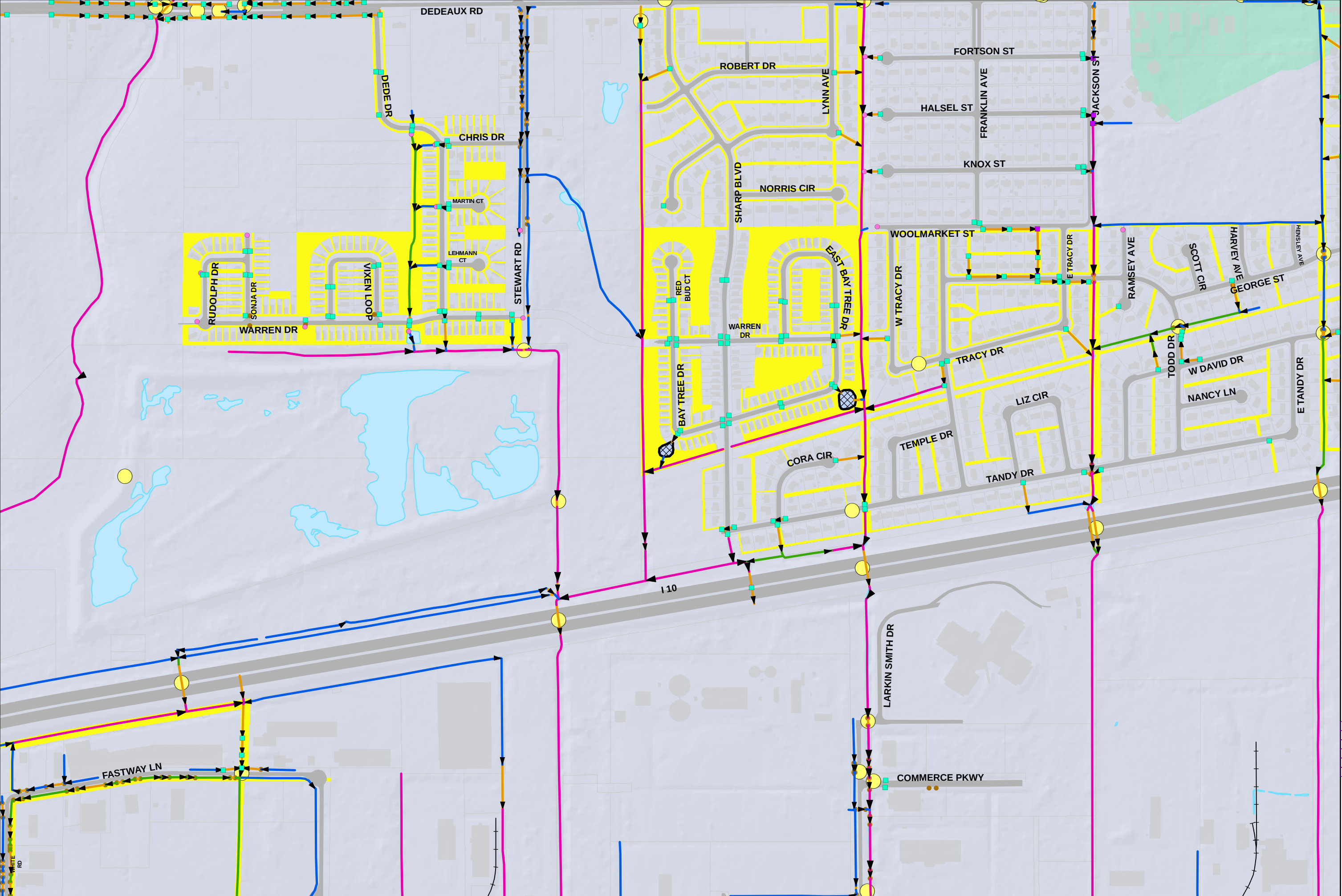


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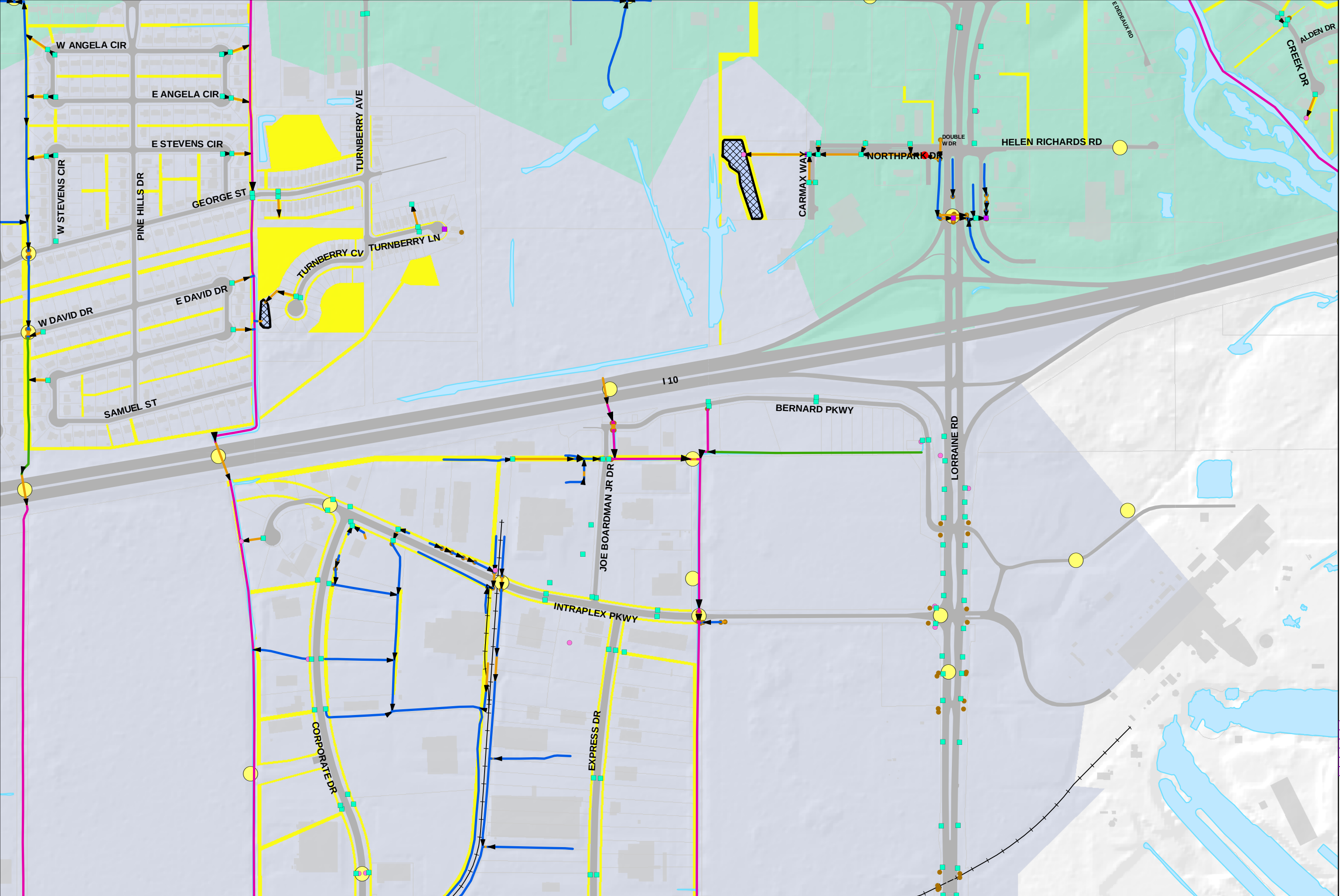


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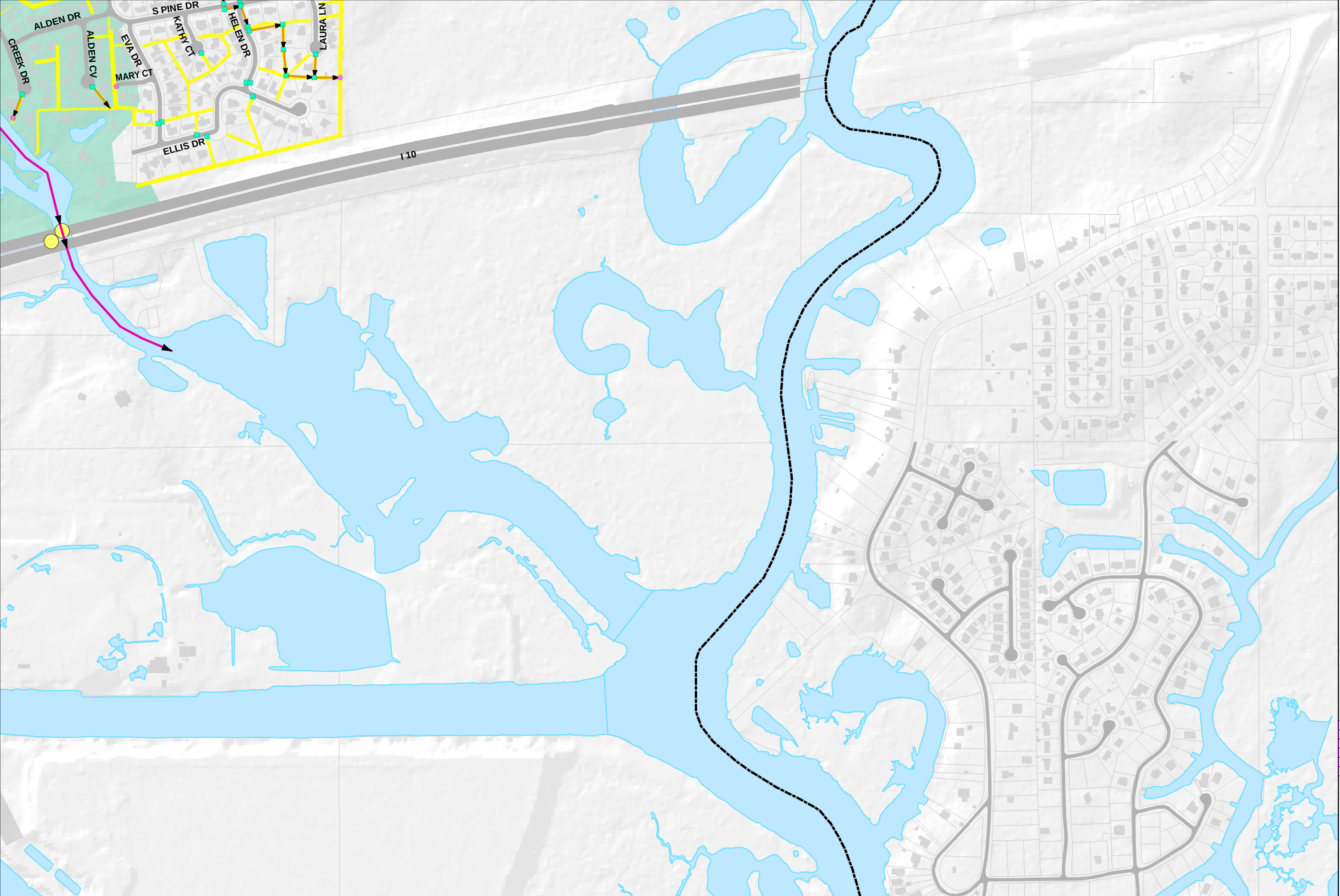


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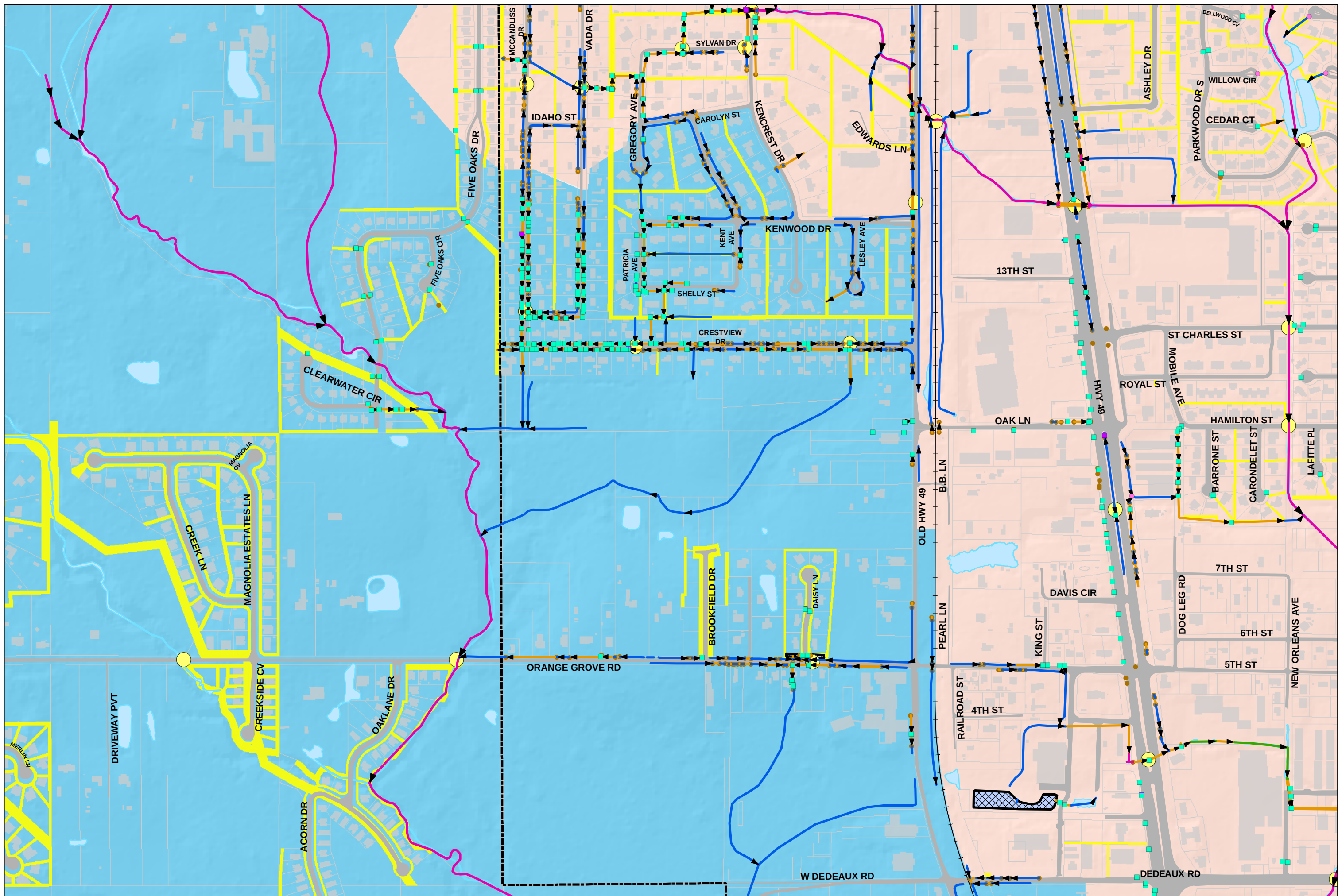
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3	2	1



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3	4	5



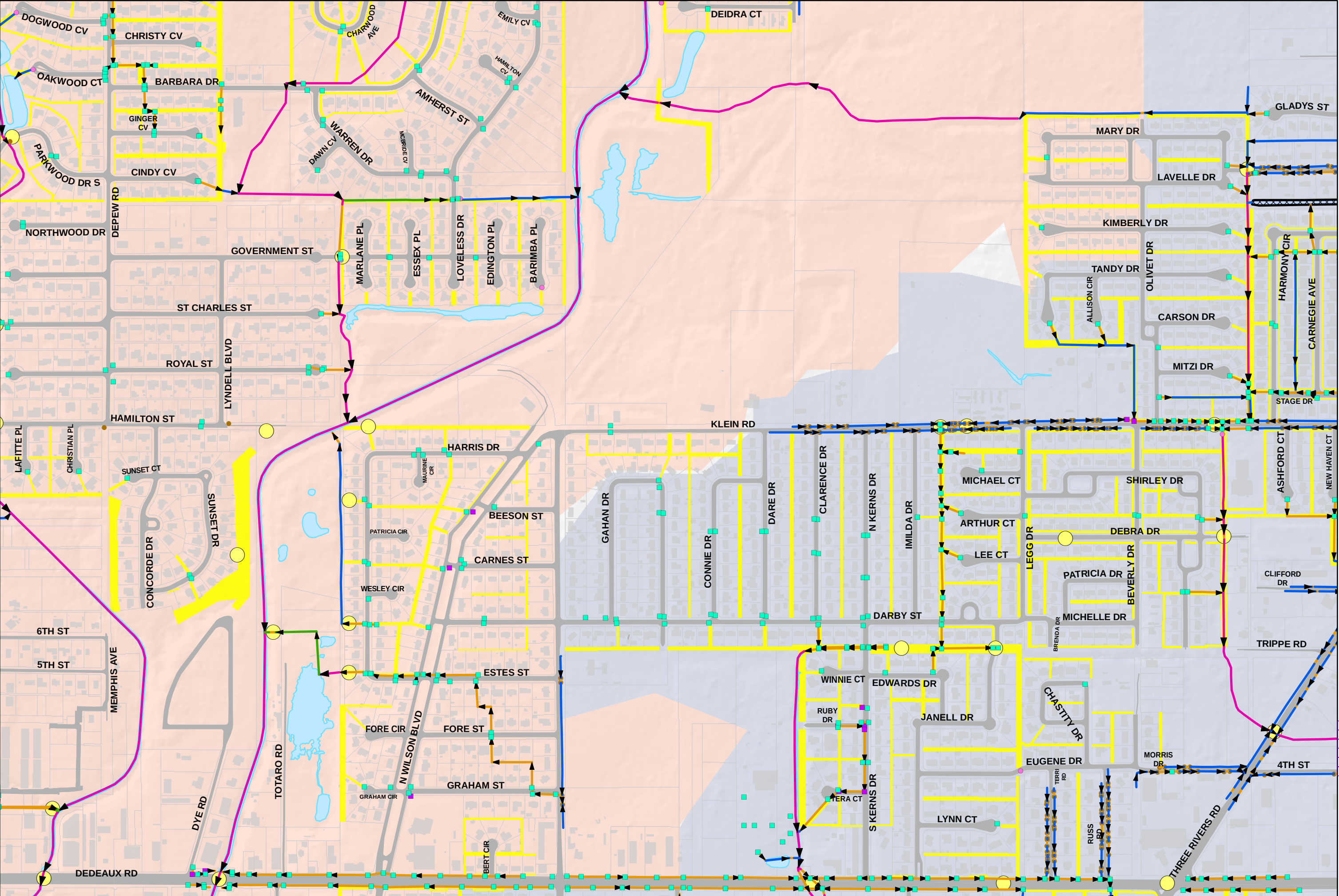
1 inch = 500 feet



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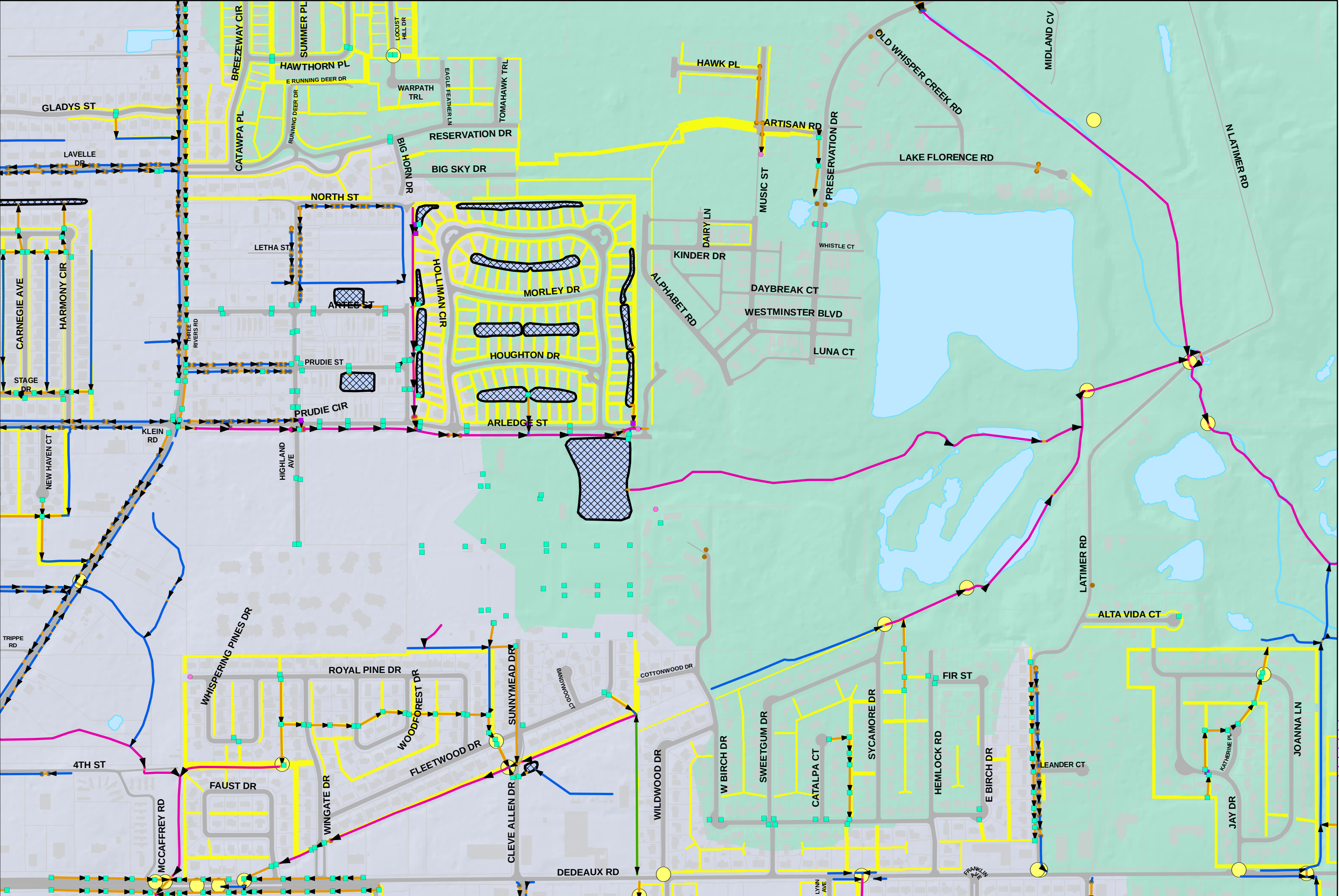
1 inch = 500 feet



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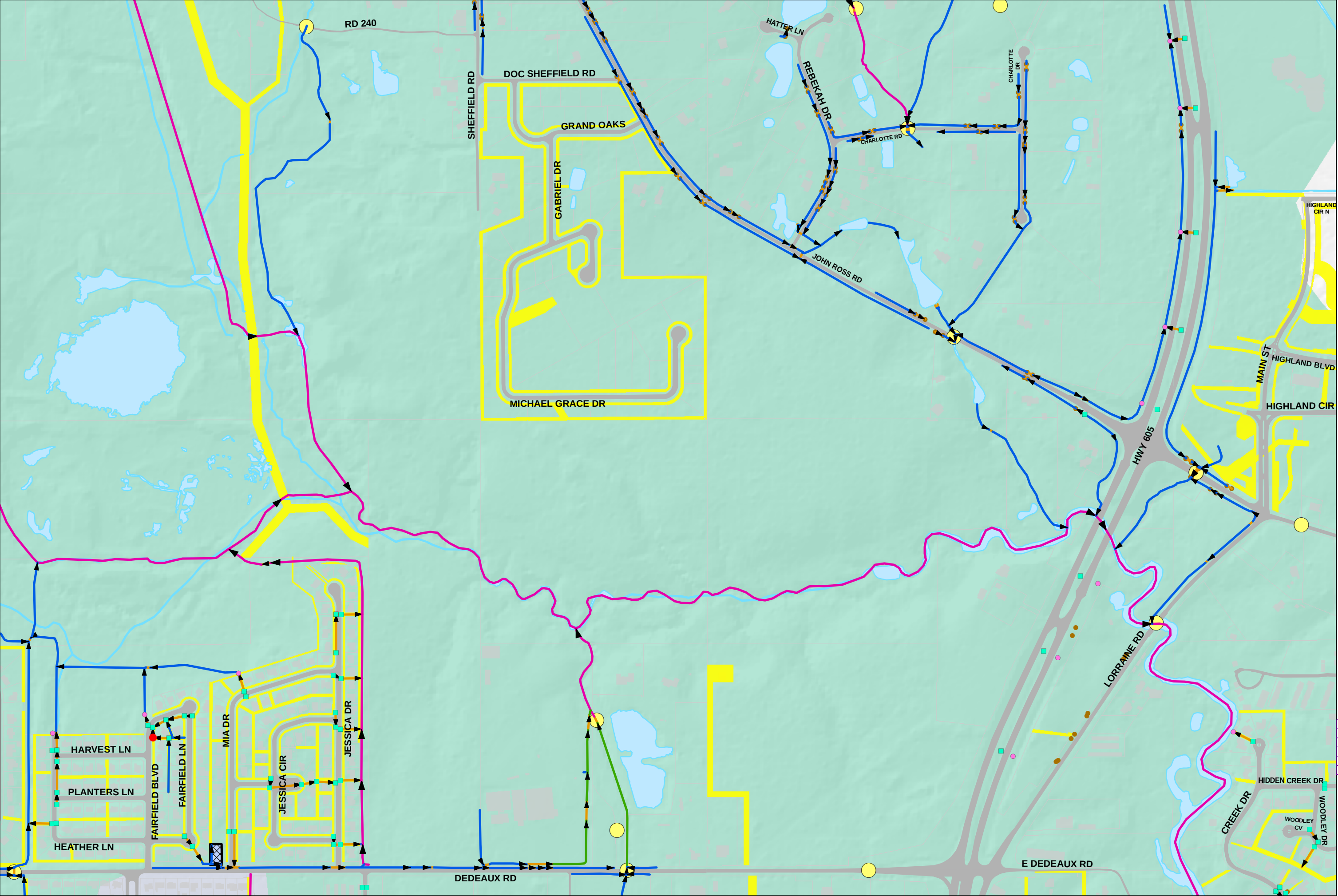
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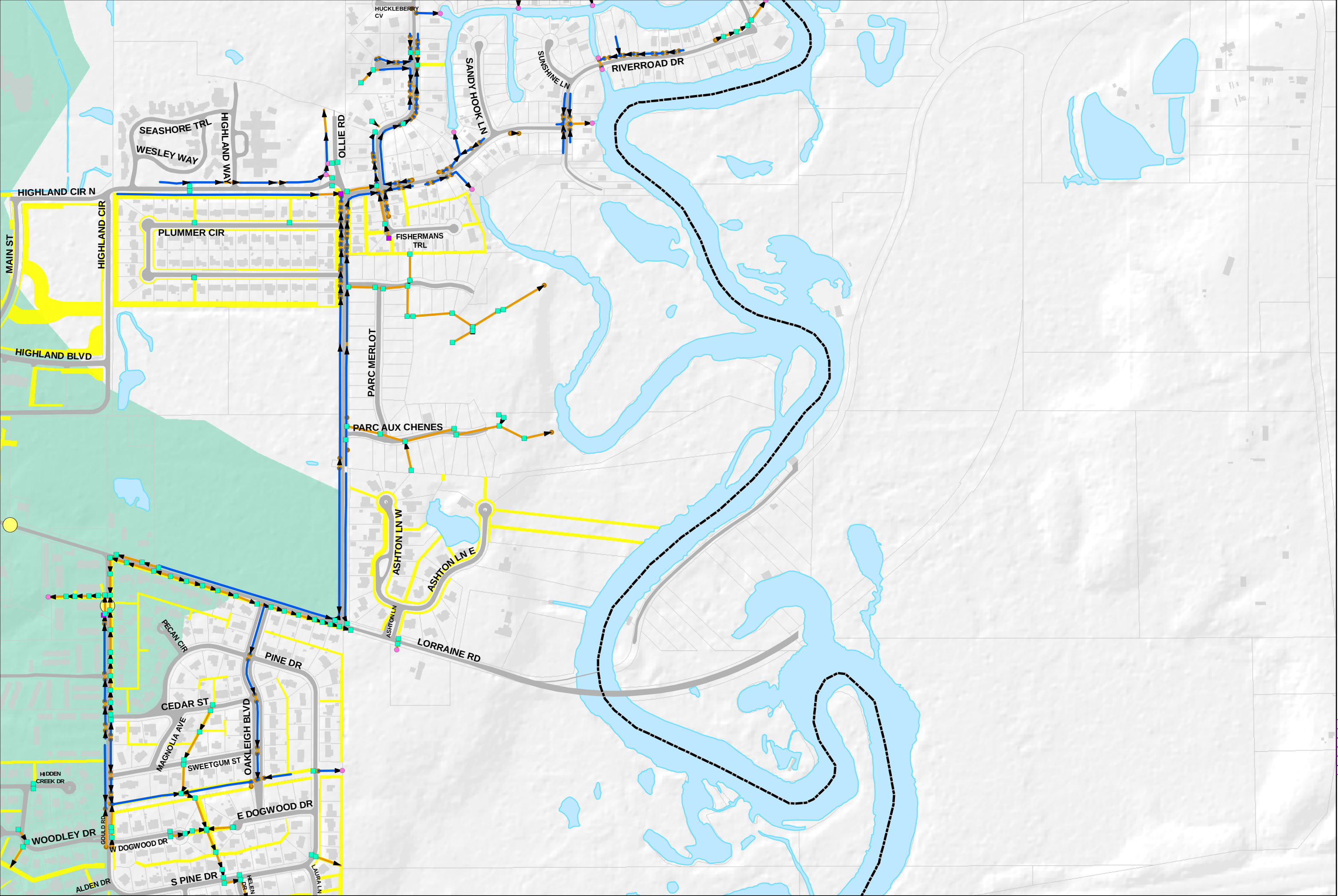
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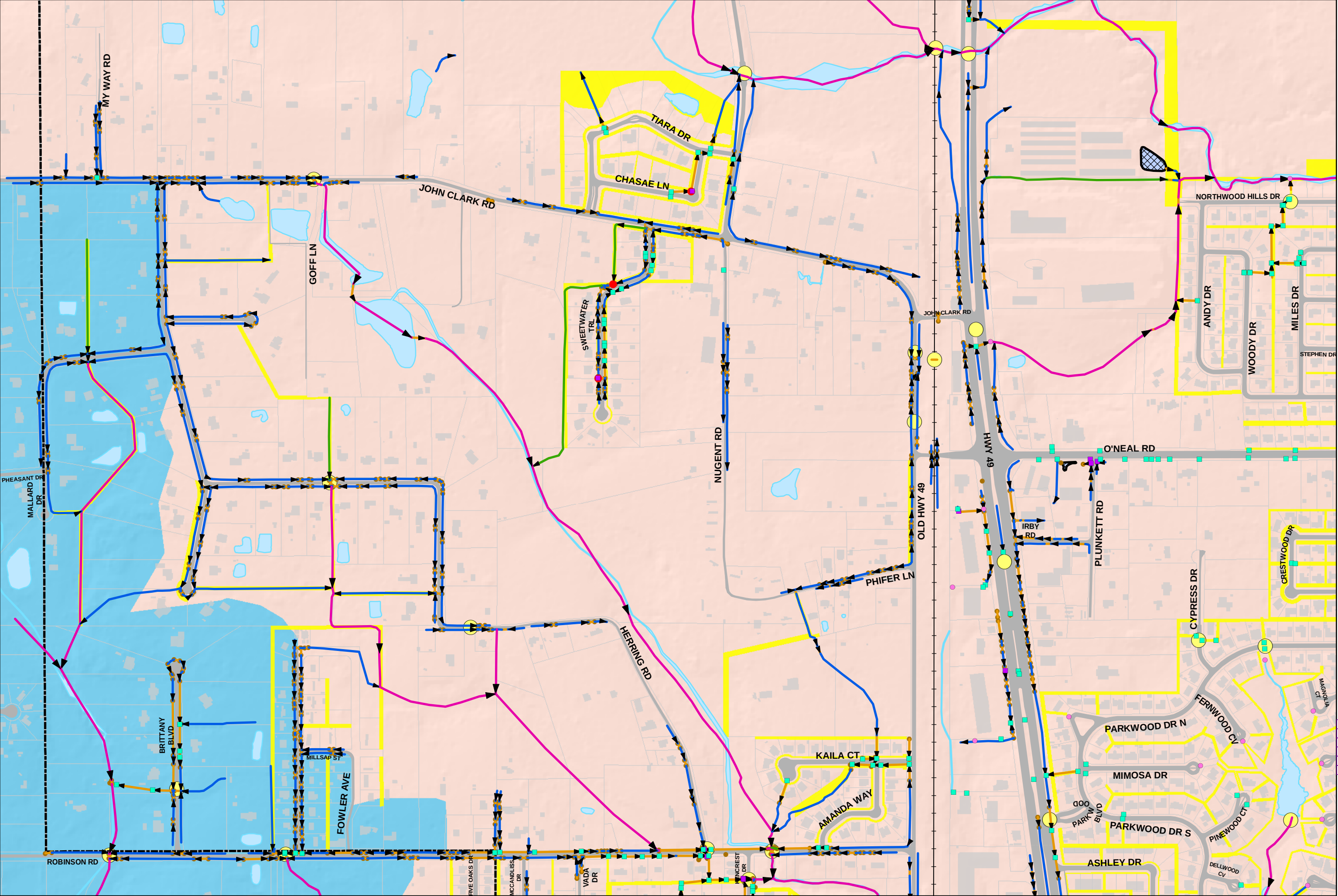
1 inch = 500 feet



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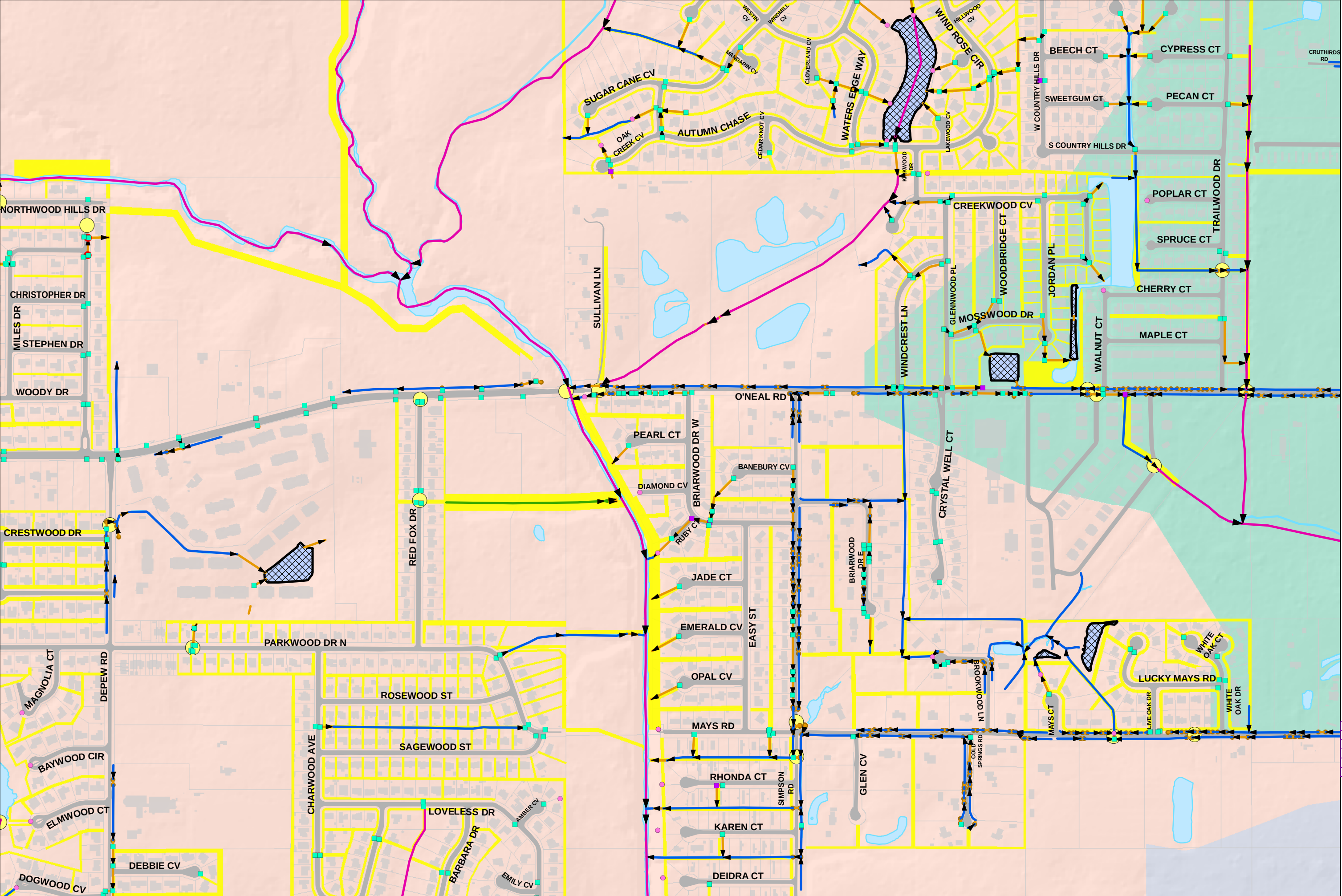
1 inch = 500 feet



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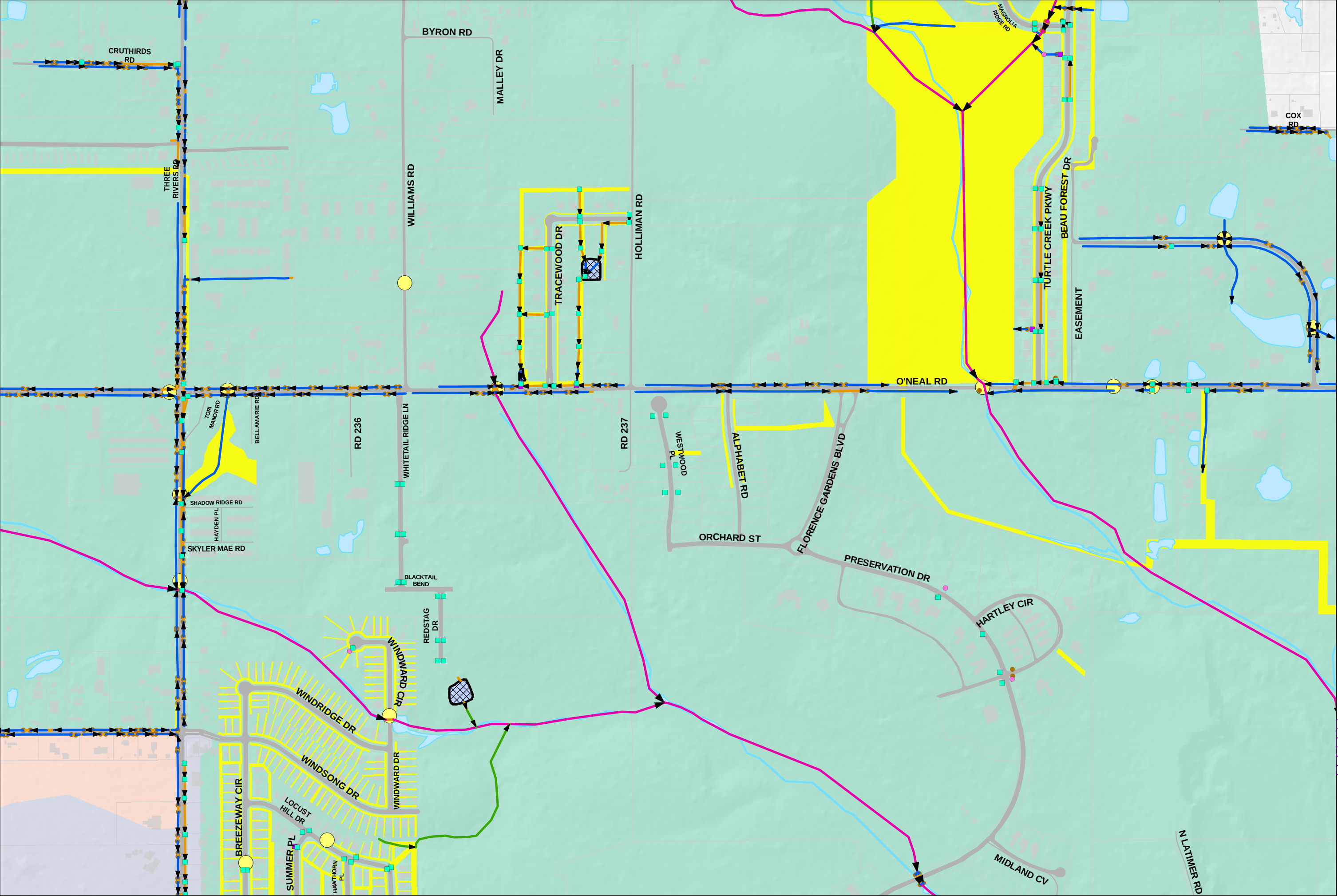


1 inch = 500 feet

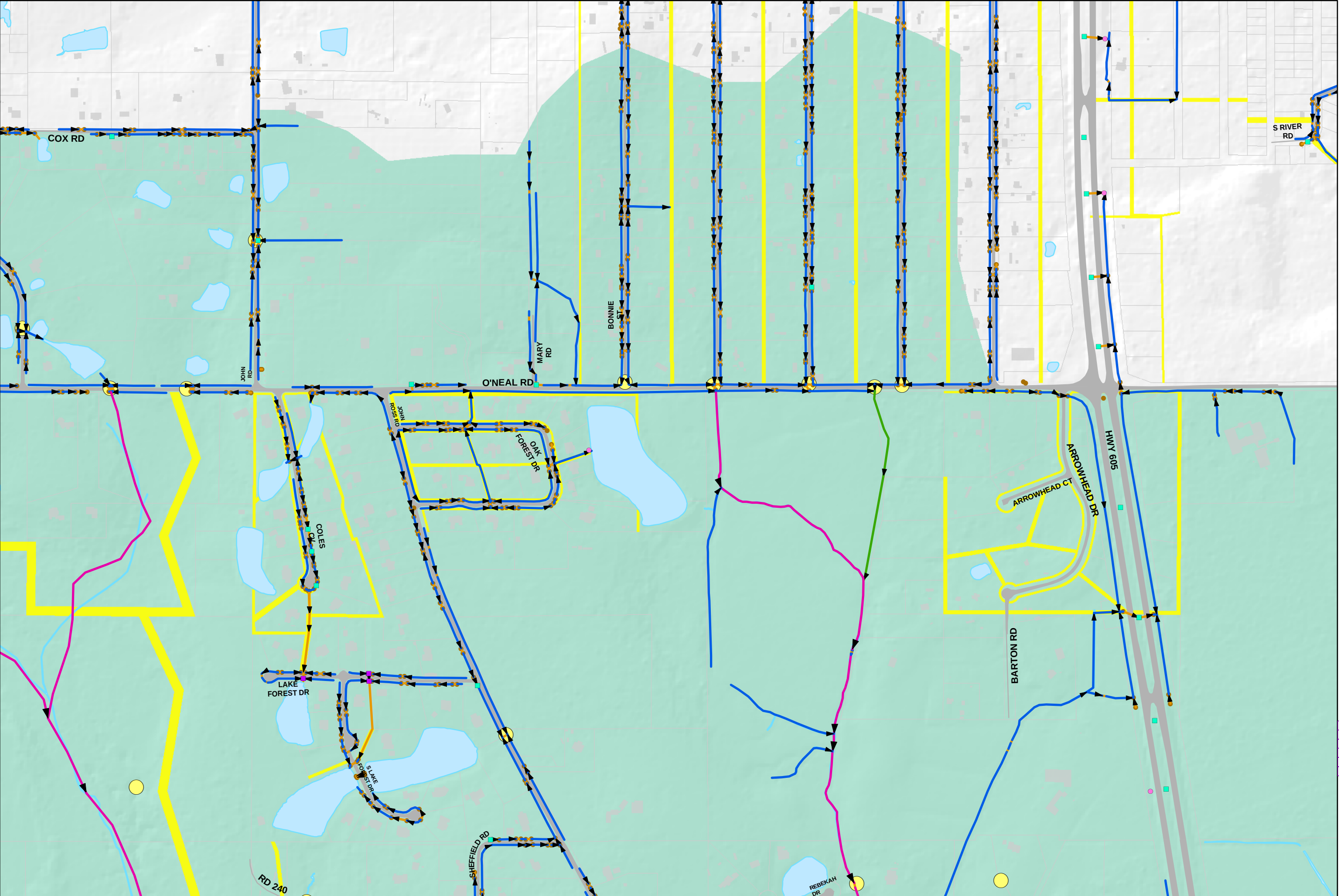


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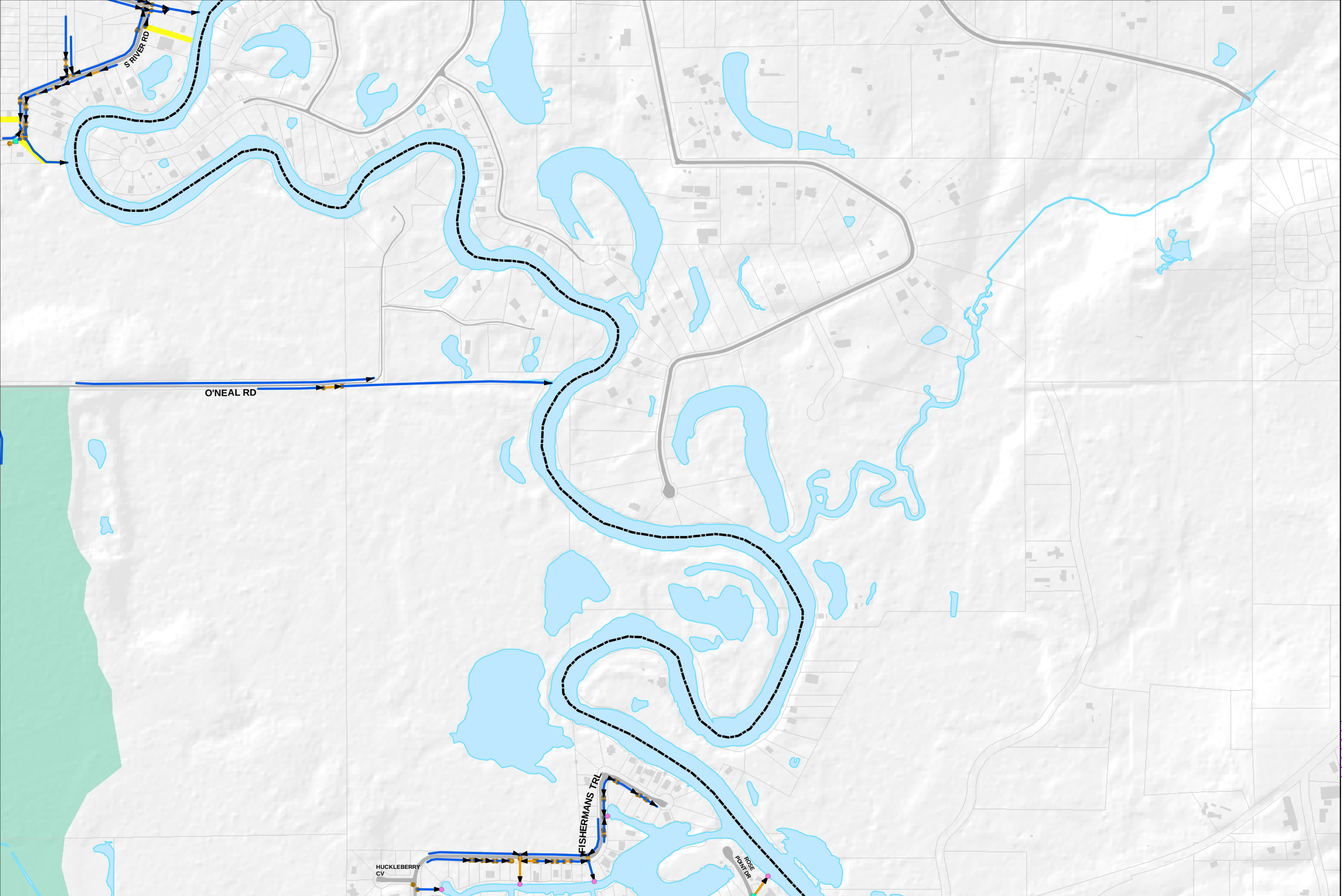
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53	54	55	56	57
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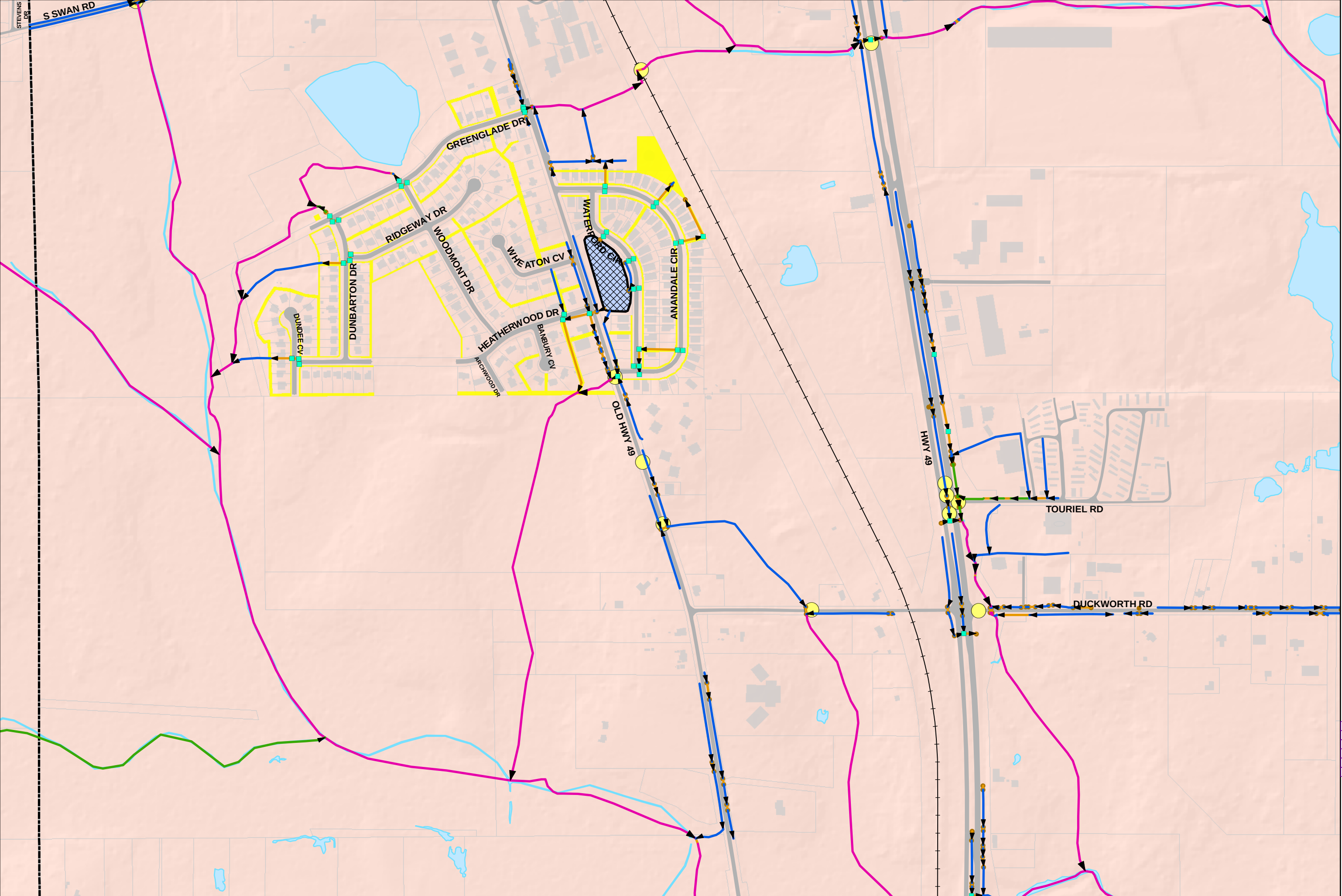
1 inch = 500 feet



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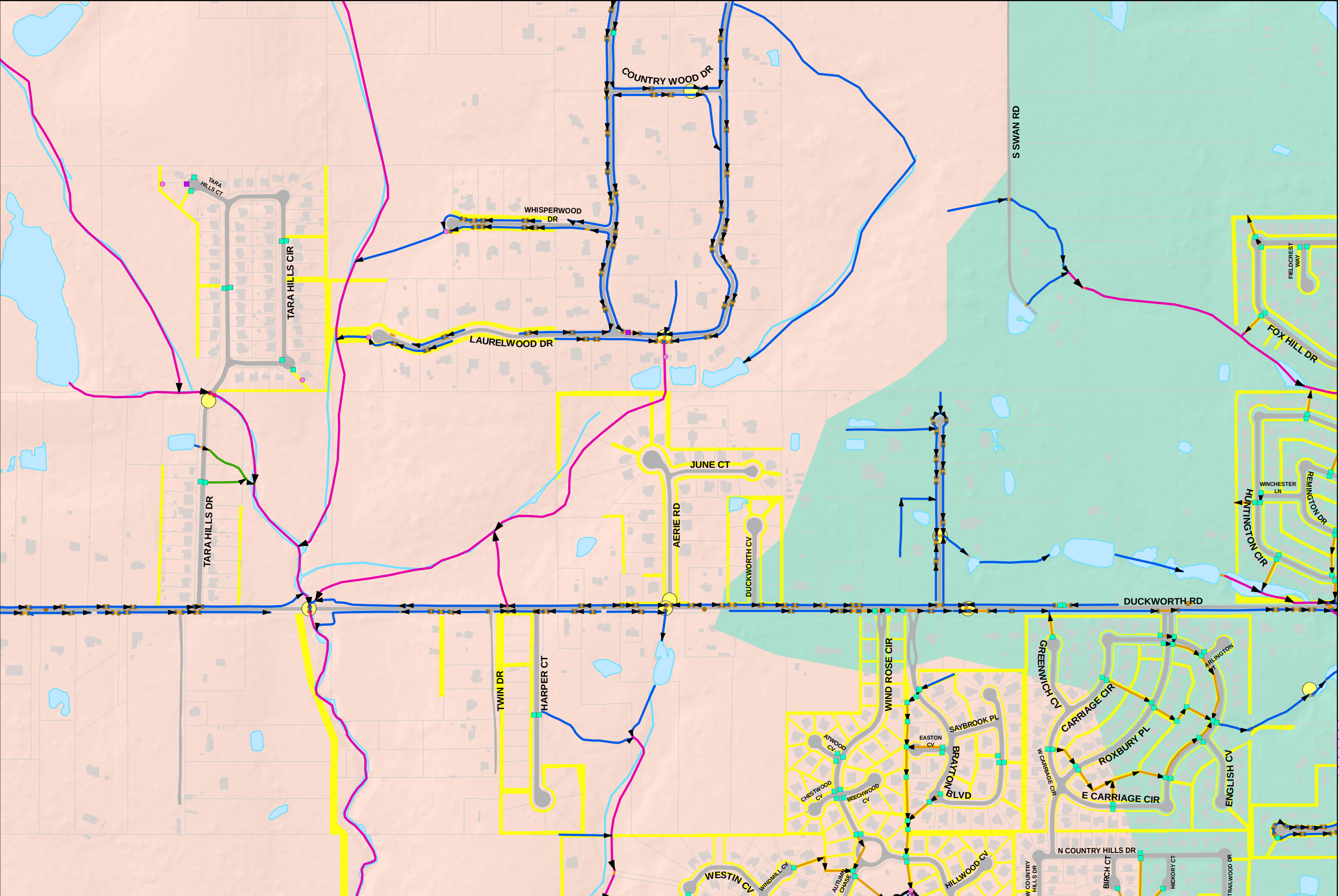
1 inch = 500 feet



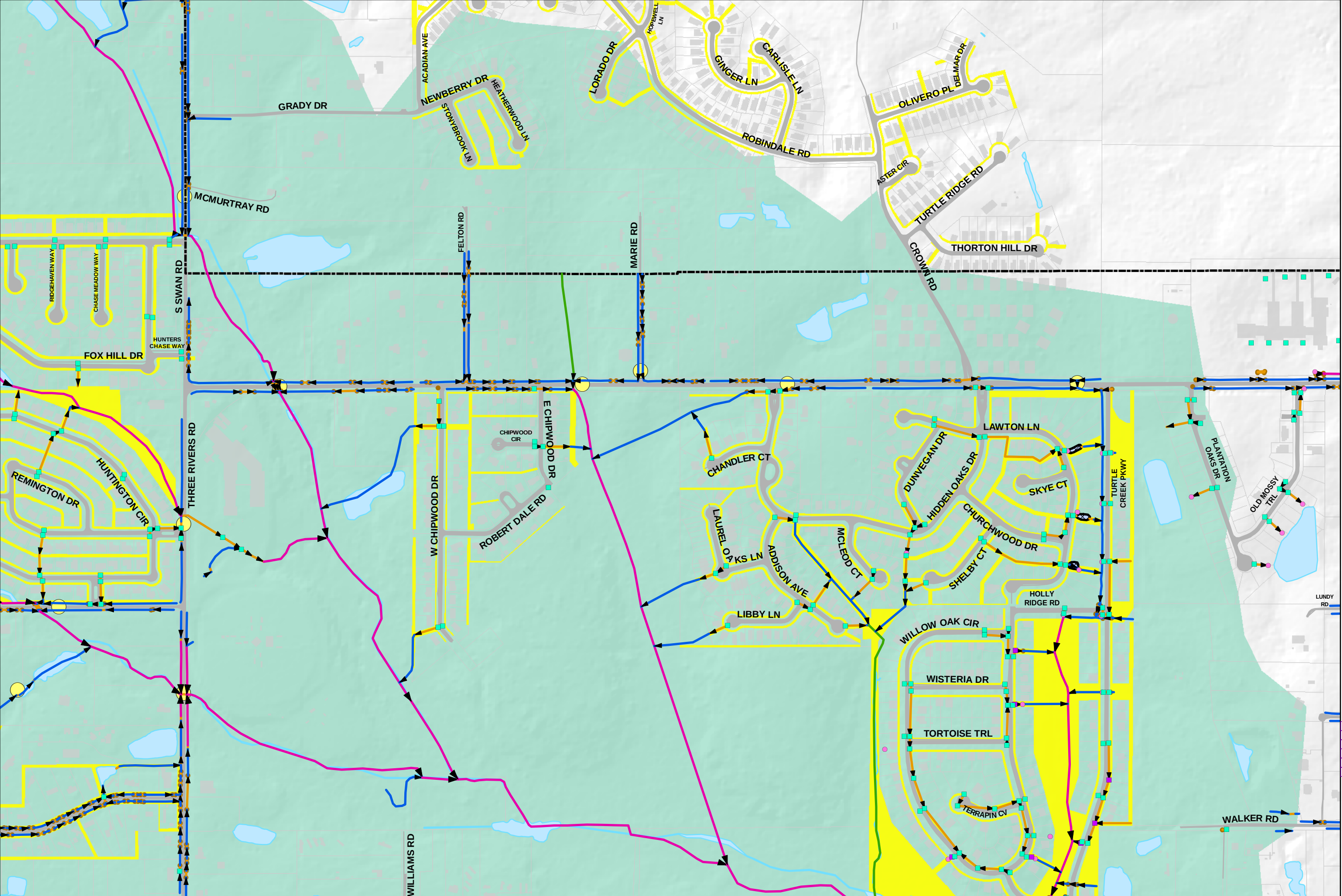
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1 inch = 500 feet

