

Operator Duty List

Duty:

Due Date:

Check off when done

Provide overage in hours	Daily	_____
Keep chemicals locked away for safety	Daily	_____
Complete water deliveries & provide list (if applicable)	Daily	_____
Check chemical supply and order	As needed	_____
Lift stations inspected (if applicable)	Weekly	_____
Send in completed timesheets with City/Tribal Official	Bi-weekly	_____
Fill out monthly data report and fax to manager	5th of every month	_____
Fax daily/weekly/monthly maintenance check off lists to RMW	5th of every month	_____
Submit meter readings for billing	26th of every month	_____
Pink door hangers hung	26th of every month	_____
Complete shut off lists	15th of every month	_____
Walk advisory committee member through waterplant	Monthly	_____
Communicate duties/issues to council at council meeting	Monthly	_____
Water samples complete and sent out	Monthly or as needed	_____
Equipment fixed and ready to use	Monthly	_____
Inventory Checklist	Monthly	_____
Complete Utility Agreements for new customers	As needed	_____
Complete Service Change Forms for frozen/moving customers	As needed	_____
Complete Customer Labor Request form for work done in homes	As needed	_____
Custom summer project list	Summer	_____
Verify customer lists (active and inactive) for billing accuracy	Quarterly	_____

January _____
 April _____
 July _____
 October _____

Communicate with Regional Manager on the following:

Problems	As needed	_____
Projects	As needed	_____
Parts order status	Weekly	_____
Expended parts supply	Weekly	_____
Budget	Monthly	_____
Training	As needed	_____

Notes:
