**Section 371.225 Chapter V − Personnel**

a) List all of the positions and respective job titles of staff necessary to assure the proper operation and maintenance of the facility such as:

1) Supervisory/Managerial

2) Administrative

3) Operational

4) Maintenance

b) Provide an organizational chart of personnel who will be responsible for the operation and maintenance of the facility.

c) List all qualifications necessary for each position. Use the following categories of qualifications:

1) Certification

2) Education

A) Level

B) Type

C) Special training required

3) Wastewater experience

A) Time

B) Experience operating specific units, processes, and types of wastewater treatment facilities

4) Non-wastewater experience

A) Time

B) Type

5) Specific skills required

6) Other necessary qualifications

d) Discuss the operator certification requirements for this facility: Reference the material maintained in the O&M library for additional information concerning certification procedures.

e) Outline a staffing plan for this facility which includes the following information:

1) State the number of shifts to be manned per day and the number of personnel per shift for normal, weekend, and holiday operations.

2) Discuss staffing during personnel absences due to sickness, vacation, off-site training, etc.

3) Discuss any anticipated seasonal staffing variations.

f) List and discuss the sources of training which are available to the operators.

g) State who will be responsible for timekeeping and personnel record keeping. Discuss the types of personnel records to be kept and the importance of these records. The discussion must include but is not limited to:

1) Employment application

2) Payroll information

3) Vacation and sick day records

4) Training received by an individual

5) Personnel evaluation records

6) Promotion or demotion records

7) Other personnel information or records