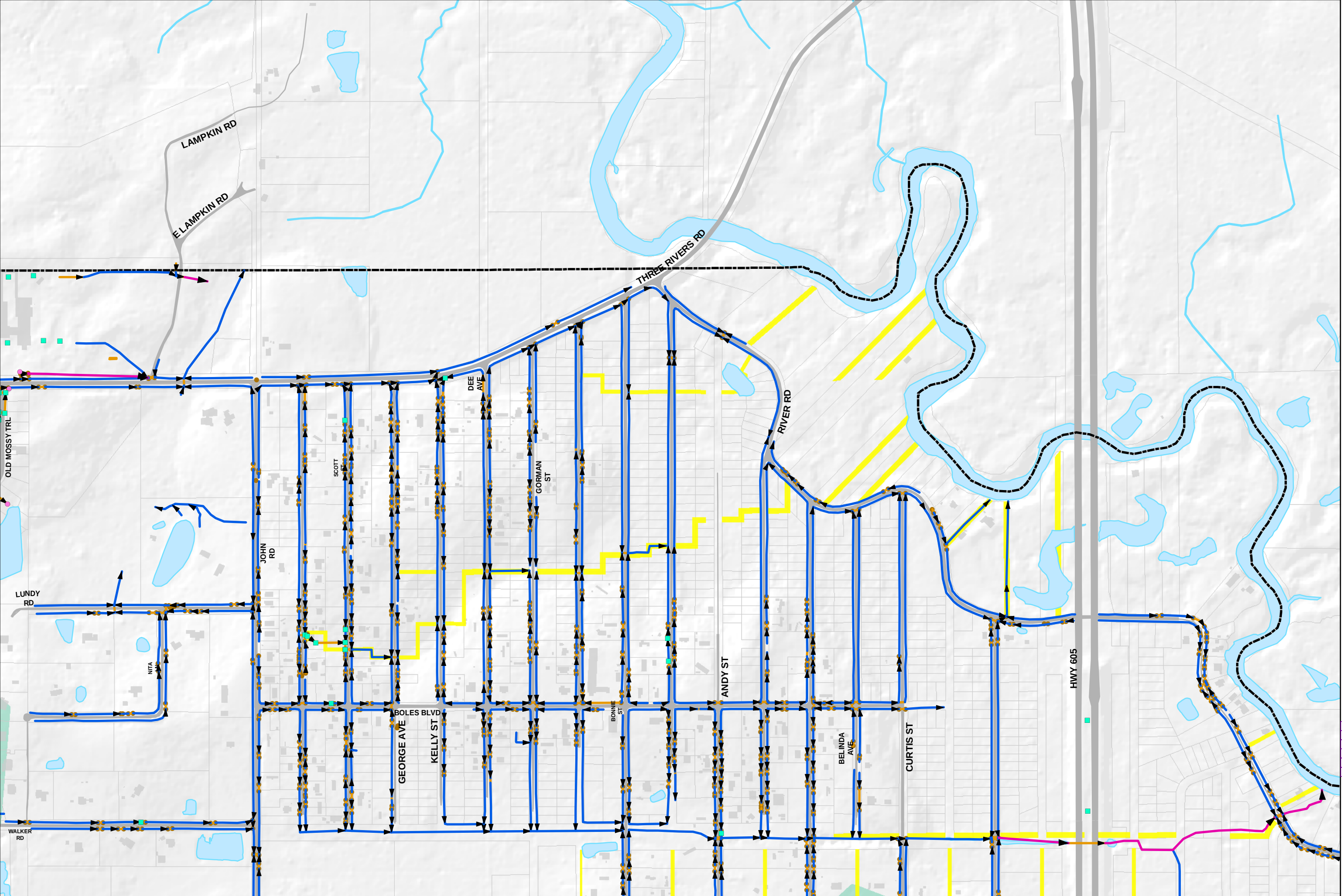


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15	16	17	18	19
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53	54	55	56	57
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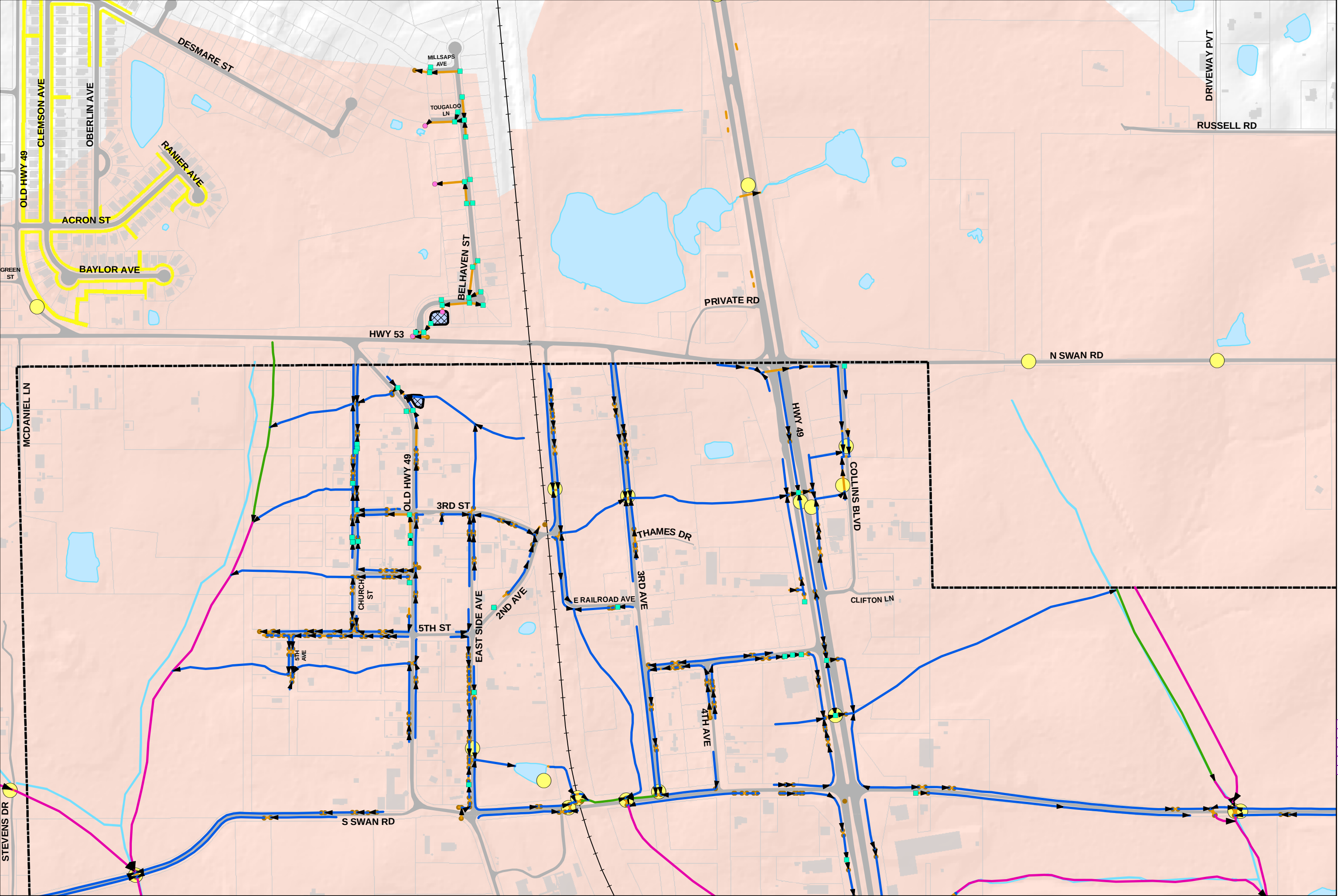




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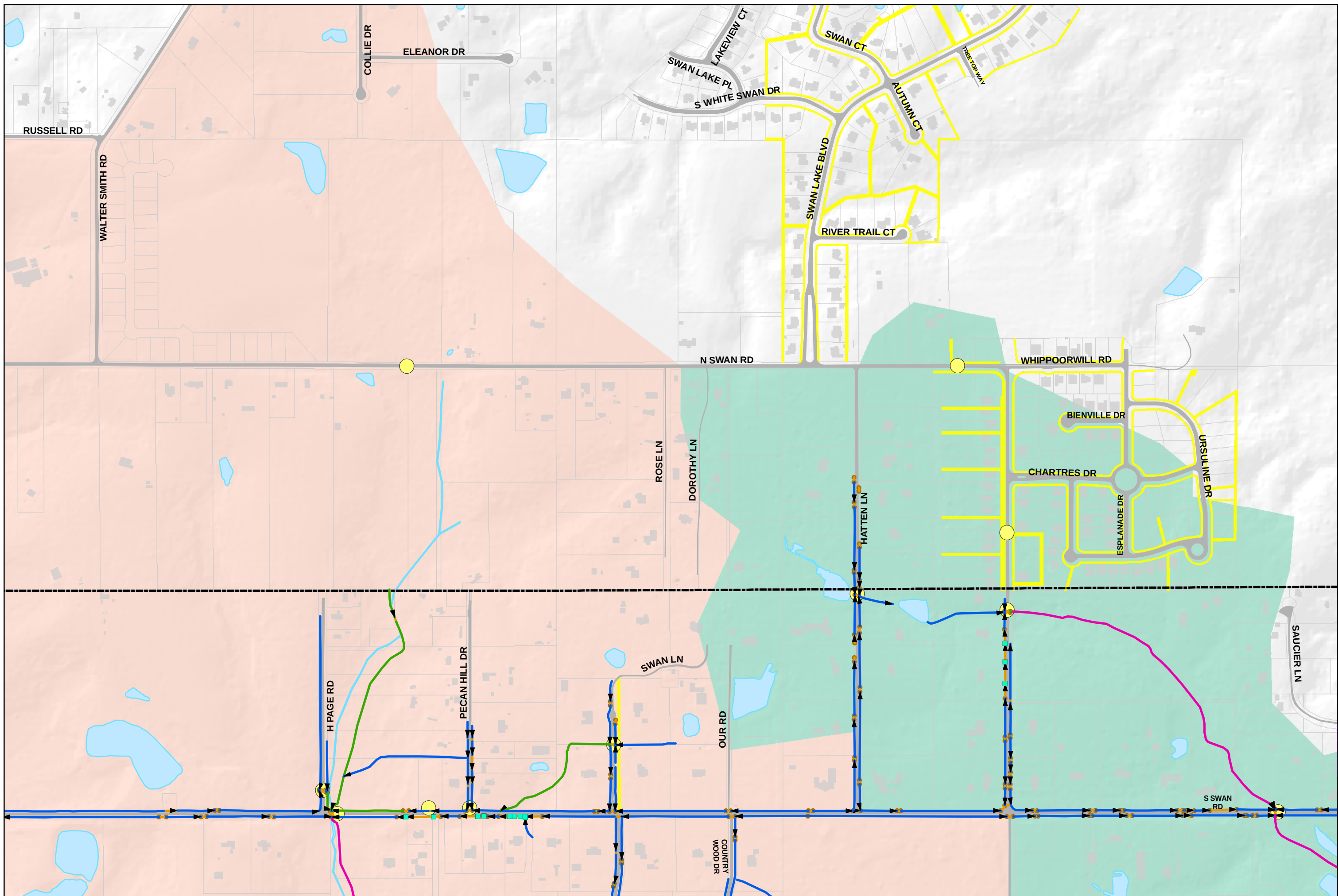
1 inch = 500 feet



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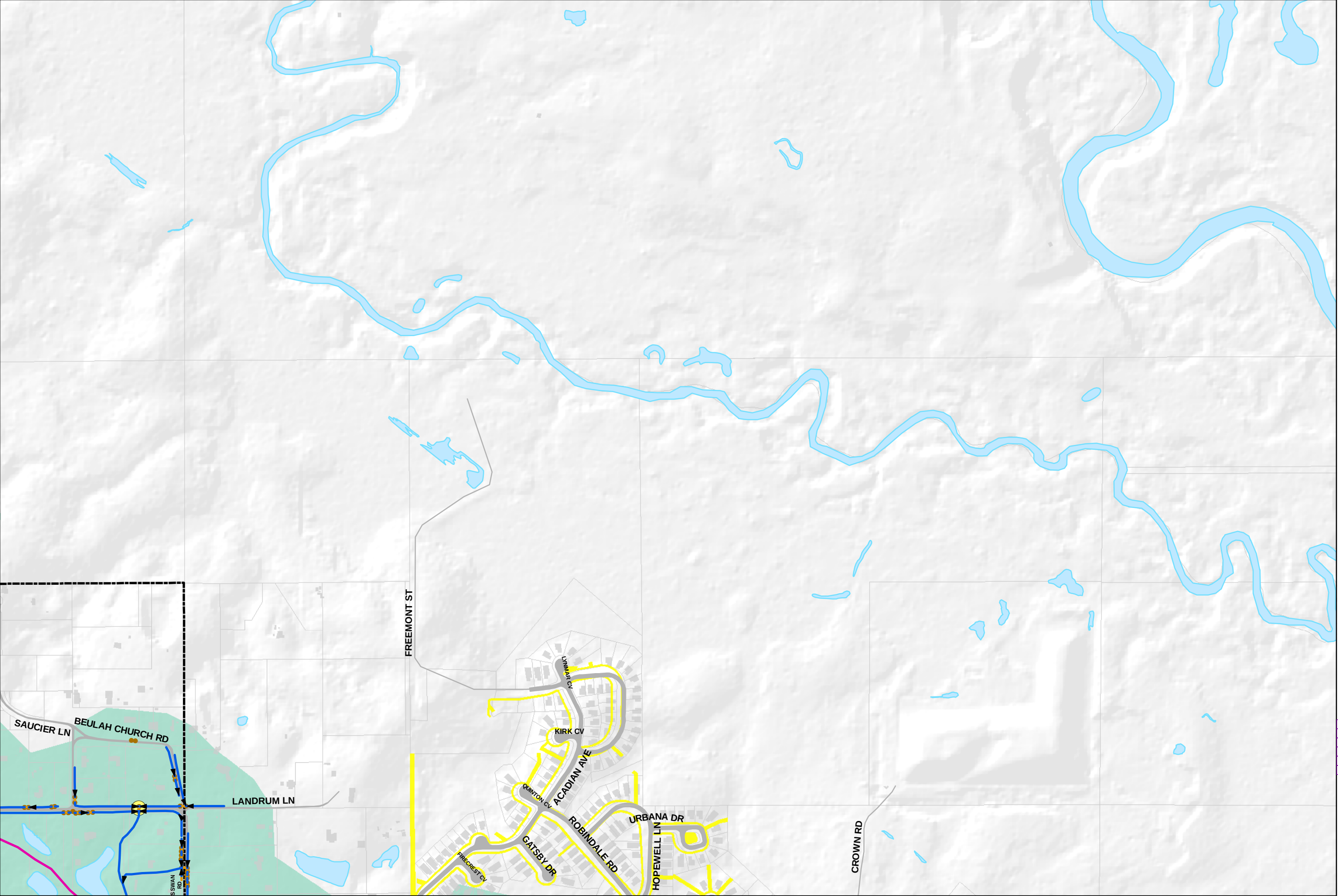
1 inch = 500 feet



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21	22	23	24	25	26
15	16	17	18	19	20
9	10	11	12	13	14
4	5	6	7	8	
1	2	3			



1 inch = 500 feet



53	54	55	56	57
48	49	50	51	52
43	44	45	46	47
38	39	40	41	42
33	34	35	36	37
28	29	30	31	32
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18	19	20	21	22
13	14	15	16	17
8	9	10	11	12
3	4	5	6	7
1	2	3	4	5



1 inch = 500 feet

APPENDIX V

Routine Street Sweeping Plan

See enclosed plan for detailed locations and priorities.

Total curb length = 1,185,850 ft. (224.6 miles)

Sidewalk, Curb/Gutter, & ROW Grass Cutting Mapbooks

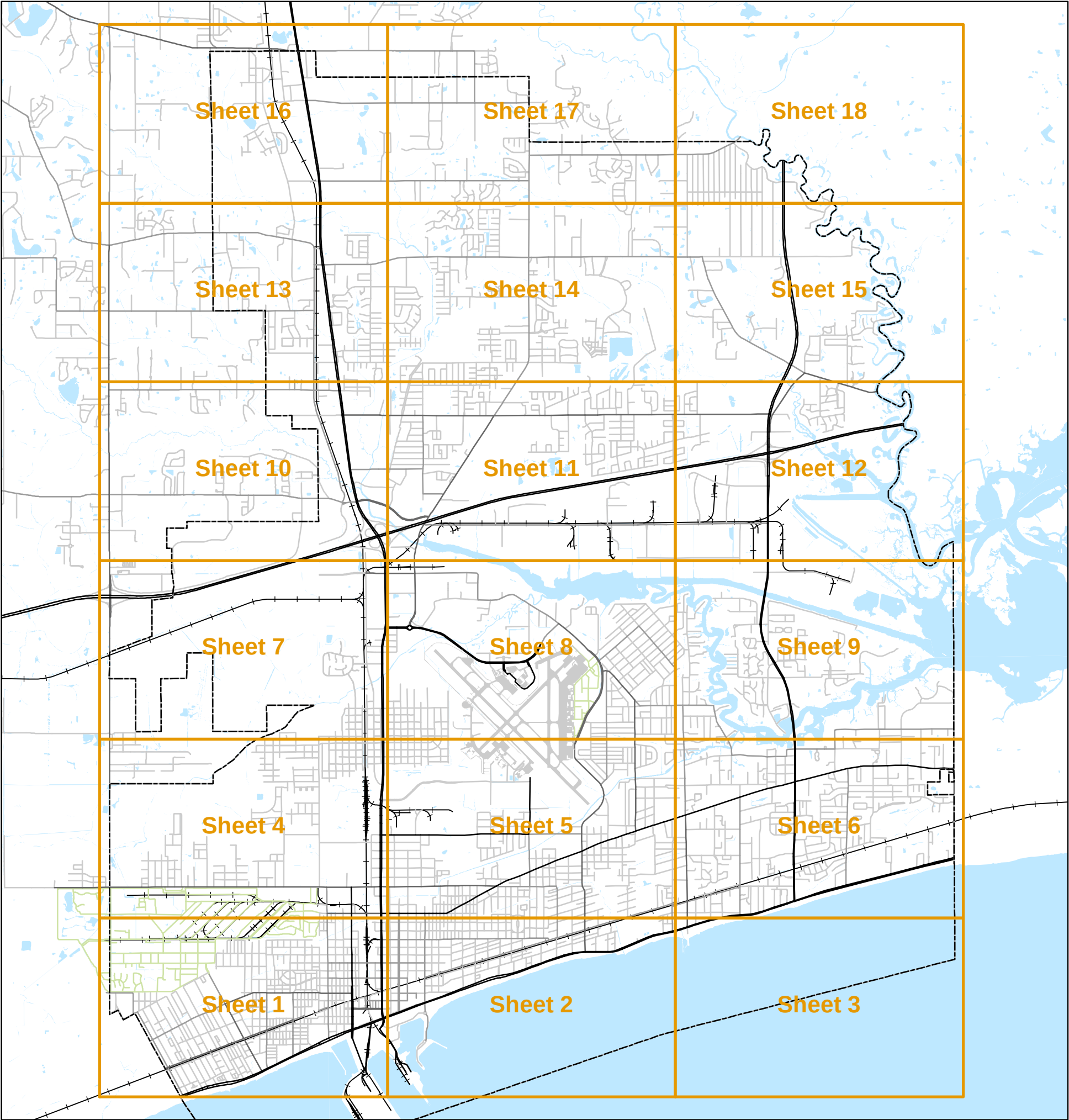
Legend

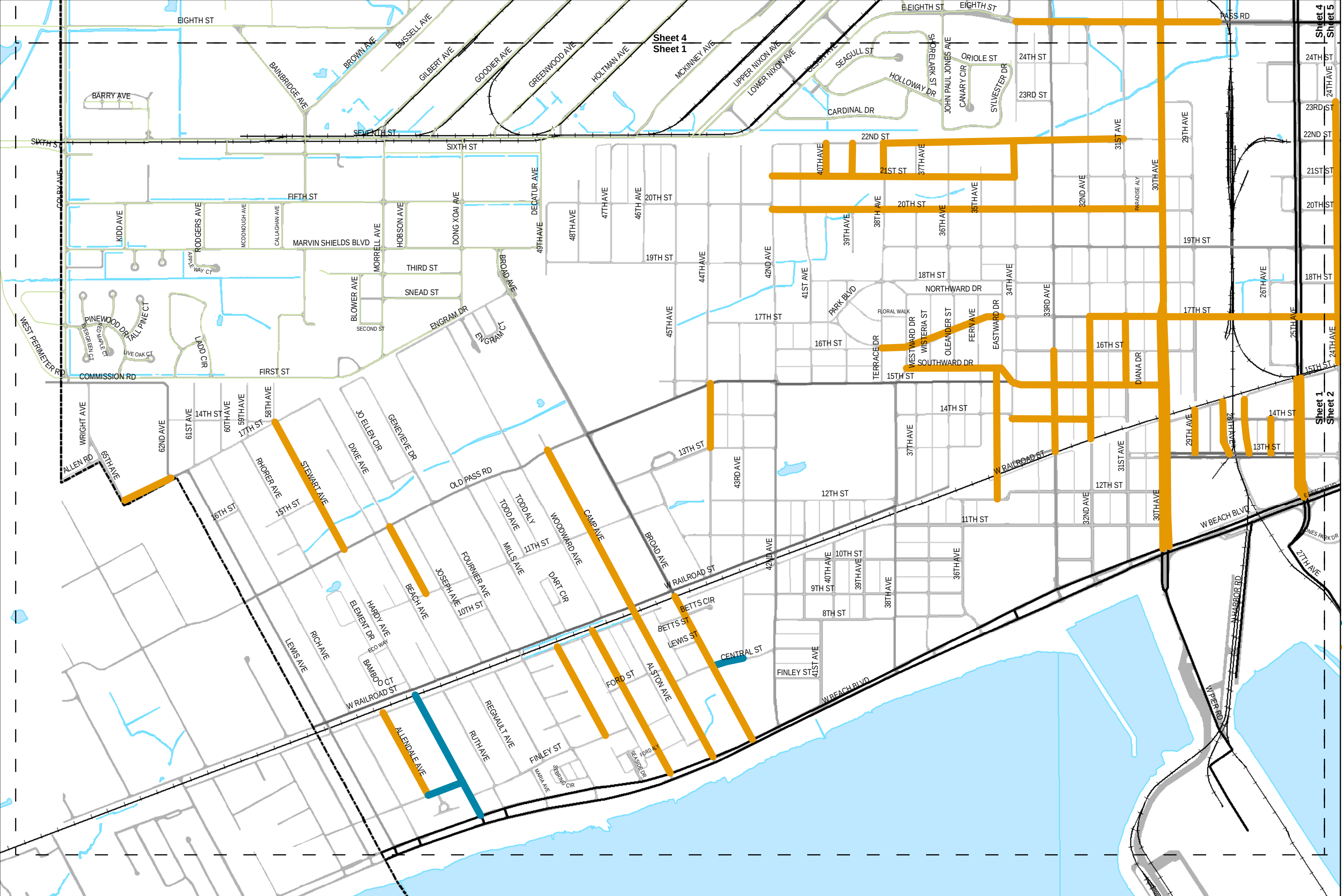
-  Sidewalk on One Side
-  Sidewalk on Two Side
-  Curb & Gutter on One Side
-  Curb & Gutter on Two Side
-  ROW Grass Cutting
-  Citylimit

Total LF Sidewalk = 192,610 (36.5 mi.)

Total LF Curb And Gutter = 1,185,850 (224.6 mi.)

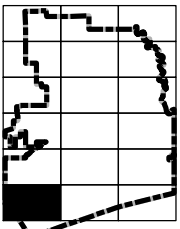
Total LF Grass Cutting = 1,753,752 (332.2 mi)



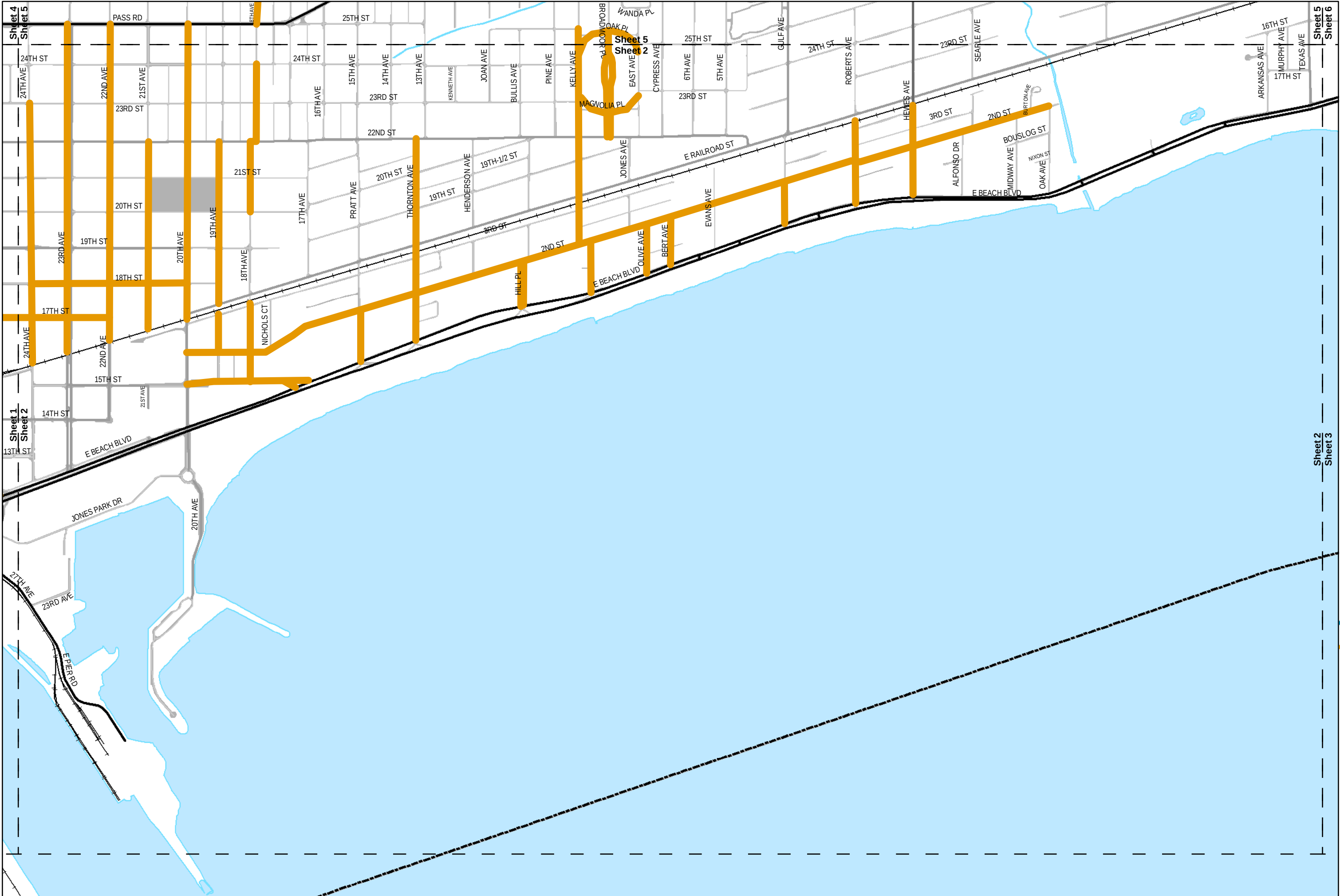


Curb & Gutter

- Curb & Gutter on One Side
- Curb & Gutter on Two Side

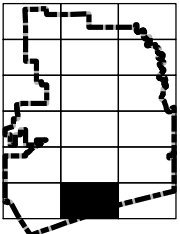


1 inch = 950 feet

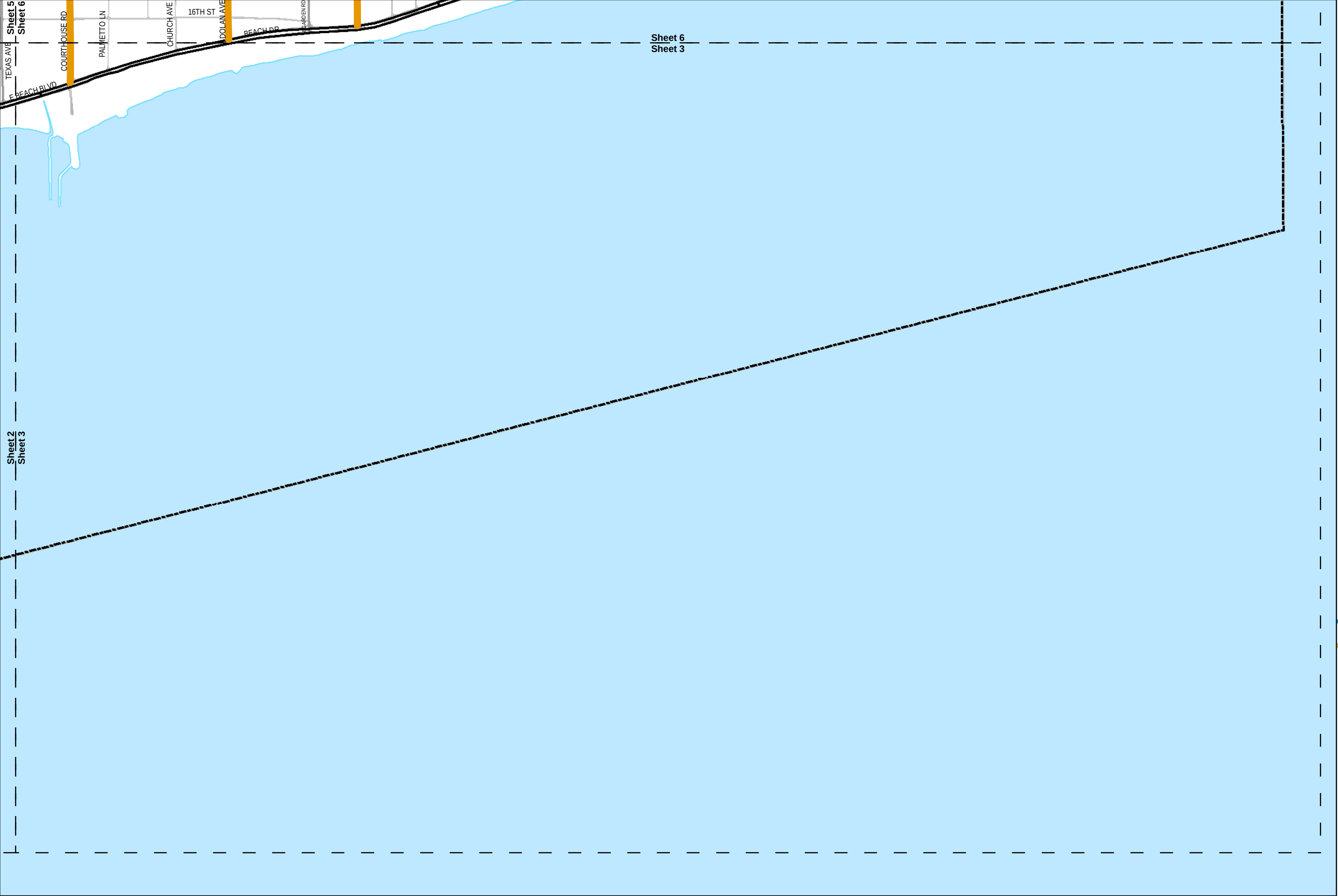


Curb & Gutter

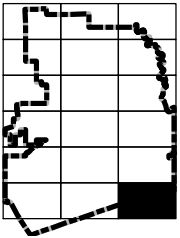
- Curb & Gutter on One Side
- Curb & Gutter on Two Side



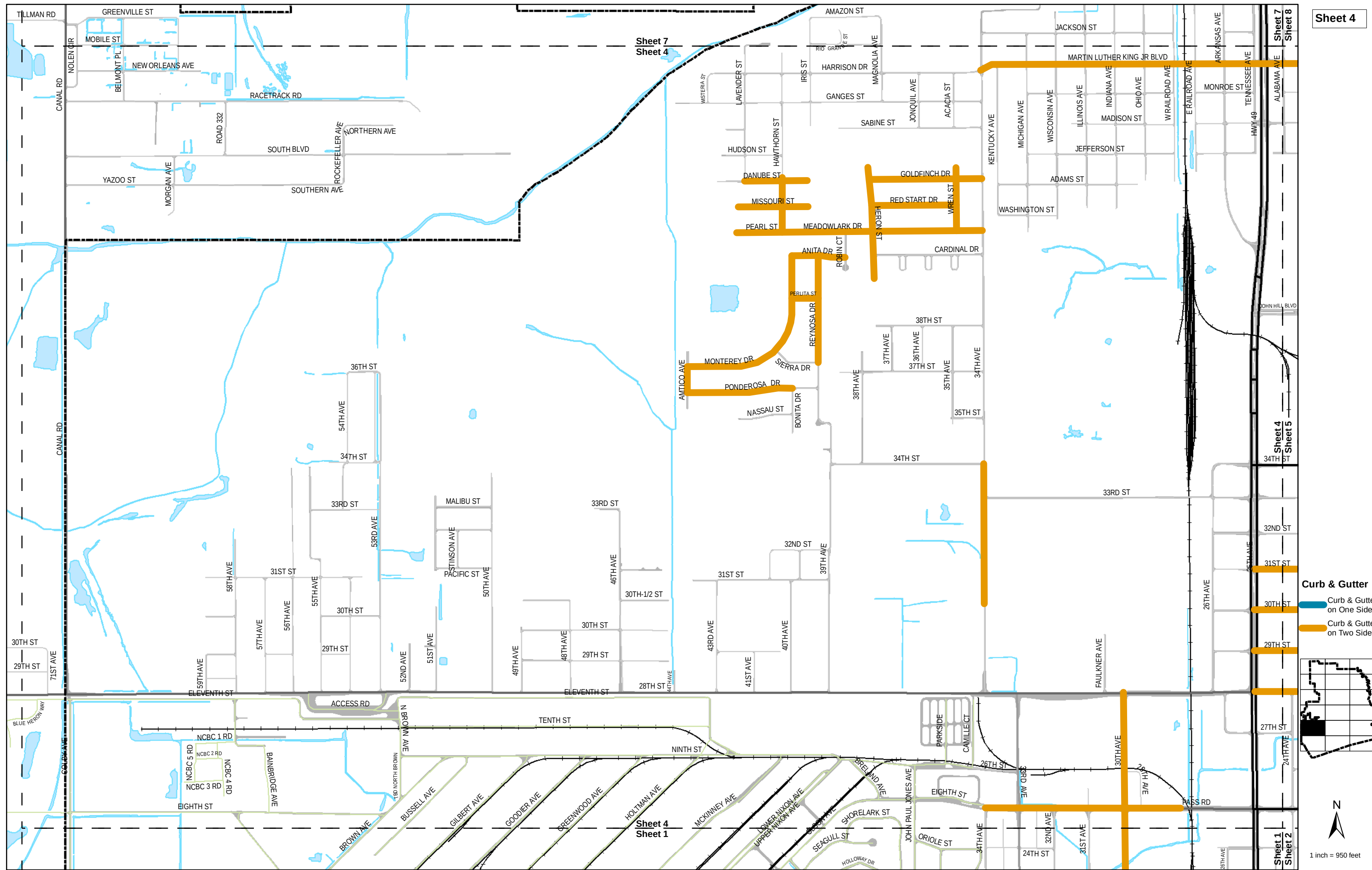
1 inch = 950 feet

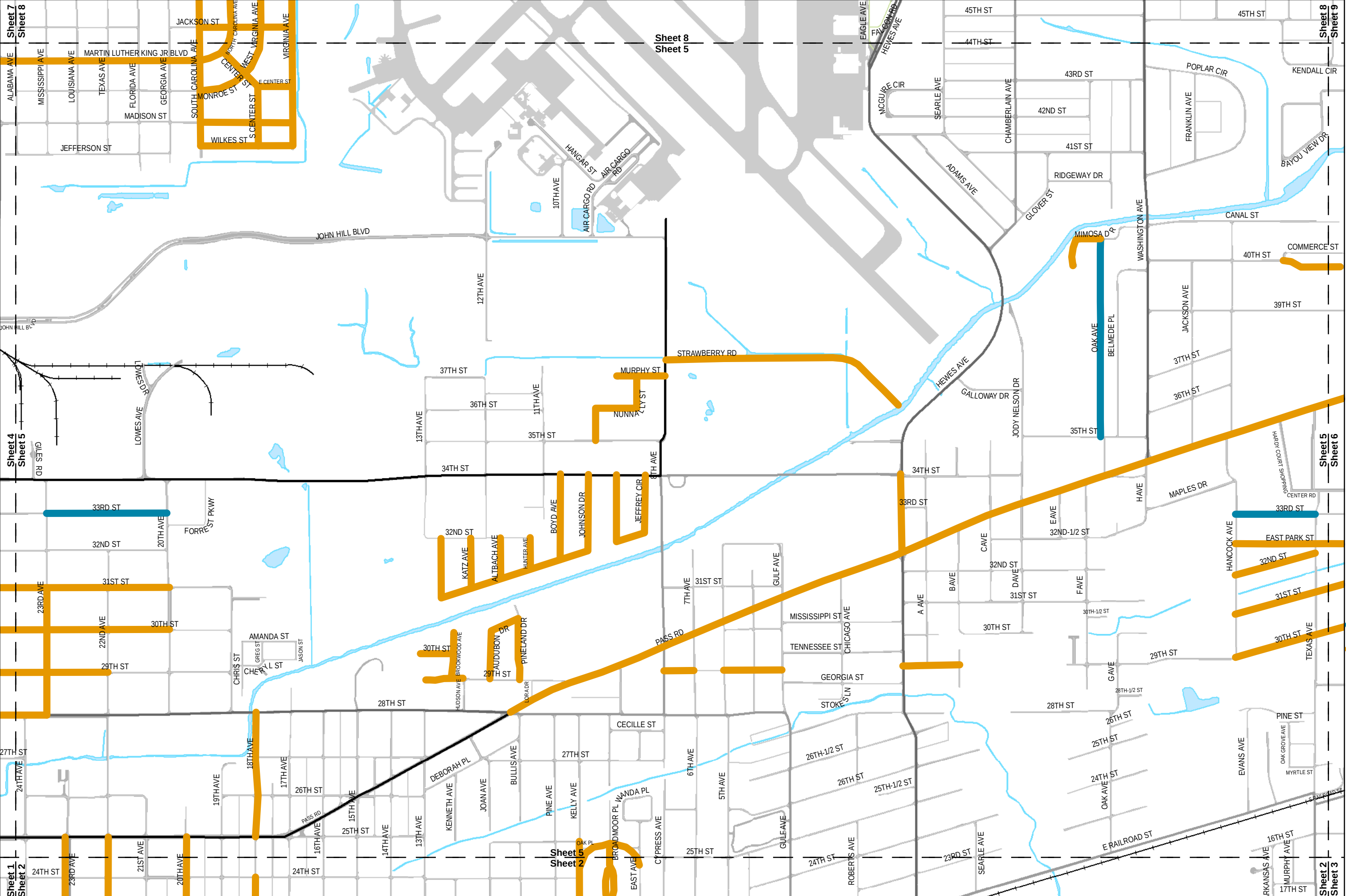


- Curb & Gutter**
- Curb & Gutter on One Side
 - Curb & Gutter on Two Side



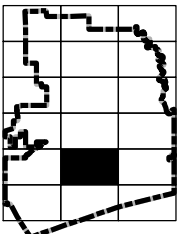
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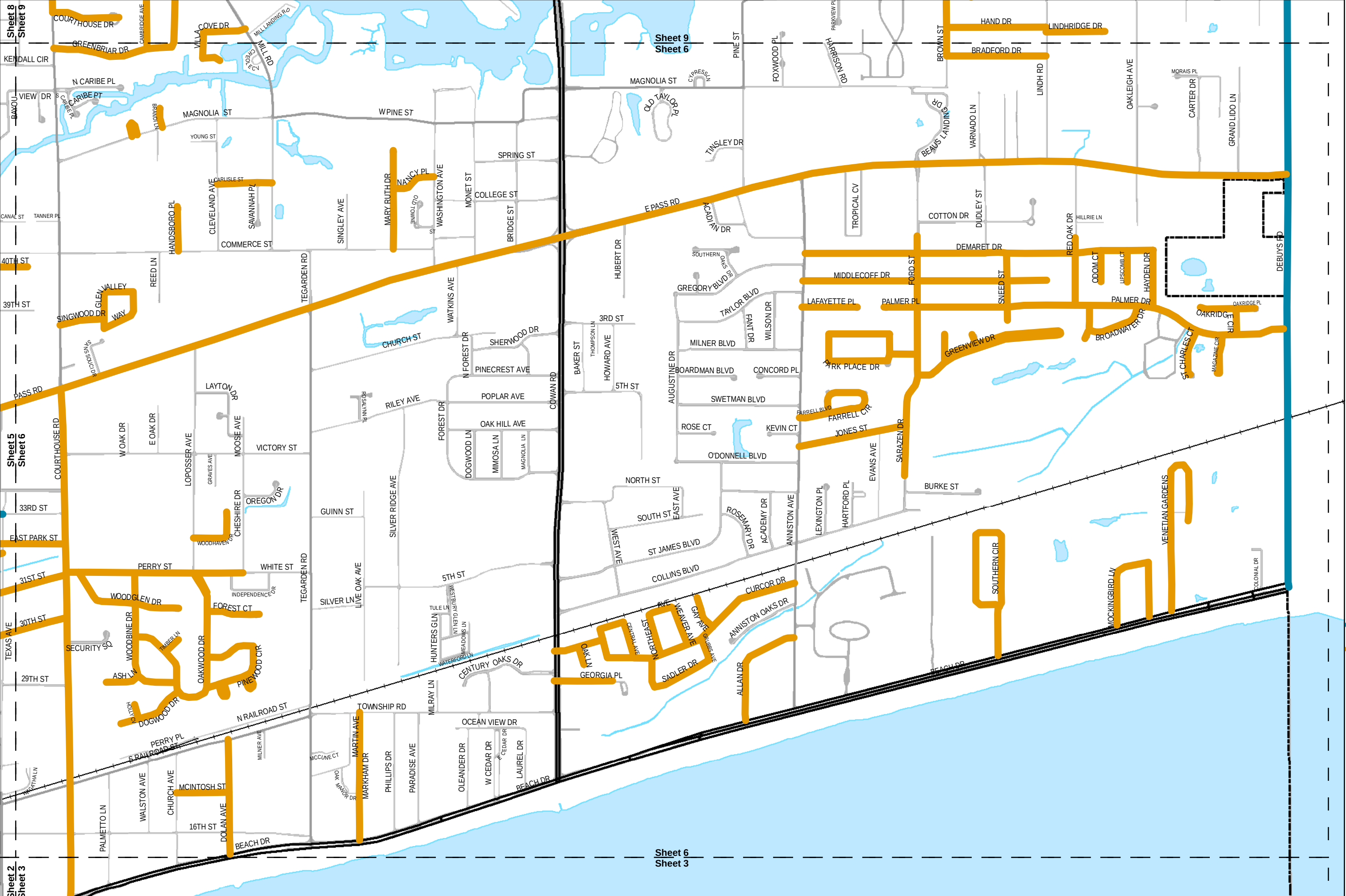




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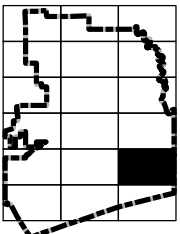
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- Curb & Gutter on Two Side



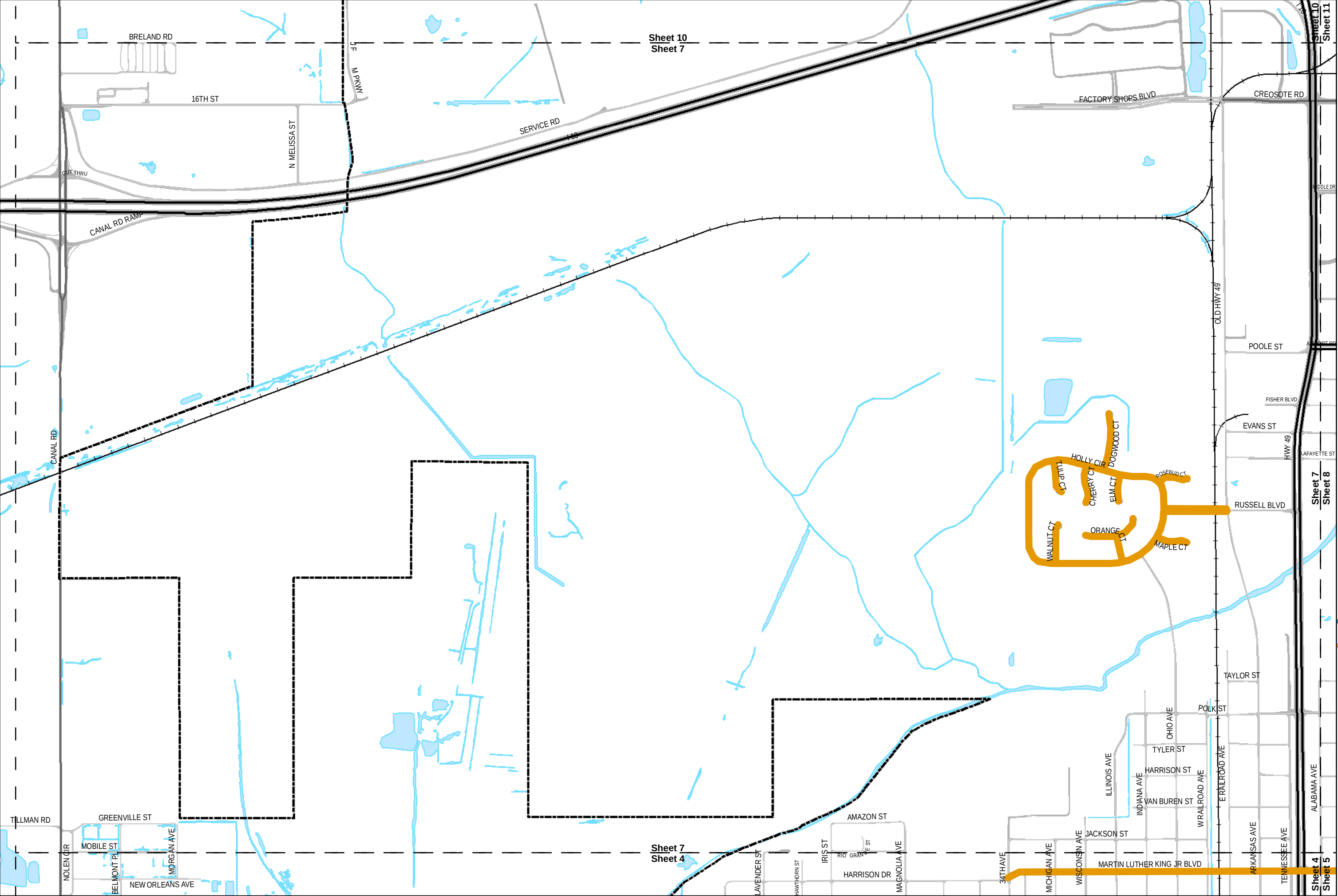


Curb & Gutter

- Curb & Gutter on One Side
- Curb & Gutter on Two Side



1 inch = 950 feet



Sheet 10
Sheet 7

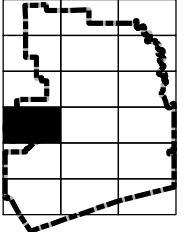
Sheet 7
Sheet 8

Sheet 7
Sheet 4

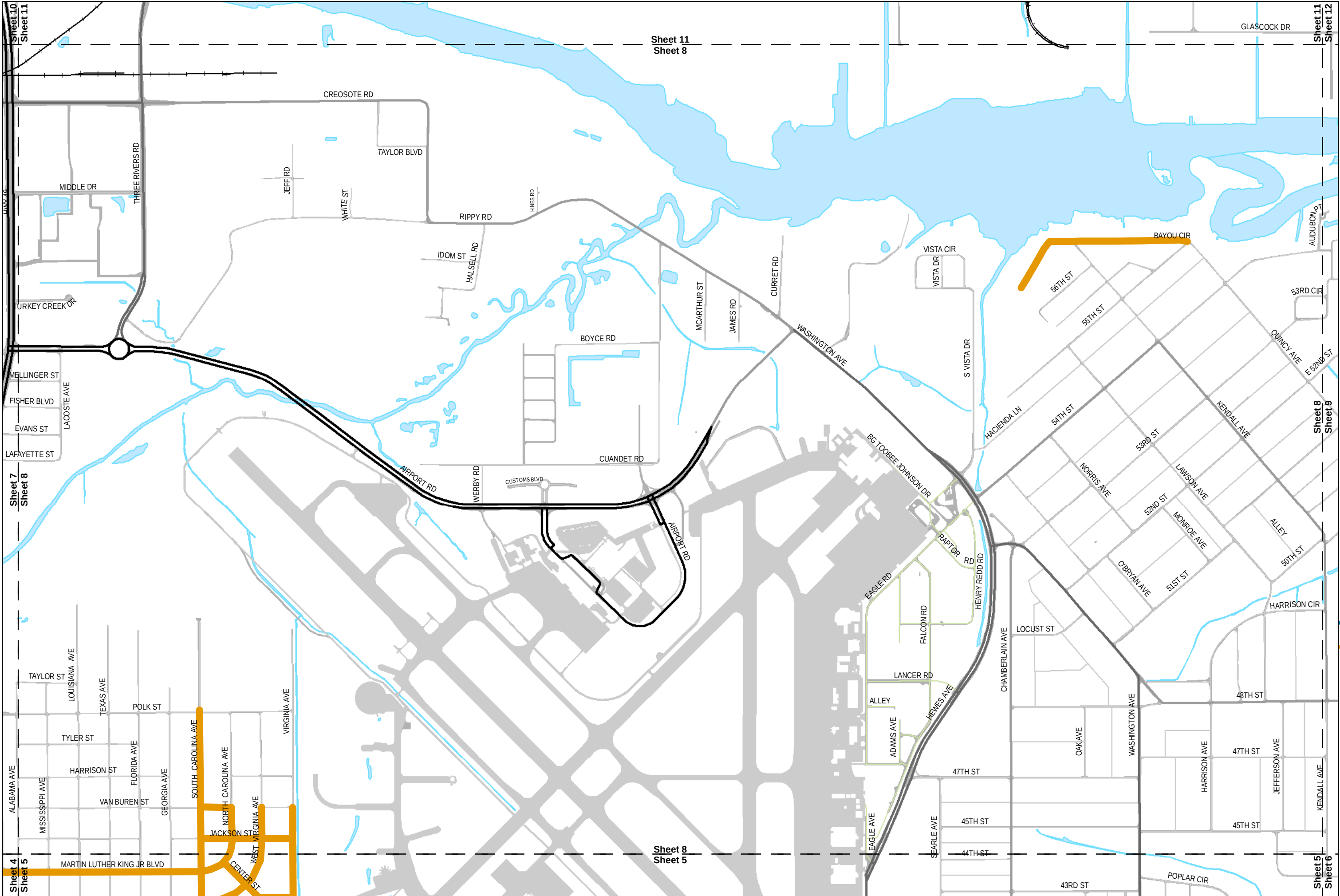
Sheet 4
Sheet 5

Curb & Gutter

- Curb & Gutter on One Side
- Curb & Gutter on Two Side

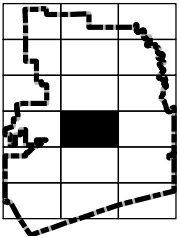


1 inch = 950 feet

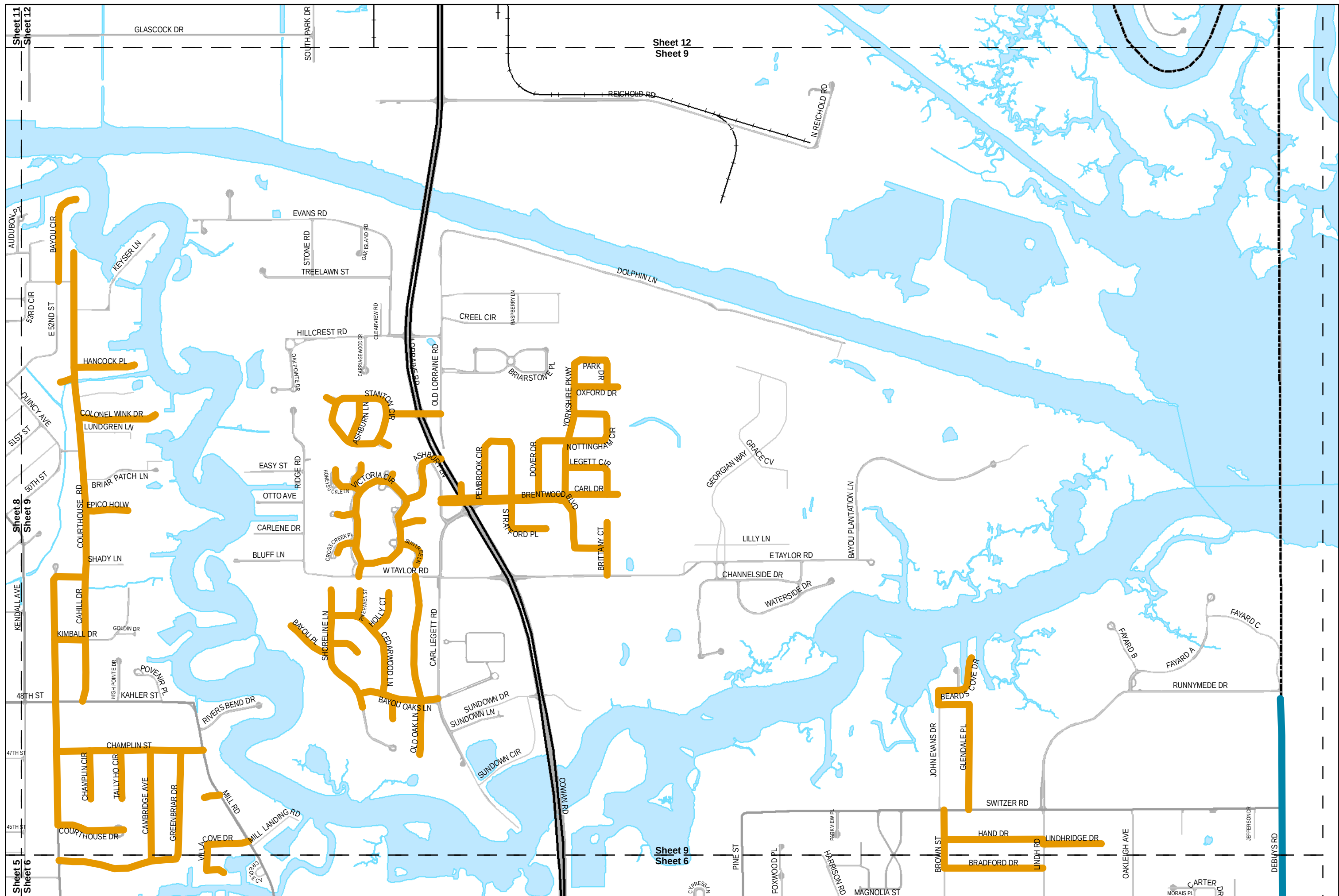


Curb & Gutter

- Curb & Gutter on One Side
- Curb & Gutter on Two Side



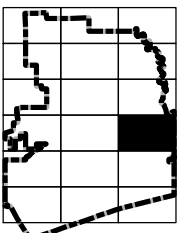
1 inch = 950 feet



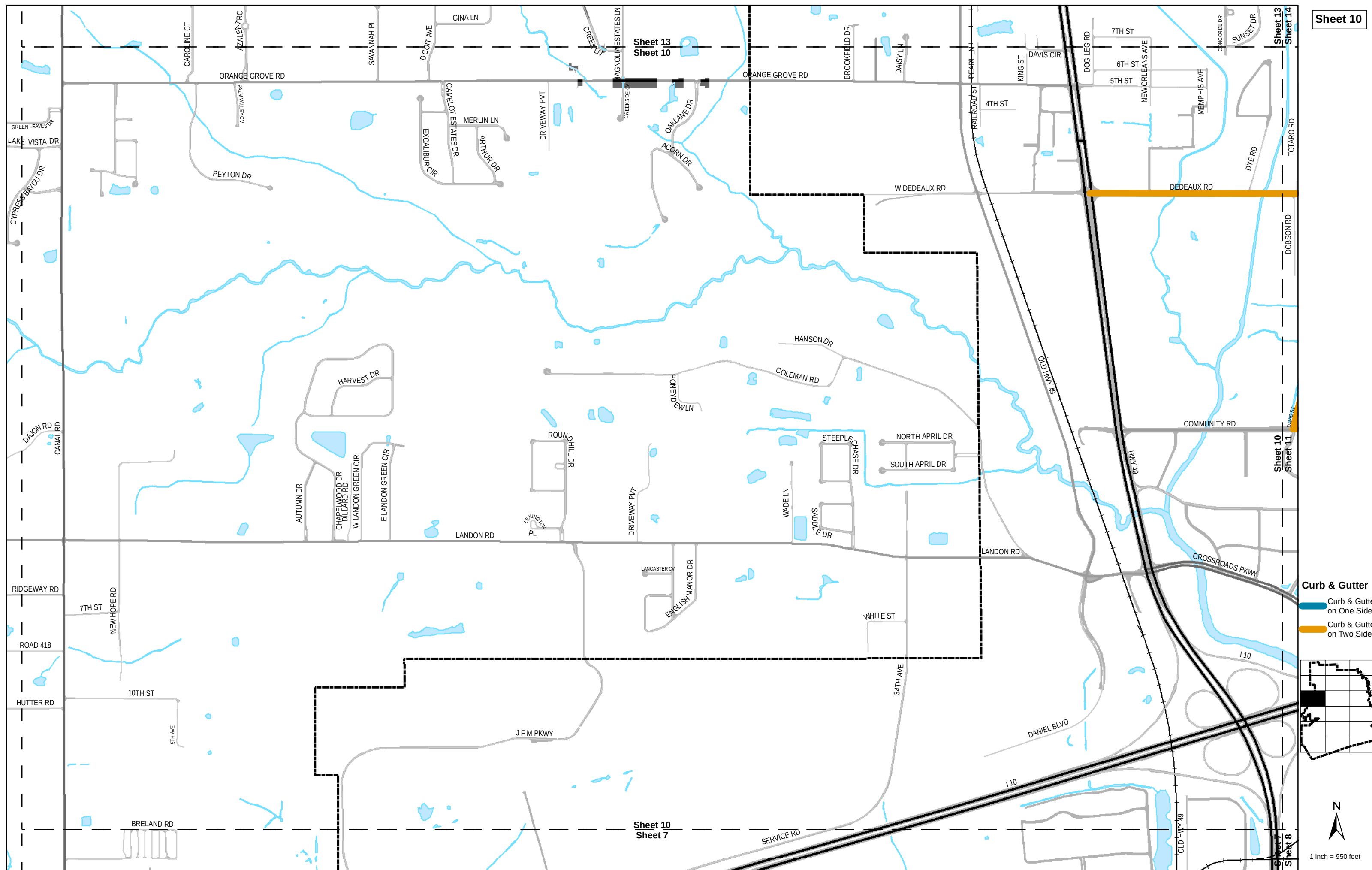
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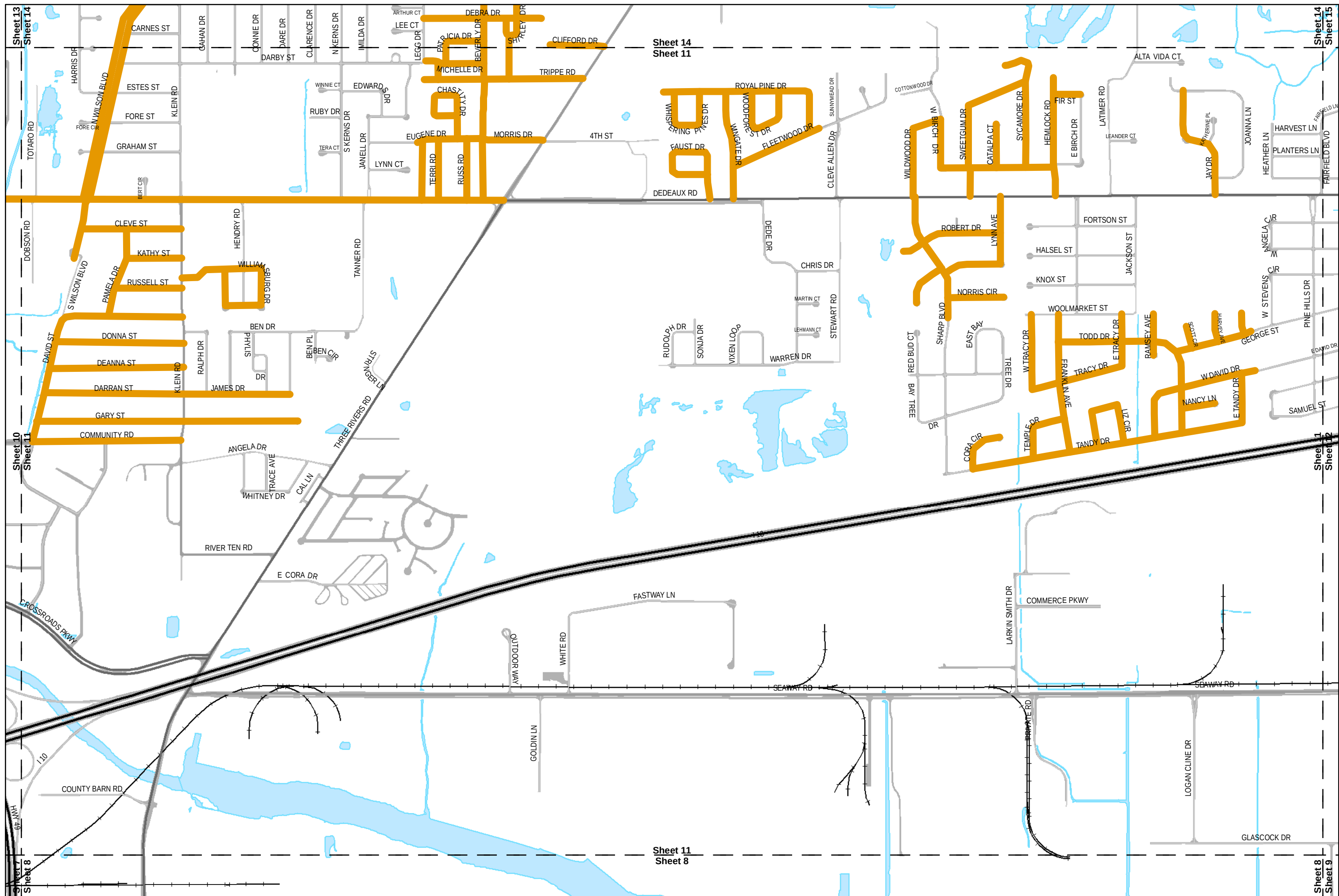
 Curb & Gutter
on One Side

