



Task Responsibility Worksheet for Public Water System Owners

This is a guide for owners to use in recording task responsibilities to keep for your records.

Owner	Operator	Applicable Not	Task
			Contract Considerations
			Service period, services, payment for services
			Access to facilities, records and maps
			Easements, permits, licenses and authorizations to operate
			Liability for fire, strike, civil unrest, flood, negligence or misconduct and insurance
			Resolution of disputes and termination of contract
			Licensed/certified contractor with the State
			Administrative
			Ensure contracts terms are fulfilled
			Develop 5 to 10 year equipment replacement plan
			Maintain maps/plans of the distribution system
			Maintain rates to cover system operating expenses and capital improvements
			Ensure repairs and upgrades are adequate
			Renew Public Water System License
			Point of contact for state agencies
			Notify Department of Health of any changes to the water system
			Testing/Compliance
			Be present during state inspections
			Provide timely written response to sanitary survey deficiencies
			Advise owner of violations and issue public notices when necessary
			Advise the owner of current and future repairs and upgrades that are required
			Maintain compliance with state drinking water regulations
			Review water quality results for compliance prior to submission to Dept. of Health
			Collect and deliver to lab samples for compliance
			Maintain sampling plans and schedules
			Prepare and deliver Consumer Confidence Report (community system only)
			Calibrate and maintain testing meters used on site
			Lead and Copper testing
			Operations
			Make decisions concerning water quality and quantity
			Respond to emergencies
			Activate emergency response plan when necessary
			Respond to, investigate and log consumer complaints
			Conduct routine visual inspections of the system
			Record pumping rates and totals
			Oversee repairs
			(continue on back of page)

		Inspect and eliminate cross connections
		Inspect source water area for potential hazards and advise owner
		Test chlorine residual and maintain records
		Order chemicals
		Order supplies
		Facility housekeeping
		Maintenance
		Maintain a safe work area in accordance with OSHA
		Maintain professional certification as licensed operator
		Maintain log of repairs, operation and maintenance
		Maintain treatment equipment in accordance with manufacturers or design engineers recommendations
		Distribution system maintenance (flushing, tank inspection, cleaning, disinfect)
		Maintain preventive maintenance schedule
		Rebuild chemical feed pumps
		Know specific yield of well(s)
		Well maintenance
		Maintain mechanical equipment for system
		Other