Regional Manager Duty List

Duty:	Due Date:	Check off when done
Compile community data spreadsheets	6th of every month	
Verify Operator Reports are turned into ADEC DWP	6th of every month	
Verfify PM plans being completed and turned into RMW	6th of every month	
Verify and enforce shut off lists	15th of every month	
Verify and enforce pink door hanger lists	26th of every month	
Operator timesheets, review and edit before submitting	Bi-weekly	
Order parts and chemicals needed	As needed	
Schedule operator training and travel	As needed	
Verify water samples taken and expedite them	As needed	
Review Monitoring Summary with Operators	Monthly	
Communicate with RMW's and Environmental Health Officers	Monthly	
Communicate with community leaders by phone or email	Monthly	
Review operator hire dates for pay changes	Monthly	
Review operator certifications and expiration dates	Monthly	
Set fuel orders with ARUC manager	Yearly in February	
Compile annual report and summer projects list (for Annual mtg)	Yearly in March	
Review Summer Project List with Operators	Yearly in April	
Set operator hours for budget	Yearly in September	
Create annual budgets (work with Gerri, but you create)	Yearly in September	
Communicate with Community Project Engineer	Quarterly	
Attend quarterly teleconferences and Anchorage meeting	Quarterly	January
		April
**All materials received from teleconferences should be shared with community council at council meetings.		July
		October
Visit community, see operator, view system issues & update council	Yearly (see below)	
	Community	
** List each community you manage, and check off once you have visited, seen the operator, viewed the system for cleanliness and issues, and updated the council.		