 Curb & Gutter
on Two Side



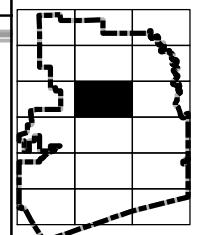
1 inch = 950 feet



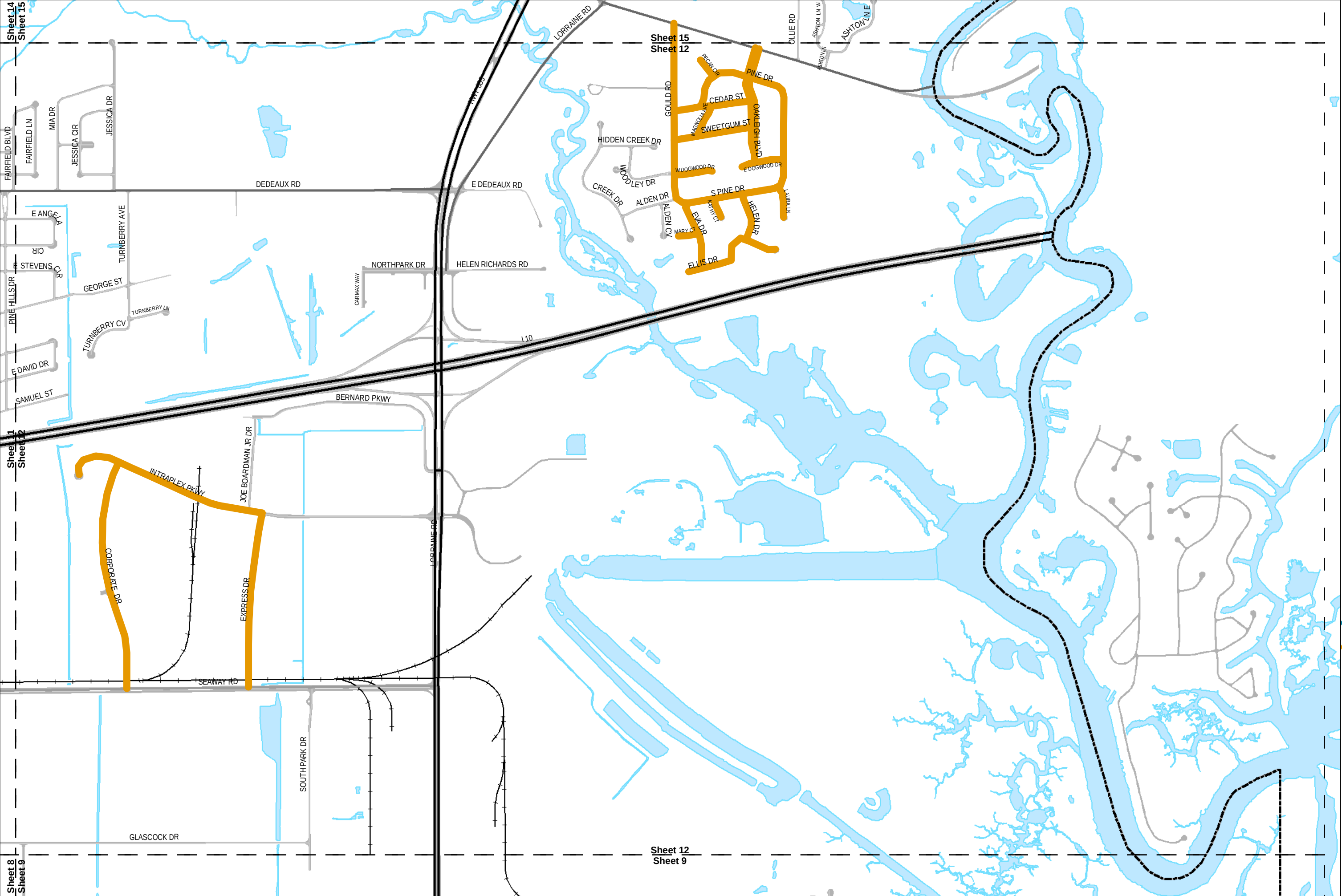


Curb & Gutter

-  Curb & Gutter on One Side
-  Curb & Gutter on Two Side

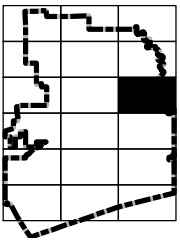


1 inch = 950 feet

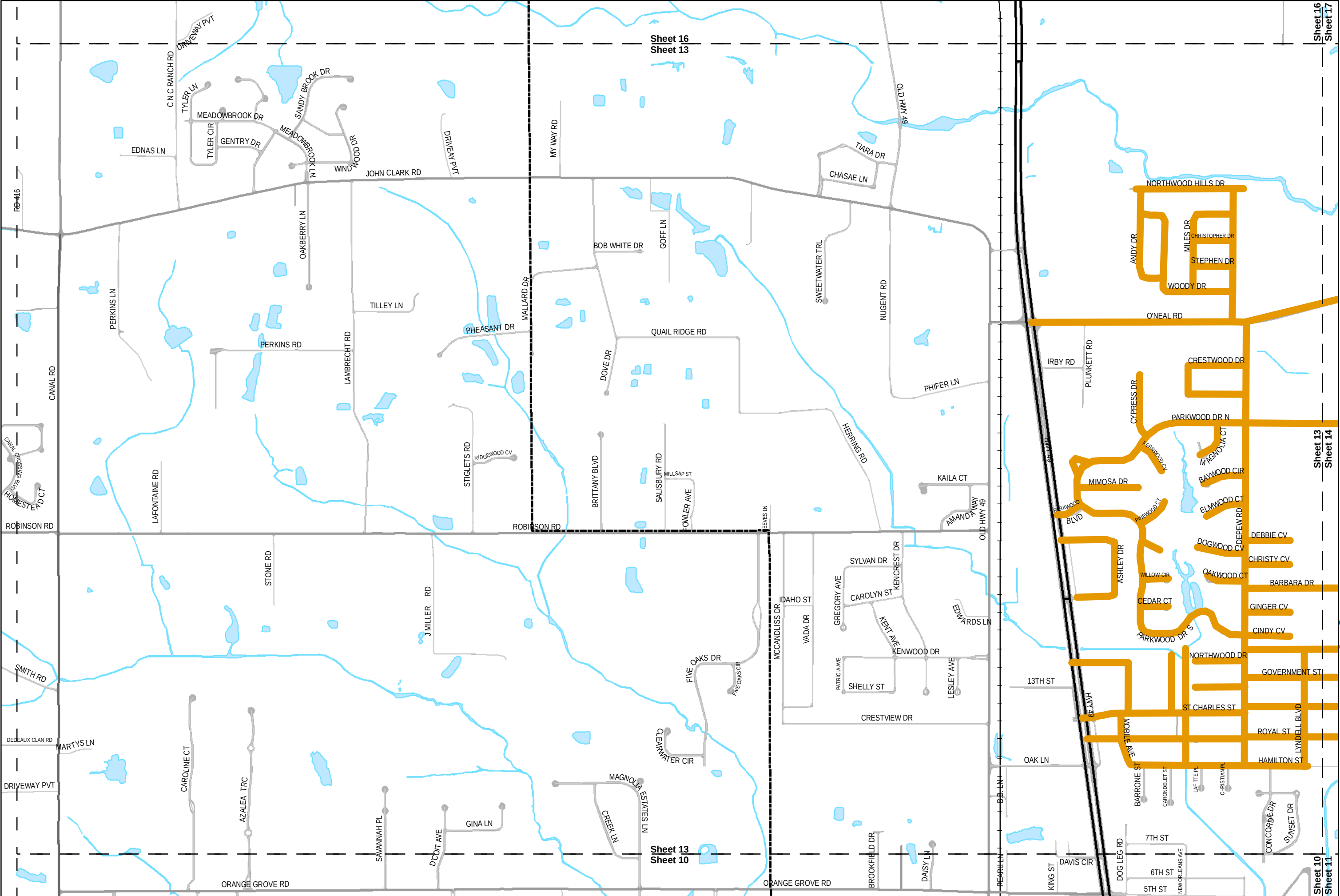


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- Curb & Gutter on One Side
- Curb & Gutter on Two Side

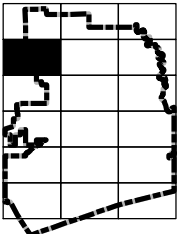


1 inch = 950 feet

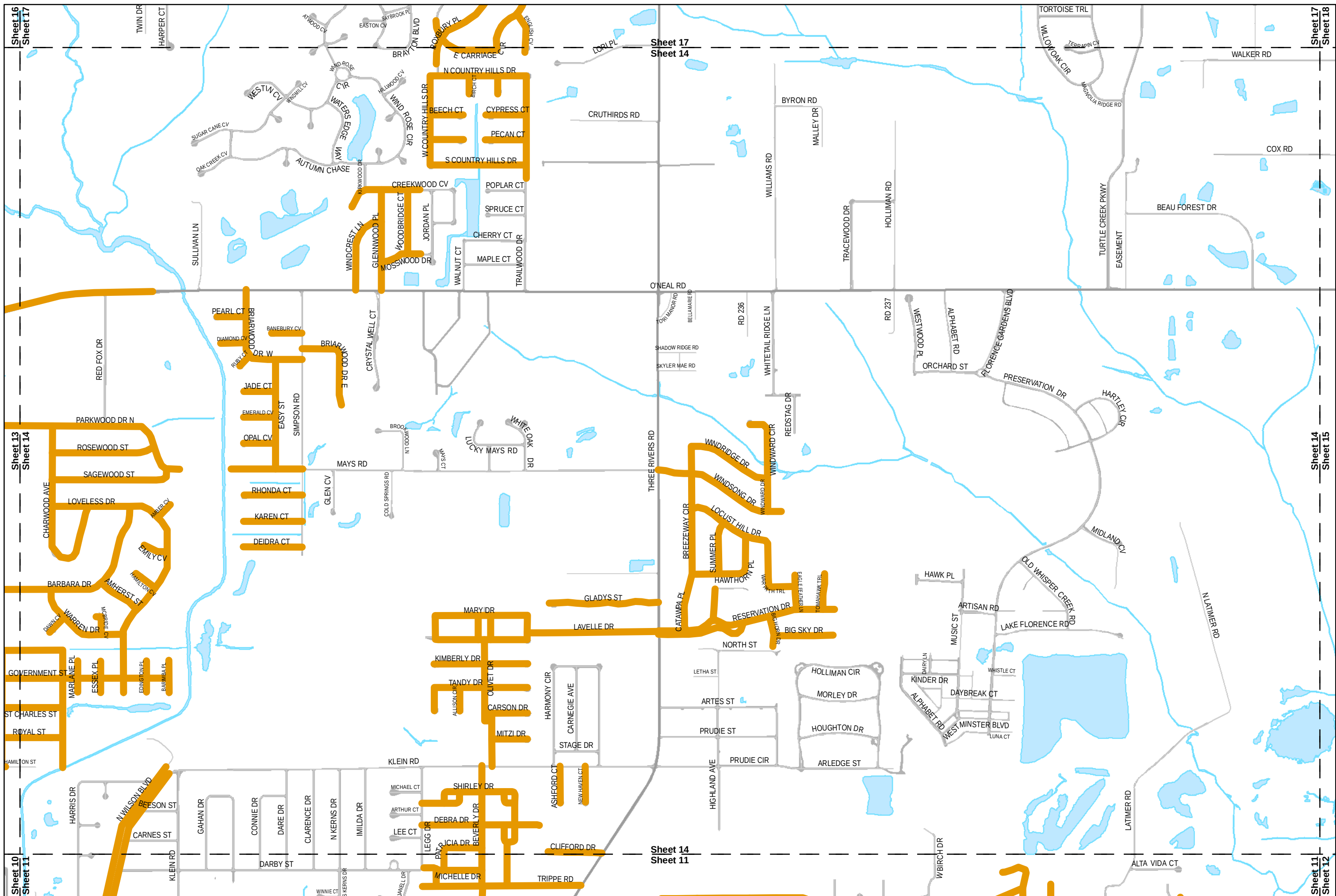


Curb & Gutter

- Curb & Gutter on One Side
- Curb & Gutter on Two Side

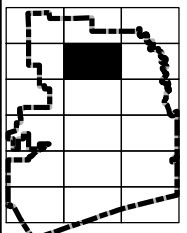


1 inch = 950 feet

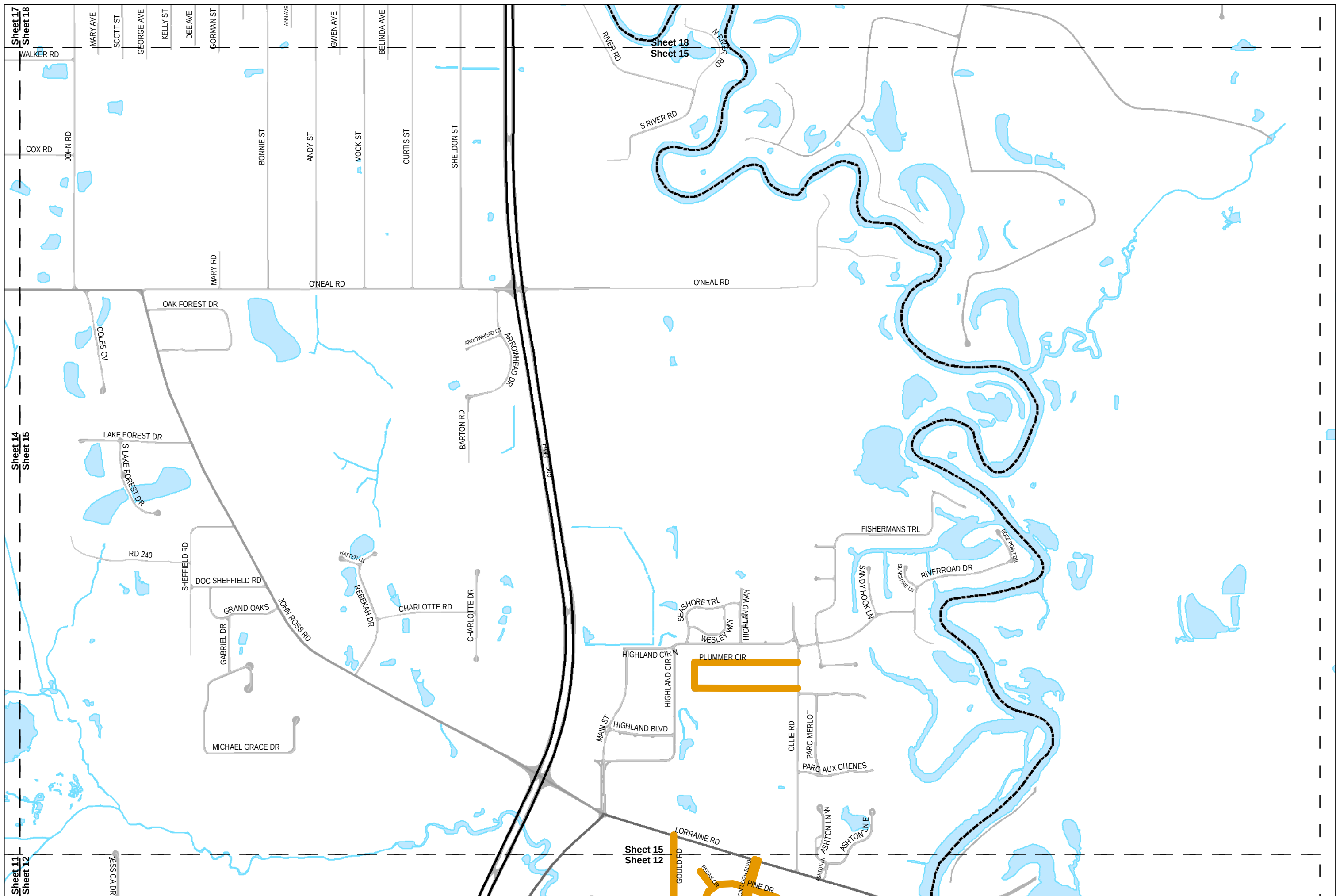


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-  Curb & Gutter on Two Side

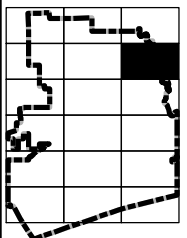


1 inch = 950 feet

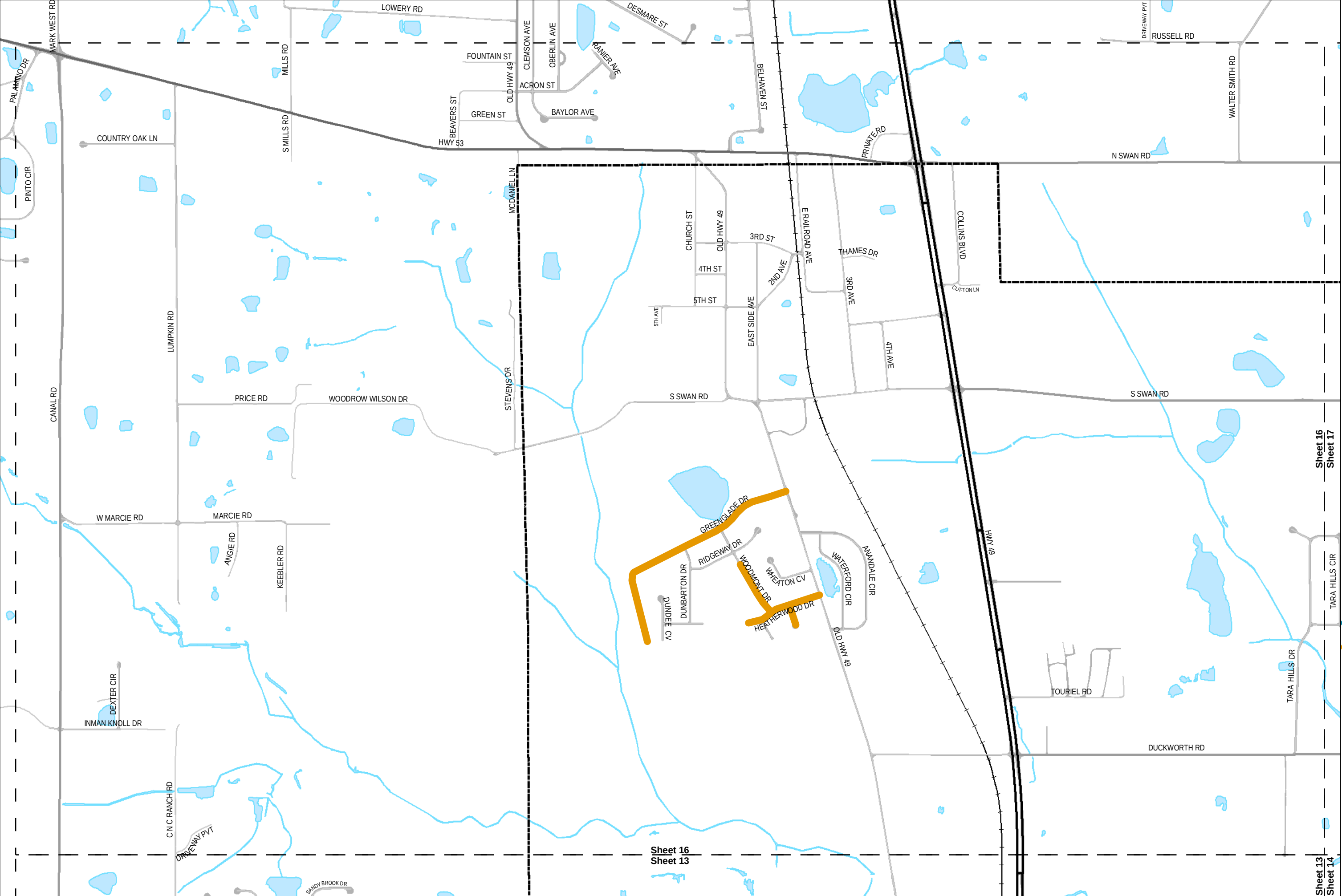


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-  Curb & Gutter on One Side
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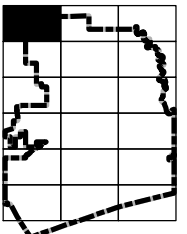


1 inch = 950 feet



Curb & Gutter

- Curb & Gutter on One Side
- Curb & Gutter on Two Side

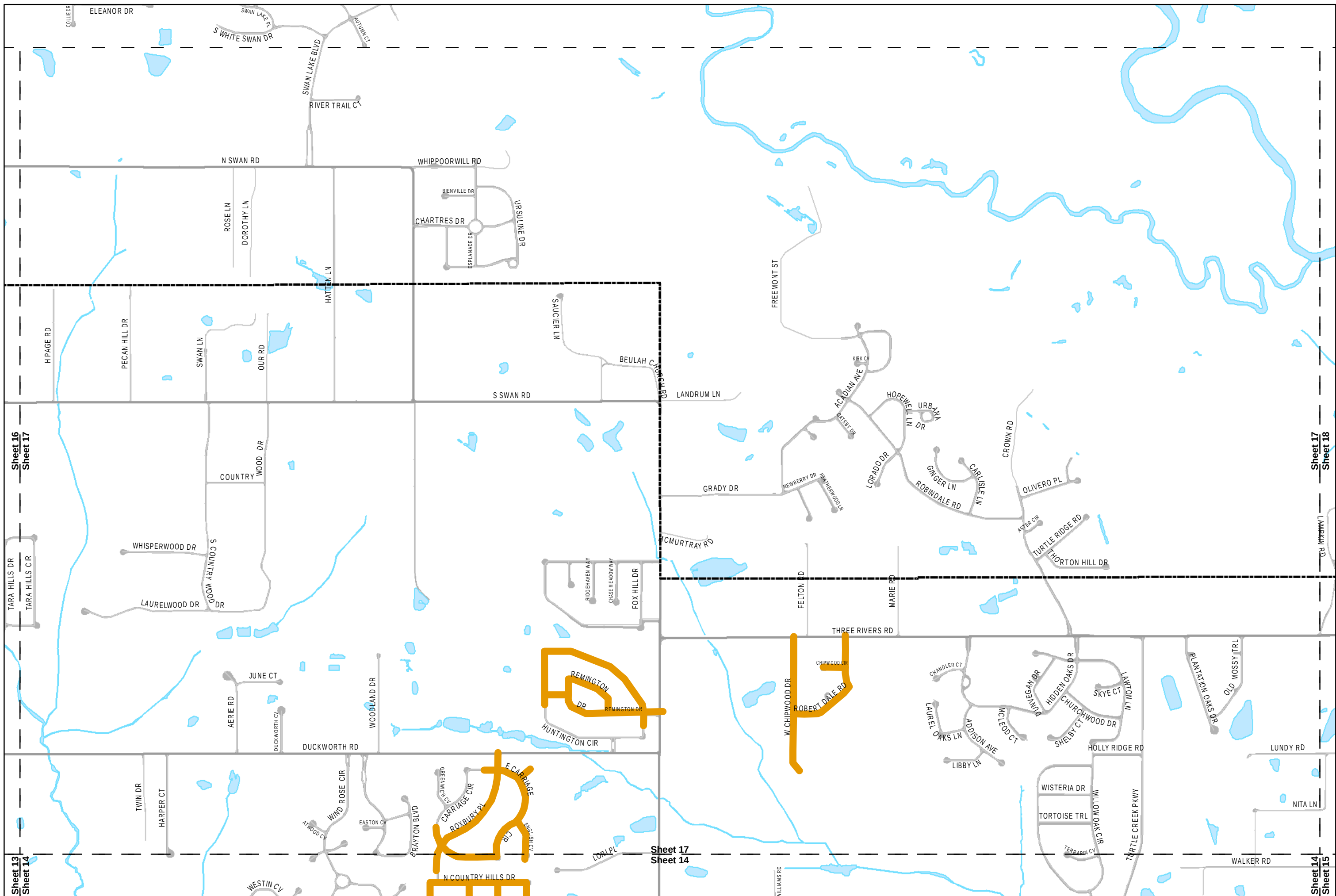


1 inch = 950 feet

Sheet 16
Sheet 13

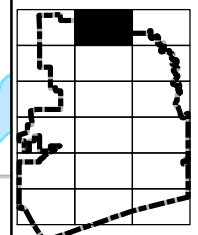
Sheet 16
Sheet 17

Sheet 13
Sheet 14

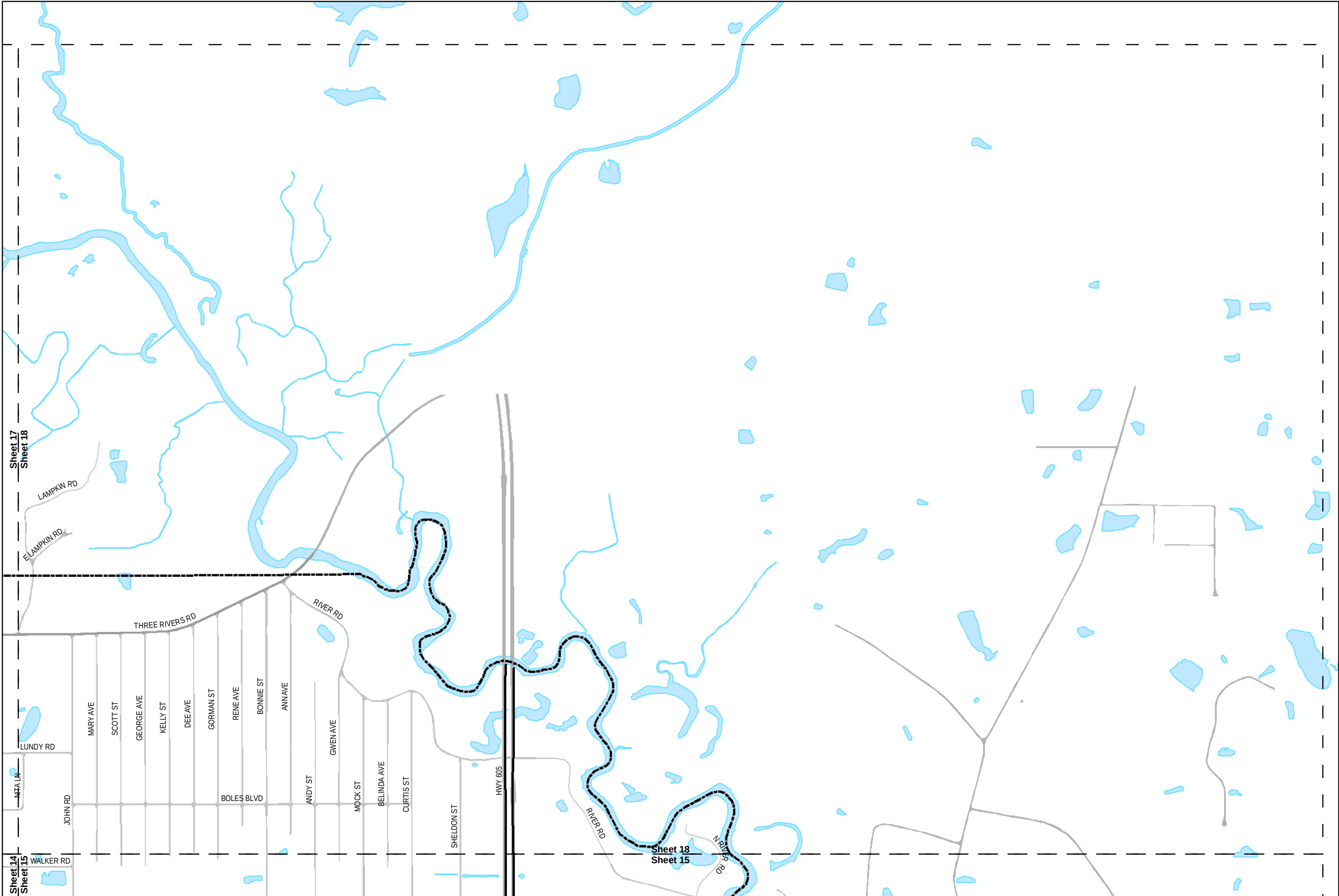


Curb & Gutter

-  Curb & Gutter on One Side
-  Curb & Gutter on Two Side

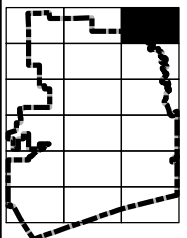


1 inch = 950 feet



Curb & Gutter

- Curb & Gutter on One Side
- Curb & Gutter on Two Side



1 inch = 950 feet



STANDARD OPERATION PROCEDURES (SOP)

Procedure	Current Date	SOP Number
PUBLIC WORKS		
Admin		
Bomb Threats	1/15/2020	GULF-PW-ADMIN-1.0
Community Outreach	1/15/2020	GULF-PW-ADMIN-1.1
Emergency Eyewash Stations	1/15/2020	GULF-PW-ADMIN-1.2
Inspection Procedures and Requirements for Capital Projects	DRAFT	GULF-PW-ADMIN-1.3
Lock & Key Control Procedures	1/15/2020	GULF-PW-ADMIN-1.4
Newspaper/Radio/TV Notification Procedures	3/20/2020	GULF-PW-ADMIN-1.5
Physical Security of the Department of Public Works Facility, Stockyards, Materials and Equipment	1/15/2020	GULF-PW-ADMIN-1.6
Procedures for Renting Equipment	12/31/2019	GULF-PW-ADMIN-1.7
Public Works Orientation Program	1/15/2020	GULF-PW-ADMIN-1.8
Submission of Purchase Request Forms	1/15/2020	GULF-PW-ADMIN-1.9
Trash & Debris Pickup	1/15/2020	GULF-PW-ADMIN-1.10
Warehouse Ordering & Issuing Procedures	1/15/2020	GULF-PW-ADMIN-1.11
Workzone Safety	1/15/2020	GULF-PW-ADMIN-1.12
Accident Reporting Procedures	1/3/2020	GULF-PW-ADMIN-1.13
Construction Inspection Notebook	1/15/2020	GULF-PW-ADMIN-1.14
Receiving Service Requests	3/25/2020	GULF-PW-ADMIN-1.15
GIS Map Edits	12/31/2019	GULF-PW-ADMIN-1.16
Operating Telephone Notification System	3/20/2020	GULF-PW-ADMIN-1.17
Emergency Sandbag Support and Issuing Procedures	1/15/2020	GULF-PW-ADMIN-1.18
Vehicle and Equipment Cleaning	DRAFT	GULF-PW-ADMIN-1.19
Water and Sewer		
Water and Sewer Inspector's Daily Responsibilities	DRAFT	GULF-PW-W-S-2.0
Water Outage-Boil Water Notification	1/10/2020	GULF-PW-W-S-2.1
Fire Hydrant Procedures for: Opening, Closing, Flushing & Testing	1/10/2020	GULF-PW-W-S-2.2
Infrastructure Condition: Water Wells & Tanks	DRAFT	GULF-PW-W-S-2.3
Procedures for Installation of Multiple AMR Water Meters	1/10/2020	GULF-PW-W-S-2.4
GPS All New Valves, Fire Hydrants and Manholes	1/15/2020	GULF-PW-W-S-2.5
Boil Water Notice	1/15/2020	GULF-PW-W-S-2.6
Sewage Spill/Bypass: Repair, Cleanup, and Reporting Procedures	1/10/2020	GULF-PW-W-S-2.7
Portable & Stationary Generators – Cycle/Load Testing Program	DRAFT	GULF-PW-W-S-2.8
SCADA Department Maintenance	4/14/2020	GULF-PW-W-S-2.9
After Hours Calls	4/13/2020	GULF-PW-W-S-2.10
Procedures for Water and Sewer Service Verifications	1/15/2020	GULF-PW-W-S-2.11
Jones Park Lift Station Emergency Action Plan	4/15/2020	GULF-PW-W-S-2.12
Water Meter Reading	11/21/2019	GULF-PW-W-S-2.13
Lift Station and Interceptor Systems	1/10/2020	GULF-PW-W-S-2.14
Streets and Drainage		
Streets and Drainage Inspector's Daily Responsibilities	DRAFT	GULF-PW-S-D-3.0
Approval Procedures Prior to Streets and/or Roadway Cutting	1/15/2020	GULF-PW-S-D-3.1
Routine Grass Cutting	1/15/2020	GULF-PW-S-D-3.2
Routine Street Sweeping	1/15/2020	GULF-PW-S-D-3.3
Routine Sidewalk Cleaning & Weed Trimming	3/20/2020	GULF-PW-S-D-3.4

Routine Pothole Patching/Pavement Cut Restoration	1/15/2020	GULF-PW-S-D-3.5
Ditch Cleaning	1/15/2020	GULF-PW-S-D-3.6
Routine Ditch Cleaning	1/15/2020	GULF-PW-S-D-3.7
Dry Weather Screening Program	1/20/2020	GULF-PW-S-D-3.8
Storm Drain Network Tracking Illicit Discharge Investigation Procedures	1/20/2020	GULF-PW-S-D-3.9
Maintenance		
Warehouse Equipment & Tool Maintenance	1/15/2020	GULF-PW-MAINT-4.0
Maintenance Shop Personnel Responsibilities	1/13/2020	GULF-PW-MAINT-4.1
Reporting of Damaged Small Engine Tools	1/13/2020	GULF-PW-MAINT-4.2
Operator Daily Equipment Inspection	1/13/2020	GULF-PW-MAINT-4.3
Generator Cycling Program	1/13/2020	GULF-PW-MAINT-4.4
Breakdown Information	1/15/2020	GULF-PW-MAINT-4.5

 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.0</u>
PAGE: 1 of 2	PROCEDURE: BOMB THREATS	DATE: JANUARY 2020

Purpose: To establish procedures for reacting to bomb threats or other threatening phone calls received on city telephones.

- 1.0 This SOP shall be posted next to each telephone and all personnel briefed on its contents.
- 2.0 Assume all threats are real until the Police determine otherwise.
- 3.0 DO NOT HANG UP. Keep caller on the line as long as possible. DO NOT argue with the caller, remain calm. Your purpose is to gather information.
- 4.0 Signal for someone to call 911, and inform them of what is happening while you have the person on the line.

5.0 Obtain as much information about the caller as possible, utilizing the checklist below.

5.1 **Time call received:** _____ **Time call ended:** _____

5.2 **Exact wording of threat:**

5.3 **Person receiving call:** _____

5.4 **Description of caller:**

5.4.1 Age _____ Sex _____ Adult _____ Juvenile _____ Race _____

5.4.2 **Voice characteristics:**

Loud _____ Soft _____ High pitch _____ Pleasant _____

Intoxicated _____ Deep _____ Raspy _____ Other _____

5.4.3 **Speech:**

Fast _____ Slow _____ Distinct _____ Distorted _____

Stutter _____ Nasal _____ Slurred _____ Lisp _____

5.4.4 **Language:**

Excellent _____ Good _____ Fair _____ Poor _____ Foul _____

5.4.5 **Accent:**

Local _____ Foreign _____

5.4.6 **Manner:**

Calm _____ Angry _____ Rational _____ Coherent _____ Belligerent _____

Laughing _____ Righteous _____ Emotional _____ Irrational _____

5.4.7 **Background Noises:**

Street Traffic _____ Music _____ Machinery _____ Voices _____ Party _____

Animals _____ Planes _____ Trains _____ Quiet _____

5.5 **Questions to ask:**

5.5.1 When is the bomb going to explode? _____

5.5.2 Where is the bomb located now? _____

5.5.3 What kind of bomb is it? _____

5.5.4 What does it look like? _____

5.5.5 Why did you place the bomb? _____

6.0 If building is occupied, inform caller that detonation could cause injury or death. Did caller appear familiar with area of building by his/her description of the bomb location? Write out the message in its entirety and any other comments and attach to checklist.

7.0 Actions to take immediately after call.

7.1 If not already done call 911 and relay information.

7.2 If building is occupied, have someone notifying building occupants to exit the building immediately.

7.3 Talk to no one except the police on information gathered from caller.

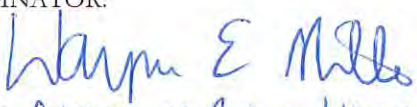
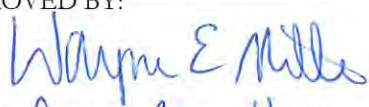
8.0 Evacuating the building.

8.1 DO NOT USE CELLPHONES.

8.2 DO NOT turn off/on electrical equipment or lights.

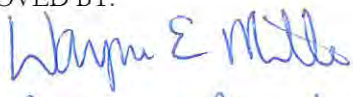
8.3 Exit building immediately to the South side and move across the street to the yard area.

8.4 DO NOT reenter the building until cleared by police.

ORIGINATOR:  TITLE: <u>DIRECTOR OF PUBLIC WORKS</u> DATE: January 15, 2020	APPROVED BY:  TITLE: <u>Dir. of Public Works</u> DATE: January 15, 2020	REVISION: Dec 2003 Jan 2020
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	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.1</u>
PAGE: 1 of 1	PROCEDURE: COMMUNITY OUTREACH	DATE: JANUARY 2020

- 1.0 It is very important to keep the community updated on Public Works projects and notifications. This is being done through the City's Facebook page and website. There is also an electronic display located in our office at 4050 Hewes Avenue to update the public of our projects and notifications. This information is updated by the Public Works Budget Analyst as needed.
- 2.0 Educating the youth of our city is very important. Several schools in our city have career days and we designate an employee to attend these functions to explain what Public Works is and does for our community.

ORIGINATOR:  TITLE: <i>DIRECTOR OF PUBLIC WORKS</i> DATE: January 15, 2020	APPROVED BY:  TITLE: <i>DIRECTOR OF PUBLIC WORKS</i> DATE: January 15, 2020	REVISION: Jan 2004 Jan 2020
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	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.2</u>
PAGE: 1 of 2	PROCEDURE: EMERGENCY EYEWASH STATIONS	DATE: JANUARY 2020

Purpose: To establish procedures for the proper installation, inspection, maintenance, and use of emergency eyewash stations.

- 1.0 Emergency eyewash stations shall be provided in all areas where employees are exposed to corrosive materials or where an eye hazard potential exists from the use of any chemical.
 - 1.1 All eyewash stations must be capable of delivering .4 gpm (gallons per minute) for no less than 15 minutes.
 - 1.2 Personal Eyewash bottles are designed to support eyewash stations and not replace them. Eyewash bottles will not be authorized except in rare instances where the point of work must be accomplished at a distance from a eyewash station. And then the eyewash bottles are to provide immediate relieve to the employee only until they can reach an eyewash station.
- 2.0 Installation. The first seconds following an eye injury are the most critical to keeping an eye injury to a minimum.
 - 2.1 An eyewash station will be positioned immediately adjacent to the work, during the use of any highly caustic or acid material.
 - 2.2 At no time should it take longer than 10 seconds to reach an eyewash station from the point of work.
 - 2.3 A clear travel path will be provided between the eyewash station and the point of work.
 - 2.4 When activated, the nozzles shall be positioned at a height of no less than 33" nor more than 45" from the surface the user is standing on.
- 3.0 Inspection/maintenance:
 - 3.1 Work Center Supervisors shall inspect the units weekly to ensure that they are; clean, full, no leaks, not being used for shelves, and that a clear unobstructed path is being maintained. This inspection shall be documented on a tag or label affixed to each unit.
 - 3.2 Units may be filled with either clean/drinkable water or an approved additive.

- 3.3 If filled with water supervisors shall; activate, flush and refill with clean water weekly. A log shall be kept showing date and employee completing.
- 3.4 If filled with an additive, flushing and refilling shall occur at intervals recommended by the additive manufacturer, or when the unit has been used. A log shall be kept of when additive was added and when it requires changing.
- 3.5 No user maintenance other than described above shall be accomplished on any unit. Damaged or non-working units shall be brought immediately to the attention of the Public Works Safety Inspector.

4.0 Use:

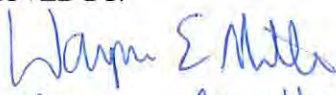
- 4.1 The eyewash station and its immediate area shall not be utilized as a storage area, work area, nor any other activity that would impede immediate use of the unit.
- 4.2 The eyewash station shall not be used as a hand/face washing area, nor for any other purpose than the emergency flushing of chemicals from the eyes.
- 4.3 The eyewash station serves as emergency first aid and in no way negates the need for immediate medical attention.
- 4.4 Only immediate and continuous flushing of the eyes will limit the amount of damage done to the eyes. Therefore flushing must commence immediately and continue till unit is drained.

ORIGINATOR:  TITLE: SAFETY INSPECTOR DATE: January 15, 2020	APPROVED BY:  TITLE: DIRECTOR OF PUBLIC WORKS DATE: January 15, 2020	REVISION: Jan 2004 Jan 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.4</u>
PAGE: 1 of 1	PROCEDURE: Lock & Key Control Procedures	DATE: JANUARY 2020

In order to maintain a professional Lock and Key Control program throughout the Public Works Department on Hewes Avenue, the following policy and procedures are to be instituted immediately:

- 1.0 A master key for all doors, gates, and storage areas (except for personal tools/equipment storage) must be kept at the Public Works Department Safety Office in the Master Key Locker for emergency use/access by authorized personnel.
- 2.0 No door, gate, or storage area locks will be changed unless previously approved by the Director or Assistant Director of Public Works.
- 3.0 Division Heads and Senior Supervisors in coordination with City Safety Officer are responsible for assigning duplicate keys to their Supervisors as necessary. The issuance of duplicate keys must be kept to an absolute minimum!!!!
- 4.0 All Division Heads are responsible for maintaining an up-to-date written listing of all personnel with keys within their assigned spaces. This listing must be provided to the Director or Assistant Director of Public Works and to the City Safety Officer. Whenever a change occurs, this listing must be updated and routed to proper authorities for file.

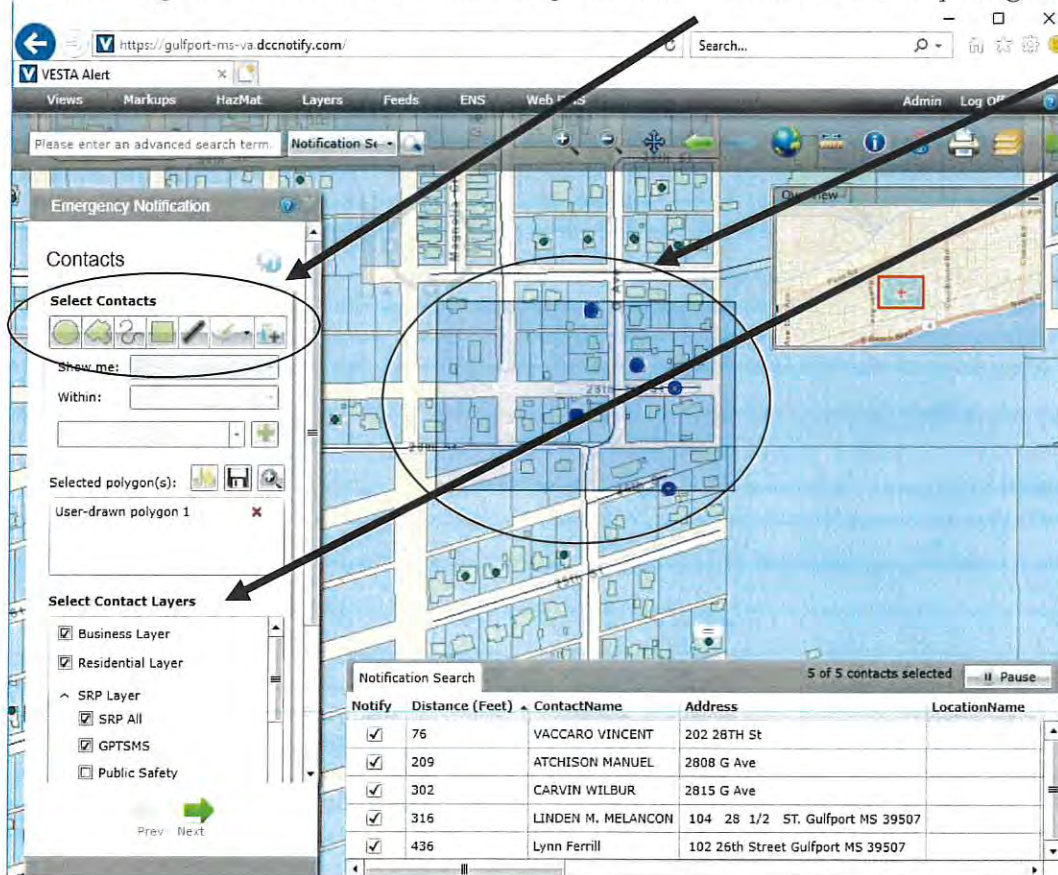
ORIGINATOR:  TITLE: <u>Safety Officer</u> DATE: January 15, 2020	APPROVED BY:  TITLE: <u>Director of Public Works</u> DATE: January 15, 2020	REVISION: May 2001 Jan 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.5</u>
PAGE: 1 of 3	PROCEDURE: Newspaper/Radio/TV Notification Procedures	DATE: March 2020

PURPOSE: This SOP was created in order to ensure proper operation of the Telephone Notification System and *VESTA Alert* software. This system is designed to provide the ability to contact residents by telephone and inform them of important situations in Public Works. It is extremely critical that all messages are verified by two (2) competent persons trained in proper notification techniques used in Public Works. No messages shall be sent to the Public without double approval. **Remember: You Only Have One Opportunity to Send a Message!**

1.0 Go to <https://gulfport-ms-va.dccnotify.com/> *VESTA Alert* software.

2.0 Click the *Login into VESTS Alert > Select Shape under Select Contacts > Use Shape* to grab needed contact area.



The screenshot shows the VESTA Alert software interface. On the left, there is a sidebar with various tools and layers. The 'Select Contacts' section is highlighted with a red circle, and a red arrow points to it. Below it, the 'Select Contact Layers' section is also highlighted with a red circle, and a red arrow points to it. The main map area shows a street grid with a red polygon drawn around a specific area, and a red arrow points to it. At the bottom, a 'Notification Search' table is displayed, showing a list of contacts with their names, addresses, and distances.

Notify	Distance (Feet)	ContactName	Address	LocationName
☒	76	VACCARO VINCENT	202 28TH St	
☒	209	ATCHISON MANUEL	2808 G Ave	
☒	302	CARVIN WILBUR	2815 G Ave	
☒	316	LINDEN M. MELANCON	104 28 1/2 ST. Gulfport MS 39507	
☒	436	Lynn Ferrill	102 26th Street Gulfport MS 39507	

3.0 Select *Get Contacts*

4.0 *Notification Search* will show contacts to be notified.

5.0 *NEXT*

5.1 Populate the Following:

Notification Name: Title "Street Name / Area" Example (22ND STREET)

Select Priority: Medium

Select Dialer: MassCall

Select Call Flow: Blast_Simple

Notification Duration: Hours: 2 Minutes: 0

Number of Attempts: 1

Delay Between Attempts (minutes): 0

5.2 NEXT

5.3 Compose Message:

- Name Message
- Text to Speech: Check Box
- Type Voice Message Text in Box
- Select: Text Message
- Select: E-mail Message

Emergency Notification

Compose Message

English

Create new message

☒ Voice Message

Voice Recording

Import...

☐ Text-to-Speech

Type voice message text:

Enter text that describes the recorded message here.

0 Characters (Maximum of 4000)

☐ Text Message

☐ E-mail Message

Prev Next

6.0 NEXT

7.0 Send Alert.

8.0 Once complete (this is the same process for 1.17), but with these added steps

9.0 Send Email to: **All Directors, City PIO, Mayor's Office, and All Media Outlets** in the **Local area**.

10.0 **CONTACTS:** Kenneth Casey <kcasey@gulfport-ms.gov>; Ella Holmes-Hines <ehines@gulfport-ms.gov>; Ron Roland <rroland@gulfport-ms.gov>; R.Lee Flowers <rflowers@gulfport-ms.gov>; Ricky Dombrowski <RickyDombrowski<ricky.dombrowski@IslandViewCasino.com>; Myles Sharp <msharp@gulfport-ms.gov>; Cara Pucheu <cpucheu@gulfport-ms.gov>; 311 <311@gulfport-ms.gov>; Angie Barnes <arbarnes@gulfport-ms.gov>; 'afw@datasync.com'; 'ampraise@wqfx.net'; Antoinette White <awhite@gulfport-ms.gov>; 'bnelson@utilitypartnersllc.com'; Brent Baylon <brent.baylon@psc.state.ms.us>; Brian Lamar <brain.lamar@navy.mil>; Brittany L. Rodgers <brodgers@gulfport-ms.gov>; Bryan Rhodes <rhodes@kicker108.com>; Bryan Billings <bbillings@gulfport-ms.gov>; Cara Pucheu <cpucheu@gulfport-ms.gov>; 'cdpio@co.harrison.ms.us'; Colton Peterman <cpeterman@gulfport-ms.gov>; Danny Donut <dannydonut@gorilla.com>; Dave Johnson <superdave@coast102.com>; 'dvincent@wlox.com'; 'dwalker@wlox.com'; Earnest Markham <emarkham@gulfport-ms.gov>; Ella Holmes-Hines <ehines@gulfport-ms.gov>; 'gbelcher@seacoastecho.com'; Gregory Doyle <gregory_doyle@amr-ems.com>; 'hrettig@co.harrison.ms.us'; 'info@wjzd.com'; Information Technology - Webmaster <Webmaster@gulfport-ms.gov>; Jeremy R. Harrison <jharrison@gulfport-ms.gov>; Joanna.vanderpol@utilitypartnersllc.com; Johnathon T. Gentry <jgentry@gulfport-ms.gov>; Jolene R. Johnson <jorjohnson@gulfport-ms.gov>; 'jtabor@wlox.com'; 'kabernathy@wlox.com'; 'kellybenett@clearchannel.com'; Kevin Lundy <klundy@gulfport-ms.gov>; 'kmagandy@sunherald.com'; Kris Riemann <kriemann@gulfport-ms.gov>; kristine stanley <kristine@keytechcommunication.com>; Larry Benefield <LBenefield@harrison.k12.ms.us>; Lashaundra T. Smith <ltsmith@gulfport-ms.gov>; 'latrise@datasync.com'; 'lhines9@yahoo.com'; Linda Ladner <lladner@gulfport-ms.gov>; Mark E. Kraninger <mkraninger@gulfport-ms.gov>; Melissa Hester <mehester@gulfport-ms.gov>; 'mynews@sunherald.com'; Natasha Tate <ntate@gulfport-ms.gov>; 'ncampen@wlox.com'; 'news@wlox.com'; 'newsreleases@getthepress.com'; 'producers@wlox.com'; R.Lee Flowers

<rflowers@gulfport-ms.gov>; Rebecca Kajdan <rkajdan@gulfport-ms.gov>; 'rfitzgerald@sunherald.com'; Ricky Dombrowski <ricky.dombrowski@IslandViewCasino.com>; 'rluke@wxxv25.com'; Ron Roland <rroland@gulfport-ms.gov>; 'rponder@seacoastecho.com'; 'rweidner@wlox.com'; Ryan Busby <rbusby@gulfport-ms.gov>; Ryan Merrill <rmerrill@gulfport-ms.gov>; Sharon Blaize <sblaize@gulfport-ms.gov>; Stephanie Parker <sparker@gulfport-ms.gov>; Tammy Peterson <tpeterson@gulfport-ms.gov>; 'technical@kicker108.com'; Terri Fairley <tfairley@gulfport-ms.gov>; Wayne Miller <wmiller@gulfport-ms.gov>; wxxv25 <newsrelease@wxxv25.com>

- 11.0 After email goes out
- 12.0 Log into the **City's Public Notices Website**: <http://www.gulfport-ms.gov/notices/>
- 13.0 Select **Log in**
- 14.0 Title Post - Klein Road- Boil Water Notice lifted 3-19-20
- 15.0 **Copy and Paste** information from "Notice" email into the body of the post under **Quick Draft**
- 16.0 Select **Save Draft** and **Post**

City of Gulfport Public Notices

Boil Water Notices, Road Clousures, Planning/Zoning Board Meetings & More

[HOME](#)

[CITY OF GULFPORT WEBSITE](#)

[SERVICE REQUEST FORM](#)

[EMERGENCY NOTIFICATION SIGNUP](#)



Klein Road- Boil Water Notice lifted 3-19-20

[Leave a reply](#)

BOIL WATER NOTICE LIFTED

ORIGINATOR: Ryan D. Merrill

APPROVED BY: Wayne E. Miller

REVISION:

Feb 2004

Mar 2020

TITLE: Asst. Director of Public Works

DATE: March 20, 2020

TITLE: Director of Public Works

DATE: March 20, 2020

	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.6</u>
PAGE(S): 1 of 3	PROCEDURE: PHYSICAL SECURITY OF THE DEPARTMENT OF PUBLIC WORKS FACILITY, STOCKYARDS, MATERIALS and EQUIPMENT	DATE: JANUARY 2020

- 1.0 The Department of Public Works has been receiving numerous security violations over the past several years. On almost a daily basis the security alarm has been set off after regular business hours and on the weekends. In these situations, the Police Department is automatically notified by the security system and a Public Works supervisor has to contact them to cancel an Officer from being sent to our facility in the event of a false alarm. Also, on many occasions, we have found the building and stockyard gates unlocked and unsecured during these off hours. This is unacceptable and we cannot allow this disregard for security of our facilities to continue.

This SOP is to establish physical security procedures for our facility and areas under our responsibility and to assign a minimum number of supervisors to be responsible for their respective Divisions and areas.

=====

FACILITIES:

- 1.1 The Division Head has the overall responsibility of ensuring his/her area is secure at the end of each day.
- 1.2 All lights will be turned off daily except for;
 - The back hallway light between W/S and Engineering.
 - The light near the back door entrance of W/S.
- 1.3 All air conditioners will be turned up to 80 degrees at the end of each work day and turned off over weekends and holidays.
- 1.4 No employee shall enter another Division area other than their own during off hours, weekends or holidays unless cleared to do so.
- 1.5 All building "Roll-up Doors" must be secured during after hours, weekends, holidays, etc.
- 1.6 By 6:00 PM each work day the partitions will be armed, unless authorized personnel are still physically in your area. If so, a Supervisor must stay to properly arm the security system once all personnel are clear of the work space.
- 1.7 Pass codes or keys will NOT be shared or given to other employees. When given a security system code or key you must keep it safe and confidential.
- 1.8 In the event the alarm is accidentally set off, the Division Head or one of his designated Supervisors must call the Police Department (868-5959) to cancel the call for an Officer. A written statement giving details of the time and an explanation of what happened will be submitted to Mr. Jim O'Dell (Safety Officer) by COB of the next business day.
- 1.9 True emergencies involving an alarm during after hours, weekends, holidays, etc. will continue to be handled by Mr. Jim O'Dell.
- 1.10 An Authorized Building Access List will be located in a binder located in the front lobby for Police Department to verify personnel. Any personnel found in the building by the Police Department during a search that are not an authorized key holder, will be arrested.
- 1.11 Upon a key holder's termination or resignation, Mr. Jim O'Dell or his designated representative must be contacted so they can obtain the building/facility keys and to get the departing employee removed from the security system.

STOCKYARDS:

- 1.12 Stockyard gates will NOT be unlocked before 06:00 AM and shall be closed and locked by 4:00 PM unless authorized personnel are physically working in the stockyard. AT NO TIME SHALL THE GATES BE "DUMMY LOCKED" during after hours, weekends, or holidays, etc. If crew(s) are working during these special hours and are going in and out of the stockyard, the gates MUST be kept locked during any time they are not physically in the stockyard. Any Foreman that has a crew working late can check out a key for overnight, weekend or holiday use from the front Admin Office.

EQUIPMENT:

- 1.13 If materials, equipment or vehicles are damaged or stolen while an area is left unsecured, the employee(s) responsible will be held accountable and liable for any and all damages as determined by the Director of Public Works. Any employee who violates the above SOP will lose their pass code and key holder authorization and will face disciplinary and/or possible legal action(s) as directed by the Director of Public Works or his designated representative.

KEYS/SECURITY PASS CODE:

- 1.14 Personnel authorized to be a key holder shall sign a Key Control Log that will be kept and maintained by the Safety Officer.
- 1.15 At NO time will a key(s) be duplicated.
- 1.16 At NO time will a key(s) or Security Pass Code be loaned to a non-key holder.
- 1.17 On-call personnel will sign their key(s) in and out each week from the Safety Officer.
- 1.18 Any key holder who is going on vacation for one week or more will turn their facility and/or stockyard key(s) into their Manager before leaving on vacation.
- 1.19 Only the following authorized personnel will have keys to the building and stockyard;

AUTHORIZED PERSONNEL by DIVISION:

WATER/SEWER DIVISION:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

STREETS/DRAINAGE DIVISION:

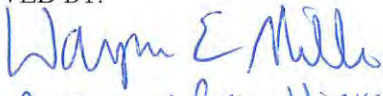
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

EQUIPMENT MAINTENANCE/REPAIR DIVISION:

1. _____
2. _____
3. _____
4. _____

TRAFFIC CONTROL and SAFETY DIVISION:

1. _____
2. _____
3. _____
4. _____

ORIGINATOR: James "Jim" O'Dell TITLE: Safety Manager DATE: 01/03/2020 	APPROVED BY: TITLE: Director of Public Works DATE: 1-15-2020 	REVISION: Aug 2002 Jan 2020
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Department of Public Works
4050 Hewes Avenue
Gulfport, MS 39507-3903
Phone: 228-868-5740
Fax: 228-214-2238

03 January 2020

MEMORANDUM

File for Record

Subj: AUTHORIZED PERSONNEL FOR PUBLIC WORKS BUILDING AND COMPOUND AT 4050 HEWES AVENUE DIVISION/DEPARMTNET LIST

1. Public Works Employees

- Wayne Miller, Public Works Director
- Ryan Merrill, Assistant Public Works Director
- Veronica Weaver, Budget Analyst
- James O'Dell, Safety and Environmental Inspector
- Mark Kraninger, MS4 and Solid Waste Inspector
- John Thomas, Streets and Drainage Inspector
- Joe Johnson, Streets and Drainage Inspector
- Brian McKnight, Water and Sewer Inspector
- Brian Jones, Water and Sewer Inspector
- Ken Northington, Traffic Department Manager
- John Fletcher, Assistant Traffic Department Manager and Sign Shop Fabricating and Marking Foreman
- Glen Hughes, Assistant Sign Shop Fabricating and Marking Foreman
- Howard Little, Sign Shop Employee
- Dewey Himel, Sign Shop Employee
- Joseph Garrison, Sign Shop Employee
- Paul Hillman, Traffic Signal II and Foreman
- Anthony Moreno, Traffic Control Technician
- William Leidigh, Traffic Control Technician
- Richard Thorsten, Equipment Maintenance Manager
- Doug Hicks, Garage Foreman
- David Parker, Auto Mechanic
- Eric Lambs, Equipment Specialist

2. **Engineering Department**

- Kris Riemann, Director of Engineering
- Jeremy Harrison, Assistant Director of Engineering
- Johnathon Gentry, Staff Engineer
- Sherry Beavers, Secretary Engineering
- Darrell Bell, GIS/CAD Operator
- Christopher W. Comardelle, Staff Land Surveyor
- Curtis R. Thornton, Survey Crew Chief

3. **Utilities Partners LLC**

- Brian Nelson, Admin
- Sherry Morton, Admin
- Christopher Knesal, Admin
- Joanna VanderPol, Admin
- Earnest Markham, Admin
- John Bogle, Inventory Management
- Dennis Chapman, Inventory Management
- Jimmy Ladner, Streets and Drainage
- Douglas McNair, Streets and Drainage
- Johnnie Magee, Streets and Drainage
- Willie Henry, Streets and Drainage
- David Garrison, Streets and Drainage
- Elton Buchanan, Streets and Drainage
- Roderick Lindsey, Streets and Drainage
- Bob Inglis, Streets and Drainage
- Justin Ladner, Streets and Drainage
- Clint Cole, Streets and Drainage
- Ryan Busby, Water and Sewer
- Cephus Finklea, Water and Sewer
- Lyle Smith, Water and Sewer
- Jeff Anderson, Water and Sewer
- Colton, Peterman, Water and Sewer
- John Garrison, Water and Sewer
- Chadwick Robertson, Water and Sewer
- James Hardy, Water and Sewer
- Anthony Parker, Water and Sewer
- Andy Wise, Water and Sewer
- David Sanzin, Water and Sewer
- Alton Kelly Jr, Water and Sewer
- Kenya Jackson, Water and Sewer
- William Parker, Water and Sewer
- Reynauldt Gray, Water and Sewer
- Christopher Hillard, Water and Sewer
- Edward Agee, Water and Sewer
- Randall Harrington, Water and Sewer
- Stanley Williams, Water and Sewer

 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.7</u>
PAGE: 1 of 1	PROCEDURE: Procedures For Renting Equipment	DATE: DECEMBER 2019

- 1.0 In our day-to-day operations in service support to our city and the citizens, when equipment is either down for repair or not available we routinely rent equipment to fill the requirement(s). In making these equipment rentals we are required to ensure that each and every rental is validated, properly charged and accountability is maintained on items rented. We must also adhere to established supply purchasing procedures set forth by the City's Purchasing Department. To accomplish these requirements the following steps/procedures are to be followed:
- 1.1 Routine Rentals will be conducted by the Equipment Maintenance Manager or the Labor Contractor Fleet Manager. The individual needing equipment will notify these personnel to determine availability of equipment needed, timeframe equipment will be needed and any special requirements that must be met to accomplish the job requiring equipment.
 - 1.2 The Equipment Maintenance Manager and Labor Contractor Fleet Manager will notify the Public Works Director or in his absence the Assistant Public Works Director for the need to rent, make arrangements with vendors to get the equipment and work with the Public Works Budget Analyst Office to determine funding and process the purchase requests.
 - 1.3 If rental equipment is needed longer than originally planned the individual who requested the equipment will coordinate with the Equipment Maintenance Manager or the Labor Contractor Fleet Manager who will then coordinate with the Public Works Budget Analyst Office for funding, payment, and the Equipment Maintenance manager will also coordinate with the company the rental equipment was procured from about the extension.
 - 1.4 Whenever possible the Equipment Maintenance Manager or Labor Contractor Fleet manager will utilize the State of Mississippi Cooperative Rental Agreements or MDOT Rental Agreements. In the event the equipment rental will cost more than \$5K either during the original rental or through extensions, and is not available through a state contract, it is required that 3 vendors provide bids to the Equipment Maintenance Manager to provide to the Purchasing Department. The Public Works Budget Analyst Office will provide the funding account to use for the rental.
 - 1.5 Routine tracking and follow-ups of the equipment rentals will be performed by both the renter of the equipment and the Equipment Maintenance Manager. This information will be briefed at the Bi-Weekly Staff meeting to the Public Works Director.
 - 1.6 There will be times when rental equipment will be needed in an emergency situation. When this occurs the Labor Contract Department Managers will coordinate with the Equipment Maintenance Manager and the Labor Contract Fleet Manager for availability and notify the Public Works Director of the equipment needed to be rented. The next business day the Labor Contract Department Managers will provide all of the necessary information to the Labor Contactor Fleet Manager and coordinate with the Equipment Maintenance Manager. The Equipment Maintenance Manager will

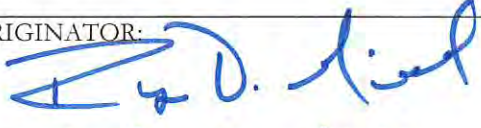
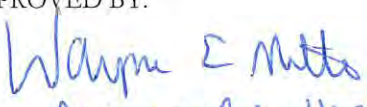
submit paperwork to the Budget Analyst Office to ensure the proper purchase orders are set in place and tracking of the rental is well communicated.

I ask for the cooperation and support of every Public Works Department and Labor Contract employee to follow and enforce the procedures stated above. We all have the responsibility to ensure that our citizen tax dollars are spent and tracked wisely. Accountability and Responsibility are the watchwords in today's society.

ORIGINATOR: Richard D. Thorsten  TITLE: Equipment Maintenance Manager DATE: 12/31/2019	APPROVED BY:  TITLE: Director of Public Works DATE: 12/31/2019	REVISION: Aug 2015 Dec 2019
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.8</u>
PAGE: 1 of 1	PROCEDURE: PUBLIC WORKS ORIENTATION PROGRAM	DATE: JANUARY 2020

It is very important that all employees receive proper training for a job they are tasked to perform. The City's Public Works Department has achieved full accreditation from the American Public Works Association. This accreditation process included the review and approval of 356 practices that apply to all aspects of the Public Works field and will serve as an employee handbook for all Public Works employees. This handbook is available electronically and the appropriate practices are provided to new employees as needed.

ORIGINATOR:  TITLE: <i>Asst Public Works Director</i> DATE: <i>1-15-20</i>	APPROVED BY:  TITLE: <i>DIRECTOR OF PUBLIC WORKS</i> DATE: January 15, 2020	REVISION: Oct 2017 Jan 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.9</u>
PAGE: 1 of 2	PROCEDURE: Submission Of Purchase Request Forms	DATE: JANUARY 2020

- 1.0 In our day-to-day multifaceted service support to our city and the citizens, we routinely purchase various items of materials, tools and equipment. In making these purchases we are required to ensure that each and every purchase is validated, properly charged and accountability is maintained on items purchased. We also must adhere to established and time proven supply procedures for inventory stocking and control. One of these supply rules is; “Demand Dictates What to Stock and Stock Improves Production.” To accomplish these requirements the following steps/procedures are to be followed:
- 1.1 Beginning immediately all Purchase Request (P/R) forms must be filled out completely with all required information by the lowest level Supervisor requiring the material(s), tools and/or equipment. It is important that Supervisors take the primary roll in completing the P/R forms. It is not the Office Manager’s responsibility to research and fill out the required P/Rs. Ms. Frances is not the subject matter expert; the Supervisors in the field and on the jobs are to be the responsible parties in preparing a complete and accurate P/R. Particular attention must be paid in entering accurate part numbers, complete materials-tools-equipment descriptions, and accurate quantities and unit of issues. Note: The rule of thumb in writing P/R’s is: “It is better to have too much information than not enough!” It is also important that P/Rs be completed prior to the requirement. In other words, “Think and plan ahead.” Remember: **Proper Prior Planning Prevents Poor Performance and Poor Production!** It is understood that emergencies happen but they should be kept to a minimum.
 - 1.2 After completing the P/R form(s) the Supervisor must then route them through his/her respective Project Manager and/or Division Supervisor for verification, validation and signature or initialing approval for purchase.
 - 1.3 [***Need to include here, a comment about materials, tools and/or equipment to be purchased through accounts set up at local material and hardware stores.]
 - 1.4 The Project Manager and/or Division Supervisor will then either forward the P/R form(s) himself or have the originating Supervisor deliver them to the Public Works Budget Analyst (Mr. Nathan Carver) for review and final approval. He will have a “Drop Box” outside his back door that the P/Rs can be placed in for his action(s). In the absence of the Budget Analyst the Asst. Director or Director of Public Works can sign approvals.

Note: P/Rs for materials, tools and/or equipment that are stocked in the Tool Room will be forwarded to the Tool Room by the Budget Analyst for action.

- 1.5 All approved P/R's for materials, tools, and/or equipment that must be ordered from local, state or out of state vendors will then be forward by the Budget Analyst to the Office Manager (Ms. Frances Buckley) for processing. Routine tracking and follow-ups of these "Outstanding Orders" orders must be accomplished and accurate records kept. The status on these orders should be provided to the ordering Project Manager and/or Division Supervisor on a weekly basis.
- 1.6 All material(s), tools and/or equipment received will be delivered to the Tool Room Manager for inspection of the goods, its condition, and that ordered quantities match invoice.
- 1.7 Upon receipt of the material(s), tools and/or equipment, all packing slips and shipping documents will be turned over to the Office Manager for processing.
- 1.8 _____
- 1.9 _____
- 1.10 _____

I ask for the cooperation and support of every Public Works Department and Privatization Contractor employee to follow and enforce the procedures stated above. We all have the responsibility to ensure that our citizen tax dollars are spent and tracked wisely. Accountability and Responsibility are the watchwords in today's society.

ORIGINATOR:  TITLE: <u>BUDGET ANALYST</u> DATE: January 15, 2020	APPROVED BY:  TITLE: <u>DIR OF PUBLIC WORKS</u> DATE: January 15, 2020	REVISION: Oct 2001 Jan 2020
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	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.10</u>
PAGE: 1 of 1	PROCEDURE: Trash & Debris Pickup	DATE: JANUARY 2020

- 1.0 The Department of Public Works (Solid Waste Contract) provides a trash/debris pickup service available for citizens provided the following criteria are met.
 - 1.1 Any debris to be picked up must be located in the City of Gulfport right-of-way.
 - 1.2 The debris and/or trash was not created or transported to the city right-of-way by a contractor.
 - 1.3 The debris and/or trash cannot contain hazardous or flammable materials.
 - 1.4 The debris and/or trash should be staged in trash cans, bags, or organized for ease of pickup by machine.
- 2.0 Citizen contacts the Gulfport Call Center at 311 or 868-5700 to report location of debris and/or trash.
- 3.0 Name and location are recorded and scheduled for actions.
- 4.0 Department of Public Works representative makes determination whether debris/trash is eligible for pickup according to Item 1.0 above.
- 5.0 If debris/trash is eligible, it will be picked up and hauled to a landfill.
- 6.0 If debris/trash is not eligible, the citizen will be contacted and informed that it is not the City of Gulfport's responsibility for removal.
- 7.0 If the debris/trash is something that the Solid Waste Management Contract should be responsible for, we will notify them to take immediate action(s).

ORIGINATOR:  TITLE: <u>Asst Director of Public Works</u> DATE: January 15, 2020	APPROVED BY:  TITLE: <u>DIRECTOR OF PUBLIC WORKS</u> DATE: January 15, 2020	REVISION: May 2001 Jan 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-1.11</u>
PAGE: 1 of 2	PROCEDURE: Warehouse Ordering & Issuing Procedures	DATE: JANUARY 2020

This Standard Operating Procedure will ensure the appropriate purchasing steps are followed, ensure the work order process is utilized and ensure accurate accountability of inventory. These procedures will provide for the review, proper approval and tracking of purchases and inventory.

Ordering Procedures

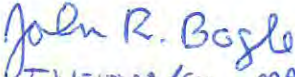
- 1.0 A Purchase Request (PR) will be filled out completely (Appendix A) and submitted to the Budget Analyst for review and initial approval. No purchases will be done without the Budget Analyst specific approval or in their absence, the Director or Assistant Director's approval.
- 2.0 The Budget Analyst will enter the purchase request into MUNIS as a requisition and the Purchasing Office will convert it into a Purchase Order (PO). The Purchase Order will be forward to the Budget Analyst, who in turn, provides it to the requestor for distribution to the appropriate vendor.
- 3.0 Inventory Management warehouse personnel will use the PO and Bill of Lading to check deliveries for damage and ensure all items are accounted for and determine if any back orders are listed. Warehouse personnel will sign original Bill of Ladings and provided it to the Budget Analyst upon completion.
- 4.0 Purchase Requests will have copies of all Bills of Lading attached and will be maintained on file for one year by the Budget Analyst.

Issuing Procedures

- 5.0 Inventory Management will issue inventory utilizing:
 - 5.1 Work Orders (WO). Used to account for and track parts, pipe, lumber and earthen materials associated with field repairs and projects. (Appendix B)
 - 5.2 Daily Issue Form. Used to account for and track supplies and miscellaneous items such as inverted paint, lubricants, and caution tape that are used on a day to day basis. (Appendix C)
 - 5.3 Fixed Asset Cards. Used to account for and track equipment, that has been assigned a Fixed Asset Number, and required for day to day operations but not assigned permanently to an individual. (Appendix D).
 - 5.4 Individual Inventory Sheet. Used to account for and track PPE, tools and equipment (not assigned a fixed asset number), and traffic devices that have been permanently assigned to an individual. (Appendix E)

5.5 Safety and Traffic Device Form. Used to account for and track safety and traffic devices used at work zones such as signs, barrels, cones and flashers. (Appendix F)

6.0 The same procedures and forms will be used by "On Call" warehouse personnel for after hours, weekends, and holidays.

ORIGINATOR:  TITLE: <u>INVENTORY/FLEET MANAGER</u> DATE: January 15, 2020	APPROVED BY:  TITLE: <u>DIRECTOR OF PUBLIC WORKS</u> DATE: January 15, 2020	REVISION: Jun 2001 Jan 2020
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PURCHASE REQUEST

“COMPLETION INSTRUCTIONS”

“Heading of Form”

1. **DATE**: Enter the date you are requesting the materials/supplies.
2. **REQUESTOR**: Enter your name.
3. **DEPT**: Enter your department and position.
4. **BID GRP(s)**: Enter the bid group or specify “non-bid”.
5. **P.O. NUMBER**: Completed by the Budget Analyst.
6. **VENDOR # / NAME**: Enter the vendor’s number and name.
7. **POC**: Enter the vendor point of contact.
8. **PHONE #**: Enter the vendor’s phone number.
9. **FAX #**: Enter the vendor’s FAX number.
10. **EMAIL**: Enter the vendor’s email address.

“Body of Form”

11. **LINE**: Enter the line item number (consecutively starting with 1).
12. **DEPT**: Enter the department code the item is being purchased for or if generic use “All Depts”.
13. **QTY**: Enter the quantity being purchased.
14. **UOM**: Enter the unit of measure for the item such as each (EA), roll (RL), cubic yard (CY).
15. **ITEM #**: Enter the vendor’s product number (if available) or use NA if not.
16. **COMMODITY CODE**: Enter in the top block the standard classification code using the first five digits only. In the bottom block enter the bid group or specify “non-bid”.
17. **DESCRIPTION**: Enter the description of the product (provide as much info as possible).
18. **UNIT COST**: Enter the cost for one unit of the product.
19. **EXTENDED COST**: Enter the total cost of the product being purchased on this line (quantity x unit cost). The form should be set up to self-populate the extended cost.
20. **FREIGHT / SHIPPING**: Enter the freight / shipping if any.
21. **TOTAL**: Enter the total cost of all line items by adding the extended cost. The form should be set up to self-populate the total.

“Footer of Form”

22. **SHIPPING INFO:** Enter the location the deliver is to be made (include hours of operation).
23. **COMMENTS / JUSIFICATION:** Enter a brief explanation of why the product in each line is being purchased.
24. **TIME FRAME REQUIREMENTS:** Enter "All Normal Lead Times" unless the product is required by a specific time and has been arranged with the vendor.
25. **DELIVERY vs PICK UP:** State whether the product is to be delivered or picked up.
26. **AUTHORIZED SIGNATURE:** Completed by the Budget Analyst.
27. **DATE:** Completed by the Budget Analyst.
28. **DOC #:** Enter your internal control document number or document tracking number.

	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.12</u>
PAGE: 1 of 3	PROCEDURE: WORKZONE SAFETY	DATE: JANUARY 2020

Purpose: Establish the procedures for proper and effective traffic control. To be effective traffic control must provide for the safety of the workers, road users, and pedestrians. At the same time it must provide for the efficient completion of whatever activity suspended normal use of the road way.

- 1.0 No one document will cover every possible traffic situation and the necessary requirements. Therefore it is imperative that the Supervisor maintains close liaison with the Safety Inspector to ensure all elements are covered.
- 2.0 However there are certain elements that are common to all situations and these must be in place prior to any work proceeding. These include:
 - 2.1 Training. All workers shall be trained in how to work next to traffic in a way that minimizes their vulnerability. They shall also be trained on proper signage placement, flagging, and device usage.
 - 2.2 Worker clothing. All workers shall be attired in highly reflective vests.
 - 2.3 Barriers. Proper amounts, types, and spacing for each workzone.
 - 2.4 Speed reduction through the use of police, signage, cones, flaggers, or a combination.
 - 2.5 Lighting. During nighttime work all work areas and approaches shall be properly lighted. Care shall be taken to ensure lighting does not blind the vision of oncoming drivers.
 - 2.6 Public information. The more advance notice given to the public on road work areas will allow drivers to choose alternate routes or prepare them for slower speeds and more attentive driving.
 - 2.7 Temporary road closings if at all feasible are the best method due to completely isolating the worker from the traffic hazard.
- 3.0 Prior to any work commencing a Traffic Control Plan (TCP) shall be in place. These plans may be as detailed as necessary, however all workers must be completely knowledgeable of the information contained in the plan. The primary element of the TCP is the temporary traffic control zone. This zone includes the entire section of roadway between the first advance warning sign through the last traffic control device where traffic flow returns to normal. There are 4 separate areas within the zone.
 - 3.1 Advance Warning Area is where drivers are informed of what to expect. **For example;** right lane closed ahead, shoulder work ahead, mowers ahead, etc. These are only guidelines, factors to also consider are terrain, weather, road usage, etc., but general rules are:
 - 3.1.1 Urban areas – first sign placed a distance of 8 times the road speed from the work area. Depending on the distance from the first sign to the work area, additional signs may be required to ensure a distance of no more than 200 feet between signs and work area.
 - 3.1.2 Rural areas – first sign placed a distance of 12 times the road speed from the work area. Depending on the distance from the first sign to the work area, additional signs may be required to ensure a distance of no more than 500 feet between signs and work area.

- 3.1.3 When a flagman is being utilized an additional sign shall be placed halfway between the initial sign and the work area stating "flagman ahead."
- 3.2 Transition Area is the area where the traffic pattern is channelized by tapering through the use of signs, barricades, police or a combination. During mobile operations this area must move with the work.
 - 3.2.1 For 2 way traffic areas, the taper will be 100 feet long with cones or devices spaced apart a distance of approximately 20 feet.
 - 3.2.2 For channelizing same direction multiple lanes down, a simple formula will suffice for most operations. Width of the offset times the road speed squared then divided by 60 = the length of the taper. Proper spacing of the cones or devices in the taper should be 1 device spaced at the road speed. **Example:** a 10 foot wide lane being channeled down on a road with a 35 MPH speed. Length of taper needs to be 204 feet with a 35 foot spacing between cones.
- 3.3 Activity area is where the work takes place and encompasses:
 - 3.3.1 The work space, composed of enough length and width to accommodate all workers, equipment, and materials. It may be fixed or movable as the work dictates.
 - 3.3.2 The traffic space is the portion of the roadway where traffic is routed through.
 - 3.3.3 Buffer area, (Optional), can be positioned either longitudinally and/or laterally with the traffic flow. This area provides a buffer of space between the work and traffic. Neither equipment or material will be placed in this area. The length of the buffer is dictated by the posted road speed.
- 3.4 Termination area is the area from the furthest downstream point of the activity area to where the traffic pattern returns to normal. This area will have a taper that is least 100 feet in length.
- 3.5 In the TCP it also must contain provisions for pedestrian safety.
 - 3.5.1 Pedestrians should not be led into direct conflicts with the construction operation or with the traffic moving through or around the work site.
 - 3.5.2 Pedestrians should be provided a safe and convenient travel path.
- 4.0 Signs shall be of standard size, color, and shape and is a critical element of the TCP. In the event that there are not enough signs in stock there is sufficient time to order them prior to work commencing.
 - 4.1 All signs shall be mounted securely enough and far enough off of the road way to prevent the sign from being a hazard or becoming one due to weather and environmental conditions.
 - 4.2 When flagmen are being used a sign stating such shall be positioned in the advance warning area. When the flagmen are not being utilized, the sign shall be covered.
 - 4.3 Flaggers shall use a STOP/SLOW paddle. Flags shall be used only in emergency situations and at low-speed situations that can be controlled by a single flagger.

5.0 Barriers, again a critical element to ensure sufficient quantities.

5.1 Cones.

5.1.1 For daytime use must be not less than 18" tall.

5.1.2 For nighttime use must be no less than 28" tall and reflective.

5.1.3 Cones may be doubled or weighted at the base to prevent being blown or displaced by the wind or traffic, but the ballast must not present a hazard if the cone is struck by a vehicle.

5.2 Drums.

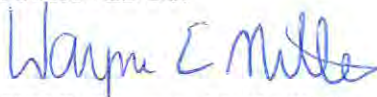
5.2.1 They shall be made of lightweight, flexible, and deformable material that is at least 36" high and 18" diameter.

5.2.2 They may be weighted down at the base only to the point of preventing them from being displaced by the wind or traffic movement.

5.2.3 NO ballast shall be placed on top of the drum.

5.3 Barricades shall be only of Type I, Type II, or Type III.

5.3.1 Barricade rails shall be supported in a manner that will allow them to be seen by the motorist and provide a stable support not easily blown over by the wind or traffic.

ORIGINATOR: James O'Dell  TITLE: Safety Inspector DATE:	APPROVED BY:  TITLE: Director of Public Works DATE: 1-15-2020	REVISION: Dec 2003 Mar 2016 Jan 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.13</u>
PAGE: 1 of 5	PROCEDURE: ACCIDENT REPORTING PROCEDURES	DATE: DECEMBER 2019

Purpose: Establish set procedures for reporting all DPW mishaps (Vehicle, Property, or Persons). The purpose of mishap investigations is to determine: what happened; who was involved; why; when; where the mishap occurred; and how the situation can be prevented in the future. **A lesson learned, but not acted upon, is a mishap waiting to happen again!**

- 1.0 When a mishap occurs, a quick and orderly process of action must occur to protect life and property, as well as determine who is responsible for the damages: The City, Labor Contractor, citizen, or an Act of God.
 - 1.1 In the event of severe injury, contact 911 for emergency assistance. Get help to the injured party(s) immediately.
 - 1.2 Contact the City DPW Workzone Safety Inspector (WSI) immediately and provide location and as much of the 5 W's information as possible. The WSI is also responsible for notifying City Risk Assessment Manager of any and all damage to City property, and to follow up with copies of all reports.
 - 1.3 The DPW WSI will normally conduct their own investigation as well as contact the Police and/or Fire Department and ask for an officer to do an on-scene investigation. Real time pictures are critical to the investigation. If the WSI cannot be contacted or come immediately to the scene, the first person on scene should call the police.
 - 1.4 The WSI may ask the person on site to contact the Police Department, depending on the situation. The police/fire dispatcher number 911 or use 868-5959.
 - 1.5 The Equipment Maintenance Manager (EMM) must also be notified quickly by the WSI in order to determine the extent of the vehicle/equipment damage. The office number is 868-5840. The EMM will then make the determination, based on the information given from the on-scene or actual site visit, as to whether the vehicle/equipment is safe to continue operating or requires hauling/towing back to the shop for further investigation and possible repairs. Most minor damage may be determined over the phone.
 - 1.6 Do not move the vehicle or equipment from the scene of the mishap, unless directed to do so by the Police Department, Fire Department, WSI, or higher authority, especially if an injury has occurred.

- 1.7 If a vehicle is moved from the scene, the Police Department cannot do a descriptive drawing of the facts of the mishap to prove fault or not. This determination is critical when dealing with a civilian POV for determining liability and repairs.
- 1.8 If the vehicle has safety cones, place the cones around the vehicle location to help direct traffic until the equipment can be moved safely and by direction of proper authority.
- 1.9 If the WSI is on scene and the Police do not arrive to do the report, the WSI must take pictures and generate a written report to be filed at the Police department.
- 2.0 When the Police Department is summoned, the WSI will get a case card with the case number for that mishap to be able to obtain a copy of the final report to complete his/her report for actions and file.
 - 2.1 Upon completion of the on-site investigation and receiving a police case card, if the vehicle/equipment has been cleared by the WSI and/or the Equipment Maintenance Manager (EMM) or his representative who determined the vehicle to be drivable, the vehicle will be released from the scene.
 - 2.2 In the event the EMM determines the damage is so severe that the vehicle or equipment cannot be driven or operated safely, he will be responsible for directing the towing or hauling as necessary back to the DPW facility, or where directed.
 - 2.3 If minor damages occurred, the vehicle/equipment will be taken immediately to the EMM for inspection and repair process initiated as necessary. The EMM may request that the vehicle be taken by a designated body shop for a repair estimate, if it is safe to operate.
- 3.0 Procedures for a mishap that involves a City employee: The WSI must immediately go to the scene and get photos and the facts of the mishap along with GPD. If a City employee is injured always get medical attention first.
 - 3.1 The Operator of the vehicle/equipment if not injured or requiring medical assistance must complete a "City of Gulfport Employee Accident or Injury Report", along with any necessary statements and photos that they have taken at the scene (see attached form, enclosure [1]).
 - 3.2 The WSI will get a copy of the Police Report, if one was taken, and attach it to the mishap report.
 - 3.3 The WSI will make his assessment as to fault or no fault for the mishap and submit a written report outlining the facts of the mishap, including pictures showing the situation, if possible.
 - 3.4 If the mishap involves a civilian vehicle or property, a copy of the WSI report along with other documentation must be sent to the legal department to process the mishap. No repairs will be made to the city vehicle until legal approves it.

- 3.5 Once Legal completes their process, they will notify the EMM to have the vehicle repaired.
- 3.6 After repairs are complete, a finished package of the repairs, including pictures, will be sent by the EMM to Legal, WSI, and the City Risk Assessment Manager.
- 4.0 Procedures for mishap damages to vehicles/equipment operated by the Labor Contractor: Mishaps involving a labor contractor employee are to be investigated as soon as possible after the mishap has occurred. If a Labor Contractor employee is involved in a mishap, then the contractor must contact the City WSI and EMM immediately after contacting GPD/Fire, if needed for injury and/or fire. The WSI must immediately go to the scene and get photos and the facts of the mishap along with GPD.
- 4.1 The Labor Contractor has an "Accident/Incident" flowchart that outlines the procedures for what is to happen when an accident/mishap occurs (see attached contractor flowchart, enclosure [2]).
- 4.2 The Labor Contractor Operator of the vehicle must complete a Motor Vehicle Accident Report Form (enclosure [3]). If a labor contractor witness is available, complete a "Witness Statement Form" (enclosure [4]) as well as any necessary statements and photos that they may have taken at the scene.
- 4.2.1 Upon receipt of all forms required by the Labor Contractor, the contractors Fleet Manager will provide copies to the EMM as soon as possible.
- 4.3 The WSI will get a copy of the Police Report, if one was taken, and attach it to the mishap report.
- 4.4 The WSI will make his statement as to fault or no fault for the mishap. The written report will outline the facts of the mishap, including pictures showing the situation, if possible.
- 4.5 Mishap reports, along with cost estimates of repair, will be forwarded to the EMM for recommendation on liability for damages. The reports will be reviewed by the Contractor Fleet Manager and the DPW EMM. If there is no dispute as to liability, repairs will be made according to their recommendations.
- 4.6 If liability is disputed, the EMM will forward the report to the DPW for review.
- 4.7 If the DPW determines that the damage repairs will not be the responsibility of the labor contractor, the City Equipment Maintenance Manager will be instructed to make the repairs at the city's expense. A copy of this decision will be drafted and a letter of notification will be sent to the Labor Project Manager.
- 4.8 If the DPW determines that the Labor Contractor is responsible, a letter will be sent notifying the Labor Project Manager, directing repairs to be done within the timelines outlined within the labor contract (see enclosure [5]).

- 4.9 Within 10 days of the notice of responsibility, Labor Project Manager is to either: a) provide a report of completion of repairs, or of scheduled or in process repairs to the EMM, or; b) submit a letter of rebuttal to the DPW and cc the EMM. In the latter case, the DPW will make the final determination of the responsibility to make repairs. At this time the EMM will send the vehicle for repairs and bill the contractor as determined (see enclosure [6]).
- 4.10 The Contractor Fleet Manager will keep the EMM informed of when and where the vehicle will be taken for repairs.
- 4.11 Upon completion of the repairs, the vehicle will be brought back to the EMM for final acceptance of the repairs.
- 4.12 The Contractor Fleet Manager will provide a copy of all the reports, photos, repair costs and a closeout cover sheet with the total cost to the DPW EMM for inclusion in the vehicle's history jacket. The EMM will send a final completion and acceptance letter to the Contractor Fleet Manager showing the repairs were completed and accepted by the City (see enclosure [7]).
- 4.13 A copy of the entire package will be forwarded to the WSI, the labor contractor, and the City Risk Assessment Manager.

5.0 Reporting damage done to City property by private citizens or another city employee:

- 5.1 On occasion, City property will be damaged by private a citizen. In these cases, the WSI will go to the site, get pictures if possible, and make an assessment of cause and amount of the damage. He may meet with the private citizen, or the city employee/operator involved to get all the facts and provide a written detailed report, addressing all the 5 W's so proper reimbursement can be accomplished through the Legal Department.
- 5.2 The City's Equipment Maintenance Division will generally do the repairs. However, if they are unable to do so, they will contract it out locally after approval has been given by the City Legal Department. If there is no second party involvement, or it is a City-on-City mishap, the City will do the repairs.
- 5.3 Light/power pole repairs will normally be contracted out. Engineering will give a cost estimate of repairs to the WSI for record filing. If a second party is involved, the City Legal Department must be notified for insurance actions/claims.
- 5.4 If possible, a police report should have been made and obtained. The police report will give the driver's information including the name of the driver's insurance company to file the claim against.
- 5.5 The WSI will make a written report including copies of pictures, a copy of the police report, and a cost breakdown from EMM for repairs needed.

- 5.6 A complete copy of the report must be submitted to the Director of Public Works, the City's legal office for action, and, if the incident involved a piece of City equipment, the Equipment Maintenance Manager. No repairs will be done until directed by the Legal Department.
- 5.7 The EMM will provide a copy of the entire mishap file to the City Risk Assessment Manager and the Legal Department, as required. The Legal Department will forward the package to the claim's adjuster for reimbursement of the damages to the City.
- 5.8 The EMM will retain a complete copy of all documents and repairs done in the equipment history files.

ORIGINATOR: Richard D. Thorsten  TITLE: Equipment Maintenance MGR DATE: 12/31/2019	APPROVED BY:  TITLE: Dir. of Public Works DATE: 1-3-2020	REVISION: May 2001 July 2015 Dec 2019
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Enclosures:

- 1) City Employee Accident/Injury Report
- 2) Contractor Accident Flow Chart
- 3) Contractor Vehicle Accident Report Form (2 pages)
- 4) Contractor Witness Statement Form (2 pages)
- 5) DPW Memo to Labor Project Manager
- 6) 2nd Endorsement Letter from DPW to Labor Project Manager
- 7) Mishap Damage Repair Completion Notification

CITY OF GULFPORT – EMPLOYEE ACCIDENT OR INJURY REPORT

GENERAL INFORMATION:

Name: _____ DOB: _____
SSN: _____ Marital Status: _____ Phone: _____
Address: _____

OCCURRENCE/TREATMENT INFORMATION:

Date of Accident: _____ Time of Accident: _____

Time You Began Work on Date of Accident: _____

Where did accident occur? _____

Date Employer Notified: _____ Who was notified? _____

Were you injured in the accident? ☐ YES ☐ NO Type of Injury: _____

Specific Body Part(s) Injured: _____

Specific activity involved in at time of injury/illness: _____

Describe in detail how the accident occurred and how you were injured or fell ill: _____

Who witnessed this accident? _____

Were you using any equipment, materials or chemicals at the time of the Accident? ☐ YES ☐ NO

If yes, what equipment, materials or chemicals were you using? _____

What safety equipment was provided, if any? _____

If any, were you using it? _____

Did you seek medical treatment? ☐ YES ☐ NO

If yes, who did you see and who referred you to that medical provider? _____

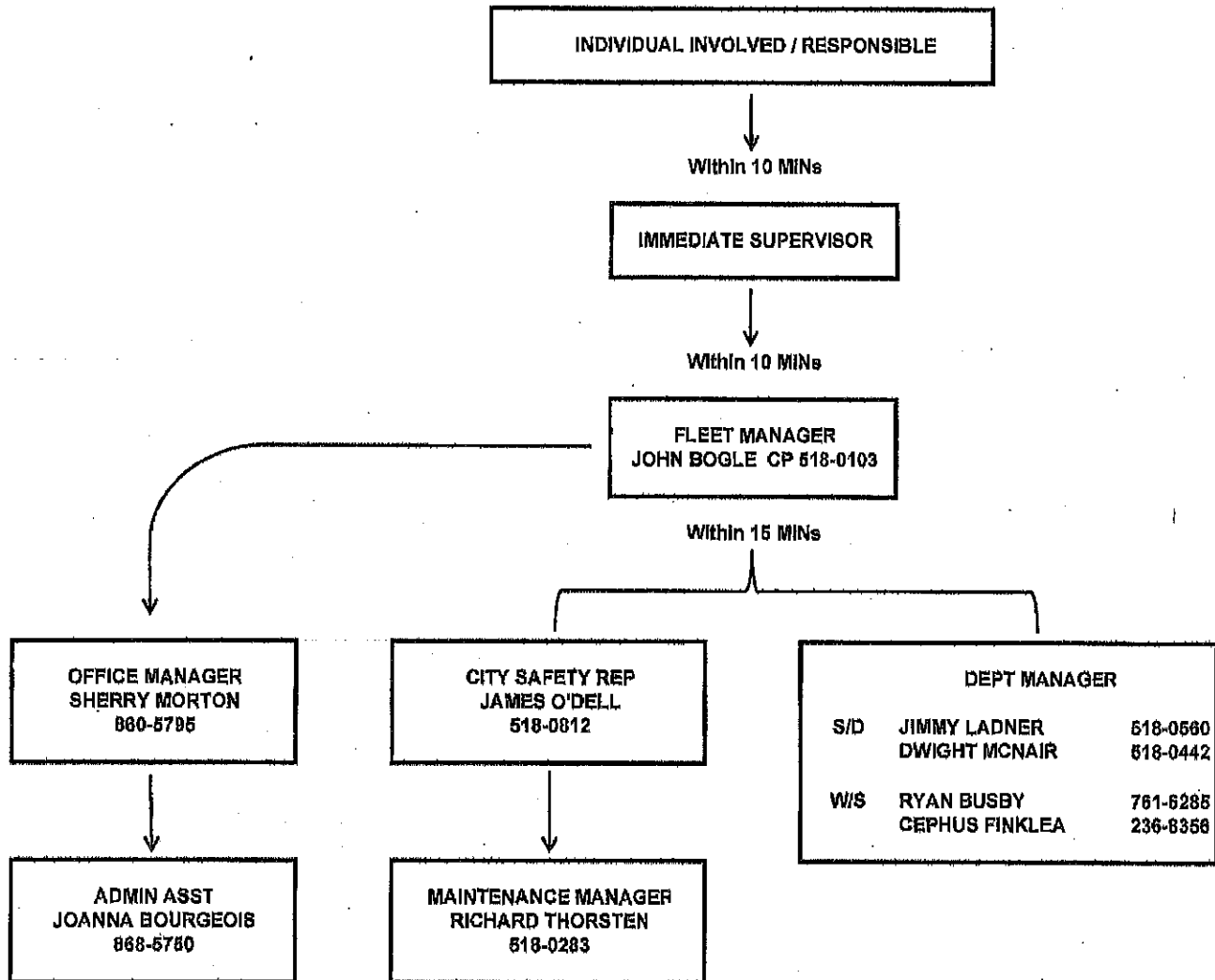
Did the medical provider return you to work? ☐ YES ☐ NO

If yes, did he place any restrictions on you? ☐ YES ☐ NO

If Yes, Describe restrictions: _____

Employee's Signature: _____ Date: _____

ACCIDENT or INCIDENT NOTIFICATION FLOW CHART





VEHICLE ACCIDENT REPORT FORM

VEHICLE ID #		DATE OF THIS REPORT	
VIN #		DATE OF ACCIDENT	
LICENSE PLATE #	MAKE	COLOR	
YEAR	MODEL		

DRIVER/OPERATOR'S INFORMATION

LAST NAME	FIRST NAME	INITIAL	DEPARTMENT/OCCUPATION
LICENSE #	STATE OF LICENSE	CLASS/TYPE	DATE OF BIRTH
ADDRESS	CITY	STATE	ZIP

VEHICLE DAMAGE INFORMATION

DESCRIBE DAMAGE TO VEHICLE/PROPERTY			
ADDRESS OF ACCIDENT	BLOCK #	STREET OR ROAD NAME	ROUTE # OR STREET CODE
INTERSECTING ST OR RR X'ING #	BLOCK #	STREET OR ROAD NAME	ROUTE # OR STREET CODE

IF NOT AT INTERSECTION, FILL IN THE FOLLOWING:

☐ FEET ☐ MILES
☐ NORTH ☐ SOUTH ☐ EAST ☐ WEST OF

WHAT INTERSECTION?

POLICE INVESTIGATION? ☐ YES ☐ NO

POLICE REPORT ATTACHED? ☐ YES ☐ NO

CITIZEN'S VEHICLE & INFORMATION

LICENSE PLATE #	MAKE	COLOR	
YEAR	MODEL	VIN #	
LAST NAME	FIRST NAME	INITIAL	PHONE #
LICENSE #	STATE OF LICENSE	CLASS/TYPE	DATE OF BIRTH
ADDRESS	CITY	STATE	ZIP
DAMAGE TO CITIZEN'S VEHICLE/PROPERTY			



DIAGRAM ☐ ONE WAY ☐ TWO WAY ☐ DIVIDED

DATE _____

DATE _____

DATE _____



WITNESS STATEMENT			
EMPLOYEE/WITNESS NAME (PRINT)			PHONE #
ADDRESS	CITY	STATE	ZIP

PLEASE DESCRIBE WHO, WHAT, WHEN WHERE & WHY IT HAPPENED

WITNESS SIGNATURE _____ DATE _____

EMPLOYEE(S) & INFORMATION		
EMPLOYEE NAME (PRINT)	EMPLOYER (CHECK ONE)	DATE / /
	☐ CITY OF GULFPORT ☐ UTILITY PARTNERS, LLC	TIME : AM PM
MISHAP LOCATION		

DESCRIBE WHAT HAPPENED IN DETAIL

EMPLOYEE SIGNATURE _____ DATE _____



OTHER EMPLOYEE(S) & INFORMATION		
EMPLOYEE NAME (PRINT)	EMPLOYER (CHECK ONE)	DATE / /
	☐ CITY OF GULFPORT ☐ UTILITY PARTNERS, LLC	TIME : AM PM
MISHAP LOCATION		

DESCRIBE WHAT HAPPENED IN DETAIL

EMPLOYEE SIGNATURE _____

DATE _____



**DEPARTMENT of PUBLIC
WORKS**

4050 Hewes Avenue
Gulfport, MS 39507-3903
Phone: 228-868-5740
Fax: 228-214-2238

Date

FIRST ENDORSEMENT on Utility Partner's, LLC Memorandum – Notice of Damage Intent
dated on equipment asset number #

From: Department of Public Works Labor Contract Administrator
To: Utility Partner's, Labor Project Manager

Subj: MISHAP DAMAGE REPAIR NOTIFICATION

Encl: Mishap report dated on equipment asset # (pages).

1. The enclosed report is submitted for your action. It has been determined that your company is responsible for the damages done to City of Gulfport equipment. Per the labor contract dated October 2011 you are hereby given 10 days to make repairs on the equipment.

2. If you disagree with this decision you must make a rebuttal to this notice within 10 days or the City will take further action per the contract.

W. MILLER

Copy to:

City of Gulfport Assistant Director of Public Works
City of Gulfport DPW Equipment Maintenance Manager
City of Gulfport City Work Zone Safety/Environmental Inspector
Utility Partners, Contract Fleet Manager



**DEPARTMENT of PUBLIC
WORKS**

4050 Hewes Avenue
Gulfport, MS 39507-3903
Phone: 228-868-5740
Fax: 228-214-2238

Date:

SECOND ENDORSEMENT on DPW Letter dated _____ on equipment asset
number # _____

From: Department of Public Works Labor Contractor Administrator

To: Utility Partner's, Labor Project Manager

Subj: CONTRACT DEDUCTION ON MISHAP DAMAGE REPAIR NOTIFICATION

Encl: First Endorsement Letter dated _____ on equipment asset # _____ (___ pages).

1. You were given a letter on _____ giving notice that you had two weeks (10 days) from the date of that letter to make repairs to a city asset under your care per the labor contract, section 9.09, dated October 2011. Per the contract the "City shall repair or replace subject vehicle or equipment per Mississippi State purchasing regulations, and deduct cost from Operator's monthly payment".

2. Since no rebuttal or action has been taken to make the necessary repairs the city is hereby acting on section 9.09 and making necessary repairs and will deduct said cost from your next contractual payment.

Wayne Miller

Copy to:

City of Gulfport, Assistant Director of Public Works

City of Gulfport Department of Public Works Budget Analysis

City of Gulfport Department of Public Works Equipment Maintenance Manager

City of Gulfport, City Attorney

City of Gulfport Work Zone Safety/Environmental Inspector

Utility Partners, Contract Fleet Manager



**DEPARTMENT of PUBLIC
WORKS**

4050 Hewes Avenue
Gulfport, MS 39507-3903
Phone: 228-868-5740
Fax: 228-214-2238

Date

FINAL ENDORSEMENT on Utility Partner's Memorandum For Record dated
on equipment asset number #

From: Department of Public Works Equipment Maintenance Manager
To: Utility Partner's, Contractor Fleet Manager

Subj: MISHAP DAMAGE REPAIR COMPLETION NOTIFICATION

Encl: Mishap report dated on equipment asset # (pages).

1. The required repairs to the enclosed report have been satisfactorily completed. The cost of this repair by Utility Partners was \$____. End of report.

Richard D. Thorsten

Copy to:
City of Gulfport Work Zone Safety/Environmental Inspector
City Risk Assessment Manager

 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.14</u>
PAGE: 1 of 2	PROCEDURE: Construction Inspection Notebook	DATE: JANUARY 2020

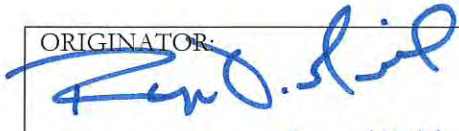
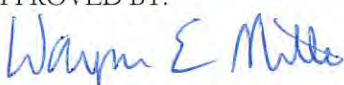
It is vital for the performance evaluation of the professional services contract that every construction project is tracked. Therefore, each project completed by a construction crew, either in-house or contracted, shall have the following information recorded in the Inspector's Notebook.

Remember: Don't Expect What You Don't Inspect!

- 1.0 Master List of All Projects Completed with Start and Finish Dates
- 2.0 Copy of the Pre-Construction Conference Minutes
 - 2.1 This shall verify that all land rights (easements, right-of-way, right-of-entry) agreements have been acquired.
 - 2.2 This shall verify that all permits (Army Corps.of Engineers, Mississippi Department of Environmental Quality, Mississippi Department of Marine Resources, etc.) have been acquired.
- 3.0 Schedule of Construction of Project
 - 3.1 This shall be provided by Construction Manager.
 - 3.2 This schedule shall indicate approximate start and finish times for all phases of work.
 - 3.3 Quality Control plans should also be noted for phases that require inspection prior to continuing. (rebar inspection prior to concrete placement, chlorination prior to water being used)
- 4.0 1st Day of Construction Notice. This notice shall indicate the first day the crew began the project.
- 5.0 Safety Plans
 - 5.1 Traffic Control Plan shall be provided by Construction Manager.
 - 5.2 Other applicable plans such as trenching, excavating, confined space, etc. shall be provided.

6.0 Each Project shall be tabbed for easy access.

7.0 The daily inspection form to be completed by the Inspector is attached.

ORIGINATOR:  TITLE: ASST DIR OF PUBLIC WORKS DATE: 1-15-20	APPROVED BY:  TITLE: DIRECTOR OF PUBLIC WORKS DATE: 1-15-2020	REVISION: April 2015 Jan 2020
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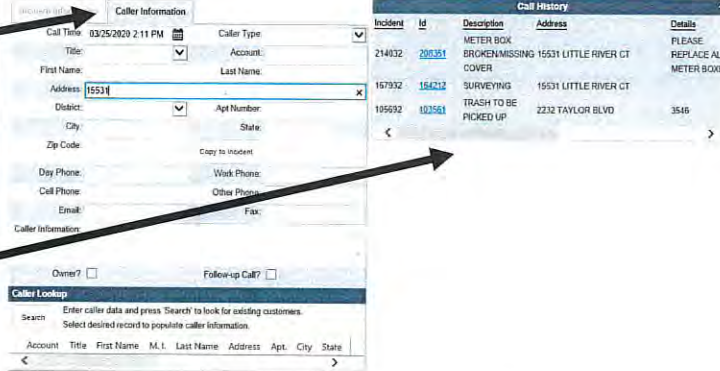
	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.15</u>
PAGE: 1 of 2	PROCEDURE: RECEIVING SERVICE REQUESTS	DATE: MARCH 2020

Purpose: This SOP was created in order to ensure proper documentation and customer service. Our professionalism as a department begins with the conversations that we have when customers contact us for assistance. Always be courteous, concise, and clear in your dealings with the public. Record all information without error because without this critical step done correctly, the remaining process will be prone to failure. **Remember: You Never Get a Second Chance to Make a First Impression!**

- 1.0 Answer the phone or Greet Walk-in Customer.
 - 1.1 Use Telephone Etiquette. See Telephone Etiquette SOP.
 - 1.2 Determine if Customer is calling for status of an existing request. Ask "Have you reported this problem before?"
 - 1.2.1 If there is an existing request from this customer, reconfirm the type of problem. Ask "Do you have your **Service Request No.?**" Using the **SR No. or address** search for the request. When found, provide information to caller, record this call in the comments section of current service request.

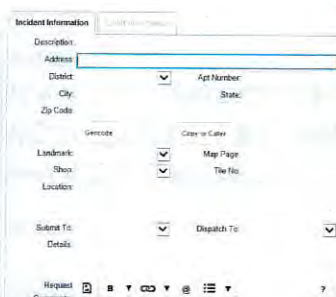
- Select New SR > **Caller Information** Tab > Type Street Number (example:15531) > Enter

- **Call History** will show history related to that address. Also, you can use other fields to search as well.



- 2.0 If NOT an existing request, determine the customer's type of problem and if Service Request is needed.
- 3.0 Identify the problem from the **Problem Tree** list.









- 4.0 Input the incident address (Ask customer how to correctly spell entries) and Search the location. Any addressing issues notify the GIS Division to have these corrected. gis@gulfport-ms.gov
- 5.0 Check for duplicate service requests.
 - 5.1 Search system for open requests by using wild card keys (%) and street names.
 - 5.1.1 In the **Search** Screen, type in the % (name of street) %
 - 5.1.2 Then under the **Status** tab, click **Open Request**.
 - 5.1.3 Then click the → **Search** button.
 - 5.1.4 This will result in a list that you can browse through for duplicate requests.
- 6.0 If duplicate service request is located. Input the customer's personal information as an additional caller.
- 7.0 If duplicate NOT located, input the customer's personal information such as name, mailing address, phone numbers, etc. Ask Customer how to **Correctly Spell** all entries.
- 8.0 Input additional details that the customer may have concerning the specifics of the project in the *Details* box. Example, "it is located by my mailbox", "the leak is in the northwest corner of the property", "beware of dog", "contact customer prior to work".
- 9.0 Determine the Priority of the request. All requests are given a 3-medium priority by the system. An operator may increase or decrease the priority based on emergency needs. If the priority needs to be changed, click on the arrow next to **Priority** and choose the correct priority rating.
- 10.0 Input any other comments in the **New Comments** box.
- 11.0 Make sure service request incident location has been Geocoded. Push the Geocode button.
- 12.0 Save the request. Push the **Save** button. This step assigns a Service Request Number.

The screenshot displays a web-based interface for managing service requests. The main form is titled 'Service Request' and contains the following sections:

- Service Request:** Includes fields for Description (MISSED TRASH PICKUP/DEBRIS), Request ID (251579), Category (SOLID WASTE), Priority (High), Status, Initiated By (Admin: City Sourced), Date (03/25/2020 2:45 PM), Investigation, Emergency, Submit To (WASTE, SOLID), Dispatch To (JOHNSON, ELIZABET), Project Name, and a Project Tree with options for Cancel, Cancel Reason, and Closed By.
- Incident Information:** Includes Address (239 Cowan Rd), City (Gulfport), State (MS), Zip Code (39507), Landmark, Shop, Map Page, Title No (2), District, Location (239 Cowan Rd, Gulfport, MS 39507), and a detailed description of the issue: 'Description: Citizen at 239 Cowan Rd is requesting debris pick up, has been sitting there for over 2 weeks -SB Issue Type: Missed Trash Pickup/Debris Phone Number: 901-619-1601'.
- Callers:** A table listing callers with columns for Last Name, First Name, M.I., Call Time, Caller Type, and Comments. One caller is listed: WARBURTON, DAN, 3/25/2020 2:45:05 PM.
- Related Work Activities:** A section for tracking related work activities, currently showing 'Inspections'.

- 13.0 Inform customer of their Service Request No. and that the request will be forwarded to the appropriate division for action. Inform customer that "Any follow-up calls regarding this request should be made to 868-5740 or 311. Please have your Service Request No. available when calling back. When the request is completed, you will receive a letter stating the request is closed."
- 14.0 Thank customer for calling the Department of Public Works.

ORIGINATOR:  TITLE: Asst. Director of Public Works DATE: 3/25/2020	APPROVED BY:  TITLE: Director of Public Works DATE: 3/26/2020	REVISION: Jan 2003 Mar 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.16</u>
PAGE: 1 of 1	PROCEDURE: GIS EDITS	DATE: DECEMBER 2019

In an effort to continuously improve our GIS mapping system, the Department of Engineering is implementing a new procedure to take advantage of the knowledge gained during day-to-day digging operations and discoveries made in the field by crew managers/members and inspectors.

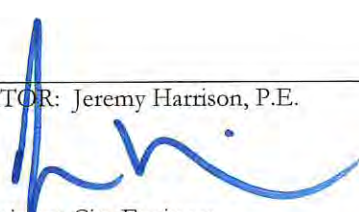
To accomplish this goal, we ask that any errors found between the GIS maps and actual field conditions be redlined on an 8.5"x11" map and submitted for editing. Redlined maps shall include the utility type, correct route or location, and size of the conduit. The Inscrber's name and date shall also be written legibly and obviously on the map. The following editing procedure shall be followed:

1. The map shall be submitted to the Engineering CAD/GIS Operator Mr. Darrel Bell for processing.
2. The Operator shall scan the map into the following server folder:

Z:\Engineering\GIS Data Folder\Infrastructure Updates\Incomplete

The map edits log shall be updated at that time and a notification email sent to Geographic Information Systems - GIS Intern that an update is available for editing.

3. The Intern shall make the edits, place the file in the completed folder, and then send an email notifying CAD/GIS Operator that the edits have been completed.
4. The CAD/GIS Operator shall notify the Inscrber to check the edit map for accuracy.

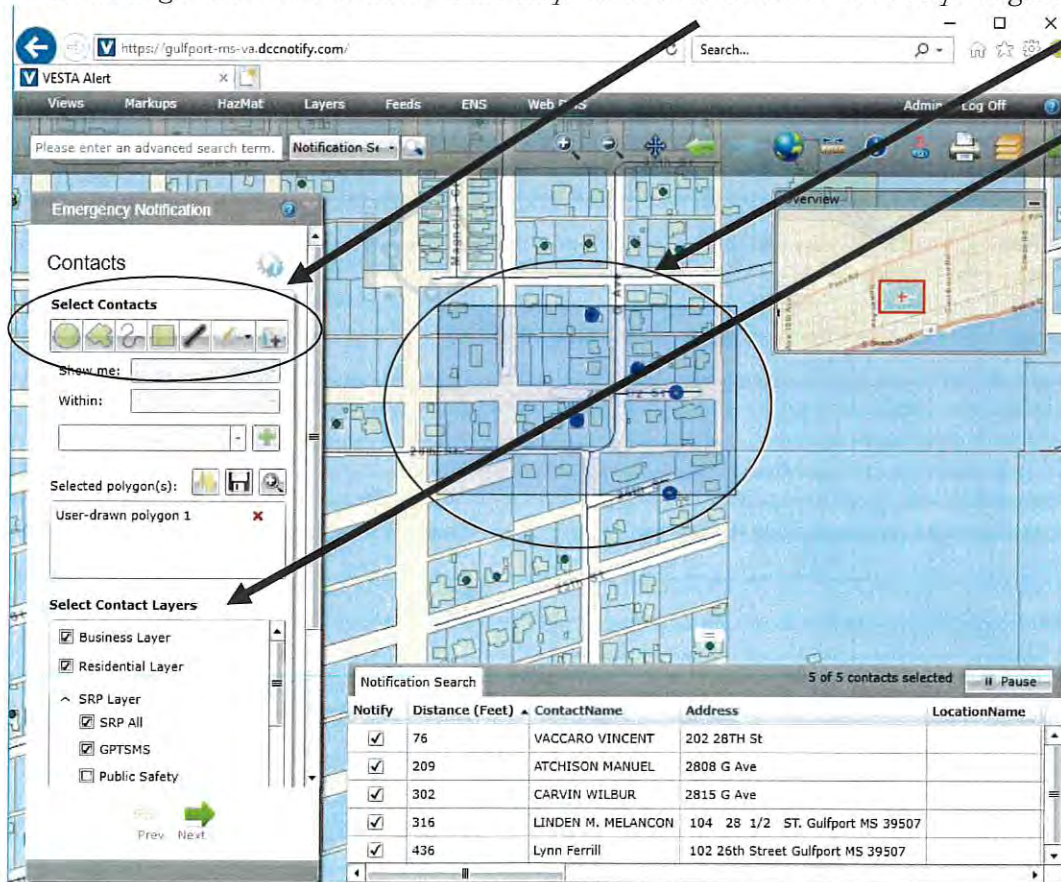
ORIGINATOR: Jeremy Harrison, P.E.  TITLE: Assistant City Engineer DATE: December 31, 2019	APPROVED BY:  TITLE: <i>DIRECTOR OF PUBLIC WORKS</i> DATE: <i>12-31-2019</i>	REVISION: Mar 2005 Dec 2019
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.17</u>
PAGE: 1 of 2	PROCEDURE: OPERATING TELEPHONE NOTIFICATION SYSTEM	DATE: MARCH 2020

PURPOSE: This SOP was created in order to ensure proper operation of the Telephone Notification System and *VESTA Alert* software. This system is designed to provide the ability to contact residents by telephone and inform them of important situations in Public Works. It is extremely critical that all messages are verified by two (2) competent persons trained in proper notification techniques used in Public Works. No messages shall be sent to the Public without double approval. **Remember: You Only Have One Opportunity to Send a Message!**

1.0 Go to <https://gulfport-ms-va.dccnotify.com/> *VESTA Alert* software.

2.0 Click the *Login into VESTS Alert > Select Shape under Select Contacts > Use Shape* to grab needed contact area.



The screenshot shows the VESTA Alert web application. On the left, the 'Emergency Notification' sidebar is visible. The 'Select Contacts' section is highlighted with a red circle, showing a 'Show me:' dropdown and a 'Within:' input field. Below this, the 'Selected polygon(s)' section shows a 'User-drawn polygon 1' with a red 'X' icon. The 'Select Contact Layers' section has checkboxes for 'Business Layer', 'Residential Layer', 'SRP Layer', 'SRP All', 'GPTSMS', and 'Public Safety'. The 'SRP Layer' is expanded, showing 'SRP All' and 'GPTSMS' checked. On the right, a map displays a street grid with a red polygon drawn around a specific area. A 'Notification Search' window is open at the bottom right, showing a table of 5 selected contacts.

Notify	Distance (Feet)	ContactName	Address	LocationName
☒	76	VACCARO VINCENT	202 28TH St	
☒	209	ATCHISON MANUEL	2808 G Ave	
☒	302	CARVIN WILBUR	2815 G Ave	
☒	316	LINDEN M. MELANCON	104 28 1/2 ST, Gulfport MS 39507	
☒	436	Lynn Ferrill	102 26th Street Gulfport MS 39507	

3.0 Select *Get Contacts*

4.0 *Notification Search* will show contacts to be notified.

5.0 *NEXT*

5.1 Populate the Following:

Notification Name: Title "Street Name / Area" Example (22ND STREET)

Select Priority: Medium

Select Dialer: MassCall

Select Call Flow: Blast_Simple

Notification Duration: Hours: 2 Minutes: 0

Number of Attempts: 1

Delay Between Attempts (minutes): 0

5.2 NEXT

5.3 Compose Message:

- Name Message
- Text to Speech: Check Box
- Type Voice Message Text in Box
- Select: Text Message
- Select: E-mail Message

Emergency Notification

Compose Message

English

Create new message

☒ Voice Message

☐ Voice Recording

Import...

☐ Text-to-Speech

Type voice message text:

Enter text that describes the recorded message here.

0 Characters (Maximum of 4000)

☐ Text Message

☐ E-mail Message

Prev Next

6.0 NEXT

7.0 Send Alert.

ORIGINATOR: Ryan D. Merrill

TITLE: Asst. Director of Public Works

DATE: March 20, 2020

APPROVED BY: Wayne E. Miller

TITLE: Director of Public Works

DATE: March 20, 2020

REVISION:

Feb 2004
Mar 2020

 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-ADMIN-1.18</u>
PAGE: 1 of 2	PROCEDURE: EMERGENCY SANDBAG SUPPORT AND ISSUING PROCEDURES	DATE: JANUARY 2020

The Department of Public Works have made a necessary change in our sandbag support process to the Public. As of the date of this SOP the new process is outlined below for all to follow:

1.0 Emergency Sandbag Support/Issuing Procedures from the Department of Public Works:

- 1.1 We will be doing the same process as what the County has been doing and that is; we will stock pile sand, bags and shovels at key locations as identified below for the public to use in filling their own sandbags.
- 1.2 Some manpower and equipment will still be required as stated below in support of this process and locations as identified.
- 1.3 The time that this sand/sandbag staging process could be required is when either a major rain event is imminent or when we are expecting a Hurricane landfall. The Director of Public Works will provide the green light as to when this process will begin and end.
- 1.4 After the event is over, the remaining sand, sand bags, and shovels will be removed and the site will be restored to pre-existing condition.

2.0 Locations that sand, bags, and shovels will be staged at are:

- 2.1 Glover Avenue and Hewes Avenue Intersection
- 2.2 Orange Grove Community Center – 14416 Dedeaux Road
- 2.3 Fire Station #2 – 1200 42nd Avenue
- 2.4 Forrest Heights Ball Field – 9020 Ohio Avenue

3.0 The following materials will be stocked at the four (4) locations identified when directed by the Public Works Director:

- 3.1 The Department of Public Works when directed, will initially pre-stage 14 cu. yds. of sand at each site in a predesignated location. Once a stock pile has been depleted down to around 35% remaining we will restock the amount used or more as required.
- 3.2 At the same time as sand is being deployed to each designated location, a stock of 2,000 sandbags per location will be delivered and staged at each location close to the sand pile site for close access and easier filling by the public. Once the sandbag inventory has been depleted down to approximately 500 bags remaining we will restock the quantity used or more as required.
- 3.3 Once the sand and bags have been delivered and when directed we will deliver 4 shovels and/or plastic hand sand scoop tools to each site for the public use in filling their bags.

4.0 Security and accountability of materials and tools:

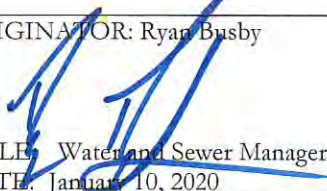
- 4.1 We will need to stage at least one (1) person during designated times with a radio or phone for communications with DPW Dispatch at each location to ensure the sand, sandbags, and filler tools are:
- Not stolen
 - No excessive taking of filled sandbags per family (Recommended max per family amount: **10 bags**)
 - This onsite "security person" will also be responsible for reporting when the sand and sandbags stock requires replenishing.
 - After designated times, the afterhours/on call employees will monitor sand pile locations and communicate to the necessary person if additional supplies is needed.

ORIGINATOR:  TITLE: Asst. Director of Public Works DATE: 1-15-20	APPROVED BY:  TITLE: DIRECTOR OF PUBLIC WORKS DATE: 1-15-2020	REVISION: Mar 2005 Jan 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-W-S-2.1</u>
PAGE: 1 of 1	PROCEDURE: Water Outage – Boil Water Notification	DATE: JANAURY 2020

Water outages and boil water notices must be communicated to the residence and/or businesses affected. Notifications must be completed with as much lead-time as possible. **[The lead-time should be one week prior to the “Shut Down” occurring.]** The following procedures have been established to eliminate any questions or confusion as to what steps must be performed in our requirement/responsibility to the citizens and businesses of our city:

- 1.0 The Project Manager and/or Project Supervisor will make a complete description of the outage and provide the following required information to the Dispatch Supervisor and the Water and Sewer Department Manager PH: (228) 868-5740, emarkham@gulfport-ms.gov
 - 1.1 Date of outage
 - 1.2 Area, Subdivision and/or Businesses to be affected.
 - 1.3 Reason for the water outage
 - 1.4 Estimated duration of water outage
 - 1.5 Any associated drawings
 - 1.6 Provide Point of Contact for citizens and business affected to contact.
- 2.0 Prior to any job starting or during the job(s) progress, when there is a water outage requirement that is either planned or unplanned the Project Manager and/or Project Supervisor must notify the Director/Assistant Director of Public Works and/or Engineering Department for Contractors.
- 3.0 The Dispatch Supervisor will compile and forward this information to the City of Gulfport Public Affairs Office for public notification. The Dispatch Supervisor will notify all water outages to the Water Well Manager and area Water and Sewer Department Manager.

ORIGINATOR: Ryan Busby  TITLE: Water and Sewer Manager DATE: January 10, 2020	APPROVED BY: Wayne E. Miller  TITLE: Director of Public Works DATE: January 10, 2020	REVISION: June 2001 Jan 2017 Jan 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-W-S-2.2</u>
PAGE: 1 of 4	PROCEDURE: Fire Hydrant Procedures for: Opening, Closing, Flushing & Testing	DATE: JANUARY 2020

In our day-to-day operations in support and service to the City of Gulfport and our citizens, the Department of Public Works and the Gulfport Fire Department must maintain an aggressive proactive Fire Hydrant preventive maintenance and cycling program. Due to the criticality of the system and Federal Regulations, there are specified procedures (do's & don'ts) that must be followed in order to provide an affective, reliable fire fighting system throughout the city. The following information and procedures must be followed in order to minimize fire hydrant damage, clarify responsibilities, and establish good communications between City Departments, Contractors, Private Owners (Fire Hydrants located on Private Property), and Utility Partner's LLC personnel to provide the best possible service and support to protect our citizens and businesses.

NOTE: Use only regulation fire hydrant wrenches which have been approved by the Department of Public Work or the Fire Department for the operation of fire hydrants. The use of any other type of wrench or operating device is prohibited by Federal Regulations and shall not be permitted. Contractors observed using any unapproved device shall have their meter and permit revoked and forfeit any deposits posted.



Example of approved wrench.

- 1.0 Proper Opening Procedures for City of Gulfport Fire Hydrants.
 - 1.1 Prior to operating any fire hydrant attached to the City of Gulfport water distribution system, notify the following:
 - 1.11 City of Gulfport Superintendent of Water Well Operations – 228-868-5740
 - 1.12 Department of Public Works Dispatch – 228-868-5740
 - 1.13 Dispatch will notify the Fire Department and complete a call-out of the affected area if time permits.
 - 1.2 Quickly examine the Fire Hydrant and surrounding area for visual defects and obstructions. If any problems exist, inform the Fire Hydrant Construction Crew @ 228-868-5740.
 - 1.3 Check discharge area for obstructions and proper drainage. If there is a problem, determine the proper course of action to eliminate or minimize the problem. Contact the Fire Hydrant Construction Crew @ 228-868-5740 if assistance is required.

- 1.4 Gently remove the appropriate cap from one of the fire hydrant ears (2½" or 4") to avoid damaging threads.
- 1.5 Check the top of the fire hydrant to determine proper opening direction (Clock Wise or Counter Clock Wise).



- 1.6 Using the proper tool, crack hydrant open and allow barrel to fill and slowly flow. This is done in order to remove any debris or foreign material from the hydrant and line. If the hydrant does not flow, check the main valve feeding the fire hydrant and ensure that it is in the open position. If it is not open, open the main valve slowly. If fire hydrant still does not flow, close the hydrant, secure, and notify the Fire Hydrant Construction Crew @ 228-868-5740 and the Fire Department. If fire hydrant flows satisfactorily, continue to the next step

NOTE: Open & Close fire hydrants slowly in order to prevent water hammer.

- 1.7 If you are flushing, continue to slowly open fire hydrant to desired flow. If you are doing other than flushing operations, close the fire hydrant and attach the appropriate device or hardware. Once the device or hardware has been attached, slowly open the fire hydrant to the desired flow.

NOTE: Contractors who are using City of Gulfport fire hydrants are required to obtain a meter and wrench in order to draw water from city fire hydrants. Contractors observed taking water from city fire hydrants without authorization or using the wrong tools will be reported and any deposits will be withheld.

2.0 Proper Closing Procedures for City of Gulfport Fire Hydrants.

- 2.1 Complete testing, flushing, etc.
- 2.2 Check the top of the fire hydrant to determine proper closing direction (Clock Wise or Counter Clock Wise).

WARNING: Over torquing of fire hydrant valve will result in damage to the fire hydrant and may result in either repair or replacement.

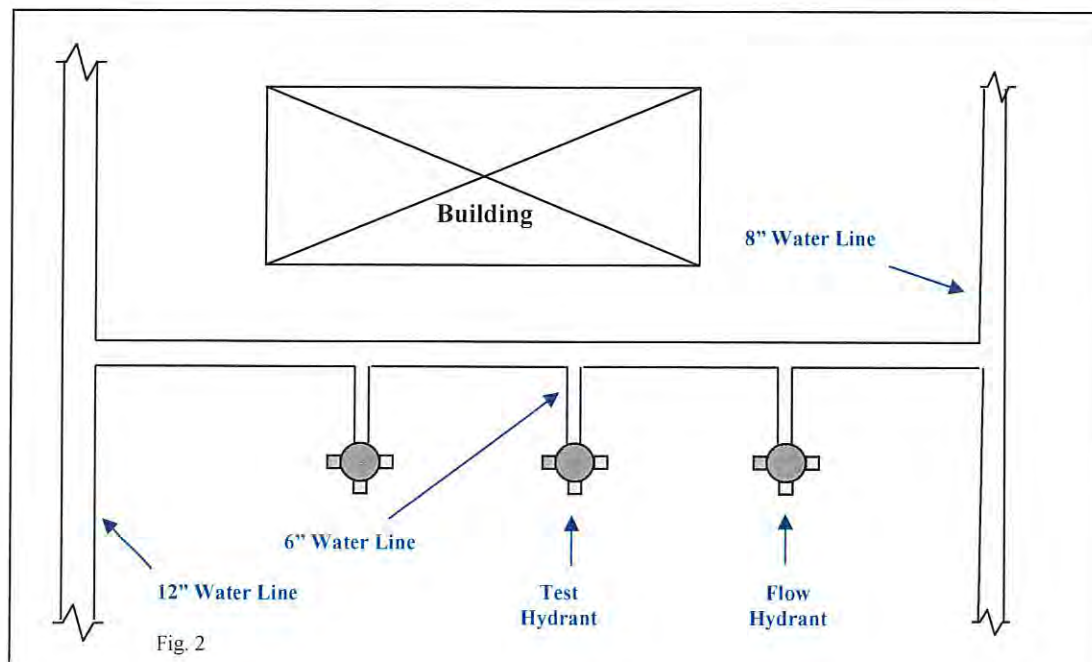
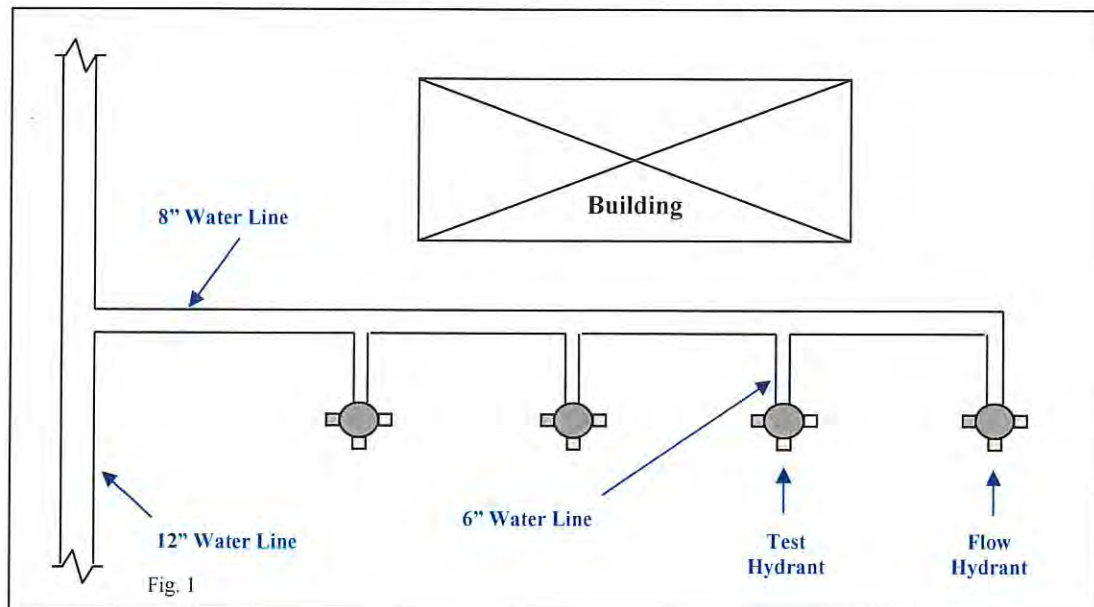
- 2.3 Using the proper tool, slowly start closing the hydrant to the point of slight flow and then snug. Observe flow of the fire hydrant for 30 seconds to allow it to drain. Drainage time is a result of fire hydrant condition, soil conditions, and installation.
- 2.4 Carefully remove all attachments to avoid damaging threads on ears.

- 2.5 With fire hydrant completely closed, attachments removed, and caps off, observe for leaks from open ears. If fire hydrant leaks, try to snug hydrant closed being careful not to over torque. If leak continues, slowly open fire hydrant approximately half way to remove any debris or foreign material that may prevent complete closing of fire hydrant and try to slowly close again. If leak persists, notify the Fire Hydrant Construction Crew @ 228-868-5740.
- 2.6 Inspect caps for gaskets and thread damage. If any problems are discovered, notify the Fire Hydrant Construction Crew @ 228-868-5740. Do not attempt to force caps on ears if thread damage is present.
- 2.7 Carefully replace caps on all ears to avoid damaging ear threads.

NOTE: Contractors who have completed use of meters and wrenches shall return them to the City of Gulfport, Department of Public Works, and Tool Room. If meter and wrench are returned in satisfactory condition, the contractor's deposit will be returned.

3.0 Proper Flow and Testing of City of Gulfport Fire Hydrants.

NOTE: Use the following figures for flushing and testing City of Gulfport Fire Hydrants.



- 3.1 Locate personnel at the test hydrant and at all flow hydrants to be used.

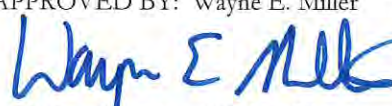
NOTE: Follow procedures for Proper Opening Procedures for City of Gulfport Fire Hydrants.

- 3.2 Remove a hydrant cap from the test hydrant and attach the pressure gauge with the petcock in the open position. After checking the other caps for tightness, slowly open the hydrant several turns. Once the air has escaped and a steady stream of water is flowing, close the petcock and slowly open the hydrant the rest of the way.
- 3.3 Read and record the static pressure as indicated on the pressure gauge.
- 3.4 The personnel located at the flow hydrant(s) shall remove the cap(s) from the outlet(s) to be flowed. When using a hydrant outlet, check and record the hydrant coefficient and the actual inside diameter of the orifice. If a nozzle is placed on the outlet, check and record its coefficient and diameter.
- 3.5 Open flow hydrants as necessary and record the pilot reading of the velocity pressures. Personnel located at the test hydrant simultaneously read and record the residual pressure.

NOTE: The residual pressure should not drop below 20psi during the test. If this happens, the number of flow hydrants must be reduced.

NOTE: Follow procedures for Proper Closing Procedures for City of Gulfport Fire Hydrants.

- 3.6 Slowly close the flow hydrant to prevent water hammer in the mains. After checking for proper drainage, replace and secure all hydrant caps. Report any hydrant defects to the Fire Hydrant Construction Crew @ 228-868-5740.
- 3.7 Check the test hydrant for a return to normal operating pressure, and then close the hydrant. Open the petcock valve to prevent a vacuum on the pressure gauge. Remove the pressure gauge, replace and secure the hydrant cap. Report any hydrant defects to the Fire Hydrant Construction Crew @ 228-868-5740.

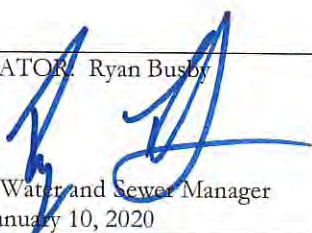
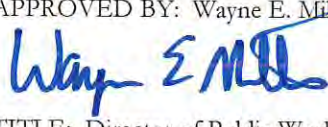
ORIGINATOR: Ryan Busby  TITLE: Water and Sewer Manager DATE: January 10, 2020	APPROVED BY: Wayne E. Miller  TITLE: Director of Public Works DATE: January 10, 2020	REVISION: Jan 2007 July 2016 Jan 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-W-S-2.4</u>
PAGE: 1 of 1	PROCEDURE: Procedures for Installation of Multiple AMR Water Meters	DATE: JANUARY 2020

The Department of Public Works installs hundreds of water meters every year. Some installs are individual replacements for bad meters, some are installations for new subdivisions, apartment complexes, and government subsidized home developments. With our current meters being the expensive AMR Electronic Read Meters there is a substantial cost to these meters. Due to a recent event where we had to replace meters that were stolen from a development that we had just finished installing all the meters in and we had no validation/proof by either the Development Owner or the Development Builder that all were installed to their satisfaction, the following direction is provided;

1.0 Procedures for the Accountability of AMR Meter Installations:

- 1.1 This SOP applies to situations where we are required to install five (5) or more ¾" and/or 1" AMR Water Meters per Work Order to a singular apartment complex or development area.
- 1.2 Contact and notification must be made with both the Developer and/or the Contract Builder that we will be installing their AMR Meters and that a representative of either the Developer (Contracted Engineering Firm) or a representative of the contracted Builder must be present at the completion of the meters installation.
- 1.3 Once the meters have been installed, the responsible Water Division Supervisor over the meters installation process will notify the Developer and/or Builder representatives that the installations have been completed and that they need to sign off on our Meter Installation Work Order that all have been completed and accounted for.
- 1.4 Three copies of the Work Order must be made available for signing. One copy to be given to the Engineer, Developer, and/or Builder Representative who signed, second copy to be provided to the respective Public Works Water/Sewer Inspector for file, and the final copy to be retained by the Water/Sewer Division Manager for record.

ORIGINATOR: Ryan Busby  TITLE: Water and Sewer Manager DATE: January 10, 2020	APPROVED BY: Wayne E. Miller  TITLE: Director of Public Works DATE: January 10, 2020	REVISION: Aug 2014 Jan 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-W-S-2.5</u>
PAGE: 1 of 2	PROCEDURE: GPS all new valves, fire hydrants and manholes	DATE: JANUARY 2020

The Department of Public Works has a sizeable number of unmarked valves, fire hydrants, manholes, and etc from new installations or repairs. A quality GPS (Global Positioning System) location verification program is vital in order to maintaining up to date maps. The following SOP program guidelines and procedures must be followed in an effort to keep our maps up to date:

1.0 Procedures for the GPS location of all utility improvements. (Minimum after installation)

- 1.1 Thoroughly inspect the generator and associated parts and FILL IN "EQUIPMENT OPERATOR'S DAILY INSPECTION REPORT FORM" prior to startup. Pay special attention to any fuel and oil leaks, missing caps-covers-guards, and for possible vandalism.
- 1.2 Prior to starting up Generator, safely turn off main disconnect switch and any breakers necessary to remove generator from shore power sources so the generator will power the water well or lift station, thus providing a load to the generator.
- 1.3 Start unit and pay close attention to the engine oil pressure and water temperature gauges to ensure they read within manufacturer's recommended ranges. Run generator for a minimum one half (1/2) hour to ensure engine and water temperatures are brought up normal operating temperatures. **Caution:** Ensure engine is warmed up first before putting under load.
- 1.4 After run cycle process has been completed, remove/turn off all sources of load to allow the generator to cool down.
- 1.5 Safely reconnect the water well or lift station back to its original shore power source.
- 1.6 Annotate the generator's hour meter reading upon the conclusion of the cycling period on the Inspection Report Form and fill in any problem areas found during the exercise period. Ensure the Equipment Maintenance/Repair Division Manager is notified right away if there is a problem in getting the generator started to complete the cycle running process.
- 1.7 Once the cycle exercise process is completed on each generator, an Inspection Report Form must be completed and turned into the Equipment Maintenance Division for their file and repair/ service action(s) as required.

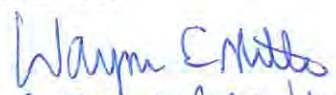
2.0 Procedures Load Bank Running/Testing of Generators (Minimum Once a Year):

- 2.1 Thoroughly inspect the generator and associated parts and FILL IN "EQUIPMENT OPERATOR'S DAILY INSPECTION REPORT FORM" prior to startup. Pay special attention to any fuel and oil leaks, missing caps-covers-guards, and for possible vandalism.

- 2.2 Prior to starting up Generator, safely turn off main disconnect switch and any breakers necessary to remove generator from shore power sources.
- 2.3 Change/turn on the transfer switch to the backup Emergency Power position and then proceed with the hook up/wiring in of the Load Bank unit.
- 2.4 Start up the generator and pay close attention to the engine oil pressure and water temperature gauges to ensure they read within manufacturer's recommended ranges. Run the generator for 3 to 5 minutes to allow it to warm up prior to starting Load Bank test.
- 2.5 Start up the Load Bank and begin loading up the generator in increments of 10% load increases beginning at the 50% load point. Stop at each 10% load increase for approximately 5 minutes to ensure stabilization and no problems are encountered. Proceed with the 10% increases until the generator loading reaches 100% rated load. Run at this 100% rated load for approximately 10 minutes, then start the reverse decreasing load process towards final cool down and shut down of generator. Document the process and the readings as the test is being performed.
- 2.6 Perform the complete disconnect of Load Bank from the generator.
- 2.7 Perform the reconnection of Generator if was originally hard wired to the Well or Lift Station's control panel/breaker switch unit.
- 2.8 Before reactivating shore power to the Well or Lift Station make sure the breakers are off so there is NO back feed to the generator. Reactive the shore power.
- 2.9 Ensure that all panels, doors, and/or cabinets are closed and locked prior to leaving the test site.
- 2.10 Each individual generator Load Test will be documented on a Load Bank Test Report Form provided by the Equipment Maintenance Shop. The results will be documented and entered into the Generator's History Jacket for record purposes. If the Generator does not pass the load test, the unit will be repaired as necessary and a re-test performed.

3.0 Generator Preventative Maintenance Program:

- 3.1 Generators will have B-PM level preventative maintenance performed a minimum of once per year or every 250 hours, whichever occurs first.
- 3.2 A diesel fuel additive will be maintained in the fuel tanks to reduce bacteria growth and water in the fuel.
- 3.3 Fuel tanks will be kept at the full level at all times.

ORIGINATOR:  TITLE: UTILITY/TELECOM MANAGER DATE: 1-15-20	APPROVED BY:  TITLE: DIRECTOR OF PUBLIC WORKS DATE: January 15, 2020	REVISION: Sept 2012 Jan 2020
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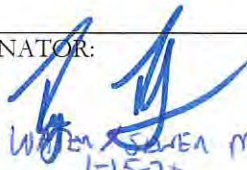
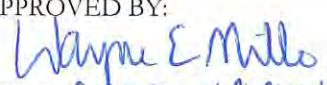
	Standard Operating Procedures	SOP NO. <u>GULF-PW-W-S-2.6</u>
PAGE: 1 of 1	PROCEDURE: Boil Water Notice	DATE: JANUARY 2020

Purpose: The purpose of this policy is to establish the basic guidelines used by the Public Works Department pertaining to public notification procedures. These procedures are to be followed whenever water pressure falls below 20psi or the water is determined to be unsafe to drink due to other causes and will remain under boil water notice until 2 consecutive days of negative sample results are received.

STATEMENT OF PRACTICE:

The City of Gulfport currently has policies/procedures in place pertaining to public notification of possible water contamination. The notification procedures are as follows and can be one (1) or any combination of the below.

1. Automated Phone Callout
2. Media outlets
3. City Website
4. Social Media
5. Signs posted at the entrances of subdivisions if needed
6. Individual fliers hand delivered to each house affected if needed

ORIGINATOR:  TITLE: <u>WATER SEWER MANAGER</u> DATE: <u>1-15-20</u>	APPROVED BY:  TITLE: <u>DIRECTOR OF PUBLIC WORKS</u> DATE: January 15, 2020	REVISION: May 2014 Jan 2020
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Enclosures:

- 1) MSDH self-imposed boil water statement
- 2) Copy of the City of Gulfport's APWA Practice for boil water notifications.

 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-W-S-2.7</u>
PAGE: 1 of 4	PROCEDURE: Sewage Spill/Bypass: Repair, Cleanup, and Reporting Procedures	DATE: JANUARY 2020

Having sewage spills/bypasses within our City of Gulfport are cause for major concern and quick action **MUST** be taken to remedy the situation. Any spill or bypass is prohibited except “Where unavoidable to prevent loss of life or severe property damage” or “Where storm drainage or runoff would damage any facilities necessary for compliance with effluent limitations”. This is a very critical area that requires timely State and Federal Reporting procedures. Along with these reporting procedures we must have a standard set of internal procedures to ensure proper actions have been taken to repair the spill/bypass and to ensure that the proper personnel have been notified. As such the following Standard Operating Procedures have been established to provide guidelines and deadlines for our Department of Public Works personnel to strictly maintain and follow:

- 1.0 When Dispatch and/or Water/Sewer Department receives a report of a sewage spill/bypass they must notify the Director or Asst. Director of Public Works of the situation, location and what current action(s) are being performed or being planned to remedy the problem. This notification must occur no later than the end of the first business day after the event.
- 2.0 The Water/Sewer Department Manager or as directed, one of his on-site Supervisors, must immediately notify the area residents by door to door or neighborhood flyer(s) notification of the situation and what cautions they should be taking. Quickly notify the Police and/or Fire Departments if their support is required.
 - 2.1 The Water/Sewer Department Manager must select his/her response team(s) personnel carefully and ensure they have the proper knowledge and training required to handle such an emergency.
 - 2.2 Necessary materials and supplies must be stocked on hand for quick access and application.
 - 2.3 The response team must have the proper protective clothing, respiratory protection as condition(s) dictate.
 - 2.4 Due to solutions that are highly corrosive all equipment used in the decontamination process must be thoroughly cleaned/disinfected also.
- 3.0 The Water/Sewer Department Manager or as directed, one of his on-site Supervisors, must notify the City Safety Officer of the situation and location as soon as possible.
 - 3.1 Area should be quickly secured (taped, barricaded, coned, and warning signs) to prevent public access or a determination made that an evacuation is required for the immediate area. **(Careful consideration of consequences must be made if this is considered).**
 - 3.2 Electrical power may need to be cut off (locked and tagged) to damaged equipment so repairs can be made.
 - 3.3 Protect all workers involved in the cleanup against infection during the repair process.
 - 3.4 Are precautionary inoculations warranted for cleanup workers and/or citizens?

- 4.0 A prompt response is necessary for good public relations and to protect public health. The first priority of the Repair Crew(s) should be to stop the spill/bypass by the quickest means/method possible and/or provide a safe and effective diversionary method of re-routing the sewage flow so as to not contaminate (or further contaminate) city streets, residential areas and waterways.

4.1 Bypass Prevention

- 4.1.1 Portable Pumps – Keep a record of suppliers; know size(s) needed by calculations of estimated flows.
- 4.1.2 Setup pumps and/or generators at lift stations; Size according to existing pumps, provide for emergency connection(s).
- 4.1.3 Pump Trucks; can be used to keep wet wells and/or manholes pumped down to prevent bypasses, Septic haulers can be hired for this task, Discharge at treatment plant(s).

- 5.0 Once the repair(s) have been completed or during the repairing process if possible, a decontamination or neutralization of the sewage spilled must be completed as quickly as possible. This decontamination process must take into consideration: type of spillage, quantity of spillage, residential area with children and animals to contend with, wet lands, lakes or ponds that might be impacted downstream

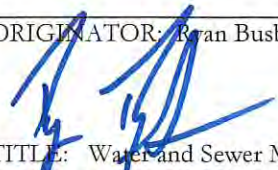
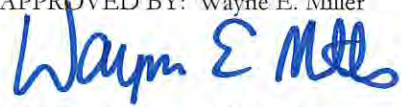
5.1 Bypass Treatment & Containment

- 5.1.1 Disinfecting; Chlorine in tablet form (calcium hypochlorite) placed in the line of flow or liquid (sodium hypochlorite) can be dosed into wet well or manhole. Do not overdose due to toxicity (check residuals). A simple garden sprayer filled with a liquid bleach mix (5 to 15% bleach mix) can be used to decontaminate small areas. Dosage for raw WW – 5 to 25 mg/L (6-12 Fresh / 12-25 Septic).
- 5.1.2 Other disinfecting mixes:
 - Mix 2 parts household bleach to 10 parts water to make a 1% chlorine solution
 - Mix 1 pound HTH to 6 gallons of water to make 1.2% chlorine solution.
 - Use solutions full strength for decontamination of outdoor areas.
 - May dilute solutions by half (1 part solution / 2 parts water) for decontamination of indoor areas of equipment.
 - Use of buckets with holes or burlap sacks that contain HTH tablets can be placed in the flow stream.
- 5.1.3 Disinfecting: Lime – usually used during the cleanup phase spread over area affected by the raw sewage to disinfect and minimize odors
 - Use of garden dust applicators for applying lime to small areas can be used.
 - Use of agricultural equipment for application to large areas (liquid applicators and lime applicators).
- 5.1.4 Containment: Dikes can be temporarily constructed to contain small discharges of raw sewage. The wastewater can then be pumped out and properly disposed.
- 5.1.5 Stream Monitoring: Affected waters should be monitored for D.O. & pH (ph mainly if industrial waste is present). Samples should be collected for fecal coliform testing.

6.0 Monitoring and Sampling

- 6.1 All spills should be monitored to assess impact on receiving waters.
- 6.2 Common parameters include; pH, chlorine residual, BOD, TSS, ammonia, nitrogen and fecal Coliform. Other analysis may be needed if industrial waste is involved.
- 6.3 Record all test results (May have to be reported to MDEQ).
- 6.4 Receiving stream should also be monitored (same parameters as above).

- 7.0 Pictures must be taken of the spill site to show scope of contamination, source of contamination, and the reason for the spillage (line break, overflow due to insufficient line capacity, lift station down, etc). Pictures should also be taken of the decontamination process and of the site when the repair/cleanup has been completed.
- 8.0 Reporting Procedures
- 8.1 The Water/Sewer Department Manager MUST submit the required **“Wastewater Bypass Report”** to the Mississippi Office of Pollution Control, 1141 Bayview Ave., Suite 208, Biloxi, MS 39530, Ph: 432-1056, Fax: 432-5553 **within 24 hrs of the event** in accordance with the State Water and Sewer Permit. The Mississippi Office of Pollution Control will in turn notify the Department of Environmental Quality (DEQ) of the situation. A copy of the Wastewater Bypass Report submitted will be given to the following Department of Public Works personnel at the time of submittal:
- Director of Public Works
 - Asst. Director of Public Works
 - City of Gulfport Safety Officer
 - City of Gulfport Water/Sewer Inspector
- 8.2 If the need for a Bypass is known in advance, the owner of the facility/system shall submit a prior notice 10 days in advance to the Mississippi Office of Pollution Control.
- 8.3 Use the local media (TV, Newspaper, and radio) to disseminate information to the public regarding reporting the spill/bypass and related hazards. Releases to the local media will go through the Director of Public Works and/or the Asst. Director prior to releasing.

ORIGINATOR: Ryan Busby  TITLE: Water and Sewer Manager DATE: January 10, 2020	APPROVED BY: Wayne E. Miller  TITLE: Director of Public Works DATE: January 10, 2020	REVISION: Oct 2016 Jan 2020
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Enclosure:

(1) Wastewater Bypass Report

WASTEWATER BYPASS REPORT
TO THE MISSISSIPPI OFFICE OF POLLUTION CONTROL

- I. PERMITTEE NAME: _____
- II. PERMIT _____
- III. Bypass Source (i.e. manhole, pump station, etc.): _____
- IV. Physical Address of Source Location (i.e. street, avenue, etc.): _____
- V. Date & Time Bypass Began (estimate if necessary): _____
- VI. Date & Time Bypass Ended (estimate if necessary): _____
- VII. Volume of Wastewater Bypassed (estimate if necessary): _____
- VIII. State Waters Effected (i.e. river, stream, bayou, lake, etc.): _____
- IX. Cause of _____
- X. Temporary Corrective Actions Taken: _____

- XI. Cleanup Measures _____

- XII. Permanent Corrective Actions Taken: _____

- XIII. Number of Bypasses at this Location in the past 12 months: _____
- XIV. If Bypass Caused due to Inflow of Rainfall, How Many Inches of Rain Fell in the Area? _____

*Optional:	N: W:	PRINT NAME: _____
MAIL TO or FAX:	OFFICE OF POLLUTION CONTROL 1141 BAYVIEW AVE., SUITE BILOXI, MS 39530 PHONE NUMBER: (228)432- FAX NUMBER: (228) 432-5553	SIGNATURE: _____ TITLE: _____ ADDRESS: <u>4050 Hewes Avenue</u> <u>Gulfport, MS 39507</u> PHONE NUMBER: <u>228-868-5740</u> DATE: _____

 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-W-S-2.9</u>
PAGE: 1 of 2	PROCEDURE: SCADA DEPT. MAINTENANCE	DATE: April 2020

Purpose: The purpose of this policy is to establish the basic guidelines used by the Public Works Department pertaining to SCADA Department maintenance.

STATEMENT OF PRACTICE:

The maintenance check list procedures are as follows for lift stations.

Office

1. Every morning and afternoon pump runtimes, pump starts and unit signals are checked.
2. Once a week the history is checked on all sites.

Field

1. Raise high level float before keying in to verify call outs and emails.
2. Check all connections for tightness and corrosion.
3. Check ac and dc voltage for proper voltage.
4. Verify the ct's are working and alternating properly for all pumps.
5. Clean key reader and verify they will key in and out.
6. Listen for buzzer when keying in and out.
7. Sweep out SCADA boxes when needed.
8. Create a power fault to verify electrical call outs.
9. Clear any obstruction around SCADA unit.
10. Clean and clear rain gauges.
11. Report any issues to proper dept.

STATEMENT OF PRACTICE:

The maintenance check list procedures are as follows for water wells.

Office

1. Every morning and afternoon pump runtimes, pump starts, unit signals, pressures, chlorine levels are checked.
2. Once a week the history is checked on all sites.

Field

1. Check all connections for tightness and corrosion.
2. Check ac and dc voltage for proper voltage.
3. Clean key reader and verify they will key in and out.
4. Listen for buzzer when keying in and out.
5. Sweep out SCADA boxes when needed.
6. Clear any obstruction around SCADA unit.
7. Check chlorine residual.

8. Calibrate chlorine analyzers once a month.
9. Clean probes and reservoirs.
10. Verify all door switches are working.
11. Create an alarm to verify call outs.
12. Create a power fault to verify electrical call outs.
13. Report any issues to proper dept.

IMPLEMENTATION:

This policy will be circulated to appropriate Public Works Department staff for implementation.

ORIGINATOR: William Waltman  TITLE: SCADA/Electrical Manager DATE: April 14, 2020	APPROVED BY: Wayne E. Miller  TITLE: Public Works Director DATE: April 14, 2020	REVISION: June 2017 April 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-W-S-2.10</u>
PAGE: 1 of 2	PROCEDURE: AFTER HOURS CALLS FOR NO WATER	DATE: APRIL 2020

Purpose

The purpose of this policy is to establish the basic guidelines used by the Public Works Department pertaining to afterhours calls related to Utility Billing and Collections. Request to restore water services after normal business hours of 8am to 5pm, Mon-Fri.

Scope

After hours calls from customers who contact the City's call center after 4:30pm, Mon-Fri and/or Weekends, may have services restored with a payment in the form of a money order, which payment must accompany original yellow tag placed left at the time of disconnect. Such calls are responded to only when the services have been disconnected for non-payment. After hours services for a new customer account does not warrant restoration of services.

Prerequisites

Customer must provide receipt showing payment made in full. The receipt of payment must be time stamped at or before 3 pm or else the customer must pay additional \$50 between 3pm and 8pm. On call personnel must verify this before driving to address.

Responsibilities

Once prerequisites are met, on call personnel may restore services. Should monies be collected in the field, personnel must turn in money order to Utility Partners or City of Gulfport Personnel designated to accept funds, which will then be reported to and collected by Utility Billing and Collections field personnel.

Procedure

Once customer calls in to call center (request for turn on/reconnect), on-call personnel must inquire through Munis Software (Laptop and Software provided) or on call billing department staff (numbers will be provided), whether account was paid, work order not generated, and/or customer has yellow tag with money order, plus an extra \$50 after hours fee.

If customer had an open faucet at the time of original disconnect, services must be turned on by customer. The only time on call personnel is to go to any location is if it's an error (receipt of payment to match yellow tag customer received) or payment made in full plus \$50 after hours fee (money order only).

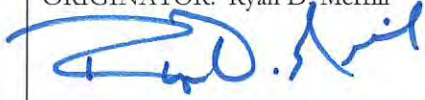
References

Resources to contact for assistance:

Anthony Parker -	228-860-3437
Thomas McCoy -	228-860-8837
Sara Ladner – Billing Office Supervisor	228-493-9789

City Ordinance – no services are to be restored unless payment is made in full at the time on call personnel arrives. All calls that are responded to MUST be reported by the City's Call Center and/or by contact names above! NO EXCEPTIONS, as this would constitute a violation of City Ordinances.

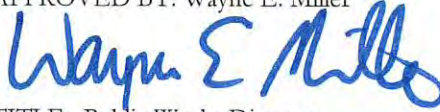
ORIGINATOR: Ryan D. Merrill



TITLE: Asst. Public Works Director

DATE: April 13, 2020

APPROVED BY: Wayne E. Miller



TITLE: Public Works Director

DATE: April 13, 2020

REVISION:

June 2017

Apr 2020

 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-W-S-2.11</u>
PAGE: 1 of 2	PROCEDURE: Procedures For Water and Sewer Service Verifications	DATE: JANUARY 2020

1.0 To provide Water and Sewer to our customers, service verifications are vital to ensuring proper connection to the City's Water and Sewer systems. In order to provide timely customer service to support our citizens concerning Water and Sewer Verifications, the following steps and procedures are to be followed:

1.1 Customers can obtain verification that water and/or sewer service is available by visiting the following locations.

Public Works Water and Sewer Department
4050 Hewes Avenue
(228) 868-5740

OR

Water Billing and Collections Department (New Accounts)
1422 23rd Avenue
(228) 868-5720

Provide the following information to the Customer Service Representative to process the request:

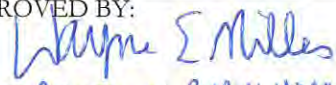
- (a) Company name (if applicable), contact name, phone number, and mailing address.
- (b) Physical address of lot, block and parcel number.
- (c) Type of residence or structure to be serviced. (Large Projects require City Code approval)
- (d) Size and type of water service being requested.
- (e) Provide a field location drawing or map of where the service is desired. (note final location will be determined by the City depending on location of existing and sewer mains)
- (f) For new construction projects, service verifications must be completed prior to issuance of a building permit.
 - Commercial construction must provide number of plumbing fixtures
 - Restaurants must provide total square feet
 - Is a Fire Suppression system required?
- (h) Is the site inside or outside the City Limits?

Once all of the information is entered into City Works a service verification number will be assigned.

1.2 Once a service verification is entered into the City Works system, the Unit Price Contractor's Service Verification Supervisor has five days to complete the service verification. The Service Verification Supervisor will make contact with the customer and make a site visit to the location listed on the service request. Once on site, the Service Verification Supervisor will determine whether the availability, location, and size of water and sewer mains are adequate to satisfy the request. If the water and sewer lines are determined to be inadequate, the Service Verification Supervisor will work with the City Inspector and City Engineer to determine a solution to satisfy the service request.

- 1.3 Once water and sewer systems are determined to be adequate, the Service Verification Supervisor will apply all fees in accordance to the City's Water and Sewer Ordinance Chapter 11, Article III; this ordinance regulates fees charged for various services related to water and sewer in the City of Gulfport. Once fees are determined the Service Verification Supervisor will annotate this information on the service request and verify information with the City Inspector. Once approved by the Inspector, the service request will be updated in the City Works system.
- 1.4 Once the service request has been updated in City Works, the Service Verification Supervisor will notify the customer of the charges and instruct them to pay the fees at the City Water and Billing Office. Once fees have been paid, a work request will be generated to connect the customer to the City's water and sewer system.

I ask for the cooperation and support of every Public Works Department and Labor Contract employee in following and enforcing the procedures stated above. We all have the responsibility to ensure that our citizens' tax dollars are spent and tracked wisely. Accountability and responsibility are the watchwords in today's society.

ORIGINATOR:  TITLE: WATER/SEWER MANAGER DATE: 1-15-20	APPROVED BY:  TITLE: DIRECTOR OF PUBLIC WORKS DATE: January 15, 2020	REVISION: Sept 2016 Jan 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-W-S-2.12</u>
PAGE: 1 of 1	PROCEDURE: JONES PARK LIFTSTATION EMERGENCY ACTION PLAN	DATE: APRIL 2020

PURPOSE: To establish an Emergency Action Plan (EAP) for the Jones Park Lift Station.

- 1.0 When problem is found, contact lift station personnel ASAP.
- 2.0 Lift Station personnel trouble shoot station.
- 3.0 If station can be repaired and put back online without bypassing, make repairs and return station to operational status.
- 4.0 If a bypass needs to be set up the following needs to be done.
 - 4.1 Contact the Workzone Safety Inspector for traffic control, road closure and notification of emergency services.
 - 4.2 Lift Station personnel acquire crane truck, load 10 hp Myers bypass pump, 4" hose and associated materials for connecting to force main.
 - 4.3 Water/Sewer Manager will dispatch vacuum truck to lift station to assist in preventing possible spill.
 - 4.4 Notify the Water/Sewer Manager to have a sewer crew, with back hoe, to arrive onsite and dig up force main approximately 10-15' west of lift station wet well.
 - 4.5 Lower bypass into lift station, make electrical connections.
 - 4.6 Sewer crew cuts force main, connects bypass hose to 6" force main.
 - 4.7 Bypass is now set up allowing lift station personnel to perform necessary repairs to lift station.

Equipment/Materials needed

Crane Truck (lift station) *See note 1*

Vacuum Truck (Water/Sewer Manager)

Bypass pump (lift station)

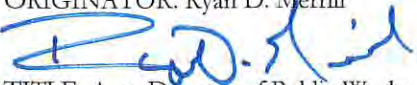
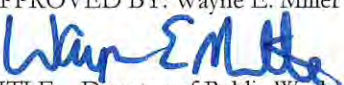
Backhoe (Water/Sewer Manager)

Sewer Crew (Water/Sewer Manager)

Adapters and pipe fittings (Water/Sewer Manager) 6" force main to 4" bypass hose)

Road Closure, Detour, traffic control signs (Workzone Safety Inspector)

Note 1: If lift station crane truck is not available, city will need to provide a rental crane truck.

ORIGINATOR: Ryan D. Merrill  TITLE: Asst. Director of Public Works DATE: April 15, 2020	APPROVED BY: Wayne E. Miller  TITLE: Director of Public Works DATE: April 15, 2020	REVISION: Sept 2016 Apr 2020
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	Standard Operating Procedures	SOP NO. <u>GULF-PW-W-S-2.13</u>
PAGE: 1 of 2	PROCEDURE: METER READING	DATE: NOVEMBER 2019

PURPOSE:

The purpose of this policy is to outline the basic policies and procedures for meter reading within the Public Works Department. This SOP follows the “Public Works Management Practice 29.15 Meter Reading”.

SCOPE:

This policy applies to all staff members of the City of Gulfport Public Works and Engineering Departments.

STATEMENT PRACTICE:

METER READING

GENERAL

Certificated Service Areas are divided into six sections, known as cycles. Those six cycles are subdivided into sections, known as routes.

Routes are exported from Munis, imported to MasterLink, and loaded onto a USB drive.

The USB drive containing the routes to be read and a copy of routes with previous month’s read date is supplied in order to ensure route is read within a 3 day window from last month’s read. Routes are assigned. The assigned route is uploaded to laptop. The route is read using a drive by reading software. After reading, routes are loaded back on USB drive. The reads are received through Masterlink. Manual read reports, reader comment reports, etc. are generated. Readers are returned to those accounts to manually read, verify, or check those readings. Upon completion, readings are exported from Masterlink and imported into Munis where they are processed for billing.

SCHEDULING

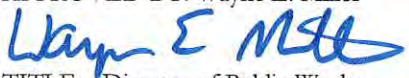
1. Meters are to be read monthly.
2. Schedule is to be maintained in such a manner that each account is to read in a 3 day window from the previous read date.
3. Prior to beginning each route within each cycle, a work order will be opened and submitted into Cityworks.
4. At the completion on each route within each cycle, a work order will be completed and submitted into Cityworks.

PROCEDURE FOR METER READING

- Report to supervisor for daily work
- After reviewing the route listing see if there is any equipment needed- pump, locator, or flashlight.
- Perform PMCS on vehicle prior to leaving the office
- Verify address, serial number, and barcode on meter. Make note of incorrect information.
- Lift meter box top carefully. Then lift the meter cap back to expose meter register
- Key in reading, if reading fails audit, re-verify reading, serial number, and barcode.
- Key in skip codes and trouble codes as needed
- Report all trouble coded such as meter leaks, illegal connections, tamper, etc..
- On performing manual reads, verify in this order the address, serial number, barcode, and reading.
- If mistakes are found on manual read report, make note with correct address, serial number, barcode, and read.

IMPLEMENTATION:

This policy will be circulated to appropriate Public Works and Engineering Department's staff for implementation.

ORIGINATOR: Wayne E. Miller  TITLE: Director of Public Works DATE: November 21, 2019	APPROVED BY: Wayne E. Miller  TITLE: Director of Public Works DATE: November 21, 2019	REVISION: Sept 2016 Nov 2019
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-W-S-2.14</u>
PAGE: 1 of 3	PROCEDURE: LIFT STATIONS AND INTERCEPTOR SYSTEMS	DATE: JANUARY 2020

PURPOSE:

The purpose of this policy is to insure proper and maximum transfer of raw sewer to the treatment plants for sanitary treatment.

JOB DESCRIPTION:

1. Support the Operations and Maintenance (O&M) of the sewer department by means of daily inspection of all CANTEX, buildings, fencing, piping and instrumentation.
2. Replace and/or repair any components necessary to maintain proper operation of the stations.
3. Maintain support equipment and to comply with any other duties directed by the supervisor deemed necessary.

DAILY CHECK:

1. CANTEX, building, fencing, gates, piping, pumps, motors, motor control, panel box housing, and any other component required for proper lift station operation.
2. Check condition of wet wells and components within the wet well including transducers, wet wells, and any other parts.
3. Check isolation valve and check valve operation and condition.
4. Check sump pump and dehumidifier for proper operation.
5. Run submersible pumps by placing the control switch in manual, then look into the wet well to verify the pumps are pumping the level down.

****NOTE:** In CANTEX and buildings, ensure ventilation fan is operating at all times. This reduces the amount of H₂S and other gases generated by sewer, and increases personnel safety.

WEEKLY CHECK:

1. Clean area around station of trash and debris.
2. Sweep and wash down floor levels in buildings and CANTEX units.
3. Wash down piping and pumps that require packing and deodorize as required.
4. Check and cut grease from wet well as required.

MONTHLY CHECK:

1. Clean filter and transducers on stations equipped with such equipment. (Once a month is mandatory, however, it is not limited to once a month and should be cleaned whenever necessary.)

****NOTE:** Always ensure pumps are in the off position prior to cleaning a transducer.

2. Exercise all suction and discharge valves.
3. Lubricate all valves and other components that require lubricant.

QUARTERLY ANNUAL CHECK:

1. Exercise all isolation valves.
2. Lubricate electric drive motor and pump with 2 shots of grease on each open bearing. (No grease required on sealed bearings.)

CONTROL PANEL CHECK:

1. Check all operations, switches, and warning lights for proper operation. Notify electrician of faulty equipment. ****NOTE:** Do not attempt to repair any electrical equipment on your own.
2. Check pump alternation sequence by using the following techniques:
 - A. Transducer Stations: Using the transducer signal input switch, raise the wet well level signal until a pump comes on. Release switch and allow the pump to turn off. Repeat this process for each pump in operation. Also, once the alternation sequence is complete, raise the level and hold the switch until the high water level is reached.
 - B. Float Equipped Stations: If possible, the alternation can be checked by raising the lead float allowing a pump to turn on, and then lower the float back down. Repeat this process for each pump in operation. Once the alternation sequence is complete, raise the high level float and allow the pumps to turn on, and then release the float.

****NOTE: While running pumps be sure to maintain a level of sewer in the wet well above the controlled off point. This is to avoid allowing air and other debris from getting into the pump.**

3. Lock and secure all panels to prevent tampering and moisture damage. If a lock is missing notify your supervisor and replace the lock immediately.

ROUTE CHECK:

1. Maintain your designated City of Gulfport-Utility Partners lift station/interceptor route assigned to you per the Standard Operating Procedures.
2. Run your route in the specified order determined by your route sheet unless prior permission has been granted or an emergency situation dictates a variance.
3. If you do not have a working cell phone you must check in via vehicle radio at specified intervals decided by your supervisor.
4. Enclosed/Confined spaces (ex: CANTEX) shall NOT be entered if the operator is alone. Entering such a space requires at least one person to be on site and in a position outside of the space that is safe and allows viewing and/or communication to monitor the operator inside the space. If you need to enter an enclosed or confined space contact your supervisor for assistance.

****NOTE:** Monitoring the operator inside of the enclosed/confined space is a serious responsibility. If the monitoring person is found unnecessarily using their cell phone, horse playing, or doing anything else that distracts him from this duty will receive immediate disciplinary action.

ON-CALL/WEEKEND ROUTE CHECK:

1. The operator must be in uniform while performing the weekend route.
2. The weekend route will be checked between the hours of 7:00AM and 12:00PM unless otherwise directed by the department manager. ****NOTE:** If more time is required due to travel or any problems found the operator must notify his manager.
3. The operator must key in at each site once he arrives and key out as he leaves using his issued SCADA Key.
4. The operator must respond to any call out whether it is by a fellow employee, call service, or SCADA alarm within 1 hour of the notification.
5. Only City of Gulfport or Utility Partners owned vehicles are authorized to run routes at any time unless during an emergency.

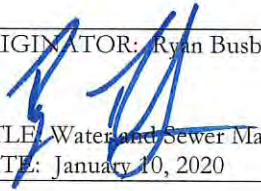
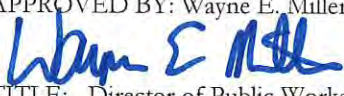
The operator is expected to perform all of their duties in a professional and timely manner. It is YOUR responsibility as an operator to understand and follow all City of Gulfport and Utility Partners rules and regulations. Should you feel at any time you are in an unsafe situation, move to a safe area and contact your supervisor immediately. Above all, SAFETY of yourself, your co-workers, the citizens, and the environment is FIRST.

I understand the standard operating procedures as put before me in this document.

Circle one: Lift Stations Interceptor System

Operator Signature _____ Date _____

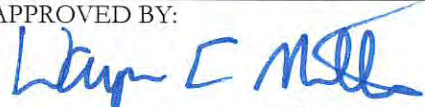
Manager Signature _____

 ORIGINATOR: Ryan Busby TITLE: Water and Sewer Manager DATE: January 10, 2020	APPROVED BY: Wayne E. Miller  TITLE: Director of Public Works DATE: January 10, 2020	REVISION: Sept 2016 Jan 2020
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	Standard Operating Procedures	SOP NO. <u>GULF-PW-S-D-3.1</u>
PAGE: 1 of 2	PROCEDURE: APPROVAL PROCEDURES Prior to STREETS &/or ROADWAY CUTTING	DATE: JANUARY 2020

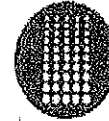
- 1.0 **Purpose:** The City of Gulfport Department of Public Works & Engineering has a responsibility to make sure that we are not needlessly tearing up and/or creating undue road hazards on our streets and roadways within our City limits, especially on newly paved streets and roadways. It is the purpose of this Standard Operating Procedure (SOP) to eliminate the possibility of any needless streets/roadway cutting by the use of other techniques/processes if at all possible and/or using proper prior planning to the best of our ability within our Department. It is understood that sometimes there are situations and limitations that cannot be avoided or foreseen however; we must maintain our streets and roadways in the best condition possible. The following procedures are provided:
- 2.0 For work being performed by the Water & Sewer Division that may or will require a street or roadway cut the Division Manager and/or Division Operations Manager MUST first get the approval of the City Inspector overseeing the Division. The PRIMARY Inspector to go to for this approval is Mr. Brian McKnight and in his absence the Alternate Inspector to go to for approval will be Mr. Brian Jones. In the possibility that both Inspectors may be unavailable you will then go to the next Inspector over the Streets & Drainage Division for the approval.
 - 2.1 The Inspector's primary responsibility is to ensure that there is NO other option available other than having to make a street or roadway cut before it can be made.
- 3.0 For work being performed by the Streets & Drainage Division that may or will require a street or roadway cut the Division Manager and/or Division Operations Manager MUST first get the approval of the City Inspector overseeing the Division. The PRIMARY Inspector to go to for this approval is Mr. John (JT) Thomas and in his absence the Alternate Inspector to go to for approval will be Mr. Joe Johnson. In the possibility that both Inspectors may be unavailable you will then go to the next Inspector over the Water & Sewer Division for the approval.
 - 3.1 The Inspector's primary responsibility is to ensure that there is NO other option available other than having to make a street or roadway cut before it can be made.
- 4.0 The approval/documentation process to be used by the Inspectors will be to sign off "APPROVED or DISAPPROVED" in the "INVESTIGATOR'S COMMENTS" section of the Service Request involved. The Inspector is to also provide a quick short description as to the situation/background data for documentation so this important information can be transferred over to the subsequent Work Order that will be generated.
 - 4.1 Examples:
 - 1) APPROVED – Cut necessary due to water tap required on 6" main that is in center of street.

- 2) DISAPPROVED – Do NOT cut, can use our in-house 3” Hammer Bore to run the required 2” water line under the street.

ORIGINATOR:  TITLE: ASST DIRECTOR of PUBLIC WORKS DATE: 1-15-20	APPROVED BY:  TITLE: DIRECTOR of PUBLIC WORKS DATE: January 15, 2020	REVISION: Jan 2004 Nov 2010 Jan 2020
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SERVICE REQUEST EVALUATION



SouthWest
Water Company

Request Number: 131192

Problem Code: INSTALLMETER

Description: INSTALL WATER METER

Submitted To: JACKSON, KENYA

Service Priority:3

Initiated By: PARKER, ANTHONY

Date / Time Reported: 11/8/2010 10:08:28 AM

Ward:6

Project:

Associated WO Number: 48327

Problem Address: 11340 THREE RIVERS ROAD UNIT D, GULFPORT 39503

Details: INSTALL METER PER FLAT RATE ACCOUNT

Caller Details: INSTALL METER PER FLAT RATE ACCOUNT

Caller Information

Call	Name	Home Address	Home Phone	Work Phone	Other Phone
133823	Mr. ANTHONY PARKER	4050 HEWES AVENUE GULFPORT 39507		228 868-5792	

Comments:

#	Question	Answer	ID	NUM

Custom Fields	Values
DATE COMPLETED	
RESOLUTION	
SERVICE FEES	0.00

Investigator: PARKER, ANTHONY

Date Dispatched: 11/8/2010 10:07:15 AM

Investigation Date: _____

Engineering Required? (circle one) YES NO

Is Work Order Needed? (circle one) YES NO

If NO, then close out request. Closed Out By: _____ Date/Time Resolved: _____ Truck # _____

Resolution: _____

If YES, then complete following sections:

Priority: _____

Projected Start Date: _____ Projected Finish Date: _____

Work Order Assigned To: _____ Truck #(shop): _____

Work Order Assigned By: _____

Description of

Work: _____

Contact MS One Call: (circle one) YES NO

MS One Call #: _____

Date: _____



SERVICE REQUEST EVALUATION



SouthWest
Water Company

Estimated Employees	Start Date	Finish Date	Hours	Rate Type	Valid Rate Types
					A = Hourly B = Overtime C = Holiday/Emerg. D = Fixed

Estimated Materials	No.	Unit

Estimated Equipment	ID No.	Start Date	Finish Date	Hours

Instructions: _____

Investigator's Comments: _____

Investigation Completed By: _____ Date: _____



WORK ORDER SUMMARY SHEET



Work Order Number: 48327

Description: Install Meter

WO Initiated Date: 11/8/2010 10:08:47 AM

Initiated By: PARKER, ANTHONY
ANTHONY

Requested By: PARKER, ANTHONY

Supervisor: PARKER,

Activity to be Performed: Install Meter	Priority: 3
Projected Start Date: 11/8/2010	Projected Finish Date: 11/10/2010
Address:	Ward: 6
MS One-Call Permit No.:	MS One-Call Permit Expiration Date:

Actual Start Date:	Actual Finish Date:
Work Order Attached to Service Request: Y	
Work Order Total Cost: .00	Work Order Material Cost: .00
Work Order Labor Cost: .00	Work Order Equipment Cost: .00

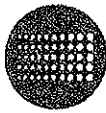
Date Submitted:

Actual Team		
Truck #	Crew Leader	Team Members:
2376	AGEE, EDWARD	Hours Worked:

Materials		
(Crew to Stock Truck with these Materials Prior to Leaving Office and Record Actual Materials Used) <i>Excess Units Shall be Returned to Stock and Initiated by Inventory Personnel</i>		
Material ID No.	Description	Estimated Units Required
8154200	3/4" AMR METER	1.00
8154042	3/4" METER NIPPLE, LONG	1.00
8156224	3/4" x 1/8" RUBBER WASHER	2.00
8153049	3/4" COUPLING, DRESSER	1.00
8154116	BOX (w/LID), METER, PLASTIC	1.00



WORK ORDER SUMMARY SHEET



SouthWest
Water Company

Actual Materials Used		
Material ID No.	Description	Units Required

Work Order Number: 48327

Equipment		
(Crew to Collect this Equipment Prior to Leaving Office and Record Actual Hours Used)		
Equipment ID No.	Description	Estimated Hours Required

Actual Equipment Used	
Equipment ID No.	Hours Required

Instructions:

Comments:

Associated Service Requests

RequestID	Date/Time Initialized	Priority	Description	Problem Address	Customer Name	Home Phone	Work Phone
131192	11/8/2010 10:08:28 AM	3	INSTALL WATER METER	11340 THREE RIVERS ROAD UNIT D	PARKER, ANTHONY		228 868-5792
[associatedsr]							

Details:	INSTALL METER PER FLAT RATE ACCOUNT
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Work Order Closed By:

Date/Time Work Order Closed:

 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-S-D-3.2</u>
PAGE: 1 of 2	PROCEDURE: ROUTINE GRASS CUTTING	DATE: JANUARY 2020

Purpose: The City of Gulfport has a responsibility to keep its Rights-of-Way and Easements cut and maintained in a clean and professional appearance. The cutting of these Rights-of-Way and Easement are also important to the health and safety of our citizens. By performing routine cleaning and cutting of these areas we help reduce and/or eliminate snakes and other undesirable creatures can live and breed. To provide for this safe environment, we have established a procedure for routine grass cutting per the contract benchmark and the responsibility for remedial action(s).

- 1.1 The contractor (Utility Partners, LLC, "UP") has a responsibility to cut the grass along the City Rights-of-Way and designated Easements and trim around the utility poles, guardrails, fire hydrants, etc. Throughout the City of Gulfport, per the benchmark in the performance contract. This requirement includes cutting both sides/ slopes of all the ditches. The benchmark calls out to cut 5 lane miles (2 passes) per day per person and cover the entire City every six weeks.
- 2.0 The supervisor responsible will establish a schedule and ensure that all areas that fall within the designated areas of the City are completed utilizing a City of Gulfport map to track the process.
 - 2.1 The supervisor will ensure the crews have the proper tools and equipment as well as the required PPE to perform their tasks.
 - 2.1.1 This includes hand trimming around utilities and weed spraying where designated.
 - 2.2 The crew size will be determined by the schedule so that all the cutting and trimming can be completed during each six week cycle.
 - 2.3 The annual cutting cycle will start sometime early spring, normally in March, and run through November, depending on the weather and the grasses growth cycle.
 - 2.4 During the winter months the crews will be assigned to do any hand work that was not completed during the normal cutting months as well as other appearance upkeep requirements.
- 3.0 Any Operator that will be operating hand or riding mower equipment shall:
 - 3.1 Be administered and must pass a written and practical exam on the machine(s) they will be operating.
 - 3.1.1 Once trained, a City and UP representative must sign-off on the operator's qualification.

Separate exam(s) for attachments will be administered.

 - 3.1.1.1 A copy of each qualification must be maintained on file by UP and the DPW Work Zone Safety Inspector.

- 3.2 Operators must be properly trained on the tools and equipment they are using.
- 3.3 All Operators must wear the proper PPE for the type of equipment being utilized and conditions working in.
- 3.4 Proper DOT personnel, equipment and public safety measures must be utilized when necessary to protect themselves and the public.
- 3.5 Operators must utilize mower tractor's 4-way flashers while driving on City streets at all times.
 - 3.5.1 There is no requirement for strobe lights on mower tractors, as long as they are equipped with amber flashing lights.
- 3.6 Trimming all weeds, brush, and small trees from around utility poles, signs, guardrails, and fire hydrants, etc... is required.
- 4.0 Every effort must be made to safeguard the public's safety while operating hand power tools and/or mower tractors.
 - 4.1 Cleaning crews and Supervisors must be constantly aware of private vehicles and citizens around them at all times and be extra careful when cutting around loose debris like rocks, asphalt, concrete etc. These objects can fly out from under equipment and strike other objects or people.
 - 4.2 In the event of a mishap, the operator **must stop** and contact the Public Works Safety Inspector immediately. Fast, accurate and detailed reporting of mishaps is critical.
 - 4.2.1 If injuries are involved, the Operator and/or Worker must contact the appropriate agency immediately (Police, AMR, or Fire and Rescue).
- 5.0 Any overgrowth of bushes, trees, or plants will be removed from the site and disposed of properly.
 - 5.1 If the area has loose trash or debris it shall be picked up and disposed of so as not to create a litter problem being careful and mindful of what might lay under this debris (fire hydrant, gas meter, water meter, etc...).
- 6.0 All work will be inspected daily by a Department of Public Works Streets and Drainage Inspector for compliance of the benchmarks and quality control.
 - 6.1 Any work not meeting the benchmarks and/or quality standards will be redone prior to progressing on.

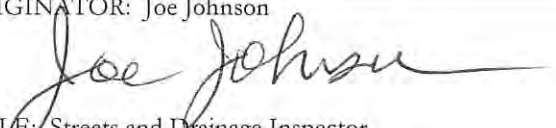
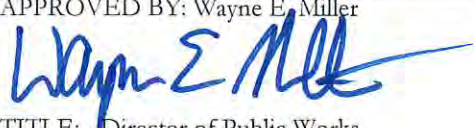
ORIGINATOR:  TITLE: STREETS / DRAINAGE INSPECTOR DATE: 1-15-20	APPROVED BY:  TITLE: DIRECTOR OF PUBLIC WORKS DATE: January 15, 2020	REVISION: Jan 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-S-D-3.3</u>
PAGE: 1 of 2	PROCEDURE: ROUTINE STREET SWEEPING	DATE: JANUARY 2020

Purpose: Establish a procedure for routine street sweeping of designated City streets per a logical and effective sweeping schedule. Every municipal government has a responsibility to keep its City streets, roads, and highways clean of trash and debris to protect both health of the public as well as visual impression of our City. First impressions are lasting impressions. We must also reduce the amount of trash and discharge entering our local rivers and waterways. An active sweeping program will help reduce the amount of silt and debris from entering our waterways; helps to maintain a safer driving surface; and helps provide for a cleaner healthier community for our citizens and tourists.

- 1.0 The contractor has a responsibility to clean all the curbed sidewalks throughout the City of Gulfport, following the criteria of the benchmark in the contract.
 - 1.1 The benchmark calls for a minimum of 5 curb miles of streets be swept per day with all the entire marked areas to be completed 2 times in a one year timeframe.
 - 1.2 The contractor will also be tasked to perform special sweep operations for parades and official events as directed by the Director of Public Works or his designated representative.
- 2.0 The supervisor responsible will follow an established schedule and clean the streets utilizing a City of Gulfport map.
 - 2.1 The supervisor will ensure the sweeper operator has the proper tools and safety equipment to perform this task.
 - 2.2 Work in business districts, heavily traveled, and congested areas should be scheduled during non-peak traffic hours.
- 3.0 The person performing the work shall:
 - 3.1 Be properly trained on the equipment, perform the required Daily Operator maintenance and service on his/her sweeper machine, and have the proper licensing, as required.
 - 3.2 Wear the proper PPE for the type of equipment being utilized and climate working in.
 - 3.3 Utilize the vehicles warning devices to inform the public of slow moving machinery.
 - 3.4 Remove all sand, dirt, leaves and debris from the street surfaces.
 - 3.5 Notify his/her supervisor of material type and location that can not be swept up by the machine that needs removed by hand or other mechanical means.

- 3.6 Ensure no debris or piles are left on the street or at intersections creating a hazard.
- 3.7 Operate the equipment in a safe and professional manner at all times.
- 3.8 Dispose of street debris in accordance with established Department of Public Works policies.
 - 3.8.1 Material will not be dumped where it can get into any waterway or create a hazard.
 - 3.8.2 Material can be temporarily stockpiled in designated locations, but must be removed within a week's time, so as not to create a potential dump site, environmental, or public hazard.
 - 3.8.2.1 Temporary dumping areas will be on City owned property or as designated by the Director of Public Works.
- 4.0 Any overgrowth of trees or plants that encroach onto or over the streets/roads that prohibit the street(s) from being swept will be reported by the Operator to his/her supervisor.
 - 4.1 The supervisor will submit a work order to have the obstruction trimmed or removed as soon as possible.
 - 4.1.1 Protected trees or shrubs shall only be trimmed or cut with the authority and under the supervision of a tree specialist and/or the Streets and Drainage Inspector.
 - 4.2 All trimmed materials will be removed immediately from the area and disposed of in properly designated areas.
- 5.0 All work will be inspected daily by the Streets and Drainage Inspector for compliance of the benchmark and quality control.
 - 5.1 Any work not meeting the quality standard will be redone before progressing on.

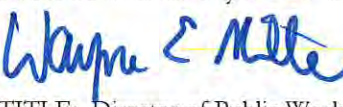
ORIGINATOR: Joe Johnson  TITLE: Streets and Drainage Inspector DATE: January 15, 2020	APPROVED BY: Wayne E. Miller  TITLE: Director of Public Works DATE: January 15, 2020	REVISION: Mar 2005 Jan 2020
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	Standard Operating Procedures	SOP NO. <u>GULF-PW-S-D-3.4</u>
PAGE: 1 of 2	PROCEDURE: ROUTINE SIDEWALK CLEANING & WEED TRIMMING	DATE: MARCH 2020

Purpose: Establish the procedure for the routine cleaning and weed trimming of sidewalks per the contract benchmark and the responsibility for remedial action.

- 1.0 The contractor (Utility Partners, LLC) has a responsibility to clean all the sidewalks throughout the City of Gulfport, per the benchmark in the contract.
- 2.0 The supervisor responsible will establish a schedule and clean all the City owned sidewalks utilizing a City of Gulfport map.
 - 2.1 The supervisor will ensure the crews have the proper tools and safety equipment to perform this task.
 - 2.2 The benchmark calls out that each man on the crew is responsible to clean at least 300 linear feet of sidewalk per day.
 - 2.2.1 The crew size will be determined by the schedule, so that all the sidewalks can be cleaned on an annual basis.
- 3.0 The person performing the work shall:
 - 3.1 Be properly trained on the tools and equipment they are using
 - 3.2 Wear the proper PPE for the type of equipment being utilized
 - 3.3 Place safety cones or barriers, as necessary, to protect themselves and warn the public
 - 3.4 Remove all sand, dirt, leaves, debris etc from the sidewalk
 - 3.4.1 Heavy material will be removed from the site completely
 - 3.4.2 Light sand and dirt can be raked and blended into the grassed area between the sidewalk and the street
 - 3.5 All weeds will be removed from the cracks in the sidewalk
 - 3.6 The edges will be trimmed with a power edge trimmer
 - 3.7 The cleaned sidewalk will either be hand swept or cleaned off with a blower
- 4.0 Any overgrowth of bushes, trees, or plants that encroach on the sidewalk will be trimmed back to the edge of the sidewalk.
 - 4.1 Protected trees or shrubs shall only be trimmed or cut with the authority and under the supervision of the tree specialist
 - 4.2 All trimmed materials will be removed from the area

- 5.0 The supervisor shall submit a work order to have the sidewalk repaired when:
 - 5.1 Sidewalks have tree roots growing up through the sidewalk or lifting the sidewalks
 - 5.2 Sidewalks are walking safety hazard to the public, i.e.
 - 5.2.1 Panels shifted up, holes in the sidewalk, deep depressions, sections missing
- 6.0 All work will be inspected daily by a Streets and Drainage inspector for compliance of the benchmark and quality.
 - 6.1 Any work not meeting the quality standard will be redone before progressing on.

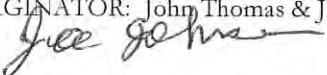
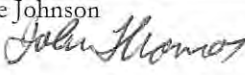
ORIGINATOR: Joe Johnson  TITLE: Streets and Drainage Inspector DATE: March 20, 2020	APPROVED BY: Wayne E. Miller  TITLE: Director of Public Works DATE: March 20, 2020	REVISION: Jan 2004 Oct 2007 Mar 2020
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	Standard Operating Procedures	SOP NO. <u>GULF-PW-S-D-3.5</u>
PAGE: 1 of 2	PROCEDURE: ROUTINE POTHOLE PATCHING/PAVEMENT CUT RESTORATION	DATE: JANUARY 2020

Purpose: Establish the procedure for the routine repairing of potholes on City streets per the contract benchmark and the responsibility for remedial action.

- 1.0 The contractor (Utility Partners, LLC) has a responsibility to keep the streets in a safe condition. To meet this requirement they will assign a crew to routinely drive the streets looking for and repairing potholes throughout the City of Gulfport.
- 2.0 The supervisor responsible will establish a plan utilizing the City of Gulfport map ensuring that all the streets will be inspected for potholes and any holes or bad spots found will be repaired systematically.
 - 2.1 The supervisor will ensure the crews have the proper tools and safety equipment to perform this task.
 - 2.2 The benchmark calls out that a minimum of 10 potholes shall be repaired per man-day, utilizing the City map.
 - 2.2.1 The crew size will be determined by the schedule, so that all the City streets will be inspected and repaired as necessary on an annual basis.
- 3.0 All repairs done will be with hot asphalt from an asphalt plant
 - 3.1 The asphalt will be kept hot until placed, unless a specialty mix is used in an emergency.
 - 3.1.1 The exception would be for emergencies when specialty cold quick set mixes can be used.
 - 3.2 All areas being repaired will be properly prepared and tack coat applied for good adherence
 - 3.2.1 Properly preparing a hole requires the removal of all loose asphalt,
 - 3.2.2 Add additional limestone to the base ,as required, and compact to 95% density
 - 3.2.3 Cut the hole back to good material and square the edges for good bonding
 - 3.2.4 Spray the base and edges with a bonding agent (emulsion)
 - 3.2.4.1 Care must be taken so as not to get overspray on the curbs or surrounding area.
 - 3.2.5 Fill the hole with hot asphalt and lute to a smooth level surface
 - 3.2.5.1 The patch material must be put in a little higher than the roads surface initially to allow for settling during the compaction process.
 - 3.2.6 Mechanically compact the asphalt to where the new material is even with the existing road surface.
 - 3.3 The patch will be made so that it will be even with the existing grade after compaction
 - 3.4 All excess materials will be removed and the area cleaned, no excess will be left on site
- 4.0 The person performing the work shall:
 - 4.1 Be fully trained to properly prep and patch a pothole, per the City and industry standards.
 - 4.2 The operator the pothole patching truck shall be trained and qualified to operate the machine, per the contract
 - 4.3 Be properly trained on the tools and equipment they are using
 - 4.4 Wear the proper PPE for the type of equipment being utilized
 - 4.5 Place safety cones or barriers, as necessary, to protect themselves and warn the public

- 5.0 Large areas where the asphalt or base has failed may need to be repaired with larger equipment full compaction
- 6.0 Asphalt will never be placed over faulty sub-base materials, i.e.
 - 6.1 Loose sand or dirt
 - 6.2 Mud
 - 6.3 Loose deteriorated existing asphalt
 - 6.4 Organic materials
- 7.0 All work will be inspected daily by a Streets and Drainage inspector for compliance of the benchmark and quality.
 - 7.1 Any work not meeting the quality standard will be redone before progressing on
 - 7.2 Inspector will track the progress on a large printout on a map of the City

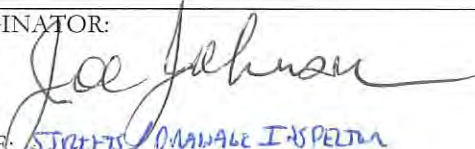
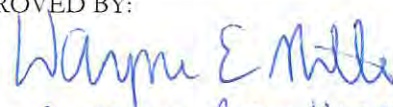
ORIGINATOR: John Thomas & Joe Johnson  	APPROVED BY: Wayne E. Miller 	REVISION: Jan 2004 Jan 2020
TITLE: Streets and Drainage Inspector DATE: January 15, 2020	TITLE: Director of Public Works DATE: January 15, 2020	

 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-S-D-3.6</u>
PAGE: 1 of 2	PROCEDURE: DITCH CLEANING	DATE: JANUARY 2020

- 1.0 The Department of Public Works performs both routine and emergency ditch cleaning around the city. Ditch cleaning is a highly visible and critical process to the citizens of the city. To help prevent major confrontations with residents and to prevent stoppage of crews and needless movements and relocations of equipment, certain procedures must be followed. Therefore the following steps/procedures must be accomplished before sending a crew and equipment out to clean ditches:
 - 1.1 Obtain a printout of the Plat for the area to be cleaned from the Engineering Department. The Plat will show any Right-of-Ways and/or Easements that need to be known and possibly marked for an understanding of area and border limits.
 - 1.2 Verify direction of flow of ditch. Verify with the Engineering Dept. if in doubt or unsure.
 - 1.3 Once on job site measure off and mark/flag the Right-of-Ways and/or Easements for accurate identification.
 - 1.4 Shoot the existing grades of any upstream culverts and inverts of the final downstream invert. Any culverts under driveways or streets in between the two should also be shot and compared with the upstream and final outfall. This will assist in determining the amount of spoils to remove from the ditch to facilitate proper down stream flow.
 - 1.5 If the in between culverts would prevent a good down stream flow, Engineering should be notified to survey the situation and determine if replacing or resizing is necessary.
 - 1.6 If all inverts are good the ditch should be cleaned out at the proper grade. During the cleaning process the grade must be checked by laser level to ensure accuracy.
 - 1.7 A copy of the Work Order, Right-of-Way and/or Easement document(s) must be kept on site or with the Project Supervisor so if a resident should question the ditch cleaning process and/or Right-of-Way the documentation can be shown.
 - 1.8 If a problem with a citizen occurs on the job site whereas they are trying to stop our crew from working the procedure(s) are:
 - 1.8.1 Immediately contact the Project Supervisor so he/she can quickly meet with the Citizen to hear and discuss their questions/complaints and try to resolve the situation on site as quickly and professionally as possible. Continue with completing the project.

- 1.8.2 If the Project Supervisor cannot resolve the situation with the citizen due to the citizen(s) being highly upset and unruly or has stopped the crew from working, then the Supervisor must immediately contact the Streets and Drainage Division Project Manager or the City Streets and Drainage Inspector to come and meet with the Citizen. If the resolution of the Citizen's perceived complaint/problem cannot be resolved and the Project Manager and/or Inspector know we are in the right they will instruct the crew(s) to continue with their work. They will also instruct the citizen as to whom they can call or go see if they are dissatisfied with the situation. [Note: if the citizen(s) are seriously unruly then the Police may need to be called to control or remove the citizen(s) from the site.] In either of these cases the Director of Public Works and/or the Asst. Director of Public Works must be notified of the situation.

2.0 Our goal is to provide planned and routine ditch cleaning throughout the city to ensure storm water runoff is drained off as quickly and efficiently as possible without causing injury to people or damage to property. We will perform this task in a safe, timely and quality manner.

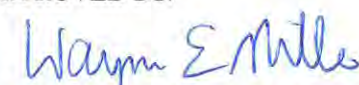
ORIGINATOR:  TITLE: STREETS DRAINAGE INSPECTOR DATE: 1-15-20	APPROVED BY:  TITLE: DIRECTOR OF PUBLIC WORKS DATE: January 15, 2020	REVISION: Mar 2002 Jan 2020
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	Standard Operating Procedures	SOP NO. <u>GULF-PW-S-D-3.7</u>
PAGE: 1 of 2	PROCEDURE: ROUTINE DITCH CLEANING	DATE: JANUARY 2020

Purpose: Establish the procedure for the routine cleaning of drainage ditches throughout the City per the Storm Drainage System Maintenance Plan and the contract benchmark.

- 0.0 The contractor (Utility Partners, LLC) has a responsibility to clean the drainage systems designated in the Storm Drainage System Maintenance Plan, according to the time schedule for each.
- 0.1 The supervisor responsible will establish a plan utilizing the Storm Drainage System Maintenance Plan for the City of Gulfport ensuring that all seven major drainage basins are cleaned according to the plan. The plan breaks the ditches down into 3 categories, A, B, and C ditches. “A” ditches are to be cleaned annually. “B” ditches are to be cleaned once every three years, and “C” ditches are to be cleaned every 6 years. The benchmark states: Clean all ditches as indicated by the time schedule, 20 LF per man-hour, utilizing the Storm Drainage Maintenance Plan.
 - 0.1.1 The crew size will be determined by the schedule, so that all the ditches in the plan will be cleaned as necessary on an annual basis.
- 1.0 The supervisor is responsible for the accomplishment of the work, by doing the following:
 - 1.1 Coordinate with the City Inspector, on a daily basis, where the crews will be working and discuss any concerns or special requirements
 - 1.1.1 Inspector shall approve the need for any extended boom machines, prior to submitting a purchase order for rental
 - 1.2 Supervisor will ensure that any and all required permits have been received before cleaning any waterways
 - 1.2.1 General issue permit or specific permits, as required
 - 1.3 Ensure the crews have the proper equipment, training, and safety equipment to perform their task.
 - 1.4 Ensure that Best Management Practices (BMP’s) are being utilized for cleaning the ditches (while working in the ditch bottom or on the banks), hauling off spoils, and re-establishing the banks.
 - 1.4.1 Minimize the removal of vegetation on the bank slopes to reduce erosion
 - 1.4.2 Haul off spoils in areas that residents maintain and any area involving wetlands
 - 1.4.3 Refer to BMP’s established by Brown and Mitchell Engineering and the Storm Waste Water Management Plan
 - 1.4.3.1 Work with the Safety Manager to ensure environmental hazardous contamination equipment is available on-site, in the event of a fluid spill/leak
 - 1.5 Ensure that the areas to be cleaned have the proper easements and right-of-ways necessary prior to accomplishing the work.
 - 1.6 Coordinate activities with County on areas that have joint jurisdiction.
- 2.0 Concrete lined ditches need special care and maintenance
 - 2.1 Concrete lined ditches must be kept free of grass/weeds and debris
 - 2.2 Sock pipe drain holes must be kept clean and free flowing
 - 2.3 Areas of erosion around the panels must be repaired immediately
- 3.0 Areas where erosion has occurred shall be repaired while the ditch is being cleaned
 - 3.1 Good clean soil, or select fill, will be used to fill in eroded areas on banks and shoulders

- 3.1.1 All loose organic materials should be removed, prior to placing new stabilizing materials
- 3.2 Areas that are steep or have high water flows may need added protection
 - 3.2.1 Use filter cloth, as needed
 - 3.2.2 Use rip-rap stone or concrete to stabilize high risk areas
 - 3.2.3 In severe cases the slope may need to be concrete stabilized to hold the banks
 - 3.2.4 Grass seed should be used as necessary to control erosion and repair damage done in mowed areas or yards
- 4.0 The person performing the work shall:
 - 4.1 Be fully trained to operate the equipment being utilized
 - 4.1.1 Service the machine as per the manufacture's recommendations
 - 4.2 Be aware of and follow all BMP's
 - 4.3 Wear the proper PPE for the type of equipment being utilized
 - 4.4 Place safety cones or barriers, as necessary, to protect themselves and warn the public
 - 4.4.1 When working near the roadway, set out proper signage and use guides when backing in congested areas
- 5.0 All work will be inspected daily by a Streets and Drainage inspector for compliance of the benchmark and quality.
 - 5.1 Any work not meeting the quality standard will be redone before progressing on
 - 5.2 Inspector will track the progress on a large printout on a map of the City

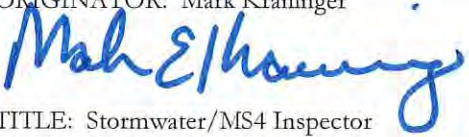
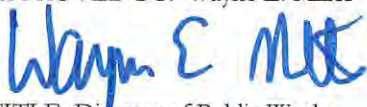
ORIGINATOR:  TITLE: STREETS / DRAINAGE INSPECTOR DATE: 1-15-20	APPROVED BY:  TITLE: DIRECTOR OF PUBLIC WORKS DATE: January 15, 2020	REVISION: Feb 2004 Jan 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-S-D-3.8</u>
PAGE: 1 of 1	PROCEDURE: DRY WEATHER SCREENING PROGRAM	DATE: JANUARY 2020

Purpose

Know your City weather conditions by conducting screening during dry weather periods.

- A. Storm Water Inspector generates a “Dry Weather Screening Checklist Inspection Form” to conduct dry weather screening.
- B. Determine the preferred weather condition and time of year to perform dry weather screenings.
 1. Low ground water (exiting ground with a very low flowing outfalls)
 - a) Conduct dry weather screening during early winter month, (November, December, etc.)
 2. No runoff producing rainfall within 72 hours.
 - a) Reduce the confounding influence of storm water
 - b) Time frame may become longer if needed
 3. Dry season
 - a) Allow for more days of field work
 - b) Apply during the early winter months so irrigation water doesn’t affect conditions.
- C. Obtain mapping and identify the outfalls that are designated for dry weatherscreening.
- D. If dry weather flow is present at the outfall, then document and evaluate the discharge by completing the following steps:
 1. Collect field samples for visual observation in a clean, clear one-liter sample bottles and in a manner that avoids distorting the sediment so that it might be observed.
 2. Observe and record the basic physical indicators (e.g. odor, color, turbidity, oil sheen) on the Dry Weather Screening Checklist Inspection Form.
 3. Compare to previous Dry Weather screenings.
 4. If flow does not appear to be an obvious illicit discharge trace the source of the flow to its source (groundwater, intermittent stream, etc.)
- E. If illicit discharge is detected or suspected follow the SOP GULF-PW-S-D-3.9 Illicit Discharge Tracking Investigation Procedures to identify contaminating source location.

ORIGINATOR: Mark Kraninger  TITLE: Stormwater/MS4 Inspector DATE: January 20, 2020	APPROVED BY: Wayne E. Miller  TITLE: Director of Public Works DATE: January 20, 2020	REVISION: Mar 2017 Jan 2020
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Dry Weather Screening Checklist

Dry weather screening must be performed during dry weather periods. A dry weather period is defined as more than 72 hours have passed since the last significant rain event which is greater than 0.10 inches of precipitation.

Instructions:

- Take a photo of the outfall and attach it to the written report.
- Observe if there is liquid flow coming from the outfall.
- If the flow has an odor mark yes and describe the odor.
- If the flow has a color mark yes and describe the color.
- If the flow has floatable materials in it mark yes and describe.
- Describe the condition of the outfall structure (i.e. good, in need of repair, etc.)
- If the flow has oil sheen, mark appropriately.
- If the flow has surface scum, mark appropriately.

Date: _____ Time: _____

Outfall ID: _____ Location (Lat/Long): _____

Last Rain > 72 hours: Yes _____ No _____ Temperature: _____ Photo: Yes _____ No _____

Odor: None _____ Yes _____ Description _____

Color: None _____ Yes _____ Description _____

Floatables: None _____ Yes _____ Sewage _____ Trash _____ Vegetation _____ Other _____

Outfall Structural Condition: _____

Oil Sheen: Yes _____ No _____ Surface Scum: Yes _____ No _____

Sample Taken: Yes _____ No _____ If sample taken, results attached: Yes _____ No _____

Notes: _____

Inspector Name: _____ Inspector Signature: _____

Inspector Title: _____

	Standard Operating Procedures	SOP NO. <u>GULF-PW-S-D-3.9</u>
PAGE: 1 of 5	PROCEDURE: STORM DRAIN NETWORK TRACKING ILLICIT DISCHARGE INVESTIGATION PROCEDURES	DATE: JANUARY 2020

Purpose

To methodically determine the source of illicit discharge by tracking through the storm drain network.

I. Attack Method

- A) Work progressively up the trunk lines from the outfall and test manholes and inlets along the way.
- B) Split the trunk into equal segments and test manholes at strategic junction in the storm drain system.
- C) Work progressively down from the upper part of the storm drain network toward the problem outfall.

II. Operation Method

A) Moving up the Trunk Line (small drainage networks)

1. Start at outfall with illicit discharge indicated.
2. Move up outfall to first manhole or inlet and inspect for illicit discharge (If discharge detected progressively move up the network and inspect manholes and inlets until indicators reveal that the discharge is no longer present.
3. Identify the specific section of the trunk line that has illicit discharge.
4. Select the appropriate on-site investigation method to trace the exact source.

B) Split the storm drain network (larger diameter outfalls)

1. Start by determining the selected strategic manholes or inlets at junction in the storm drain network.
2. Review a map of the storm drain network leading to the suspect outfall.
3. Identify major contributing branches lines to the trunk line.
 - a) Branches: are network of smaller pipes that contribute to the trunkline.
 - b) Trunk: are the largest diameter pipes in the storm drain network that lead to the outfall.
4. Working up the network, investigate manholes and inlets on each contributing branch and trunk, until the source is narrowed to a specific section of the trunk or contributing branch lines.
5. Once the discharge is narrowed to a specific section of trunk, select the appropriate on-site investigation method to trace the exact source.

C) Move down the storm drain network (very large drainage areas)

1. Start by inspecting manholes or inlets at or around the “headwaters” of the storm drain networks.
2. Move down the pipes, inspect for illicit discharge.
3. Identify major contributing branches lines to the trunk line.
 - a) Branches: are network of smaller pipes that contribute to the trunkline.
 - b) Trunk: are the largest diameter pipes in the storm drain network that lead to the outfall.
4. Working down the network, investigate manholes and inlets on each contributing branch and trunk, confirming that the discharge is removed before moving farther down the pipe.

III. Investigation Methods

A) Windshield Survey Investigation (small drainage areas)

1. Identify pollutant material
2. Determine the most probable source of the illicit discharge. (fuel illicit discharge = investigation of fueling stations)
3. Investigation of probable source of illicit discharge
4. Conduct on-site Investigation of probable source
5. Correct illicit discharge

B) Detailed Drainage Investigation (large drainage areas)

1. Identify pollutant material.
2. Determine and proceed with a method of Attack (*Moving up the Trunk Line, Split the storm drain network, Move down the storm drain network*).
3. Identify illicit discharge potential hotspots.
4. Conduct on-site Investigation of probable source
5. Correct illicit discharge

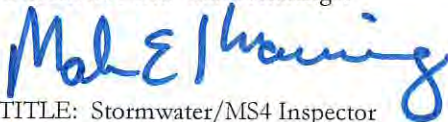
IV. On-site Investigations

A) Dye Testing

1. Review storm drain network.
2. Contact property owners prior to obtain accessing the property to perform test.
3. Inform other local agency of the dye test being performed.
4. Position at least two staff members for dye test (one inserting dye and one looking for dye in the downstream manholes and inlets).
5. Determine the required equipment to perform dye test.
6. Determine type of dye to use, dye tablets, liquid concentrate, dye strips, powder, dye wax cakes, and dye wax donuts.
7. Insert dye material.
8. Identify dye downstream to isolate possible illicit discharge.

B) Video Testing

1. Review storm drain network.
2. Contact property owners prior to obtain accessing the property to video test.
3. Insert camera into storm drain network
4. Drive upstream or downstream to locate the illicit discharge location.

ORIGINATOR: Mark Kraninger  TITLE: Stormwater/MS4 Inspector DATE: January 20, 2020	APPROVED BY: Wayne E. Miller  TITLE: Director of Public Works DATE: January 20, 2020	REVISION: Mar 2017 Jan 2020
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Enclosures Storm Drain Network Tracking Field Sheet
Illicit Discharge Detection Report



Department of Public Works

STORM DRAIN NETWORK TRACKING FIELD SHEET

Inspection Date: _____ Inspector: _____

Street: _____ Manhole / Inlet Type: _____

Inspection: Not Found _____ Surface _____ Internal _____ Inlet Box _____ Manhole _____

Follow Up Inspection _____ Box/Manhole # _____

Time Since Last Rain: <48 hours _____ 48-72 hours _____ >72 hours _____

Observations:

Standing Water in Manhole or Inlet: Yes _____ No _____ Color of Water: Clear _____ Cloudy _____ Other _____
Flow in Manhole or Inlet: Yes _____ No _____ Velocity: Slow _____ Medium _____ Fast _____ Depth of Flow: _____ in. Color of Flow: No
Flow: _____ Clear _____ Cloudy _____ Suspended Solids _____ Other _____ Blockages: Yes _____
No _____ Sediment in Manhole or Inlet: Yes _____ No _____ If Yes: Percent of Pipe Filled: _____ %
Floatables: None _____ Oily Sheen _____ Foam _____ Other _____
Odor: None _____ Oil _____ Soap _____ Other _____

Field Sample and Testing Required Yes _____ No _____:

pH _____ Temp _____ Spec. Cond. _____ Surfactants: Yes _____ No _____ Ammonia: Yes _____ No _____

Contamination:

Found During Inspection: Yes _____ Check one: _____ Observation _____ Positive Test Kit Result No _____
_____ Sandbagged Placed No _____ Yes _____ Give Date _____
Sandbag Checked (Date): _____ Flow was _____ Captured _____ Not Captured: _____

Conditions of Manhole or Inlet:

Grade: At _____ Above _____ Below _____

	Good	Fair	Poor	Comments	Construction Material
Pavement	_____	_____	_____	_____	
Cover	_____	_____	_____	_____	
Frame	_____	_____	_____	_____	Precast _____ Other _____
Walls	_____	_____	_____	_____	
Floor	_____	_____	_____	_____	

Comments: Manhole Correct as Mapped Yes _____ No _____



Department of Public Works

ILLICIT DISCHARGE DETECTION REPORT

Date/ Time

Address

Photos: Y/N

Responsible Party

Name:

Address:

Phone:

Company Name:

Truck # & Trailer #

Property Owner:

License Plate #

Issue:

Counter Measures:

Box Number

Identification of Illicit Discharge Material (Type, Quantity)

Clean Up:

Material Used to Contain Illicit Discharge

Material Used to Absorb The Discharge

Method and Location of Disposal Waste Site	
Restoration:	
Restoration Required (If yes Description of Area that Needs Restoration) & Process Used to Restore	
Public Works Storm Water Inspector Conclusion	
Public Works Storm Water Coordinator	Signature & Date:

 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-MAINT-4.0</u>
PAGE(S): 1 of 1	PROCEDURE: WAREHOUSE EQUIPMENT & TOOL MAINTENANCE	DATE: JANUARY 2020

This policy is to ensure all tools, non-powered equipment and small engine equipment located in the warehouse, under the care of Inventory Management, is properly maintained.

- 1.0 All tools, non-powered equipment and small engine equipment will be routinely check for serviceability and overall condition.
- 2.0 Equipment will be serviced in accordance with manufacturer's maintenance manuals.
- 3.0 Damage determined as "at fault" will be reported to the City utilizing the "Damage/Missing Tool or Equipment Statement".
- 4.0 Routine service items and repair parts will be maintained in stock and all others will be ordered as required.

ORIGINATOR: <i>John R. Boyle</i> TITLE: <i>INVENTORY/FLEET MAINTEN</i> DATE: <i>01/15/2020</i>	APPROVED BY: <i>Wayne E Miller</i> TITLE: <i>DIRECTOR OF PUBLIC WORKS</i> DATE: <i>01/15/2020</i>	REVISION: JAN 2020
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Enclosures: Damage/Missing Tool or Equipment Statement

DAMAGED / MISSING TOOL OR EQUIPMENT STATEMENT

FROM	(OPERATOR'S INFORMATION):		
LAST NAME	FIRST NAME	INITIAL	DEPARTMENT

TO:	INVENTORY MANAGEMENT
SUBJECT :	WRITTEN STATEMENT OF DAMAGED / MISSING TOOL OR EQUIPMENT

THE FOLLOWING TOOL HAS BEEN REPORTED	☐ DAMAGED ☐ MISSING
EQUIPMENT DESCRIPTION	
EQUIPMENT MANUFACTURER	
SERIAL# AND CITY ID#	

WRITTEN STATEMENT BY THE INDIVIDUAL RESPONSIBLE DEESCRIBING THE CIRCUMSTANCES:
WRITTEN STATEMENT BY THE SUPERVISOR DESCRIBING FUTURE PREVENTIVE MEASURES:

INDIVIDUAL'S SIGNATURE

DATE

MANAGER – DEPARTMENT

DATE

MANAGER – PROJECT

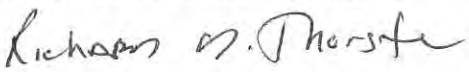
DATE

IT HAS BEEN DETERMINED THAT THE ABOVE NAMED INDIVIDUAL: ☐ IS RESPONSIBLE. ☐ IS NOT RESPONSIBLE.

	Standard Operating Procedures	SOP NO. <u>GULF-PW-MAINT-4.1</u>
PAGE(S): 1 of 1	PROCEDURE: MAINTENANCE SHOP PERSONNEL RESPONSIBILITIES	DATE: JANUARY 2020

SUBJECT: Maintenance Shop Standard Operating Procedure (SOP).

1. Attached is a copy of the Maintenance Shop Standard Operating Procedures (SOP).
2. This signed approved SOP is to be distributed to each new employee during their indoctrination at the shop.
3. It is each new employee's responsibility to review this procedure and ensure that the policies are followed.
4. Any comments, recommendations, or additions to this document should be put in writing and forwarded to the Equipment Maintenance Manager for appropriate action(s).

ORIGINATOR: Richard Thorsten  TITLE: EQUIPMENT MAINTENANCE MGR DATE: 1/2/2020	APPROVED BY:  TITLE: <i>Dir of Public Works</i> DATE: <i>1-13-2020</i>	REVISION: May 2002 Jan 2020
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Enclosure:

- (1) MAINTENANCE SHOP STANDARD OPERATING PROCEDURE SIGNATURE SHEET
- (2) MAINTENANCE SHOP SOP

City of Gulfport
Department of Public Works
Equipment Maintenance Division
GULF-PW-MAINT-4.1.1

I have received a copy of the Maintenance Shop Standard Operating Procedure SOP.

I have been provided a copy of the above procedure and I understand it is my responsibility to read and comply with the procedures stated in the above mentioned procedure.

Signature

Date

 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. GULF-PW-MAINT-4.1.2
PAGE: 1 of 17	PROCEDURE: MAINTENANCE SHOP STANDARD OPERATING PROCEDURE	DATE: JANUARY 2020

City of Gulfport Vision Statement

Gulfport, Mississippi is a picturesque beachfront city on the Gulf of Mexico with a diverse culture and safe, family-oriented neighborhoods, supported by a progressive economy where everyone feels welcome and at home!

City of Gulfport Mission Statement

To provide efficient, effective and openly responsive municipal services to all citizens, while promoting responsible economic development; preserving our heritage; enhancing our quality of life, and creating a better community.

Equipment Maintenance Division Mission Statement

The shop has an obligation to take care of its customers and getting their equipment and vehicles back to them as soon as possible so they can take care of their customers, the citizens of the City of Gulfport.

The shop will maintain the City of Gulfport Fleet in an efficient, dependable, and safe condition. We will provide quality equipment repairs; services; minor fabrication; welding, and tire repair at a low cost per unit and as expedient as possible.

All shop personnel will conduct themselves in a professional and courteous manner and treat all customers with respect and return the equipment to them in a safe and dependable condition. The shop is here to SERVE our customers to the best of our ability. A smooth safe ride starts here, at the maintenance shop.

Maintenance Shop Standard Operating Procedures.

1. PURPOSE: This SOP outlines the guidelines for all Public Works Division maintenance personnel to abide by when providing maintenance support to the city's equipment.
2. SCOPE: This SOP applies to the PW Equipment Maintenance Shop. Changes to this SOP will be published and distributed as required.
3. HOURS OF OPERATIONS:
 - a. Monday thru Friday 0700-1530, with a 30-minute lunch break.
 - b. Pickup of repaired items will be done within 24 hours of notification.

4. KEY PERSONNEL PHONE NUMBERS

Wayne Miller, Director of Public Works	868-5740
Ryan Merrill, Asst. Public Works Director	868-5741
Richard Thorsten, Equipment Manager	868-5840

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Section A: Responsibility and General Shop Procedures.

Equipment Manager: Provides leadership, technical supervision, technical training, and fiscal management of the Maintenance operation to ensure that it meets the Material Readiness Objective of the Public Works Department. The Equipment Manager is directly responsible for the implementation of production of work being done and to the Director and Asst. Director for the management of the combined efforts of shop operations and maintenance to include but not limited to:

1. Responsible for the safety of all personnel under his authority including any required and repeat training necessary.
2. Hire qualified personnel when vacancies exist.
3. Supervising the training and cross training of all maintenance personnel and monitor shop safety procedures.
4. Providing coordination between the supported Divisions within the Public Works Dept. as well as to other City Departments.
5. Time keeping procedures, control, and supervision.
6. Promoting effective Division relations and liaison by coordinating technical assistance visits and inspections with the other Divisions and Division Heads, as needed.
7. Designates and monitors administrative procedures and criteria.
8. Monitors the production workflow to ensure proper management of assets and personnel.
9. Coordinates with outside maintenance activities, parts warehouse and Public Works Divisions to establish an effective and viable maintenance program.

10. Monitors publications library for all required technical manuals and any other required reference materials.
11. Monitors work assignment and priority of work, quality and quantity of production control.
12. Periodically inspect work orders/jobs in shop to ensure work is being accomplished IAW established procedures.
13. Monitors production workflow to ensure proper management of assets and personnel.
14. Monitors the preparation and maintenance of shop records and reports.
15. Supervises the Garage Maintenance Foreman, Secretary, Parts Room Custodian, and shop personnel in the performance of their duties.
16. Keep the Director and Asst. Director informed of any changes in policy, problems and the status of all current work orders that might affect or hinder shop production and projects in the field.
17. Provide the necessary reports during the weekly staff meetings.
18. Manages the requisition of publications for the maintenance shop. Ensures all personnel have all required publications on hand or on order.
19. Prepare and review annual performance evaluations of assigned personnel.
20. Communicate with dealerships to get warranty work done.
21. Submit for Director approve all overtime work.
22. Prepare equipment specifications for procurement of equipment.
23. Submit fiscal reports and annual budget submissions for the shop.
24. Maintain an equipment replacement plan for all assigned equipment.
25. Approve all employee time off requests and approve timecards and do daily edits in KRONOS.

Garage Maintenance Foreman: The Garage Maintenance Foreman is directly responsible to the Equipment Manager for the production of the shop technicians and overseeing the Quality Assurance program. The Garage Maintenance Foreman is responsible for, but not limited to the following:

1. Provide "Outstanding Customer Service" to all departments that the shop supports. Work with other City organizations when called upon.
2. Provide a complete technical inspection of all items brought to the maintenance shop for maintenance, repair, and classification and to ensure that all deficiencies are corrected.
3. Upon completion of preventative maintenance, conduct a final inspection to ensure completion, quality and accuracy of repairs.
4. Coordinating with City and contractor departments and personnel in scheduling the work in the shop.
5. Assign work to the technicians and monitor the quality of work and timeliness of the work being done.
6. Track each technician's time against the national standard flat rate manual and provide semi- annual feedback reports to each technician.
7. Monitor "work returns" and provide necessary training to prevent future problems.
8. Ensure all parts are requested and ensure all required parts are ordered in a timely and efficient manner IAW established directives.
9. Verify the fault prior to replacing the part and not just change parts.
10. Communicate with outside vendors when necessary to gather technical information to repair equipment.
11. Be responsible for accurate and timely repairs, tool control, shop operations and shop cleanliness, and safety.
12. Communicate with customers when work is completed.
13. Oversee the parts room custodian to ensure parts are ordered in a timely manner and parts are installed when received.
14. Work with the tool room custodian to ensure the proper amount and types of parts are being stocked and high and low limits are being set and followed.
15. Work with the tool room custodian to pickup parts from local vendors. All parts should be picked up within 48 hours of being notified that parts are in.
16. Ensure all work and materials used are documented on a Work Order.

17. Ensure Work Orders are finalized and turned-in to be closed out when the work is completed.
18. Enforce and sustain shop safety practices IAW all state and federal rules and regulations.
19. Brief the Equipment Manager at 0730 PM Tuesday on status of all equipment in the shop. Parts room custodian may attend this briefing.
20. Assume the responsibilities of the Equipment Maintenance Manager, in his/her absence.

Foreman I: The Foreman I is directly responsible to the Garage Maintenance Foreman for doing quality repairs in the shop. The Foreman I is responsible for but not limited to the following:

1. To fill in for the Garage Maintenance Foreman in his absence to ensure work is being accomplished IAW established procedures.
2. Perform morning quick fix on equipment coming to the shop for the first 1-1/2 hours every morning.
3. Make necessary coordination with the Garage Maintenance Foreman in regard to all mission support activities.
4. Ensure all customers are directed to the Garage Maintenance Foreman first for assistance. The Garage Maintenance Foreman will handle normal day-to-day situations as they occur.
5. The Foreman I will be responsible for assisting in the accurate and timely repairs, tool control, shop operations, shop cleanliness, and shop/personnel safety.
6. Assist in training shop personnel in the proper inspection, troubleshooting, diagnosing and repair of equipment serviced by the shop.
7. Perform general maintenance tasks, as assigned by the Garage Maintenance Foreman.
8. Become thoroughly familiar with the Shop SOP and enforce its standards.

Parts/Tool Room Custodian: Is directly responsible to the Equipment Manager via the Garage Maintenance Foreman for the following; but not limited to:

1. Responsible for the timely receiving, and input into the Manager Plus Pro program of all parts.
2. Keep the Garage Maintenance Foreman informed on all parts on order, parts due in, estimated delivery dates of all parts.
3. Keep the Garage Maintenance Foreman informed when parts cannot be located or are not available, so options might be reviewed.
4. Maintain an accurate inventory in the Manager Plus Pro Program on parts on hand.
5. Work closely with the Equipment Manager and Garage Maintenance Foreman to establish high and low limits on fast moving items.
6. Stock all new issue items within one week of receipt. New equipment assets are coming with stock items, i.e. oil filters, air filters, belts etc. These items must be added to the inventory and high/low limits identified within a timely manner.
7. Submit requisition for all necessary parts
8. Investigate the "best price" from various vendors before ordering parts. The best price shall normally prevail. Exceptions may be made on occasion as some items must be purchased through a dealership due to quality or vendor sole source, even at a higher cost – this should be kept to a minimum.
9. Coordinate time to pick up and drop off parts through the Garage Maintenance Foreman.
10. Ensure all parts are recorded on the work order of the equipment the parts were installed on.
11. Conduct a total parts inventory annually to ensure accuracy and accountability.
12. Ensure replenishment stock items are receipted in the computer and stocked on the shelf in their proper location.
13. Any items that are no longer required, i.e. parts for equipment that has been auctioned, will be removed from the shelf and deleted from the inventory. All items removed must be approved by the Maintenance Manager and will be tagged and marked for the next City wide auction.

14. Any item received that is not needed or incorrect type/defective will be returned to the providing vendor. The vendor will provide a return slip showing the return credit. The return credit is matched to the monthly billing statement to ensure the credit was applied.
15. Submit paperwork to vendors for labor on warranty return parts that were defective and track until final decision or reimbursement has been received. This is an APWA Accreditation model best practice.

Parts Room Assistant: Is directly responsible to the Parts/Tool Room Custodian for the following; but not limited to:

1. Pick up and drop off repair parts to various vendors. Upon receiving notification of parts being received at a vendor, parts shall be picked up with 48 hours of that notification.
2. Monitor to ensure tools and City owned assets are properly signed in and out of the tool room.
3. Tools shall be returned each day unless otherwise approved by the Equipment Manager/Garage Maintenance Foreman.
4. Maintain custody of the City specialty tools, i.e. drills, large wrenches, etc. Items are to be signed out when used.
5. Assist in the processes for receiving and storing parts and tools.
6. Assist the Parts Room Attendant in performing on-going inventory count and evaluation of the min/max quantities of the complete inventory.
7. Makes recommendations for additions and/or deletions to stocking demands and stock high/low levels based on demand usage.
8. Responsible for maintaining a clean and professional Parts Room; Tool Room; and Tire Storage area.
9. Ensures items are marked for easy access and inventory location.
10. Notifies the Parts Room Attendant and Garage Maintenance Foreman of any damaged, broken, or unsafe equipment/tools.
11. Assist in maintaining a computerized shop tools and equipment inventory.
12. Maintains storage areas, bins, shelving, and cabinets in a clean and organized manner.
13. Assist in making sure parts are properly inventoried and stored.
14. Performs other duties as assigned.

Production Control /Secretary: Is directly responsible to the Equipment Manager for the following; but not limited to:

1. Responsible for the accurate and timely input and output of maintenance related data.
2. Become thoroughly familiar with the SOP.
3. Become adept with using the maintenance computer and the preventative maintenance program.
4. Process maintenance requests as received; verify accuracy of data reflected.
5. Process Equipment work orders/closeouts as required.
6. Assist the Equipment Manager in the general management of office operations.
7. Provide daily reports to the Equipment Manager as required or directed.
8. Maintain shop office documents under a numerical/alphabetical system.
9. Maintain all data on the City server and anything else that would help in the event that the hard drive might crash.
10. When taking messages from customers/complaints, ensure you get all information possible. Helpful acronym is remembering the 5W's- WHO? WHAT? WHEN? WHERE? WHY? And sometimes HOW?
11. Provide weekly financial equipment availability reports to the Equipment Manager.
12. Maintain an inventory of the technical library and ensure manuals are signed in and out.
13. Submit purchase requisitions as necessary and track and closeout all purchase requisitions when received. Work closely with the purchasing department on any and all purchasing issues.

14. Receive Daily Operator Sheets and input data to provide information for weekly reports.
15. Provide data the Garage Maintenance Foremen to communicate with other City departments on items due for service.
16. Act as inventory control manger, documenting all new tool and City asset purchase for the shop. Ensure all items requiring minor property tags are properly tagged and inventoried.
17. Assist in the annual inventory of the tool room for tools and parts.

Shop Personnel: Will be directly responsible to the Equipment Manager via the Garage Maintenance Foreman for the following areas:

1. **Safety, safety, safety.** All employees will be required to use and wear the PPE personal gear as required by state and federal rules and regulations.
2. Complete maintenance on all equipment in a safe, quality, and timely manner.
3. Rate of work production should be done in accordance with the National Flat Rate Labor Guide.
4. Maintain work areas in a clean and safe manner. Clean up work areas immediately upon completion of work (grease on the floor or work surfaces must be cleaned up IMMEDIATELY). Dispose of old parts and keep work benches free of debris and trash. Time for clean-up will be documented on the work order.
5. Scrap metal shall be placed in the scrap metal dumpster outside the shop or in the designated area.
6. Maintain accountability of shop tools, and other fixed asset property: to include, cleaning. Personal tools shall be kept locked in each technicians toolbox.
7. Any City owned tools will be checked in and out of the tool room using the current procedures.
8. Any damages to City tools must be reported to the Garage Maintenance Foreman and the tool room custodian immediately. Normal wear and tear will be replaced by the City, abuse to tools and equipment could be charged to the user. (Abuse will be determined through investigation and approved by the Director of Public Works) Broken consumable items will be charged to the work order the parts was broken on, i.e. drill bit.
9. Ensure all customers and visitors are directed to see the Garage Maintenance Foreman.
10. Checkout tech manuals from the tech library and ensure they are returned when work is complete.
11. Books shall be put back in their proper location and if required wiped clean.
12. Assist each other when needed, but only when approved by the Garage Maintenance Foreman.
13. Maintain adequate tools, to perform your daily duties. Additional tools may be required to perform daily duties.
14. The City will provide specialty tools.
15. Absences for leave must be put in two weeks in advance to allow proper scheduling of work.
16. Sick and call-ins shall be done per the City's Personal Manual.
17. Attain ASE qualifications in as many areas as possible.
18. Personnel will wear steel toed boots only. Shop provides one pair of steel toed shoes/boots annually.
19. Shop will provide shirts and pants and a contract to clean them on a weekly basis.

General Shop Procedures:

Responsibilities of ALL Personnel:

1. Maintenance personnel are responsible to the Equipment Manager and the Garage Maintenance Foreman.
2. All personnel will be clocked in and ready to start work at 7:00 A.M.
3. Facility Repairs: Each person is responsible for notifying the Equipment Manager of needed facility repairs. The Equipment Manager will take actions to ensure appropriate agencies and/or departments are informed and repairs conducted.
4. Good house keeping is critical to a safe working environment; therefore,
 - a. Clean the work area each time you complete a task, before starting the next job
 - b. Wipe up grease **immediately!**

- c. Dispose of empty boxes and old parts when the job is complete, document this time on the work order.
 - d. Turn-in any core items to the parts room for return, put back into the original box.
 - e. Oil spills should be cleaned immediately, use floor dry to soak up the oil and then place the wet material into a designated trash receptacle, then mop the floor clean, if needed.
5. All excess scrap steel shall be placed on the designated scrap steel location.
 6. Shop towels are rented goods and we are all accountable for seeing that they are returned. Put dirty rags into the red receptacles by the time clock. New clean rags will be delivered to the shop every Wednesday when the uniforms are exchanged.
 7. Shop tables are for everyone's use, clean up after you have finished with a job, dispose of old parts and wipe up any mess that might have been made.
 8. Each technician will be assigned a can of WD-40, black spray paint, rust neutralizer and battery terminal cleaner. It is your responsibility to keep track of these items and when they are expended, give the empty can to the tool room custodian for a new replacement.
 9. Creepers must always be placed standing up when not in use.
 10. NO person may take a tool from another person's box without first gaining permission to do so, if the owner of the tool is not available, then the tools may not be taken. It is each technician responsible to keep his or her tools secured.
 11. The City has specialty tools in the tool room that can be used as needed; these tools will be checked out in and out. The tools must be cleaned and placed back into the containers in a neat and orderly manner.
 12. After draining oil into the containers, the filter and oil should be dumped into the waste oil vat, the filter put up and drained. For the large floor pans, ask for help when lifting these containers.
 13. Air hoses shall be reeled back up when the work is finished. Be careful not to over extend the hoses when pulling them out.
 14. Trash cans will be emptied as needed or at the end of the work week.
 15. Labeling, OSHA requires that all containers be labeled as to the contents of the container. If you put something other than what came into the container, then it must be marked with a marker or label as to what the contents are. Any container that is not marked and has a different product in it will be properly disposed of.
 16. Proper lifting techniques and asking for help on heavy items is a must. Always lift with your legs and not bent over using your back. If you need help, seek out the Garage Maintenance Foreman first, and if he is not available, then ask someone for help.
 17. Cell phones. Calls may be made during the morning and afternoon breaks or during the lunch hour.
 18. Each mechanic will review the daily jobs listed on the VAP board in priority order. If you have questions get with the Garage Maintenance Foreman and address any problem areas. Any work order errors will be brought to the attention of the Garage Maintenance Foreman for resolution.

Equipment Work Order (WO) Procedures:

1. The Garage Maintenance Foreman will get all information from the customer, have the customer fill out a Daily Operator Inspection Sheet, the sheet shall be time date stamped and turned in with the key. A technician will be assigned to do the work, then the form is passed to the secretary who will generate a work order and place it in the Technician's work box.
2. The Garage Maintenance Foreman will use their work order sheet to plan daily activities. The basic objective towards completion of our mission will be to repair the oldest, highest priority jobs first. Low priority requests, however, must still be completed, as it becomes possible to work them. The Project Managers and supervisors will work with the Garage Maintenance Foreman to establish the "Priority of Work" list each week or daily if they deem necessary.
3. The Technician will then road test the equipment unless unsafe, complete a 100% inspection of the equipment, order necessary parts from the Parts Room Custodian at one time unless internal components failure, and complete repairs on the equipment. Once the equipment is repaired, the Technician will road test the vehicle on this route: Hewes Avenue to Highway 90, Highway 90 to Courthouse Road, Courthouse Road to Pass Road, Pass Road to Hewes Avenue, Hewes Avenue to the Vehicle Maintenance bays. This is the only approved road test route unless directed by the Equipment Manager or the Garage Maintenance Foreman. The Technician will then complete a

thorough inspection of the equipment, close out the work order after cleaning up the work area and disposing of any parts, place the work order in the Final box and print the number on the board for final. The Garage Maintenance Foreman will do a complete and Final Inspection.

4. If the work has to stop due to parts availability, the technician will annotate on the work order time stopped awaiting parts and then annotate again when parts and work resumed. The work order will be given to the parts custodian when the equipment goes to an outside shop for repairs, who will hold the work order until the outside vendor completes the repair, then annotate that the work and cost then put the work order back into the technicians active work box.

5. The Garage Maintenance Foreman will complete a 100% final inspection of the equipment. If there are faults or any additional work found, he shall get with the Technician and have the deficiencies repaired. Once the equipment has been repaired, the Garage Maintenance Foreman will then Road test the equipment and completes a 100% thorough final inspection again. Once all repairs are completed, Garage Maintenance Foreman will ensure the Work Order is completely filled out by the Technician and all parts are on the Work Order. Then the work order is forwarded to the Production Control /Secretary.

6. The Production Control /Secretary will verify all work completed that was written by the technician onto the Work Order and close it out. He/She will also verify any outside work done is annotated onto the WO along with the PO number the work was done under. She will then route the Work Order to the Equipment Manager to review the completed Work Order.

7. The Equipment Manager will then review the complete Work Order for cost and labor times. The secretary will then file the WO into the history folder.

8. Waiting Parts:

a. Each person will coordinate with the Parts Room Custodian to ensure required parts are requisitioned. Requisitioning problems may require special actions in order to acquire the parts and the Parts Room Custodian is the action point, with assistance from the Garage Maintenance Foreman.

b. The Parts Room Custodian will check with vendors/parts warehouses daily to check status and pick up parts.

c. Once parts are received, the parts room custodian will notify the technician and the Garage Maintenance Foreman who ordered the parts and make them aware the parts have been received.

d. All parts will be marked with a permanent marker as to what piece of equipment the parts go on.

e. If a part is not needed, the Garage Maintenance Foreman will decide if the parts should be held for stock or returned for credit.

Inspection and Repair Standards:

1. All vehicles and equipment brought into the shop may have the history jacket looked at to see what prior trends and repairs have been completed on the vehicle or equipment prior to any work being started. This could help determine if parts should be covered under warranty.

2. All vehicles will have a road test completed to verify faults and check for leaks prior to work being started. Test will also allow a full inspection to be done looking for any other problems that need to be repaired.

3. All equipment will have all hydraulic cylinders operated to verify leaks on all hydraulic cylinders and operate the tracks or drive the equipment prior to any work being started.

4. A thorough inspection will help to identify all the parts needed for the job up front and save wasted time and paperwork to make additional orders. It is understood that some items might not be identified until a complete teardown is down, but most should be able to be determined up front.

5. All technicians will work on the job given to them and not a job being repaired by another technician. You don't have time to worry about another technician's jobs, only yours. If you need assistance, see the Garage Maintenance Foreman for help.

6. Jobs will be completed in a timely manner. Some jobs might be new and will take a little longer, experience leads to speed. **Quality must always be a priority not speed!!**

Shop Standards/Policy:

1. All personnel will take a lunch break is from 12:00 to 12:30, unless special conditions approved by the Equipment Manager. Everyone must clock in and out in Kronos for lunch. The ½ hour for lunch is free time and Not City time so you do with as you please.
2. If you are not authorized to take a City vehicle home and are working in a Public Works building, you are not allowed to leave that Public Works building and drive a City vehicle for the lunch break.
3. All technicians will clean their bays after each use, as needed, and swept at the end of each day.
4. Bays should be moped the end of each week, if needed.
 - a. Each technician will be assigned a bay, see Appendix A.

Shop Leave/Overtime Policy:

1. During the hours of 07:00 A.M. to 3:30 P.M. if you are not on City business (and not on your 30-minute lunch break or authorized rest period) then you are either on sick time or leave.
2. Leave is for vacation or personal business.
3. Sick leave used for ANY purpose other than an illness will be cause for disciplinary action, including termination of employment. (See City Personnel Manual)
 - a. Employees entitled to sick leave may remain away from work with pay until their accrued sick leave has been exhausted, where such absence is the result of personal illness or physical incapacity not job related, sickness of an immediate family member and/or involuntary or enforced quarantine.
 - b. Sick leave that exceeds three (3) consecutive work days must be confirmed by a qualified doctor's statement submitted to the supervisor after the third (3rd) consecutive day of absence, per the City Policy Manual.
 - c. Family Medical Leave must be completed for surgeries requiring long periods of recovery, or when in the hospital for an extended period of time. See city Personal Manual for specifics.
2. Break-time, 09:00-09:15 and 2:00 to 2:15 are paid City hours. Breaks are given to smoke, get refreshments, etc, **Rest periods shall be considered a privilege and not a right, and shall never interfere with performance or work responsibilities, since City business is always expected to take precedent over a coffee break.**
3. Smoking is not allowed in any City building or vehicle.
4. Overtime policy:
 - a. Overtime before 07:00 is not authorized, unless approved by the Public Works Director.
 - b. Overtime after 3:30 P.M. must be authorized only by the Public Works Director.
 - c. Only in extreme emergency situations (after-hour calls, emergency situations) will overtime be allowed without prior authorization from the DPW.

SECTION B: ACCEPTANCE CRITERIA AND REQUIREMENTS.

Quality Control Inspection:

1. Faults Detected:
 - a. Unless there is obvious damage (i.e. a hole in the engine block) all equipment must be in operating condition for the initial inspection. On inoperative equipment, the shop personnel will perform a visual inspection and conduct tear down inspections when required to ensure a proper diagnosis is made. Maintenance personnel will replace unserviceable/unrepairable components and make any other repairs detected during the teardown inspection. If there is negligence or abuse suspected on a piece of equipment, the Equipment Manager or the Safety Officer will take pictures using a digital camera and bring them to the Assistant Public Works Director for action as necessary with management.
 - b. When the Equipment Manager determines that the requested repairs exceed the reasonable cost to repair he will notify the Public Works Director and/or the Department asset owner for action and/or decision as necessary.

2. Division Responsibilities for Turning in Equipment.

- a. Equipment shall be cleaned properly and sufficiently to permit accurate inspection/fault detection by the QA Inspector. (IF THE EQUIPMENT IS NOT CLEAN-IT CANNOT BE INSPECTED OR REPAIRED.)
- b. Ensure that the equipment has at least 1/4 tank of fuel for a road test and diagnosis
- c. All items shall be removed from the vehicles to ensure they are not over the weight limits of our lifting devices/hoists.
- d. When vehicles are low on fluids, the operators will fill out an Operator's Daily Inspection & Trouble Report Form with the amount and type fluids put in the equipment and bring it to the Shop Supervisor. The Garage Maintenance Foreman will pass it to the secretary to open a Work Order and charge the cost to the Equipment and close the Work Order out. This will give the Parts Room Custodian the demand of fluids needed for stock and a cost analysis for fluids annually.

Section C: Tools and Tool Room Procedures:

Purpose. To establish policies governing accountability, security and maintenance of hand tools: sets, kits, outfits, and test measurement and diagnostic equipment (TMDE). This section is applicable to all personnel assigned or attached to this shop.

1. Security:

- a. All hand tools, sets, kits, outfits will be secured and/or stored in a secure location such as a tool room, tool truck, tool cabinet, or toolbox. Each City owned tool will have a location assigned in the computer.
- b. A tag for each mechanic and tag is attached to each separate set/special tool kit/outfit on hand and used to issue tools that will be returned the same day as issued. Tools will not be kept out past the day of issue. Nor will they be signed out for anyone to take home or personal use.
- c. All tools/kits/sets & TMDE issued to any truck, person, or situation will be signed for by the responsible party or person.
- d. Each technician is responsible for securing their tools.

2. Damaged or lost tools.

- a. Unserviceable Public Works tools will be documented and turned in to the Tool Room Custodian for disposition.
- b. The Equipment Manager will dispose of the unserviceable tools, normally by Citywide auctions, by proper procedure and annotate the shortages.

3. Maintenance.

- a. Floor lifts are inspected by a third party inspector every year. Repairs are made immediately.
- b. All tools and equipment will be kept clean, free of rust, and maintained in a serviceable condition.
- c. Items, which require calibration, will be maintained according to the equipment technical manuals.
- d. All grinders and stones will be checked routinely, dressed as needed and safety guards/devices checked for proper adjustment and condition.

4. Tool Safety:

- a. The improper use of hand tools may result in damage to tool/equipment and can also cause personal injury. Use the right tool for the job.

- b. Ensure proper grounding of electrical tools, and the proper connection of pneumatic hydraulic tools.
 - c. Anyone using the bench grinder will wear hearing and eye protection. Rubber gloves, goggles, and apron will be worn when using parts cleaning solvent.
5. Tool Use:
- a. City tools will never be signed out for personal use.

Section D: Hazardous Waste/Material Management SOP

General Purpose: To preserve, protect and restore the quality of the environment while supporting the Public Works and other city departments as necessary.

1. Responsibilities:
 - a. We will dispose of hazardous waste through recycling or contractors.
 - b. All personnel at all levels are responsible for proper hazardous material, waste handling, storage and disposal within their area.
 - c. The Equipment Manager will monitor the shop (POL storage areas, grease rack, etc.)
 - d. Garage Maintenance Foreman.
 - (1) Responsible for storage of usable POL in the shop and safe operation of the POL storage tanks.
 - e. Environmental Program.
 - (1) Water resources. Use the following guidelines for potable water and vehicle wash points.
 - (a) Turn off all faucets and hoses when not in use.
 - (b) Never wash or hot pressure wash any piece of equipment while engine is running. Shut down all electrical systems/components to avoid damage.
 - (c) Use of steam cleaners/pressure washers without detergents is encouraged. Only those solvents approved can be used with steam cleaners, or pressure cleaners.
 - (d) Remove all trash from vehicles prior to cleaning. Do not dispose of anything in the storm drains.
2. Hazardous Waste Management (Hazmat):
 - a. The shop is considered a generation site of hazardous waste consisting of batteries, battery acid, antifreeze, used POL, adhesives, sealants and solvents. Acutely hazardous waste is not generated at our site. Once the tanks/drums are full, the material must be picked up. All personnel will comply with the following:
 - (1) All batteries and antifreeze will be kept in the shop on pallets or racks
 - (2) Generally work will be done inside the shop bays.
 - (3) No solvents will be used, except those provided by the shop.
 - (4) Paper products will not be used in place of rags to clean up oil, grease or spills. Contaminated paper ends up in the landfill and contaminates the water supply.
 - (5) Used oil rags will be cleaned at the laundry and not disposed of. Oily rags will be stored in the fireproof safety container in the shop.
 - (6) All spills in the shop will be cleaned up immediately, especially grease. Use dry sweep, sand, or a rag if the spill is small.
 - (7) Dry sweep will be used until it loses its absorbent abilities, then put into an approved waste container that will be properly disposed of.
 - (8) Used oil, fuel, and hydraulic filters will be disposed of in the following manner: drain for twenty-four hours then put in the approved filter disposal container. The filters will be picked up an approved disposal agency.
 - (9) Any source of potential spillage of a hazardous substance will have secondary containment. Secondary containment will ensure containment of 110% volume of the largest substance container or 10% of the total amount stored whichever is larger. An example of secondary containment is a sandbag berm on hardstand.

- (10) Hazardous materials and waste will be transported in proper city or contractor vehicles. POVs will not be used to transport hazardous waste. City or contractor vehicles transporting HM/HW will comply with CFR 49 (Code of Federal Regulations).

b. Responsibilities:

(1) Proper storage containers will be used. The shop will maintain temporary storage containers or area for the following:

- (a) Used Antifreeze
- (b) Old batteries
- (c) Used Dry Sweep
- (d) Used tires
- (e) Oil, fuel, hydraulic filter
- (f) Used POL
- (h) Solvents, gas, diesel

3. Maintenance Shop.

- a. Establish and mark separate areas for open and unopened POL products. Maintain and segregate used dry sweep and dirty rags from the usual shop stockage. The maintenance section will collect its own dirty rags for laundering and coordinate with the laundry service for turn-in and pick-up.
- b. Waste Disposal. **NOTE: SAFETY DATA SHEETS**--are required to be maintained for all hazardous materials on hand. This will help determine proper PPE, handling, storage and disposal.
- c. Used POL products (diesel, oil and transmission/hydraulic fluid) can be poured in the used oil tank. ("NO" antifreeze should ever be dumped in the used oil tank. If you are not sure if the material can be dumped in the tank, ask the Equipment Manager or the Garage Maintenance Foreman. Unauthorized substances mixed with the used oil will contaminate the drum and cause it to be regarded as hazardous waste for disposal. This is very expensive.
- d. Antifreeze. Pour in the container marked "USED Antifreeze". Contact the Oil Recycling contractor for pickup as needed.
- e. Floor Sweep. Ensure it is completely used up. Store in a container marked "USED FLOOR SWEEP" and contact the Equipment Manager when full for disposal.
- f. Violators of the provisions in this SECTION and the above noted references are subject to punitive actions. Bottom Line: If you don't know, ASK.

Section E: Safety Procedures

A. PURPOSE: To establish safety policies governing personnel safety, fire prevention and, vehicle operation.

B. GENERAL: An effective safety program is essential during all maintenance operations. Personnel must understand their responsibilities and the importance of working in a safe environment. Safety is everyone's responsibility!

C. FIRE PREVENTION:

- 1. "No Smoking Signs" will be posted in shop areas, and no smoking will be permitted within 50 feet of stored flammables. No smoking in any City building or vehicle.
- 2. Store paint, POL products and cleaning solutions only in designated areas. Never use gasoline as a cleaning solution, or any other unauthorized fuels/solvents.
- 3. Segregate dirty, oily rags and store them in approved covered metal containers.
- 4. Do not store power generation or other small equipment with fuel in the tank, while inside a building, shelter, or enclosed compartment.
- 5. Ensure the equipment is not refueled while engine is running inside a building; or hot from operation i.e.; small equipment where the fuel tank is located near the engine, exhaust manifold, or other component which becomes hot during operation.

6. Maintain good housekeeping to reduce fire and other safety hazards. Require personnel to police and clean as they work.

7. All personnel are responsible for proper care and use of fire extinguishers. They will be properly sealed and tagged while stored. All fire extinguishers will be inspected monthly.

8. Stored oxygen and acetylene will be stored separately, capped, and secured in a separated storage area.

D. VEHICLE OPERATIONS:

1. The maximum speed within the Public Works compound is 5 MPH
2. Engines will never be operated in a closed area unless exhaust is vented outside, or doors opened.
3. Spacing and arrangement of parked vehicles will provide ready access to fire lanes.
4. Equipment safety devices will NOT be altered.
5. Keys will be left in vehicles parked inside the building. Keys will be removed when parked outside and hung on the wall in the tool room.
6. When backing any vehicle or equipment out of the shop the operator will have a backing guide and honk the horn twice prior to backing up.

E. PERSONNEL SAFETY:

1. Horseplay will not be permitted in the maintenance facilities or compound.
2. Hearing protection will be used in areas with high noise levels. All operators and maintenance personnel must have them available at all times.
3. Personnel will not lean on, stand on or sit under equipment suspended by A-frames, jacks or other forms of overhead lifts.
4. Jack stands or trestles will be used to support equipment when work underneath is required.
 - a. **NOTE: Mechanics/Operators are required to conduct preventive maintenance on jack stand(s) and trestles prior to use each time to ensure serviceability and operability.**
5. Face and eye protection must be used when performing welding, cutting, grinding, sanding, or chipping operations.
6. PPE will be used and / or worn when performing welding operations, when handling batteries or when using solvent tank or any task that might cause an eye injury.
7. All tools will be used for their intended purpose, don't take short cuts.
8. Do not use power tools with frayed electrical cord without proper ground.
9. Electrical tools, cords and machine will be inspected for operability and safety of equipment.
10. Ensure all lifting and support devices are well maintained and inspected at regular intervals.
11. Proper use of compressed air and hydraulic equipment will be stressed at all times. Use of safety glasses will be used during this operation.
12. Personnel will not wear contact lenses when using welding equipment.
13. Ensure power generation equipment is properly grounded prior to being operated or maintained.
14. Remove all jewelry when working on equipment. Wedding bands may be tapped with electrical insulating tape, for safety reasons, it is recommended that jewelry and rings be removed.
15. Mechanics will wear ANSI approved steel-toed safety boots/shoes in the shop

Section F: Publications Procedures and Publication Management:

A. PURPOSE: To have on hand all required Operators, Maintenance/ Service, and Parts Manual and other publications as necessary.

B. GENERAL: Having the required publications on hand is essential to keep personnel up-to-date on regulations, equipment, proper repair procedures, and required parts needed.

C. PROCEDURES:

1. The Equipment Manager and Production Control /Secretary will maintain a library of all required publications.
2. A Manual sign-out log will be maintained to track manuals in use.
3. A computer with All Data and Mitchell One will be available for use on shop computers.
4. Any publication not on hand or needing replaced will be ordered thru the Equipment Manager.

5. Publications will be kept by the technical library.

Section G: Security/Key Control Procedures:

A. GENERAL: Establishes the procedures necessary for the security of the maintenance shop during Non -- work hours.

B. PROCEDURES:

1. Only Maintenance Personnel and Public Works Senior Management can open the maintenance shop. In the event of fire, or when other emergencies of a similar nature exist, the Fire Department will open the doors to the shop if a Shop person is not available.
2. The Equipment Manager or Garage Maintenance Foreman will ensure that the maintenance shop is secured at the end of each workday.
3. No maintenance personnel will be allowed to work in the Shop after hours without prior approval of the Equipment Manager.
4. No private vehicles or equipment will be allowed in the facility or to be worked on in the shop at any time.
5. During non-work hours the maintenance shop will be locked.
6. All storage areas in the maintenance shop will be secured.
7. The Equipment Manager will maintain keys for all vehicles/equipment in a key box.
8. Only authorized personnel will have access to the key control box.
9. Only the designated personnel may take keys home at the end of each working day.

Section H: Hearing/Eye Conservation Procedures:

A. PURPOSE: To establish policy and procedures for the conservation of hearing and sight of all personnel while working in the maintenance shop.

B. GENERAL: High intensity noise may cause partial or permanent hearing loss. Observing the procedures in this appendix may prevent hearing loss. Wearing safety glasses or goggles for welding, grinding or while working under vehicles can prevent eye injury.

C. HEARING CONSERVATION.

1. The prevention of hearing loss from exposure to noise can be accomplished by the following methods:
 - a. Wear hearing protection in high noise hazard areas, such as inside the maintenance shops when equipment is running.
 - b. Earplugs will be available.
 - c. All personnel are responsible for ensuring they are thoroughly familiar with these procedures.
 - d. All personnel who are routinely exposed to hazardous noise will receive periodic instruction on the harmful effects of noise to the ears.
 - e. Monitoring of hearing protection is everyone responsibility.

D. EYE CONSERVATION:

1. The prevention of eye loss from exposure to hazards can be accomplished by the following methods:
 - a. Wear eye protection; goggles, face shield, welding helmet when grinding or welding.
 - b. When working under vehicles, wear clear plastic safety goggles or safety glasses to prevent foreign particles from injuring your eyes.
 - c. When using drills grinders and power tools use protective goggles or shields to prevent eye injury. Understanding the proper use of tools and machines and their do's and don't will prevent injury.
 - d. Do not throw anything (Tools, Parts or Publications) at other people. Eye damage could result from this thoughtless maneuver. Remember, **no horseplay period!**
 - e. All personnel will assist in preventing eye injury and keep personnel aware of using eye protection while working on and under equipment or with power tools.

- f. Monitoring of proper eye protection is everyone's responsibility.
- g. Always wear a welding helmet when welding. Never look at welding arc, eye burns can occur.

Appendix A

Each technician will be assigned a bay, per the floor chart, as follows:

Bay 1: 15,000 lb lift bay

Bay 2: 12,000 lb lift bay

Bay 3: 9,000 lb lift bay

Bay 4: Open bay

Bay 5: 4,000 lb small mower lift bay

Bay 6: Tire Repair

Bay 7:

Bay 8:

Bay 9:

Bay 10: 30,000 lb 4 post lift

Bay 11:

Bay 12:

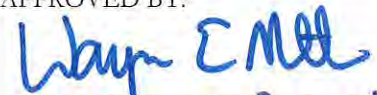
Bay 13: Overflow

ORIGINATOR: Richard Thorsten  TITLE: Equipment Maintenance Mgr DATE: 1/2/2020	APPROVED BY:  TITLE: DIRECTOR OF PUBLIC WORKS DATE: 1/15/2020	REVISION: Jan 2020
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 City of Gulfport Department of Public Works	Standard Operating Procedures	SOP NO. <u>GULF-PW-MAINT-4.2</u>
PAGE: 1 of 1	PROCEDURE: Reporting of Damaged Small Engine Tools	DATE: DECEMBER 2019

This procedure has been established to ensure the proper reporting of damages to small engine equipment in order to facilitate appropriate action and repairs. Determining if the damage was due to improper use, abuse and/or neglect, and identify the individual(s) responsible so appropriate action can be initiated.

- 1.0 Individuals requiring small engine equipment will check it to ensure it has proper fluid levels, fuel, inspect for existing damage and start it to ensure it operates appropriately prior to signing it out and departing the area.
- 2.0 Inventory Management personnel will inspect small engine equipment being returned and ask if there were any issues with the equipment prior to accepting custody.
- 3.0 The Inventory Manager will make a professional determination as to whether damage was due to improper utilization, abuse, and/or neglect. The Inventory Manager will notify the individual's department manager of the damage found and have the individual fill out a Damaged / Missing Tool or Equipment Statement. (Appendix A)
- 4.0 If improper utilization, abuse and/or neglect is determined to be the cause of the damage the contractor will be held accountable for all labor and parts costs of the repairs. If considered to be non-repairable, or the cost of the repairs exceeds 50% of the original acquisition cost, then the Director of Public Works will make the final disposition decision.
- 5.0 If there is a dispute beyond the Inventory Manager it will go to the Director of Public Works for a final decision.

ORIGINATOR:  TITLE: EQUIPMENT MAINTENANCE MANAGER DATE: 12/19/2019	APPROVED BY:  TITLE: Dir of Public Works DATE: 1-13-2020	REVISION: June 2001 Dec 2019
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Enclosure:

Appendix A - Damaged/Missing Tool or Equipment Statement

DAMAGED / MISSING TOOL OR EQUIPMENT STATEMENT

FROM (OPERATOR'S INFORMATION):

LAST NAME	FIRST NAME	INITIAL	DEPARTMENT

TO: INVENTORY MANAGEMENT

SUBJECT : WRITTEN STATEMENT OF DAMAGED / MISSING TOOL OR EQUIPMENT

THE FOLLOWING TOOL HAS BEEN REPORTED	☐ DAMAGED ☐ MISSING
EQUIPMENT DESCRIPTION	
EQUIPMENT MANUFACTURER	
SERIAL# AND CITY ID#	

WRITTEN STATEMENT BY THE INDIVIDUAL RESPONSIBLE DESCRIBING THE CIRCUMSTANCES:

WRITTEN STATEMENT BY THE SUPERVISOR DESCRIBING FUTURE PREVENTIVE MEASURES:

INDIVIDUAL'S SIGNATURE

DATE

MANAGER - DEPARTMENT

DATE

MANAGER - PROJECT

DATE

IT HAS BEEN DETERMINED THAT THE ABOVE NAMED INDIVIDUAL: ☐ IS RESPONSIBLE. ☐ IS NOT RESPONSIBLE.

	Standard Operating Procedures	SOP NO. <u>GULF-PW-MAINT-4.3</u>
PAGE: 1 of 3	PROCEDURE: OPERATOR DAILY EQUIPMENT INSPECTION	DATE: JANUARY 2020

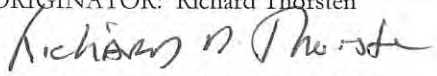
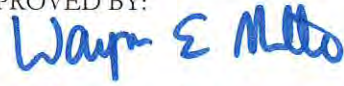
Purpose: Due to the high cost of equipment, long lead times to procure new, and high cost of labor and repair parts it is vital that a quality and in-depth “Operator’s Daily Inspection & Trouble Report Program” be in place and working smoothly. This program is critical to help ensure that all automotive, construction, and material handling equipment perform to their full life cycle expectancy. Each Operator **must fully** inspect, service, lubricate, and report any operating or safety concerns on the equipment before operating it. Equipment downtime means lost production, lost revenues, and possible lost jobs for operators. Taking good care of equipment assets is of tremendous importance for all. **Failure to perform proper first echelon maintenance will result in equipment downtime and unnecessary repair expenses.** The following is the minimum requirements for the Operator’s Daily Inspection & Trouble Report Program:

- 1.0 The **Division Supervisor(s)** will ensure that all their employees are fully trained and qualified to operate the equipment they will be operating. Operators must be properly trained on both operational and maintenance/service aspects of each machine they will operate. Each operator must read the manufacturer’s Operators Manual and follow the required daily servicing, lubrication, and maintenance checks, as required. Division supervisors shall monitor their employees and ensure the required first echelon maintenance is being done as recommended by the manufacturer.
- 2.0 The “Operator’s Daily Inspection & Trouble Report Form”, enclosure (1), will be for the **daily inspections** on all equipment owned, leased, or rented by the Department of Public Works.
- 3.0 All Operators of Department of Public Works (DPW) equipment shall:
 - 3.1 Be completely knowledgeable of the first echelon operator maintenance requirements for the equipment they will be operating.
 - 3.1.1 The Operator(s) will have access to equipment Operator Manuals that should be on the machine or can be checkout from the Equipment Maintenance Division.
 - 3.2 Operators will inspect the equipment and complete the Operator’s Daily Inspection & Trouble Report Form on a daily basis.
 - 3.2.1 All discrepancies found must be documented on this form on any defects found that the Operator believes will make the vehicle unsafe to operate or to cause it to be in violation of state or federal rules must be reported to their Supervisor or to the Equipment Maintenance Manager immediately. The vehicle and/or equipment **must not** be operated if it has been deemed to be unsafe.
 - 3.2.2 Pre-start checks, Operational checks, and Shut-down checks are to be performed each time a machine is operated.
 - 3.2.3 Pass on as much information as possible to the Equipment Maintenance Shop by using a Vehicle/Equipment Repair ticket, enclosure (2), explaining about problems found, i.e. noises, rattles, scrapping sounds, vibrations, metal-to-metal grinding sounds, thumping sounds at what speed occurs, smells etc.

- 3.2.4 Complete the inspection form by filling in all the blocks, if a block does not apply, put N/A in that block. Each day circle that day of the week on the report form until the week is completed.
- 3.2.5 Report all findings every time on the report until the item is fixed or has been determined by the Equipment Maintenance Manager that he has it for action or says it is not necessary at this time and to stop reporting on that issue. Example might be, dent on side of door, seat torn, etc.
- 3.2.6 Never do any pre-start, operational, or shut-down checks without following the proper safety procedures/precautions.
- 3.2.7 Set vehicle/equipment parking brake and/or ensure the wheels or tracks are safely secured.
- 3.2.8 Some checks may require the assistance of another person, get help if needed.
- 3.2.9 Add fluids and grease fittings per the manufacturer's recommendations. If not sure about the fluid type check with the Foreman 1 or the Garage Maintenance Foreman first. Never overfill a tank or reservoir. Do not over grease fittings and clean dirt from the fitting tip before adding new.
- 3.2.10 The Operator must sign the Equipment Operator's Daily Inspection & Trouble Report Form verifying that all checks were properly performed.
- 3.2.11 The WHITE copy of the form shall be turned into your designated Supervisor for review every THURSDAY by COB. If discrepancies/problems are identified that require immediate action(s) by the Maintenance Shop the Operator MUST turn in a copy of the form into his Supervisor immediately. The Supervisor will then immediately notify the Shop Manager of the situation. {Note: The form is multi-parted carbon copy, so comments on the back must be written on all copies.} The machine will not be put back into service until released by the Garage Maintenance Foreman. Minor items will be discussed with the supervisor and operator and a determination made as to if the machine can continue to be used.
- 3.2.12 The Work Zone Safety/Environmental Inspector will be notified whenever damage has occurred to vehicles and equipment. The operator will complete a mishap report at the scene of the mishap or as soon after as possible. Follow the procedures in SOP GULF-PW-ADMIN-1.13, unless due to safety reasons the equipment **shall not** be removed from the scene until cleared by a Police Officer and/or the Department of Public Works Work Zone Safety/Environmental inspector. The damage shall also be reported on the Equipment Operator's Daily Inspection & Trouble Report Form. A copy of the mishap form must be provided to the Equipment Maintenance Manager to get entered into the equipment's history jacket file.

4.0 The Garage Maintenance Foreman will review all Equipment Operator's Daily Inspection & Trouble Report Forms.

- 4.1 Any reports with discrepancies requiring mechanic labor and/or parts will generate a repairs work order to be initiated. Repair Orders for all mishaps/accidents will be marked as such and be maintained in the equipment history file.
- 4.2 The equipment that is deemed to be unsafe to operate will be turned into the shop immediately for repair. Once repairs have been completed and machine final inspected the Garage Maintenance Foreman will release the equipment back to the respective Division for use.
- 4.3 Any damage done to equipment that has not been properly documented or reported to the Work Zone Safety/Environmental Inspector will be investigated, and if so deemed, be charged to the user. The proper operation and care of our City equipment must be taken very seriously. All levels of leadership and management must be actively involved and vigilant to ensure our personnel are using and taking care of our equipment assets properly.

ORIGINATOR: Richard Thorsten 	APPROVED BY:  TITLE: Dir of PW DATE: 1-13-2020	REVISION: Apr 2016 Jan 2020
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Enclosures:

- (1) Equipment Operator's Daily Inspection/Trouble Report Form
- (2) Vehicle/Equipment Repair Ticket

EQUIPMENT OPERATOR'S DAILY INSPECTION/TROUBLE REPORT FORM

DATE: _____ EQPT #: _____ MILES: _____ and/or HOURS: _____

EQPT DESC: _____ SERVICE DUE: _____

Use this form as a guide when performing Daily Operator's Inspection. Note discrepancies or problems that require action(s) by the Maintenance Shop. Turn in the White and Yellow copy of the form into your Operations Manager immediately if safety and/or mechanical problems have been identified. The White and Yellow copy of the form is to be turned into the Dispatch Office on all vehicles and equipment every Thursday by COB.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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* PRINT LAST NAME UNDER THE DAY YOU INSPECTED EQUIPMENT

General Items:

1. Daily lubrication/greasing completed _____
(Usage): _____
2. Drain all air tanks daily _____
3. General vehicle cleaning, i.e. trash in cab, mud/dirt in cab, etc. _____
4. All chains, binders and locking devices accounted for _____

Under Hood Inspection:

1. Check engine oil level _____
2. Check radiator coolant level _____
3. Check power steering oil level _____
4. Check transmission oil level _____
5. Check hydraulic tank oil level _____
6. Check all fan/alternator type drive belt(s) condition _____
7. Check brake fluid level _____
8. Check battery water level and terminal condition(s) _____
9. Check for oil leaks _____

Exterior/Safety Inspection:

1. Check glass/ wipers/ mirrors _____
2. Check headlights/reflectors/turn signals _____
3. Check body/paint damage _____
4. Check all tires (pressure & tread wear) _____
5. Check condition of bucket teeth, cutting edges, and attachments _____
6. Check horn and backup alarm _____
7. Check condition of fire extinguisher and first aid kit _____
8. Check brakes to ensure proper operation _____
9. Check steering system _____
10. Check emergency flashers, warning devices (i.e. backup alarm, arrow boards) _____
11. Check for oil leaks _____

Interior Cab:

1. Check all dash instruments & gauges to ensure proper operation _____
2. Check vehicle interior and windows for cleanliness _____
3. Check air conditioner and defroster/heater for good working condition _____
4. Check mirror and seatbelts for proper condition and operation _____
5. Tow chains, pintle hooks and trailer bails in good condition _____

End of Operation / Day:

Equipment locked or secured with the assigned security devices _____

Comments: *Make additional comments as needed on the back of this form.*Operator's Printed Name: _____

Operator's & Supervisor's Signature: _____

VEHICLE / EQUIPMENT REPAIR TICKET

Use this form to identify item(s) that require repair action by the Maintenance Shop.
This form is not to be used in place of the weekly Inspection Form.

EQPT #: _____ MILES: _____ or HOURS: _____ SERVICE DUE: _____

EQPT DESCRIPTION: _____

Turn in the White and Yellow copy of the form into your Operations Manager immediately if safety and/or mechanical problems have been identified. Notify the Dispatch Office when a vehicle or pieces of equipment are turned in for repair and/or maintenance. All issues are required to be listed prior to turn in for repairs - this ensures that all issues are addressed minimizing down time and saving time.

Problem Identified: (List all details you can identify about what is happening and location if known.)

1. _____

2. _____

3. _____

4. _____

5. _____

Date Turned In: ____/____/____

Operator's **Printed** Name: _____

Operator's Signature: _____

Supervisor's Signature: _____

	Standard Operating Procedures	SOP NO. <u>GULF-PW-MAINT-4.4</u>
PAGE: 1 of 3	PROCEDURE: Portable & Stationary Generators- Cycle/Load Testing Program	DATE: JANUARY 2020

The Department of Public Works has a sizeable number of portable and stationary emergency generators that are utilized in support of sewer lift stations, water wells, and buildings all scattered throughout our City. A quality cyclic program is vital in order to maintain peak efficiency and to extend the useful life of the generators as well. The following SOP program guidelines and procedures must be followed in an effort to keep our emergency generators in a fully operational and reliable condition:

1.0 Procedures for Normal Running/Exercise of Generators (Minimum Once a Month under Load):

- 1.1 Thoroughly inspect the generator and associated parts and FILL IN "EQUIPMENT OPERATOR'S DAILY INSPECTION REPORT FORM" prior to startup. Pay special attention to any fuel and oil leaks, missing caps-covers-guards, and for possible vandalism.
- 1.2 Prior to starting up Generator, safely turn off main disconnect switch and any breakers necessary to remove generator from shore power sources so the generator will power the water well or lift station, thus providing a load to the generator.
Start unit and pay close attention to the engine oil pressure and water temperature gauges to ensure they read within manufacturer's recommended ranges. Run generator for a minimum one half (1/2) hour to ensure engine and water temperatures are brought up normal operating temperatures. **Caution:** Ensure engine is warmed up first before putting under load.
- 1.3 After run cycle process has been completed, remove/turn off all sources of load to allow the generator to cool down.
- 1.4 Safely reconnect the water well or lift station back to its original shore power source.
- 1.5 Annotate the generator's hour meter reading upon the conclusion of the cycling period on the Inspection Report Form and fill in any problem areas found during the exercise period. Ensure the Equipment Maintenance Manager is notified right away if there is a problem in getting the generator started to complete the cycle running process. Turn in a repair ticket to the shop identifying the problem so a work order can be generated.
- 1.6 Once the cycle exercise process is completed on each generator, an Inspection Report Form must be completed and turned into the Equipment Maintenance Division for their file and repair/ service action(s) as required.

2.0 Procedures Load Bank Running/Testing of Generators (Minimum Once a Year):

- 2.1 Thoroughly inspect the generator and associated parts and FILL IN "EQUIPMENT OPERATOR'S DAILY INSPECTION REPORT FORM" prior to startup. Pay special attention to any fuel and oil leaks, missing caps-covers-guards, and for possible vandalism. Replace all caps, covers, and guards after inspection is completed.
- 2.2 Prior to starting up Generator, safely turn off main disconnect switch and any breakers necessary to remove generator from shore or main power sources so the generator will NOT power up the water well of lift station, this providing a load to the generator
- 2.3 Change/turn on the transfer switch to the backup Emergency Power position and then proceed with the hook up/wiring in of the Load Bank unit.

- 2.4 Start up the generator and pay close attention to the engine oil pressure and water temperature gauges to ensure they read within manufacturer's recommended ranges. Run the generator for 3 to 5 minutes to allow it to warm up prior to starting Load Bank test.
- 2.5 Start up the Load Bank and begin loading up the generator in increments of 10% load increases beginning at the 50% load point. Stop at each 10% load increase for approximately 5 minutes to ensure stabilization and no problems are encountered. Proceed with the 10% increases until the generator loading reaches 100% rated load. Run at this 100% rated load for approximately 10 minutes, then start the reverse decreasing load process towards final cool down and shut down of generator. Document the process and the readings as the test is being performed.
- 2.6 Perform the complete disconnect of Load Bank from the generator.
- 2.7 Perform the reconnection of Generator if was originally hard wired to the Well or Lift Station's control panel/breaker switch unit.
- 2.8 Before reactivating shore power to the Well or Lift Station make sure the breakers are off so there is NO back feed to the generator. Reactive the shore power.
- 2.9 Ensure that all panels, doors, and/or cabinets are closed and locked prior to leaving the test site.
- 2.10 Each individual generator Load Test will be documented on a Load Bank Test Report Form, enclosure (2), provided by the Equipment Maintenance Shop. The results will be documented and entered into the Generator's History Jacket for record purposes. If the Generator does not pass the load test, the unit will be repaired as necessary and a re-test performed.

3.0 Generator Preventative Maintenance Program:

- 3.1 Equipment Maintenance Shop will do a B-PM level preventative maintenance performed a minimum of once per year or every 250 hours, whichever occurs first.
- 3.2 A diesel fuel additive will be maintained in the fuel tanks to reduce bacteria growth and water in the fuel. This additive will be provided by the Equipment Maintenance Division Tool Room Custodian and should be added in the appropriate quantiles to the bulk fuel tanker before delivery to the site by the fuel provider.
- 3.3 Fuel tanks will be kept at least 90% full all times. This allows for some expansion from heat and cooling of the day.
- 3.4 Generators will be load tested annually by the Labor Contractor electrician. Repairs will be made by the Equipment Maintenance Shop as required.

ORIGINATOR: RICHARD THORSTEN <i>Richard Thorsten</i> TITLE: EQUIPMENTMAINTENANCE MGR DATE: 1/2/2020	APPROVED BY: <i>Wayne E. Miller</i> TITLE: <i>Dir of PW</i> DATE: <i>1-13-2020</i>	REVISION: Jan 2008 Jan 2020
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Enclosure:

- (1) Generator & Auxiliary Engine Cycle/load Testing Procedure
- (2) Gulf-PW Maint. Load Bank Testing Report

GULF-PW 4.4.1

Generator & Auxiliary Engine Cycle/ Load Testing Procedure

PURPOSE:

The Department of Public Works has a sizeable number of portable and stationary emergency generators that are utilized in support of sewer lift stations, water wells, and buildings all scattered throughout the City. A quality cyclic program is vital in order to maintain peak efficiency and to extend the useful life of the generators. The following guidelines and procedures must be followed in an effort to keep our emergency generators in a fully operational and reliable condition:

SCOPE:

This practice applies to all City Public Works portable and stationary generators and auxiliary engines located at all sewer lift stations, water well sites and buildings located throughout the City.

STATEMENT OF PRACTICE:

A Policy on the Procedures Regarding Portable and Stationary Generators and Auxiliary Engines- Cycle Load Testing and Hook Up Procedures is Established.

Generator Preventative Maintenance Program:

1. Equipment Maintenance Shop will do a B-PM (Basic- Preventive Maintenance) level preventative maintenance performed a minimum of once per year or every 250 hours, whichever occurs first.
2. A diesel fuel additive will be maintained in the fuel tanks to reduce bacteria growth and water in the fuel. This additive will be provided by the Equipment Maintenance Division and should be added in the appropriate quantities to the bulk fuel tanker before delivery to the site by the fuel provider.
3. Fuel tanks will be kept at an approximate 90% full level at all times. This allows for some expansion during the heat and cooling of the day.
4. Generators will be load bank tested annually by the contractor. Repairs will be made as required.

Procedures for Normal Running/Exercise of Generators

Minimum Once a Month Under Load

1. Thoroughly inspect the generator and associated parts and FILL IN "EQUIPMENT OPERATOR'S DAILY INSPECTION REPORT FORM" prior to startup. Pay special attention to all fuel levels, any fuel and oil leaks, missing caps-covers-guards, lockout tags, and for possible vandalism. Replace all caps, covers and guards after inspection is complete.
2. Prior to starting up generator, safely turn off main disconnect switch and any breakers necessary to remove generator from shore or main power sources so the generator will NOT power up the water well or lift station, thus providing a load to the generator.
3. Start unit and pay close attention to the engine oil pressure and water temperature gauges to ensure they read within manufacturer's recommended ranges. Run generator for a minimum one half (1/2) hour to ensure engine and water temperatures are brought up to normal operating temperatures. Ensure engine is warmed up first before putting under load.
4. After the machine is up to operating temperature, carefully switch the transfer switch back to generator power and run the generator under a full power load for at least one hour. Monitor the power output, i.e. hertz and voltage to ensure the machine is operating properly (MONITORING MUST BE DONE BY AN ELECTRICIAN).
5. After run cycle process has completed, remove/turn off all sources of load to allow the generator to cool down for 15 minutes.
6. Safely reconnect the water well or lift station back to its original shore or main power source.

7. Annotate the generator's hour meter reading upon the conclusion of the cycling period on the Inspection Report Form and fill in any problem areas found during the exercise period. Ensure the Equipment Maintenance /Repair Division Manager is notified the same day if there is a problem in getting the generator started to complete the cycle running process or if problems develop during operation that would prevent the machine from being put online.
8. Once the cycle exercise process is completed on each generator, an Inspection Report Form must be completed and turned into the Equipment Maintenance Division for their file and repair/ service action(s) as required.

Operating Auxiliary Well Engine Under Load:

Some Water Wells are Equipped With Auxiliary Diesel Engines Designed to Operate the Well When Power is not Available.

1. Open valve at the diesel fuel tank.
2. Check oil and water levels of the engine.
3. Check belts for proper tension.
4. Check battery.
5. Press the starter button and hold until the engine starts. Release the starter button
6. The engine has a disconnect clutch and drive shaft that can be coupled to the main well pump shaft. The locking mechanism that engages the shaft is hex screwed on the shaft above the drive shaft junction. When auxiliary power is desired, the hex screws are loosened which allows the locking mechanism to drop in position for operations and the clutch is engaged.
7. Disconnect the power at the Power Disconnect Switch to prevent accidental starting of the electric motor.
8. If the auxiliary engine's generator is to be used, move the lever on the Power Disconnect Switch box to the generator selection.
9. Allow the locking mechanism to drop upon the rotating assembly. Turn the locking mechanism unless the pins are engaged.
10. Retighten the hex screws. One hex screw should be tightened on the pin in the pump shaft groove.
11. After the engine has warmed up for about five minutes, engage the clutch by pushing the lever toward the engine.

After Performing the Pumping Sequence Using the Auxiliary Engine:

1. Disengage the clutch by pulling the lever away from the engine.
2. Disconnect the shaft and allow engine to cool down to safe handling temperatures.
3. Stop the diesel engine by pushing a stop button, stop lever on the panel, or pushing down on the lever located at the end of the injection pump assembly.
4. Close the fuel valve at the diesel fuel tank.
5. Loosen the hex screws and raise the locking mechanism up and away from the rotating assembly.
6. Reset the Power Disconnect Switch to Power.

Procedures Load Bank Running/Testing of Generators:

Minimum Once a Year; This testing will be done by the Contractor's Electrician.

1. Thoroughly inspect the generator and associated parts. Record all test data onto a written copy of the "Load Bank Testing Form" with the results of the test given to the Equipment Repair and Maintenance Manager. A copy of the results will be providing to the Water and Sewer Department Manager.
2. Prior to startup. Pay special attention to fuel and oil levels, any fuel and oil leaks, missing caps-covers-guards, and for possible vandalism.
3. Prior to starting up generator, safely turn off main disconnect switch and any breakers necessary to remove generator from shore or main power sources.
4. Change/turn on the Transfer Switch to the Backup Emergency power position and then proceed with the hook up/wiring in of the Load Bank unit.
5. Start up the generator and pay close attention to the engine oil pressure and water temperature gauges to ensure they read within manufacturer's recommended ranges. Run the generator for 3 to 5 minutes to allow it to warm up prior to starting Load Bank test.

6. Start up the Load Bank and begin loading up the generator in increments of 10% load increases beginning at the 50% load point. Stop at each 10% load increase for approximately 5 minutes to ensure stabilization and no problems are encountered. Proceed with the 10% increases until the generator loading reaches 100% rated load. Run at this 100% rated load for approximately 10 minutes, then start the reverse decreasing load process towards final cool down and shut down of generator. Document the process and the readings as the test is being performed.
7. Perform the complete disconnect of Load Bank from the generator.
8. Perform the reconnection of Generator to the well or lift station's control panel/breaker switch unit.
9. Before reactivating shore or main power to the well or lift station make sure the breakers are off so there is NO back feed to the generator. Reactivate the shore power.
10. Ensure that all panels, doors, and/or cabinets are closed and locked prior to leaving the test site.
11. Each individual generator Load Test will be documented on a Load Bank Test Report Form provided by the Equipment Maintenance Shop. The results will be documented and entered into the Generator's History Jacket for record purposes. If the Generator does not pass the load test, the unit will be repaired as necessary and a re-test performed.

GULF-PW MAINT 4.4.2 LOAD BANK TESTING REPORT

[illegible]

	Standard Operating Procedures	SOP NO. <u>GULF-PW-MAINT-4.5</u>
PAGE: 1 of 4	PROCEDURE: BREAKDOWN INFORMATION	DATE: DECEMBER 2019

Purpose: To reduce the downtime of equipment to the customer by receiving correct and detailed information when shop service is requested, thus allowing the Department of Public Works Equipment Maintenance Division to provide quicker and better services on a call-in for field repairs or services. Providing an accurate location, like where is the vehicle/equipment located – exact address or clear instructions to site is critical to responding to you in a timely manner. If the breakdown involves a mishap, will a wrecker be required or can the vehicle be driven back to the shop. The shop will contact a wrecker service if needed.

- 1.0 The caller will provide as much information about the breakdown problem as possible. A checklist is provided to help in providing necessary information depending on the situation.
 - A. Vehicle or Equipment will not start
 1. Does the engine spin over
 - a.) If so does it spin fast or slow
 2. If it does not spin over, is the gear shifter in park or neutral
 3. Does it have fuel in it and how much
 - B. Vehicle or equipment has a flat tire
 1. Is the tire off the rim or just low
 2. Can the tire be plugged or do we need to replace it
 3. What size is the tire (get off the tire sidewall)
 4. Is the rim damaged
 - C. Equipment has a fluid leak
 1. Do you know from where it is leaking
 2. Can you tell if it is fuel or oil
 3. Is it a broken or loose fitting
 4. Is it leaking from the hose and not the fitting
 5. Is it leaking from a seal on a pump
 6. Is a ram on a hydraulic cylinder leaking
 7. If possible, is it a blown hydraulic line, can you tell me which one it is

D. A leak of some kind

1. Can you see where it is coming from
2. If you can't see where it is coming from, is it leaking in the front, center, rear, left or right side
3. What color is the fluid
4. Do you smell coolant inside the vehicle

E. The vehicle pulls to the left or right

1. Is a front tire low or flat
2. Does it pull while driving down the road or when you press on the brakes

F. Vehicle runs rough

1. Does it run rough when cold, hot, or at all times
2. Does it run rough on normal driving
3. Does it run rough when accelerating or idling or both
4. Is there a check engine light on
5. Is there a symbol light on, if so what is that symbol

G. Clutch is making a noise

1. Is it when the clutch is pushed in, when it's released, or both
2. Is it in all gears or one specific gear and if so which gear

H. Vehicle shakes while driving

1. How fast are you driving when it starts to shake
2. Is it on all roads or only certain roads
3. Is it when hitting bumps or smooth road
4. Is it when you apply the brakes

I. Hydraulic system is sluggish or doesn't work

1. Does it have hydraulic fluid in the site glass
2. Is it when it is warm or all the time
3. Are all systems sluggish or just one function

J. Check engine light on

1. Does it run rough
2. Are all the fluids full
3. Did you get fuel just prior to the light coming on? If so, tighten the cap and wait until the next day of driving and if still on, turn into the shop
4. Is the check engine light flashing, unit needs to come directly to the shop.

K. Brakes make a grinding noise

1. Are the brakes grinding the first couple of times in the morning then quit or all day long
2. Are they grinding with light or hard brake applications or both
3. Did the noise just start today

L. Vehicle will not turn

1. If you have a trailer hooked up, are the front tires contacting the ground or is the load improperly loaded causing little contact with the front tires
2. Is the steering wheel locked into one position or turning
3. Is there fluid in the power steering reservoir and is it full
4. Is the power divider or differential lock engaged, if it has one

M. Air conditioner is not working

1. Is the air coming out of the vents or coming out of the wrong vents
2. Is it blowing hot air or cool air
3. Is the blower working in all speeds
4. Is the A/C button pushed in or turned on
5. Does it get cold the first thing in the morning or after the vehicle gets warmed up to operating temperature
6. Is the serpentine belt on the pulleys
7. Does the air flow change from dash, floor, and defrost vents when you change the settings

N. Heater is not getting hot

1. Is the antifreeze level full
2. Is the temperature changing at all when the knob is turned from hot to cold

O. Belt squealing

1. Are any of the pulleys locked up and not turning
2. Does it squeal with the A/C turned on or off

P. Vehicle or equipment is overheating

1. Is the antifreeze full
2. Is the belt on all the pulleys and turning
3. What is the reading on the temperature gauge
4. Is the fan turning on

Q. Engine smoking out of exhaust

1. Is the smoke white, blue, or black
2. If the smoke is black, is the air filter indicator in the yellow or red and are all the hoses in place
3. Is there a check engine light on

R. The vehicle will not shift into gear

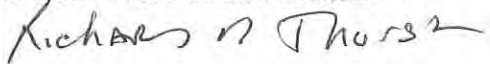
1. Is the key on
2. Is the shift indicator in park or neutral
3. Is the brake pedal pushed while you are trying to shift the handle
4. Is it not shifting while driving and what gear
5. For vehicles with clutches, is the clutch pushed in and in adjustment for the free travel

- S. The brakes are not working properly
1. Does the brake pedal go to the floor
 2. Do the brakes get hard when pumping the pedal
 3. Is there fluid in the master cylinder reservoir
 4. Is there a hissing sound when pushing the brake pedal
 5. Have the air tanks been bled of excess water

- T. The vehicle or equipment will not move in gear
1. Is the transmission fluid full
 2. Is the drive shaft connected
 3. Does it not move in a certain gear or all of them
 4. For equipment, is the hydraulic fluid full
 5. Is the brake off

- U. Vehicle shuts off while driving
1. Did the check engine light come on before shutting off
 2. Is there fuel in the vehicle or equipment
 3. How long does it take to shut off and does it start right back up
 4. Is the oil and coolant in the operating range

2. Providing the shop with as much information as possible will speed up the repair process and get the vehicle or equipment back in operation quicker. The shop realizes that driver's are not mechanics and may not know all the correct terminology or be able to give all the fine details, but as much information that can be provided as possible will be of great assistance to the technician coming to fix the problem. The shop's goal is to get you back up and on your way as quickly as possible.

ORIGINATOR: Richard Thorsten  TITLE: Equipment Maintenance Manager DATE: December 31, 2019	APPROVED BY:  TITLE: Dir. of Public Works DATE: January 15, 2020	REVISION: Mar 2013 Dec 2019
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APPLICATION FOR PAYMENT NO. 001
January 31, 2021

INVOICE

Invoice No. 2021-01SD

CONTRACT FOR: Professional Services Contract for Streets and Drainage Maintenance and Operations for Work accomplished between January 1, 2021 and January 31, 2021.

GULFPORT, CITY OF – STREETS & DRAINAGE DEPARTMENT

Gulfport Public Works Department
4050 Hewes Ave.
Gulfport, MS 39507

Contract Fee – See attached back-up	\$123,456.00
Less Retainage – 5%	-000,000.00
<u>Less Deduct for City Vehicle Use & Mileage</u>	<u>-000.00</u>
Total Amount Due This Payment Application	\$123,456.00

CONTRACTOR’S Certifications:

The undersigned CONTRACTOR certifies that: (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment numbered 1 through 000 inclusive; (2) title to all work, materials and equipment incorporated in said Work or otherwise listed in or covered by the Application for Payment will pass to OWNER at time of payment free and clear of all liens, claims, security interest and encumbrances (except such as are covered by Bond acceptable to OWNER indemnifying OWNER against any such lien, claim, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective as that term is defined in the Contract Documents.

_____, **CONTRACTOR**

_____ Authorized Signature

Payment of the above AMOUNT DUE THIS APPLICATION is recommended

Dated: _____, 2021

_____ **CITY OF GULFPORT – PUBLIC WORKS**
Authorized Signature

**Professional Services Contract for
Streets & Drainage
Maintenance and Operations**

January 2021 – Application for Payment No. 001

January 31, 2021

GULFPORT, CITY OF – STREETS & DRAINAGE DEPARTMENT
Gulfport Public Works Department
4050 Hewes Ave.
Gulfport, MS 39507

Total Contract Fee – Origination Date October 1, 2011 **\$ 1,234,567.00**

Monthly Fee =1/12 **\$ 123,456.00**

CITY OF GULFPORT PUBLIC WORKS AND ENGINEERING VEHICLE USAGE CRITERIA FOR HOURLY EMPLOYEES

The following criteria shall be followed by all City of Gulfport Department of Public Works and Engineering and Contract hourly employees.

1. All hourly employees driving City of Gulfport vehicles shall drive that vehicle to locations for Official City business only.
2. Fuel is available at the Public Works facility located at 4050 Hewes Avenue as well as restrooms.
3. Using restrooms at City of Gulfport facilities, such as fire stations and community centers, is permitted. Portable restrooms shall be used at sites where projects are expected to last for a long duration.
4. Only in extreme emergency situations, will a City of Gulfport vehicle be allowed at an unauthorized location and the employee must get permission from their division head in advance. The division head shall make a written record of this occurrence and place in the employee's file.

Service Request Progress Sheet

10/1/2019 12:00:00AM to 9/30/2020 11:59:59PM

	<u>10/1/19</u>	<u>OPEN</u>	<u>CLOSED</u>	<u>9/30/20</u>	<u>+60 DAYS</u>	<u>ENG</u>	<u>ENG +60</u>
ALLEY NEEDS LIMESTONE AND REGRADING	1	73	73	1	0	0	0
BROKEN / MISSING STORM LID		18	17	1	0	0	0
DRIVEWAY IS BROKEN	3	87	85	5	1	0	0
SIDEWALK IS BROKEN	10	119	125	4	3	0	0
CATCH BASIN BROKEN	8	72	76	4	4	0	0
CATCH BASIN NOT DRAINING	1	105	102	4	2	0	0
CAVE IN AT STREET	8	148	149	7	6	0	0
CURB BROKEN OR DISJOINTED	4	38	41	1	0	0	0
CURRENT NEW CONSTRUCTION	22	24	20	26	25	0	0
DITCH NOT DRAINING	19	367	362	24	16	0	0
GRASS OVER GROWN	8	114	119	3	0	0	0
INSTALL STORM DRAIN PIPE	4	16	12	8	5	0	0
STREET SHOULDERS NEED LIMESTONE	2	74	75	1	0	0	0
LITTER IN AREA		23	23	0	0	0	0
MISSED TRASH PICKUP/DEBRIS		2	2	0	0	0	0
CATCH BASIN MISSING LID	1	16	17	0	0	0	0
NEW STREET SIGN REQUEST	1	0	1	0	0	0	0
OIL OR CHEMICAL SPILL		4	4	0	0	0	0
DITCH IS OVER GROWN	19	429	440	8	1	0	0
UTILITY CUT ACROSS NEEDS PATCHING	5	284	286	3	1	0	0
STREET NEEDS PAVING	15	24	31	8	7	0	0
POTHOLE	10	857	863	4	2	0	0
ANYTHING IN THE ROAD OR RIGHT OF WAY	1	231	222	10	8	0	0
DRESS UP AREA		37	37	0	0	0	0
SIDEWALK OVER GROWN		18	17	1	0	0	0
STORM DRAIN TO SMALL	1	2	2	1	1	0	0
STORM DRAIN PIPE BROKEN	9	46	42	13	11	0	0
STORM PIPE COLLAPSED	13	91	91	13	10	0	0
STORM DRAIN PIPE PLUGGED	1	76	77	0	0	0	0
STREET OR CURB NEEDS TO BE SWEEP		93	93	0	0	0	0
STREAM BANK EROSION	4	37	37	4	1	0	0
SCHEDULED DEBRIS PICKUP		24	24	0	0	0	0
TIRE PICKUP		78	78	0	0	0	0
TIRE PICKUP	7	0	0	7	7	0	0
TRASH TO BE PICKED UP	2	411	402	11	8	0	0
TREE LIMBS OVERGROWN	6	245	240	11	1	0	0
REMOVE TREE(S)	7	63	65	5	1	0	0
WASHOUT AT SHOULDER OF STREET		15	14	1	0	0	0
WATER STANDING	7	67	68	6	5	0	0
	199	4428	4432	195	126	0	0

Of these requests, the following have been submitted to Engineering:

Engineering	0
<i>Total Engineering:</i>	0
Total Water Billing:	0
Total:	195

Service Request Progress Sheet

10/1/2019 12:00:00AM to 9/30/2020 11:59:59PM

	<u>10/1/19</u>	<u>OPEN</u>	<u>CLOSED</u>	<u>9/30/20</u>	<u>+60 DAYS</u>	<u>ENG</u>	<u>ENG +60</u>
811 - LINE LOCATE	1	1	0	2	2	0	0
INSTALL DROP IN AMR WATER METER	12	371	368	15	7	0	0
WATER HAS A BAD TASTE		9	9	0	0	0	0
METER NOT WORKING	12	41	35	18	18	0	0
METER NOT WORKING - BROKEN REGISTER	203	14	13	204	204	0	0
CAMERA STORM DRAIN		1	1	0	0	0	0
CAMERA SEWER LINES	5	71	76	0	0	0	0
CLEAN AND VACUUM STORM SEWER		1	1	0	0	0	0
FIRE HYDRANT BROKEN	2	25	21	6	6	0	0
FIRE HYDRANT LEAK		31	30	1	1	0	0
WATER INSTALL DROP IN - YARD - AMR METER		40	39	1	0	0	0
INSTALL NEW VALVE	1	39	35	5	3	0	0
INSTALL WATER MAIN	17	4	1	20	20	0	0
INSTALL WATER METER		58	53	5	4	0	0
INSTALL SEWER MAIN	20	9	0	29	28	0	0
INSTALL NEW SEWER TAP	10	85	77	18	16	0	0
INSTALL YARD METER	3	40	40	3	1	0	0
LIFT STATION OUT		4	4	0	0	0	0
LIFT STATION IS OVER FLOWING		4	4	0	0	0	0
LOCATE SERVICE CUT OFF	2	63	62	3	2	0	0
LOCATE WATER MAIN	1	1	2	0	0	0	0
LOCATE SEWER LINE		3	3	0	0	0	0
MANHOLE BROKEN	1	65	63	3	2	0	0
MANHOLE LID / COVER MISSING		48	41	7	3	0	0
METER IS LEAKING	6	209	207	8	3	0	0
METER NEEDS ADJUSTING	3	68	66	5	4	0	0
METER BOX BROKEN/MISSING COVER	28	245	235	38	32	0	0
NO WATER	2	208	205	5	1	0	0
RAISE VALVE BOX		1	0	1	1	0	0
REPLACE SEWER CLEAN OUT/CAP	3	206	206	3	1	0	0
REPLACE VALVE BOX/LID		14	13	1	1	0	0
WATER & SEWER SERVICE VERIFICATION REQUES	8	869	875	2	1	0	0
SEWER IS STOPPED UP / BACKED UP	6	1400	1402	4	0	0	0
SEWER LINE CAVED IN	26	221	203	44	41	0	0
SEWER IS LEAKING		21	19	2	1	0	0
DRESS UP AREA	6	74	66	14	11	0	0
SMOKE TEST SEWER LINES		4	3	1	0	0	0
TEST HYDRANT FLOW		2	2	0	0	0	0
TURN WATER OFF		174	171	3	2	0	0
TURN WATER ON		52	48	4	1	0	0
WATER IS DIRTY OR BROWN		195	195	0	0	0	0
WATER LEAK	40	1170	1138	72	32	0	0
WATER MAIN BREAK		24	24	0	0	0	0
WATER METER RECONNECT		174	173	1	0	0	0
WATER HAS STRANGE ODOR	1	56	55	2	0	0	0
WATER PRESSURE IS LOW		125	122	3	0	0	0
NEW WATER TAP	6	49	47	8	7	0	0
DRESS UP AREA	3	38	34	7	6	0	0

	<u>10/1/19</u>	<u>OPEN</u>	<u>CLOSED</u>	<u>9/30/20</u>	<u>+60 DAYS</u>	<u>ENG</u>	<u>ENG +60</u>
	428	6627	6487	568	462	0	0

Of these requests, the following have been submitted to Engineering:

Engineering	0
<i>Total Engineering:</i>	0
Total Water Billing:	204
Total:	364

CITY OF GULFPORT EMPLOYEE HANDBOOK

Article 9. Use of City Property

We have invested a great deal of money in property and equipment so you can do your job. Use of City property and equipment is not a benefit and no employee has a claim or entitlement to use City property. The assignment of property is not permanent and can be changed at any time, with or without notice. You are responsible for taking reasonable precautions to prevent theft or vandalism of all equipment and, except for intervening tortuous acts of others, for protecting against damage or destruction beyond normal wear and tear.

Section 9.01 Responsibility for and use of City Property

It is a senseless and avoidable drain on the City's budget when City property is abused, misused, and worn out prematurely. You are being trusted to take care of City property and report any problems to your supervisor. If a piece of equipment or property is unsafe for use, report it immediately to your supervisor.

You are not allowed personal use of City property unless specifically authorized by your Department Director/Manager. Use property only in the manner intended and as instructed. Failure to use City property appropriately, and failure to report problems or unsafe conditions, may result in disciplinary action, up to and including termination.

The City may establish additional or other policies, guidelines, and requirements regarding the acquisition, provision, or use of City property and related services. You are expected to adhere to such changes in policies, guidelines, and requirements and will be held responsible for doing so.

When your employment with the City ends, we expect you to return City property clean and in good repair. This includes:

- all manuals and guides,
- all documents,
- all phones,
- all computers and other electronic equipment,
- all equipment,
- all keys, and
- all tools.

If you do not return a piece of property, we will withhold the cost of replacing that piece of property from your final paycheck. If you return a piece of property in disrepair, we may withhold the cost of repair from your final paycheck. We will take all lawful action necessary to recover or protect our property.

CITY OF GULFPORT EMPLOYEE HANDBOOK

Section 9.02 City Owned and Leased Vehicles/Equipment

Only authorized City employees with current and valid driver's licenses, who are acting in the course of their employment and in connection with the City's business, can operate City vehicles and/or equipment. You must operate city vehicles and/or equipment, in a safe and courteous manner, and abide by the rules of the road and the law. If you receive any tickets for parking or moving violations, you are responsible for paying them. You are also responsible for notifying your Department Director/Manager within 24 hours of receiving a traffic citation. Failure to report a traffic citation may result in disciplinary action.

While using the City vehicles:

- a. do not smoke in the vehicle,
- b. do not use City vehicle while under the influence of drugs (including prescription or over the counter medication) or alcohol or otherwise impaired,
- c. do not park in any location that could cause embarrassment to the City,
- d. do not increase the potential of liability or responsibility upon the City, including, but not limited to, by transporting non-city employees, including family members.
- e. do use seat belts at all times.

If you have been assigned a City owned or leased vehicle, it is your responsibility to keep the car in good condition and repair. At a minimum, this means:

keeping the car clean,
bringing it in for scheduled maintenance by an authorized service department, and checking and changing the oil on schedule.

Periodically, we may inform you of other ways in which you must care for the car. We will reimburse you for any ordinary expenses associated with maintaining the assigned vehicle.

City vehicles assigned for off duty purposes are not to be used as personal vehicles. The only exception is the required commuting to and from the work location and your home. Other exceptions are based on work requirements and must be approved in writing by your supervisor prior to use.

Notify your immediate supervisor as soon as possible when a City vehicle is involved in an accident or any incident that may have caused or could possibly have caused damage or injury to any person or property. Also, notify your immediate supervisor immediately if equipment is found to be defective, as well as notify your supervisor if your equipment has any defects.

If you cannot meet the requirements or obligations involved in using a City vehicle, notify your immediate supervisor right away.

Additional vehicle policy information is available from your Department Director/Manager. Violation of this policy may result in disciplinary action, up to and including termination.

CITY OF GULFPORT EMPLOYEE HANDBOOK

Section 9.03 Telephone System

The City telephone systems, including FAX machines, are for business use only. Personal calls, when necessary, must be local, of short duration and on an infrequent basis. It is your responsibility to ensure that no cost to the City results from personal telephone or FAX calls. If you must make or receive a personal call, keep it to a minimum and keep your conversation brief. Extensive personal use of the City phones is grounds for discipline.

Section 9.04 Cellular (Cell) Phones

Certain employees and officials within the City of Gulfport may be provided cellular telephones in connection with their employment with the City. The provision of such telephones is in no way to be considered or construed to be a benefit or a guarantee and no employee has a claim or entitlement to such a telephone or equipment. The acquisition of such telephones shall be limited to those instances in which there is a demonstrated need for such equipment to perform essential City business or to improve safety, increase productivity, increase service to the public, or in situations in which necessary communications cannot be provided by any other means. The purchase, rental and lease of cellular telephones shall be subject to the approval of the Department Director and the Chief Administrative Officer.

a. Use of Cellular Phones

Cellular telephones shall be used only when a lower cost alternative is unsafe, inconvenient or not readily available. Cellular transmissions can be overheard by others. Discretion is to be used in discussing confidential information using cellular communication. Employees are responsible for taking reasonable precautions to prevent theft and/or vandalism of cellular equipment.

The use of cellular communications devices or equipment while operating a vehicle is prohibited if such use will jeopardize the safe operation of the vehicle.

Cellular phones or equipment are to be used for City business-related purposes only. City employees have no expectation of privacy in the use of City-owned cellular telephones and the use of such telephones will be monitored by the City. The City reserves the right to monitor the billing and use of all City-owned cellular telephones.

b. Termination of Use of City-Owned Cellular Telephones

If the conditions of this policy are violated by an employee, the Department Director and/or Chief Administrative Officer shall terminate the use of City-owned cellular telephones by such employee. In addition, violations of this policy are subject to disciplinary action, and depending on the severity of such violations, may include termination of employment.

CITY OF GULFPORT EMPLOYEE HANDBOOK

Section 9.05 Computers and Electronic Communication systems

- a. Use and Monitoring of Use.** You are responsible for using the City computer systems, networks, e-mail, internet service, and other electronic communications systems for job-related purposes only. The City has the right to monitor, access, read and/or copy email, instant messages, or other electronic communication by any City user for any reason. You should not expect that your use of City equipment, including messages you consider to be, or label as, personal will be private.

You may use only the computing resources you are specifically authorized to use and only for specified job related purposes. You are accountable for ALL usage of your systems and need to keep your keywords and passwords confidential to protect yourself and your files. You are not to access or copy software or data belonging to others or to the City. You are not to read files or data of another employee or official unless authorized by the Department Director/Manager or the Chief Administrative Officer. You must not transport software or data provided by the City to another computer site without prior authorization from the Department responsible for the data.

Data files containing confidential or sensitive data should be treated accordingly.

- b. Examples of Misuse of Computers and the Network.** If you misuse City computers and its networks, you are subject to disciplinary action, up to and including termination. Examples of misuse may include:

- placing unlawful information on a system,

- copying copyright materials,

- transportation of copyrighted software from one site to another without the owner's expressed permission,

- use of abusive or objectionable language in either public or private messages;

- accessing, viewing, downloading, or any other method for retrieving non-City related information, including:

 - Entertainment or pornographic sites, social sites such as, Facebook, LinkedIn, shopping sites, instant messaging,

 - Chain letters, jokes, lists, or music chain letters, jokes or lists, music,

 - any other type of use that would cause congestion or disrupt operation of the networks or interfere with the work of others,

 - use of systems or networks in attempts to gain unauthorized access to other networks, and

 - decryption of system or user passwords.

- c. Hardware and Software.** Improper installation of hardware and software can damage a system or cause it to malfunction. Therefore, all software and hardware can be installed only with the express consent of the Department Director/Manager and with the assistance of the City's Information Systems Department.

All software, programs, applications, templates, data, and data files on City microcomputer systems or storage media or developed on City systems are property of the City, and are

**CITY OF GULFPORT
EMPLOYEE HANDBOOK**

not to be removed from the workplace without proper authorization. The City may access, copy, change, alter, modify, destroy, delete, or erase this property at any time, with or without notice.

The City does not own computer software but licenses the right to use it. Therefore, only authorized City employees or officials may reproduce software and they will do so in accordance with the terms of the software licensing agreements. Unauthorized copying, redistribution, or republishing of copyrighted or proprietary material may be a direct infringement of the Federal copyright law. Illegal copying of software will subject you to disciplinary action.

City computer programs may not be rented, leased, or loaned for direct or indirect commercial advantage. Computer programs may not be used or transferred to any site other than that specified by the licensing agreement.

- d. *The Internet and Intranet.* Employees accessing the Internet or Intranet through City computers or networks are representing the City and all communications must be for business related purposes. The City has the right to monitor Internet and Intranet use to ensure such use is for legitimate business purposes and not for illegal or objectionable purposes and that employees are not abusing access.

Files downloaded from the Internet, or any other outside service, may contain a virus and must be scanned by a virus checking software prior to being used on a City computer. Downloading and uploading files is prohibited without the express consent of the Department Director/Manager and/or the Chief Administrative Officer.

- e. *Electronic Communication.* The e-mail system hardware and software are the property of the City. All messages composed, sent, or received via e-mail, text messaging, instant message or similar electronic communication media are the property of the City. The City has the right to monitor, access, read or copy email, instant messages, or other electronic communication by any City user for any reason.

You should not expect that your use of City equipment, including messages or attachments you consider to be, or label as, personal will be private.

You are not authorized to retrieve or read e-mail messages that are not specifically sent to you.

The City's e-mail system should only be used for City business, and should not be used for non-business purposes, including to:

Solicit, operate, or proselytize commercial ventures, religious or political causes, outside organizations, or other non-job related solicitation or business.

Create any offensive or disruptive messages, including sexual implications, racial slurs, gender-specific comments, or other comments offensively addressing someone's age, sexual orientation, religious or political beliefs, national origin or disability.

Send or receive copyrighted materials, trade secrets, proprietary or financial information or similar materials without prior written authorization from the owner of the material.

CITY OF GULFPORT EMPLOYEE HANDBOOK

For an in-depth Computer and Electronic Communications policy, please review on the City's Internet Technology policy.

Section 9.06 Reporting Abuse

If you receive harassing, intimidating or other inappropriate email, do not delete the email. Notify your Department Director/Manager immediately.

Section 9.07 Postage and Personal Mail

You may not use City postage for personal correspondence or receive personal mail at the City's post office box or address.

Article 10. Leave and Time Off

Section 10.01 Annual Leave

The City recognizes that our employees occasionally need to take time off to rest and relax, to enjoy a vacation, or to attend to personal matters. That's why we offer a paid vacation program. Probationary, regular full-time, and part-time plus employees are eligible to participate in the program. Annual, or vacation, leave accrues from the date of hire. Accruals are posted on the last day of each month. You are eligible to take annual leave on the last day of the month that occurs on or after you have worked 6 full months.

Leave is charged in quarter hours rounded to the nearest quarter on the employee's timesheet/Kronos system. Accrued comp time must be used before annual leave. Annual Leave shall be charged against an employee's accrued Annual Leave on a "first in, first out" basis.

a. Accrual. Eligible employees accrue annual leave as follows:

Employees hired after August 1, 2006 shall accrue leave as follows:

Regular Full Time Employees (I.e., Non-Fire Shift and Fire Shift Employees):

1 calendar month thru 3 years of continuous service—12 hours/calendar month – 18 days/year
37 calendar months thru 8 years of continuous service – 14 hours/calendar month – 21 days/year
97 calendar months thru 15 years of continuous service – 16 hours/calendar month - 24 days/year
Over 15 years of continuous service – 18 hours/calendar month - 27 days/year

Part Time Plus Employees:

1 calendar month thru 3 years of continuous service – 6 hours/calendar month - 9 days/year
37 calendar months thru 8 years of continuous service – 7 hours/calendar month - 10.5 days/year
97 calendar months thru 15 years of continuous service – 8 hours/calendar month - 12 days/year
Over 15 years of continuous service – 9 hours/calendar month - 13.5 days/year

CITY OF GULFPORT EMPLOYEE HANDBOOK

Article 18. Health and Safety

Section 18.01 Safety Policy

The City takes employee safety very seriously. In order to provide a safe workplace for everyone, every employee must follow our safety rules:

- a. Horseplay, rough housing, and other physical acts that may endanger employees or cause accidents are prohibited.
- b. Employees must follow their supervisors' safety instructions.
- c. Employees in certain positions may be required to wear protective equipment, such as hard hats, safety glasses, work boots, earplugs, or masks. Your supervisor will let you know if your position requires protective gear.
- d. Employees in certain positions may be prohibited from wearing dangling jewelry or apparel, or may be required to pull back or cover their hair, for safety purposes. Your supervisor will tell you if you fall into one of these categories.
- e. All equipment and machinery must be used properly. This means all guards, restraints, and other safety devices must be used at all times. Do not use equipment for other than its intended purpose.
- f. All employees must immediately report any workplace condition that they believe to be unsafe to their supervisor.
- g. All employees must immediately report any workplace accident or injury to their supervisor or Department Director/Manager.

Section 18.02 What to Do in an Emergency

In case of an emergency, such as a fire, tornado, or accident, your first priority should be your own safety. In the event of emergency causing serious injuries, **IMMEDIATELY DIAL 9-1-1** to alert police and rescue workers of the situation.

If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the emergency exits. Remember that every second may count. Do not return to the workplace to retrieve personal belongings or work-related items. The person in charge of the building or worksite will identify and communicate the designated place for you to report outside the building or away from the worksite.

Section 18.03 Smoking Policy

The City of Gulfport is a smoke free city. For the health, comfort, and safety reasons, you are allowed to smoke only in designated areas. You may smoke during meal breaks or if you are allowed rest breaks, during those break periods, provided you go to and return from a designated smoking area within the break time allotted. You may **not** take additional "smoking breaks".

If you wish to quit smoking, we encourage you to contact the Wellness Clinic or the Human Resources website under Benefits Information for assistance.

CITY OF GULFPORT EMPLOYEE HANDBOOK

Section 18.04 Weapons in the Workplace

With the exception of Police Officers, who are required to carry weapons in order to perform their jobs, employees generally are not allowed to bring in or possess weapons in the workplace. Weapons may include firearms, knives, brass knuckles, martial arts equipment, clubs or bats, and explosives.

If your job requires you to carry a weapon, you must receive authorization from your supervisor to do so, and must comply with all governing regulations and laws. You may be required to complete training courses, pass a safety test, and get a license in order to be authorized to carry a weapon.

Section 18.05 What to Do in Case of Violence

If you observe an incident or threat of violence that is immediate and serious, **IMMEDIATELY DIAL 9-1-1** and report the incident to the police.

If the incident or threat does not appear to require immediate police intervention, contact your supervisor or the Department Director/Manager and report it as soon as possible. Complaints will be investigated and appropriate action will be taken. You will not face retaliation for making a complaint.

Section 18.06 Do not Use a Cell Phone While Driving

We know that our employees may use cell phones or personal digital assistants (PDAs), whether these devices belong to the employee or are issued by the City, for work-related matters.

The use of cellular communications devices or equipment while operating a vehicle is prohibited if such use will jeopardize the safe operations of the vehicle. We are concerned for your safety and for the safety of other drivers and pedestrians, and using a cell phone or PDA while driving can lead to accidents.

You may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be your first priority. We expect you to keep these calls brief. If, because of weather or traffic conditions or for any other reason, you are unable to concentrate fully on the road, you must either end the conversation or pull over and safely park your vehicle before resuming your call.

Public Safety departmental policy may supersede this specific policy.

Article 19 Employee Privacy

Section 19.01 Workplace Search Policy

Employees do not have a right to privacy in their workspaces, any other City property, or any personal property they bring to the workplace if there is a valid concern for employee's safety, workplace violence, harassment, theft, drug and alcohol use, and possession of prohibited items. The City may search City property, including but not limited to lockers, desks, file cabinets, storage areas, and workspaces. If you use a lock on any item of City property, for example, a locker or file cabinet, you must give a copy of the key or combination to the Department Director/Manager. The City may also search personal property brought onto City premises, including but not limited to toolboxes, briefcases, backpacks, purses, and bags for work-related purposes, including without limitation, health and safety in the workplace; compliance with all federal, state and local laws, and for the purpose of investigating work-related misconduct.

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Section 19.02 Telephone Monitoring

The City reserves the right to monitor calls made from or received on City telephones. Therefore, no employee should expect that conversations made on City telephones would be private.

Section 19.03 Cameras, Phones, and Other Recording Devices

Many cell phones today come with built-in recording capabilities, including cameras and video and audio recording devices. Although these features are fun for personal use, using them in the workplace can lead to violations of privacy and breaches of confidentiality. Therefore, you should ensure that these devices are not used for audio or video recording outside the scope of your job duties.

Article 20. Employee Records

Section 20.01 Your Personnel File

The Human Resources Office is responsible for establishing and maintaining an official personnel file for each City employee. Medical information and similar documents are filed separately from the official personnel file. Official personnel files are the property of the City. Documents that you provide for these files become property of the City and will not be returned to you.

Section 20.02 Confidentiality of Personnel Files

Because the information in your personnel file is by its nature personal, we keep the file as confidential as possible. Access to information contained in the official personnel file will be limited to the Chief Administrative Officer, the Human Resources Office and applicable Department Directors/Managers, the Legal Department, and your immediate supervisor. If you are a bonafide candidate for interdepartmental transfer, the prospective gaining Department Director/Manager will have access to your record.

The dates of employment and job title will be released on former employees without written authorization or court-ordered releases.

Except as provided above or in any other applicable City policies or regulations or federal, state, or local law or regulations, no information will be released without an employee's consent with the exception of court-ordered releases and written authorizations.

Certain information from personnel files may be obtainable under the open/public records laws. No such information will be released until an attorney in the Legal Department gives a documented opinion verifying that the information is not exempt from public records laws. Only that portion not exempt will be released.

Section 20.03 Notification If Personal Information Changes

It is important that your personnel records be accurate and current, you should provide changes of address, telephone number, or other changes in personal information to the Human Resources Office as soon as the change is known or effective. Forms for this purpose can be found on the HR Website under the Forms Directory.

CITY OF GULFPORT EMPLOYEE HANDBOOK

Section 24.02 Chain of Command

All employees within their positions of employment should observe the “chain of command.” Such lines of authority should only be crossed in emergencies or if otherwise in accord with other policies, procedures, or provisions in this Handbook or elsewhere in the City.

Article 25. LAYOFF AND RECALL

Section 25.01 Reduction-in-Force (RIF)

Reduction in forces will be accomplished in an orderly, systematic, and fair manner. With the approval of the Appointing Authority and the Mayor, the Department Director/Manager or designee may layoff employee (s) when deemed necessary. Layoffs may be required for any number of reasons. Examples include:

- elimination of a position,
- lack of work,
- budget constraints, and
- material changes in a job description.

Prior to implementing the RIF, the Department Director/Manager must provide a written explanation to the Mayor and Appointing Authority, citing the reason for the RIF. Additionally, a proposed organizational chart and proposed staffing plan must be provided to the Mayor and City Council for approval at least fourteen (14 days) before the RIF can be effected.

Section 25.02 Method and Order of Reduction in Force

a. RIF may be administered using the following methods:

- (1) by function area, i.e., department, section, unit,
- (2) by job class, or
- (3) by a combination of function area and job class.

Once the method of RIF is determined, and prior to implementation, the respective Department Director/Manager(s) will submit a written statement that explains the method used and the proposed effective date for the planned RIF to the Mayor and City Council. This statement will establish the reason for, method, and retention points used in the RIF.

A department may exempt a certain job class or a certain number of positions in a respective department from a RIF when state law or federal grant requirements require such an exemption.

b. Order of the Reduction-in-Force

In the event of a RIF, employees in the same classification and department(s) affected will be laid off in the following order:

1. Temporary employees,
2. Probationary employees (in the case of Firefighters and Police Officers); and



City of Gulfport
Department of Public Works and Engineering

Proposal Documents for the

**Professional Services Contract for the
Operations and Maintenance
of the
Water, Sewer, Streets, and Drainage Systems and Other Systems
for the
City of Gulfport, Mississippi**

- I. Invitation for Proposals
- II. Information for Proposers
- III. Proposed Scope of Work
- IV. Existing Equipment and Building Space
- V. Current Employees
- VI. Equipment Leasing or Purchasing
- VII. Provision of Equipment Maintenance Services
- VIII. Reservations
- IX. Price Proposal

Attachment A

(Copy of Draft and Proposed Operations & Maintenance Contract with all related Appendices)

I. INVITATION FOR PROPOSALS

The City of Gulfport is requesting proposals from qualified firms for the Operations and Maintenance of the Water, Sewer, Streets, and Drainage systems and Other Systems of the City of Gulfport.

One (1) original, six (6) sealed copies, and One (1) digital version of the completed technical proposal must be received at Procurement Office, 1410 24th Avenue, Gulfport, MS 39501, no later than **4:00 p.m. on August 17, 2021**, after which time they will be delivered to the selection committee. Any proposal received after this deadline will be returned unopened. We anticipate awarding this contract on or before September 21, 2021 with the contract taking effect on October 1, 2021.

The Cost Proposal shall be submitted in a separate sealed envelope.

Request for Proposal packages may be obtained at the Procurement Office, 1410 24th Avenue, Gulfport, MS 39501. All inquiries should be directed to the Purchasing Office by email: purchasing@gulfport-ms.gov or facsimile (228) 868-5705, *not less than seven (7) business days* prior to the proposal due date. All questions must be submitted *in writing*; telephonic inquiries will not be considered.

Proposals submitted in response to this RFQ must be valid for a period of ninety (90) days from proposal submission deadline, and must be so marked.

The selection committee will review each proposal based on the below listed grading criteria and select a qualified firm. The committee may develop a short list from which interviews will be scheduled. The award will be made on a quality based selection from a review only of data submitted in response to this RFQ. A written contract may be awarded to the individual/firm whose proposal is determined by the committee to be the most advantageous to the City.

Proposals for this project will be rated according to the following criteria totaling 100 points:

Criteria		Percentage
1.	Price	35 %
2.	Customer Satisfaction	15 %
3.	Experience in Managing Contracts of Similar Scope and Complexity	15 %
4.	Vendor Stability & Solvency	10 %
5.	Interview	10 %
6.	American Public Works Association Accreditation	5 %
7.	Additional or Special Expertise and Staffing	7 %
8.	Existing Similar Contracts in Mississippi	3 %
Total		100%

A pre-proposal conference will be held **on July 13, 2021 at 10:00 am** in the conference room of the Gulfport Engineering Department, 4050 Hewes Avenue, Gulfport, MS 39507, to offer the proposers the opportunity to review the existing equipment and operations building, work area, and to address any further issues at that time that are relative to the requested services. This pre-proposal conference will also be held via a virtual platform for those not able to attend in person.

The Mississippi State Board of Contractors requires the successful proposer to have a Certificate of Responsibility number AND State Contractor's license to enter into a contract for Operating and Maintaining the Water, Sewer, Streets and Drainage System and Other Systems. The qualifying area of construction expertise is "Municipal and Public Works".

Section 3 Requirement

Section 3 of the Housing and Urban Development Act of 1968 requires that the City and contractors participating in CDBG projects give opportunities for job training and employment to lower income residents of the Section 3 area. Section 3 also requires that "to the maximum extent feasible" contracts for work in connection with Section 3 covered projects be awarded to business concerns that are located in or owned in substantial part by persons residing in the Section 3 area.

The City reserves the right to reject any and all proposals or to waive any technicality, bidding irregularities, or informality. The City of Gulfport is an equal opportunity employer.

Ad Dates: 06-23-21
 06-30-21

**Send Invoice & Proof of Publication to: Purchasing Department
 City of Gulfport
 P. O. Box 1780
 Gulfport, MS 39502-1780**

II. INFORMATION FOR PROPOSERS

A. RECEIPT AND OPENING OF PROPOSALS

The City of Gulfport, Mississippi, (herein called "Owner" and abbreviated as the City) invites proposals on the form attached hereto, all blanks of which must be appropriately filled in. Proposals will be received by Owner at Procurement Department, 1410 24th Avenue, Gulfport, Mississippi, 39501, no later **than 4:00 p.m. on August 17, 2021**, at which time all information will be received, acknowledged and then at said office publicly opened and read aloud. Interested Proposers shall submit an original and six (6) copies of the proposal for consideration. Any proposals received after this deadline will not be considered.

The envelopes containing the proposals must be sealed, have the Certificate of Responsibility number written on the outside of the envelope, and be addressed to the City of Gulfport, Attn: Procurement Department, 1410 24th Avenue, Gulfport, Mississippi, 39501, **until 4:00 p.m. on August 17, 2021**, and designated as proposal for:

OPERATIONS AND MAINTENANCE OF THE WATER, SEWER, STREETS, AND DRAINAGE SYSTEMS AND OTHER SYSTEMS FOR THE CITY OF GULFPORT, MISSISSIPPI

Owner may consider informal any proposal not prepared and submitted in accordance with the provisions hereof and may waive any technicality, bidding irregularities, or informalities or reject any and all proposals. Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. No proposer may withdraw a proposal within 60 days after the actual date of the opening thereof.

B. PRE-PROPOSAL CONFERENCE

A MANDATORY pre-proposal conference will be held **on July 13, 2021 at 10:00 am** in the conference room of the Gulfport Engineering Department, 4050 Hewes Avenue, Gulfport, MS 39507, to offer the proposers the opportunity to review the existing equipment and operations building, work area, and to address any further issues at that time that are relative to the requested services. This pre-proposal conference will also be held via a virtual platform for those not able to attend in person.

C. PREPARATION OF PROPOSAL

Each proposal must be submitted on the prescribed form and in a sealed envelope addressed

to Owner, and designated as proposal for:

**OPERATIONS AND MAINTENANCE
OF THE
WATER, SEWER, STREETS, AND DRAINAGE SYSTEMS AND OTHER SYSTEMS
FOR THE
CITY OF GULFPORT, MISSISSIPPI**

and bearing on the outside of the envelope the name of the proposer and his address. If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed as specified in the proposal form. Conditional or qualified proposals may not be accepted. Any proposal received after the specified time and date will not be considered.

Notice is given to all proposers that The Mississippi State Board of Contractors requires the successful proposer to have a Certificate of Responsibility number and state Contractor's license to enter into a contract for operating and maintaining the water, sewer, streets and drainage systems. The qualifying area of construction expertise is "Municipal and Public Works".

D. WRITTEN MODIFICATION OF PROPOSAL

Any proposer may modify his proposal at any time prior to the scheduled closing time for receipt of the proposals, provided such written communication is received and verified by Owner prior to the closing time. The modification should not reveal the bid price but should provide the addition or subtraction or other modification so that the final prices or terms will not be known by Owner until the sealed proposal is opened. If written modification is not received prior to the closing time, no consideration will be given to the modification.

E. INSURANCE

Proposer agrees to procure and maintain, at its sole cost and expense, during the term of the Contract, insurance of the types and minimal amounts as shown below. All policies required to be carried by Proposer shall be written on an occurrence basis, except for Professional Liability, which may be written on a claims made basis. All policies shall name the City as an additional insured, and shall provide that insureds thereon waive subrogation against each other. Furthermore, all policies shall provide that insurers at risk are primary insurers and that no claim will be made by the insurers that the City is a primary or contributing insurer with respect to any liability covered by the policy or policies or where Proposer is liable to City according to the Contract. All policies may not be canceled without thirty (30) days prior written notice to the City.

1. Worker's Compensation - At all times during the term of this contract,

Proposer shall keep Worker's Compensation insurance in effect and in full compliance with all applicable State and Federal Laws and regulations, with waiver of subrogation against the City or its insurers.

2. Employer's Liability - At all times during the term of the Contract, Proposer shall keep Employer's Liability insurance in effect in minimum amounts of \$1,000,000.00 per individual claim covering injury or death to any employee of Proposer which may be outside the scope of liability under the Worker's Compensation Act, and shall insure against losses due to employee dishonesty, forgery, and alteration with minimum limits of liability of \$100,000.
3. Comprehensive General Liability Insurance - At all times during the term of the Contract, Proposer shall keep Commercial General Liability insurance and General Liability insurance for operation of all vehicles and equipment used in the course of business under the Contract covering third party liability in an amount of not less than \$2,000,000 combined single limits per occurrence for bodily injury and property damage. Said policy shall be insured by an insurance company, or companies, with a current rating by BEST of A-X (10), or otherwise, by companies accepted by the City in writing in the event of a lesser rating.
4. Comprehensive, Collision, and Uninsured Motorist Insurance - At all times during the term of the Contract, Proposer shall maintain Automobile liability insurance and property damage insurance to cover and insure all equipment and property used by proposer or its contractors or agents in the course of business under the contract as well as all equipment and property of the owner that even though not in use at the time, is subject to use by the proposer or its agents or contractors in the course of business under the contract to include without limitation comprehensive and collisions coverages as well as insured motorist insurance each with a minimum limits of \$1,000,000 per occurrence for bodily injury and property damage. Such coverages shall include without limitation any motor vehicle, whether owned, hired, or non-owned.
5. Additional Excess Liability Insurance - At all times during the term of the Contract, Proposer shall keep additional excess liability insurance including Pollution Liability Insurance in the minimum amount of \$5,000,000.
6. Professional Liability Insurance - At all times during the term of the Contract, Proposer shall keep Professional Liability insurance in minimum amounts of \$2,000,000.

F. CONDITIONS OF WORK

Each proposer must inform himself fully of the conditions relating to the project. Failure to do so will not relieve the successful bidder of his obligation to furnish all services necessary to carry out the provisions of the contract.

G. ADDENDA AND INTERPRETATIONS

No interpretation of the meaning of the proposal documents will be made to any proposer orally.

Every request for such interpretation should be via facsimile at 228-868-5704, via e-mail to purchasing@gulfport-ms.gov in writing addressed to Purchasing Office, City of Gulfport, 1410 24th Avenue, Gulfport, Mississippi, 39501. To be given consideration, every request for such interpretation must be received at least seven days prior to the date fixed for the opening of proposals. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the proposal documents which, if issued, will be transmitted by facsimile with a request for acknowledgment thereof by return facsimile, or mailed by certified mail with return receipt requested, to all prospective proposers at the respective addresses and/or facsimile numbers furnished for such purposes, not later than two days prior to the date fixed for the opening of proposals. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under his proposal as submitted. All addenda so issued shall become part of the contract documents. Any verbal statements regarding same by any person, previous to the award, shall be unofficial and not binding on any party. Any request provided to the Purchasing Office seven days prior to the date fixed for opening of proposals will be responded to 3 days prior to the date fixed for opening of proposals.

H. NAME, ADDRESS AND LEGAL STATUS OF THE PROPOSER

The proposal must be properly signed in ink and the address of the proposer given. The legal status of the proposer, whether corporation, partnership or individual shall also be stated in the proposal.

A corporation shall execute the proposal by its duly authorized officers in accordance with its corporate resolution. Partnership and individual proposers will be required to state in the proposal the names of all persons interested therein.

The place of residence of each proposer, or the office address in the case of a firm or company, with county and state and telephone number must be given after his signature.

If the proposer is a joint venture consisting of a combination of any or all of the above entities, each party to the joint venture shall execute the proposal.

Anyone signing a proposal as an agent of another or others must submit with his proposal legal evidence of his authority to do so.

I. COMPETENCY OF PROPOSER

The opening of the proposal shall not be construed as an acceptance of the proposer as a qualified, responsible proposer. The City reserves the right to determine the competence and responsibility of a proposer from its knowledge of the proposer's qualifications or from other sources.

J. DISQUALIFICATION OF PROPOSER

Although not intended to be an inclusive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a proposer and the rejection of his proposal:

1. Evidence of collusion among proposers
2. Lack of competency as revealed by either financial statements, experience or equipment statements as submitted or other factors.
3. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
4. Default or termination on a previous contract for failure to perform or otherwise.

K. BASIS OF THE PROPOSAL

A Selection Committee will evaluate and rank the proposals. The evaluation criteria is as follows:

Criteria		Percentage
1.	Price	35 %
2.	Customer Satisfaction	15 %
3.	Experience in Managing Contracts of Similar Scope and Complexity	15 %
4.	Vendor Stability & Solvency	10 %
5.	Interview	10 %
6.	American Public Works Association Accreditation	5 %
7.	Additional or Special Expertise and Staffing	7 %
8.	Existing Similar Contracts in Mississippi	3 %
Total		100%

L. POWER OF ATTORNEY

Attorney's-in-fact who sign proposal bonds or contract bonds must file with each bond a certified and currently dated copy of their own power of attorney.

M. LAWS AND REGULATIONS

The proposer's attention is directed to the fact that all applicable Federal, State Laws, municipal and county ordinances, and the rules and regulations of all authorities having jurisdiction over the service shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

N. METHOD OF AWARD - BEST OVERALL PROPOSAL

The City will negotiate with the proposer whose original proposal has the highest recommendation of the Mayor and City Council. If the City cannot negotiate an acceptable agreement (base price plus all other appropriate criteria) with the above mentioned proposer, negotiations with that proposer will be halted and negotiations with the proposer with the second highest recommendation from the Mayor and City Council will commence. This process will continue until a contract is negotiated or the City determines to reject all proposals.

The City reserves the right to reject any and all proposals and reserves the right to cancel the award of a contract any time prior to the execution by all parties without liability against the Owner.

O. OBLIGATION OF PROPOSER

At the time of the opening of the proposals, each proposer will be presumed to have inspected the area encompassed by the proposal and to have read and to be thoroughly familiar with the contract documents (including the addenda). The failure or omission of any proposer to examine any form, instrument or document shall in no way relieve any proposer from any obligation in respect of his proposal.

P. START UP / MOBILIZATION

Due to the length of the contract, no separate payment will be made for start up or mobilization costs.

Q. SPECIAL EVENTS / HOLIDAY SCHEDULE

A listing of Annual Parades & Special Events, as well as a holiday schedule as adopted by the City of Gulfport is included in Appendix "P".

R. VULNERABILITY ASSESSMENT

The City of Gulfport currently has a vulnerability assessment for the City's infrastructure that will be made available to the selected Proposer.

S. OTHER REQUIRED INFORMATION

The following information must be provided in a clear and comprehensive manner:

1. Provide the full name, tax identification number, corporate office address of the entity which would propose to enter into contract with the City.
2. Identify when the company was organized, where incorporated and how many years principals of the firm have been engaged in contract operations services. Provide a comprehensive description of the corporate ownership history identifying and explaining if there is any foreign (non-U.S. based) ownership of the company.
3. Provide a copy of financial statements for the last 2 years of the company (or its parent corporation if individual subsidiary or division financial statements are not prepared and generally available) prepared in conformity with generally accepted accounting principles and audited or reviewed by a Certified Public Accountant. At a minimum, the financial statements must include, an income statement, balance sheet, and statement of cash flow for the company identified in Item No. 1 above.
4. Each company shall provide details of their operating history with sufficient documentation to prove their experience with similar contract assignments for a minimum of five (5) years.
5. Each company must provide a description of professional experience to include references of other clients where the company or its Principals have demonstrated a minimum of five (5) years experience in the management of labor contracts providing public works services for governmental entities.
6. Each company shall provide general information relative to the medical insurance and the pension plan that are normally offered and/or provided to the employees working under similar contract(s).
7. A statement that a relationship created by a possible contract (owner and independent contractor) shall in no way create a conflict of interest or a perceived conflict between the parties or any of their affiliates.
8. Any previous claims or pending litigation within the last 5 years that may affect the ability to administer this contract.

III. PROPOSED SCOPE OF WORK

Proposer shall provide professional utility management, operational and maintenance services to operate and maintain the streets, drainage, water and sewer systems traditionally operated and maintained by the City's Public Works Department. The City shall provide professional utility management, operational and maintenance services to operate and maintain the utility billing system operated and maintained by the City's Finance Department. A detailed scope of work for each area of work is defined in the attached contract (Attachment A). Proposer shall provide the labor, supervision, and professional expertise required to provide such services in a good and workmanlike manner according to normal and customary industry standards and the City's benchmarks for performance and quality standards as outlined in the attached contract. Sample detailed job descriptions for positions, key and essential personnel subject to City approval, and educational requirements are included as Appendix "K" to the contract (Attachment A) for the streets, drainage, water and sewer maintenance and other systems portions of the Contract. Proposers are not required to use the sample positions shown in the Appendix. **All proposals shall include an organizational chart showing positions, minimum staffing requirements (including key and essential personnel subject to City approval), minimum wage rates, educational requirements and detailed job descriptions for the streets, drainage, water, and sewer maintenance portions of the Contract.**

Successful Proposer shall follow all EEOC and Title 7 regulations, especially when filling available positions with qualified personnel.

To ensure continuity of essential services, the Proposer shall be prepared to fully commence work upon Notice to Proceed by the City and should not assume that the previous employees will be able to guide, direct, or specifically orientate Proposer's employees. Construction projects will be completed by the Proposer (in-house), or sub-contracted to an outside company at the discretion of the City's Public Works Director. The cost of projects constructed in-house will vary depending on workload, complexity of project and priority of projects to be completed. Unless otherwise required by local ordinance, state or federal law or governing code or regulation, Proposer is not responsible for obtaining construction permits. Proposer is responsible for adhering to the provisions of permits required, as well as alerting the City if a permit is required in order to begin work. Proposer is not responsible for engineering or other design services. Proposer is responsible for site layout, shooting grades, etc. Proposer is only responsible for maintaining utility easements for accessibility. There are no benchmarks for utility easement maintenance. Note: Certain sections of Bernard Bayou and Flat Branch are not accessible for mowing with current City equipment. Proposer would not be responsible for these areas until such time that City makes adequate equipment available. Proposer is not responsible for in-depth inspection and maintenance of elevated water tanks. Day-to-day maintenance of tanks and its site and visual inspections are the responsibility of the Proposer. Proposer is required to climb tanks in order to perform routine maintenance.

IV. EXISTING EQUIPMENT AND BUILDING SPACE

It is anticipated at this point that the City will continue to own all of the existing public works facilities, automotive, construction, material handling and maintenance equipment (See Contract Attachment A; List of Equipment - Appendix A of contract). As set out elsewhere herein, this may be subject to change. The City will provide and fund the following: fuel, oil, grease, all consumables and needed supplies related to equipment.

The Gulfport Public Works Department Operations and Maintenance Facility is located at 4050 Hewes Avenue, Gulfport, Mississippi, 39507, and includes 21,700 square feet office/warehouse, 5.2 acres of fenced supply storage, 13,000 square feet covered storage, 3,000 square feet separate office building, and is situated on 10.5 acres of property, and can be utilized by the successful Proposer at no cost. The Proposer will have to maintain the appropriate insurance and hold the City harmless for use of these areas. The Proposer shall be responsible for any damages to City facilities used as part of this Contract.

The City currently operates a rubbish site located on Canal Road for City use only. The site is owned by the City, and is operated under a Mississippi Department of Environmental Quality permit. No tipping fees would be assessed to the Contractor for use of this facility. The Contractor would be responsible for providing a Landfill Supervisor for the site.

V. CURRENT EMPLOYEES

Companies not currently doing business with the City of Gulfport may hire current City of Gulfport employees prior to the start of the new contract **on October 1, 2021**. All employees are required to pass a background check and drug test as outlined in Proposal Documents.

For clarification, "Division Head" as used in Item 4 of Appendix Z to the contract shall mean the Division Head as noted in Appendix K, not necessarily the Director of Public Works.

For clarification of Article IV, Section 4.01, Item N, on page Contract-17 of the Professional Services Contract, please see Appendix BB, "City's Current Personnel Policies."

VI. EQUIPMENT LEASING OR PURCHASE

After successful implementation and operation of this contract by the Operator, the City may in its discretion consider leasing, selling, or a combination of both some or all of the equipment and property presently owned by the City and which may be used in the course of business under the contract, each in exchange of fair market value with a determination of such value made by the City. The city shall have the right to accept, reject, or negotiate any and all proposals and offers.

VII. PROVISION OF EQUIPMENT MAINTENANCE SERVICES

After successful implementation and operation of this contract by the Operator, the City may in its discretion subsequent to implementation and operation of this contract by the Operator consider proposals from the Operator to provide professional maintenance services involving property owned or leased by the City or otherwise may be used in the course of the business under the contract. The City shall have the right to accept, reject, or negotiate any and all proposals and offers.

VIII. RESERVATIONS

The City reserves the right to change or modify any provisions in the attached proposed or draft Operations and Maintenance Contract, other than those pertaining to compensation, before final execution.

IX. PRICE PROPOSAL

PLACE: Office of Procurement, 1410 24th Avenue, Gulfport, Mississippi, 39501

DATE: August 17, 2021 at 4:00 P.M. Local Time

Proposal of: Management, operation and maintenance of the water, sewer, streets, and drainage systems and other systems for the City of Gulfport.

(hereinafter called "Proposer"), organized and existing under the laws of the

State of _____, doing business as _____.*

**To: City of Gulfport
1410 24th Avenue
Gulfport, MS 39501**

(hereinafter called "OWNER").

Gentlemen:

Proposer, in compliance with your invitation for proposals for:

**OPERATIONS AND MAINTENANCE
OF THE
WATER, SEWER, STREETS, AND DRAINAGE SYSTEMS AND OTHER SYSTEMS
FOR THE
CITY OF GULFPORT, MISSISSIPPI**

having examined the proposal documents, and the site of the proposed work, and being familiar with all of the conditions surrounding the operations and maintenance and scope of work, hereby proposes to furnish all labor and maintenance and other services and meet and satisfy all requirements and duties in accordance with the contract documents and at the price stated below. This price is to cover all expenses incurred in adequately and properly performing the work and services required under the contract documents, of which this proposal is a part.

ADDENDA AND INTERPRETATIONS

No interpretation of the meaning of the proposal documents will be made to any proposer orally.

Every request for such interpretation should be via facsimile at 228-868-5704, via e-mail to purchasing@gulfport-ms.gov in writing, City of Gulfport, 1410 24th Avenue, Gulfport, Mississippi, 39501. To be given consideration, every request for such interpretation must be received at least seven days prior to the date fixed for the opening of proposals. Any and all such interpretations and any supplemental instructions will be in the form of written

addenda to the proposal documents which, if issued, will be transmitted by facsimile with a request for acknowledgment thereof by return facsimile, or mailed by certified mail with return receipt requested, to all prospective proposers at the respective addresses and/or facsimile numbers furnished for such purposes, not later than two days prior to the date fixed for the opening of proposals. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under his proposal as submitted. All addenda so issued shall become part of the contract documents. Any verbal statements regarding same by any person, previous to the award, shall be unofficial and not binding on any party. Any request provided to the Purchasing Office seven days prior to the date fixed for opening of proposals will be responded to 3 days prior to the date fixed for opening of proposals

Proposer acknowledges receipt of the following addenda:

Addendum No. _____ dated

Addendum No. _____ dated

*Insert "a corporation", "a partnership", or "an individual" as applicable.

PROJECT SCOPE: Operations and Maintenance of the Water, Sewer, Streets, and Drainage Systems and Other Systems for the City of Gulfport

LOCATION: City of Gulfport, Mississippi

Proposer agrees to perform all the Work described in the proposal and contract documents and for the following prices:

(NOTE: Proposal shall include sales tax and all other applicable taxes and fees.)

Proposal for the initial year of a potential Twelve (12) year contract (price would serve as the base year for CPI and scope modifications)

Base Bid: This includes the Proposer's plan.

Lump Sum Price:

Provide lump sum price for all operations and maintenance for the water, sewer, streets, and drainage systems and other systems for the City of Gulfport using City Owned Equipment for an initial period of one (1) year (12 months) excluding Alternates.

\$ _____,
(Lump Sum Price in Figures)

_____ dollars and _____ cents.
(Lump Sum Price in Words)

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern).

This Lump Sum Price is constituted by the following breakdown:

	Streets & Drainage	Water & Sewer	Other Systems	TOTAL
Payroll				
Overtime				
Labor Burden				
Operating Supplies				
TOTAL				

Note: Payroll should include items 1, 9, 10, 11 & 12 of Appendix L. Overtime corresponds to Item 2 of Appendix L. Labor Burden should include Items 3, 4, 5, 6 & 13 of Appendix L. Operating Supplies should include items 14, 15 & 16 of Appendix L. Items 7, 8, 17 through 24, as well as any overhead, profit, and mobilization or startup costs should be prorated among other costs.

Proposer agrees to hire the number of employees below and pay employees at the following minimum hourly rates:

Streets and Drainage Project Staff	Category	Quantity	Type	High School Diploma or GED Required	Minimum Hourly Rate
Contract Administrator	Admin	1	Key	Yes	27.50
Project Manager	Admin	1	Key	Yes	40.00
Office Manager	Admin	1	Key	Yes	30.01
S&D Service Request Coordinator/Asst. OM	Drainage	1		Yes	18.70
S&D Department Manager	Drainage	1	Key	Yes	31.43
S&D Operations Manager	Drainage	1	Key	Yes	28.50
Inventory Manager	Admin	1	Key	Yes	21.00
Dispatch Supervisor	Admin	1		Yes	16.31
Customer Service Rep/Secretary	Admin	1		Yes	13.00
Yard/Equipment Supervisor	Admin	1		Yes	16.00
Yard/Equipment Assistant Supervisor	Admin	1		No	13.50
Tool Room Technician	Admin	1		Yes	16.00
Right of Way/Grounds Supervisor	Drainage	1		Yes	19.50
Trash Truck Operator	Drainage	1		Yes	15.00
Tree Trimming Operator	Drainage	2		Yes	12.50
End Loader Operator	Drainage	1		Yes	15.91
Grass Cutting Operator	Drainage	6		Yes	12.00
Street Sweeper Operator	Streets	1		Yes	12.75
Landfill Operator	Streets	1		No	13.73
Asphalt Supervisor	Streets	1		Yes	21.80
Asphalt Crew Leader, Utility Cut Rest. Crew	Streets	1		Yes	14.50
Asphalt Crew Leader, Service Request Crew	Streets	1		Yes	16.12
Asphalt Crew Leader, Routine Crew	Streets	2		Yes	14.50
Asphalt Laborer, Service Request Crew	Streets	1		No	13.99
Asphalt Laborer, Routine Crew	Streets	2		No	12.75
Asphalt Utility Cut Restoration Operator	Streets	1		Yes	16.00
Concrete Crew Leader	Streets	1		Yes	16.75
Concrete Crew Operator	Streets	1		Yes	11.75
Concrete Crew Laborer	Streets	1		No	10.00
Storm Drainage Supervisor	Streets	1		Yes	21.32
Cave-in Repair Crew Leader	Drainage	1		Yes	15.30
Cave-in Repair Crew Assistant Crew Leader	Drainage	1		Yes	14.20
Cave-in Repair Laborer	Drainage	1		No	12.18
Ditch Cleaning Supervisor	Drainage	1		Yes	15.00

Ditch Cleaning Operator	Drainage	3		Yes	12.00
Truck Driver -ROW/Grounds	Drainage	1		Yes	15.42
Truck Driver - Storm Drain Crew	Drainage	2		Yes	14.00
Truck Driver	Drainage	1		Yes	15.53
Pump Truck Operator - Lead	Drainage	1		Yes	15.00
Pump Truck Operator	Drainage	1		Yes	13.83
Sidewalk Crew Laborer	Drainage	2		Yes	10.20
Construction Crew #1, Crew Leader	Drainage	1		Yes	16.50
Construction Crew #1, Asst. Crew Leader	Drainage	1		Yes	14.00
Construction Crew #1, Laborer	Drainage	1		No	10.00
Construction Crew #1, Truck Driver	Drainage	1		Yes	14.76

Water and Sewer Project Staff	Category	Quantity	Type	High School Diploma or GED Required	Minimum Hourly Rate
Water & Sewer Manager	Water	1	Key	Yes	31.21
Lift Station Manager	Sewer	1	Key	Yes	26.30
Asst. Lift Station Manager	Sewer	1		Yes	18.15
Water & Sewer Asst. Manager	Water	1		Yes	25.58
QA-QC Supervisor/Safety Officer	Admin	1		Yes	25.88
Lift Station Tech	Sewer	3		Yes	12.00
SCADA/Electrical Manager	Sewer	1	Key	Yes	20.61
SCADA Tech	Sewer	1		No	13.70
Electrical Supervisor	Sewer	1	Key	No	22.86
Electrician, Assistant	Sewer	1		Yes	14.00
Water Wells Manager	Water	1	Key	Yes	22.43
Water Well Operator	Water	3		Yes	17.04
Vacuum Truck Operator	Sewer	2		Yes	14.21
Camera Truck Operator	Sewer	2		Yes	15.23
Backflow Prev/Cross Connection/Line Locator	Water			Yes	17.63
W&S Service Request Coordinator	Sewer			Yes	26.30
Water Operations Mgr.	Water			Yes	27.05
Water Repair & Maint. Supervisor	Water			yes	20.00
Water Repair & Maint. Crew Leader	Water	8		Yes	14.00
Water Repair & Maint. Asst. Crew Leader	Water	3		Yes	13.00
Water Repair & Maint. Crew Laborer	Water	7		Yes	10.00
Sewer Repair & Maint. Supervisor	Sewer			Yes	23.00
Jet Truck Operator	Sewer	2		Yes	12.25
Water Line Locator	Water	2		No	13.96

Truck Driver	Water			No	14.17
Construction Crew Leader	Water	3		Yes	16.60
Construction Crew Asst. Crew Leader	Water	3		No	14.42
Construction Crew Laborer	Water	3		Yes	10.00
Construction Crew Truck Driver	Water	3		Yes	14.83
Fire Hydrant Construction Crew Leader	Water	1		Yes	15.25
Fire Hydrant Construction Asst. Crew Leader	Water	1		Yes	14.17
Fire Hydrant Construction Crew Laborer	Water	1		Yes	11.00
Interceptor Manager	Sewer	1	Key	Yes	28.30
Interceptor Asst. Manager	Sewer	1		Yes	14.83
Lift Station Tech - Interceptor Crew	Sewer	3		Yes	12.00
I&I Crew Leader	Sewer	1		Yes	18.88
I&I Crew Laborer	Sewer	2		Yes	12.18
Sewer Crew Leader	Sewer	1		Yes	15.23
Sewer Asst. Crew Leader	Sewer	1		Yes	14.45
Sewer Crew Laborer	Sewer	2			10.00
Valve Exercise Technician	Water	1			15.43
Meter Reader, LEAD	Water	1			19.38
Meter Reader	Water	4			12.18

Traffic Staff	Category	Quantity	Type	High School Diploma or GED Required	Minimum Hourly Rate
Traffic Manager	Traffic	1	Key	Yes	26.45
Senior Sign and Marking Foreman	Traffic	1		Yes	22.37
Traffic Signal Technician III	Traffic	1		Yes	20.12

Additional Personnel Needed: The following other positions are required:

Position	Quantity	Type	High School Diploma or GED	Minimum Hourly Rate	Total Contractor Costs

Alternate 1: The annual cost for the drainage construction crew is as follows:

\$ _____,
ONLY Streets & Drainage Construction (1 Crew: Drainage Crew consisting of 1 crew leader, 1 asst. crew leader, 1 laborer, 1 truck driver)

Alternate 2: The annual cost for the water/sewer construction is as follows:

\$ _____,
ONLY Water & Sewer Construction (1 Crew: Water & Sewer Construction Crew consisting of 1 crew leader, 1 asst. crew leader, 1 laborer, 1 truck driver)

Alternate 3: The annual cost for the Operator to Provide all equipment required to perform All services under this contract is as follows:

\$ _____,
(ONLY the Equipment for All Services)

Upon receipt of written notice of the acceptance of this proposal and execution of the contract, the Proposer will deliver a Surety Bond or Bonds as required by the proposal documents.

Respectfully submitted:

By: _____,

Title: _____,

(SEAL - if Proposal is by a Corporation)

Street: _____,

P.O. Box: _____,

City: _____,

State: _____ Zip: _____,

Certificate of Responsibility #: _____,

ATTACHMENT A

(Copy of Draft and Proposed Operations & Maintenance Contract with all related Appendices)



Memorandum – City of Gulfport

PUBLIC WORKS & ENGINEERING

To: Jessica Versiga, Purchasing

CC: Mayor Billy Hewes
Dr. John Kelly, CAO
Jeff Bruni, Legal
Tyler Gentry, Assistant Director of Public Works - Operations

From: Wayne E. Miller, P.E., Director of Public Works and Engineering

WEM

Date: June 16, 2021

Re: Request Permission to Advertise the Request for Qualification Statements and Price Proposals for Operations and Maintenance of the Water, Sewer, Streets, Drainage, and Other Systems of the Public Works Department by Privatization Contractors

In order to continue the Privatization of the Department of Public Works, I recommend advertising the attached legal notice for Qualification Statements and Price Proposals to be received until August 17, 2021 at 4:00 p.m.

Responding to a RFQ and Price Proposal is required by all contractors who would like to be considered. Each contractor submitting qualification statements shall be scored for approval/disapproval by a committee consisting of 5 members: Jeff Bruni, City Attorney, Wayne E. Miller, P.E., Director of Public Works and Engineering, Tyler Gentry, Asst. Director of Public Works - Operations, Ryan Merrill, Assistant Director of Public Works – Utility Billing, and one (1) Engineer with Engineering Xcellence, PLLC.

Once the Statement of Qualifications has been reviewed by the selection committee, a recommendation will be made (based on the results of the RFQ and the Price Proposal) and presented to the City Council. Upon approval from City Council, the contract shall begin.

In order to complete this process expeditiously, the timeline for selection of a privatization contractor has been established.

Therefore, a proposed schedule of implementation is shown below.

- June 22, 2021 Request authority to advertise for RFQ's
- June 23, 2021 1st advertisement
- June 30, 2021 2nd advertisement
- August 17, 2021 Receive and review Statements of Qualifications and Price Proposals
- TBD Workshop with Mayor and City Council to Present RFQ Results, Preliminary Specifications and Contract Documents, and Review Price proposals (Bids) from Qualified Contractors
- September 21, 2021 Award of Contract
- October 1, 2021 Start of Contract

The Public Works privatization contract is set up to include changes to streamline the services. In 2016, the Department of Public Works became accredited by the American Public Works Association, and we have included the Standard Operating Procedures from that process.

Some of the work that will be completed during this process includes the following:

- 1) Contract Documents and Specifications
- 2) Follow Up Letter to the Customer
- 3) Satisfaction Survey
- 4) Performance Criteria for Completing Service Requests
- 5) Inventory and maps for scheduling grass cutting, sidewalk trimming, mileage of streets for pothole patching, and street sweeping
- 6) Proposed Organizational Chart
- 7) Job Descriptions and Position Requirements
- 8) Equipment Information
- 9) Standard Operating Procedures
- 10) Service Request Statistics

The City has hired the firm of Engineering Xcellence with Kris Riemann & Associates to assist the City with preparation of contract documents and the bidding process.

I recommend approval of this Request for Qualification Statements and Price Proposals to assist in the selection of a privatization contractor for Water, Sewer, Streets, Drainage, and Other Systems.

Please place this item on the June 22, 2021 Council Agenda.

This item has been approved by:

Mayor or C.A.O. _____

Attachments: 1. Qualification Statements and Price Proposals

There came on for consideration at a duly constituted meeting of the Mayor and Members of the City Council of the City of Gulfport, Mississippi, held on the _____ day of _____, 2021, the following Resolution:

**A RESOLUTION BY THE GULFPORT CITY COUNCIL
TO APPROVE FOURTEENTH AMENDMENT TO THE CITY’S CONTRACT WITH
H2O INNOVATIONS, INC., TO EXTEND THE CONTRACT BY NINETY-TWO DAYS,
AND FOR RELATED PURPOSES**

WHEREAS, the City has contracted with H2O Innovations, Inc., to provide various services in connection with water, sewer, streets and drainage in and for the City of Gulfport; and

WHEREAS, by mutual agreement, the City of Gulfport and H2O Innovations, Inc., desire to extend the term of the Contract by ninety-two (92) days with the Contract term to run through December 31, 2021, rather than June 30, 2021; and

WHEREAS, it is necessary to amend the contract to provide for said extension; and

WHEREAS, by mutual agreement, the City of Gulfport and Utility Partners, LLC, desire to make such contract amendments as are necessary to extend the term the Contract as set forth herein; and

WHEREAS, a proposed FOURTEENTH AMENDMENT TO THE CONTRACT FOR OPERATIONS AND MAINTENANCE OF THE WATER AND SEWER SYSTEMS AS WELL AS THE STREETS AND DRAINAGE SYSTEMS FOR THE CITY OF GULFPORT is attached hereto as Exhibit “A”.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF GULFPORT, MISSISSIPPI, AS FOLLOWS:

SECTION 1. That the matters, facts, and things recited in the Preamble hereto are hereby adopted as the official findings of the Governing Authority.

SECTION 2. That the Fourteenth Amendment to the contract with H2O Innovations, Inc., be and the same is hereby approved in the form as is found in Exhibit “A” to this resolution, and the Mayor is, hereby, authorized to execute the same on behalf of the City of Gulfport.

SECTION 3. That this Resolution shall be in effect immediately upon its passage and enactment according to law, and shall be spread upon the minutes of the Gulfport City Council.

The above and foregoing Resolution, after having been first reduced to writing and read by the Clerk, was introduced by _____, seconded by _____, and was adopted by the following roll call vote:

AYES

NAYS

ABSENT

WHEREUPON, the President declared the motion carried and the Resolution adopted, this the _____ day of _____, 2021.

(SEAL)

ATTEST:

ADOPTED:

CLERK OF THE COUNCIL

PRESIDENT

The above and foregoing Resolution submitted to and approved by the Mayor, this the _____ day of _____, 2021.

MAYOR

**STATE OF MISSISSIPPI
COUNTY OF HARRISON
FIRST JUDICIAL DISTRICT
CITY OF GULFPORT**

**FOURTEENTH AMENDMENT TO THE CONTRACT FOR OPERATIONS AND
MAINTENANCE OF THE WATER AND SEWER SYSTEMS AS WELL AS THE
STREETS AND DRAINAGE SYSTEMS FOR THE CITY OF GULFPORT**

THIS FOURTEENTH AMENDMENT to the Contract (as defined below) is hereby entered into and agreed to by and between the CITY OF GULFPORT, MISSISSIPPI ("**City**" or "**Owner**"), and H2O INNOVATIONS, INC. ("**H2O**" or "**Operator**"), on the dates hereinafter set forth for the purpose of amending in writing certain covenants and conditions of that certain CONTRACT FOR OPERATIONS AND MAINTENANCE OF THE WATER AND SEWER SYSTEMS AS WELL AS THE STREETS AND DRAINAGE SYSTEMS FOR THE CITY OF GULFPORT (herein "**the Contract**"), approved by the Gulfport City Council and signed by the Mayor on or about October 4, 2011, and subsequently signed and executed by the authorized representative of UP (as predecessor to H2O), and as heretofore amended, and the Contract is hereby further amended by this FOURTEENTH AMENDMENT, as follows:

WITNESSETH THAT:

NOW THEREFORE, for the purposes hereinabove set forth, it is hereby agreed by and between the parties that the Contract shall be hereby amended effective and commencing August 5, 2021, as follows:

A. That Section 8.03 of the Contract shall be amended, as follows:

Delete the phrase "eight (8) years" [as per the 12th Amendment to the Contract] and insert "eight (8) years and ninety-two (92) days" in its place. The Contract term, therefore, shall extend through December 31, 2021, and the contract terms shall be amended accordingly to conform to the extension.

IN WITNESS WHEREOF, each of the Owner and Operator has caused this Fourteenth Amendment to Contract to be signed, executed and delivered by its duly authorized representative on the day and date hereinafter stated, having been first duly authorized so to act.

OWNER:

CITY OF GULFPORT, MISSISSIPPI

ATTESTED BY:

By: _____
Mayor

Deputy City Clerk

_____, 2021

OPERATOR:

H2O INNOVATIONS, INC.

ATTESTED BY

By: _____
Authorized Representative

Secretary

_____, 2021



Memorandum – City of Gulfport

PUBLIC WORKS AND ENGINEERING

To: Margaret Murdock, Legal

CC: Mayor Billy Hewes
Leonard Papania, CAO
Jeff Bruni, Legal
Tyler Gentry, Assistant Director of Public Works – Operations

From: Wayne E. Miller, P.E., Director of Public Works and Engineering

Date: 08/05/2021

Re: **Fourteenth Amendment**
- Contract for Operations and Maintenance of the Water and Sewer Systems, as well as, the Streets and Drainage Systems for the City of Gulfport
- H2O Innovation O&M, LLC.

WEM

Attached for your consideration is the referenced Fourteenth Amendment, which extends the contract term three months from October 1, 2021 at 12:00 am until December 31, 2021 at 11:59 pm.

I recommend approval of this amendment. Please place this item on the August 5, 2021 Council Agenda.

This item has been approved by:

Mayor or C.A.O. _____

Attachment:

1. Fourteenth Amendment
2. Letter from H2O Innovation, Inc. dated June 18, 2021