## Collection and Transmission Systems Training Program

Department of Watershed Management (DWM)
Capacity, Management, Operations, and
Maintenance (CMOM) Program





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### **Acronyms**

AWTF Advanced Wastewater Treatment Facility

AWWA American Water Works Association

C&M Construction and Maintenance

CCTV Closed Circuit Television

CDL Commercial Driver's License

CERP Contingency and Emergency Response Plan

CMOM Capacity, Management, Operations, and Maintenance

CPR Cardiopulmonary Resuscitation

DWM Department of Watershed Management

EPD Georgia Environmental Protection Division

GAWP Georgia Association of Water Professionals

GED Graduate Equivalent Degree

GWEF Georgia Water Environment Federation

MNGWPD Metropolitan North Georgia Water Planning District

NPDES National Pollutant Discharge Elimination Systems

OJT On the Job Training

OSHA Occupational Safety and Health Administration

PPE Personal Protection Equipment

SOP Standard Operating Procedure

SSO Sanitary Sewer Overflow

EPA U.S. Environmental Protection Agency

WEF Water Environment Federation

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## 1. Collection and Transmission Systems Training Program Overview

#### 1.1 Introduction

DeKalb County (the County) Department of Watershed Management (DWM) currently maintains a training program for all Watershed employees, including its Wastewater Collection and Transmission System (WCTS) employees, to ensure all personnel have the knowledge and skills required to function efficiently and safely in their respective roles. The present training for DWM employees include:

- 1. Orientation (for all employees);
- 2. Safety Training (for all employees);
- 3. Wastewater and Water Operator Certification (plant operations, collection and distribution, laboratory and maintenance courses);
- 4. Technical Skills Training (for technical and field personnel); and
- 5. General Customer Service, Management, and Leadership Training (required and optional training for all employees provided by Human Resources (HR) and Risk Management).

The CMOM Collection and Transmission Systems Training Program builds on and adds to the County's existing program. This document details the CMOM Collection and Transmission Systems Training Program required by the Consent Decree as well as other components of DWM's training/development program including career development and customer relations training. The other training/development programs not required by the Consent Decree are included for the sake of maintaining one document for ease of use by the County's employees and are not enforceable by Environmental Protection Agency (EPA) or the Environmental Protection Division (EPD). The document is divided into six sections as follows:

- 1. Introduction (provides an overview of the program document);
- 2. Purpose and Goals (provides the aims of the program);
- 3. Regulatory Drivers (gives an overview of what regulations, policies, and guidance are used in creating the CMOM Collection and Transmission Systems Training Program);
- 4. Program Resources (details the human and material resources that are available (or will be available) for the County to use in further developing, implementing and maintaining the program);

- 5. Program Activities (details the general training, the wastewater collection system training, the wastewater transmission system training, safety training, certifications, professional/career development opportunities, training frequency, and the training tracking system); and
- 6. Appendices (provides several attachments of the tools used in the County's Training Program including a listing of all training courses available, the Training Matrix, Compliance Suite™ report examples, training calendar plan, training course format and retraining master plan).

#### 1.2 Purpose and Goals

The County's Collection and Transmission Systems Training Program has the following purposes:

- Identify and deliver necessary training and provide personnel with the proper technical knowledge and skills to complete job requirements and responsibilities in compliance with regulatory requirements
- Develop training methods that educates and empowers employees with the necessary tools to perform their jobs effectively
- Promote an environment for employees to acquire the motivation, knowledge, skills and professional attitude necessary to provide comprehensive professional services
- Develop innovative instructional programs that will meet the needs of a diverse professional employee body
- Define principles under which work is to be accomplished
- Ensure employees maintain required certifications
- Enforce specific regulations and procedures
- Provide continuing education and career development to maintain current state licensure requirements

The goal of the Collection and Transmission Systems Training Program is to ensure that DWM staff has the level of knowledge and skills commensurate with duties of the overall functions of the DWM sewer system infrastructure to maintain an efficient, safe operation that provides quality service to its customers.

#### 1.3 Regulatory Drivers

The DWM Collection and Transmission Systems Training Program is a formally structured program that, among other things, incorporates criteria that are set forth in the Consent Decree – DeKalb County, Civil Action File No. 1:10-cv-4039-WSD. In addition, various guidance documents and materials were consulted in the formulation of the Program, such as the following:

- U.S. Environmental Protection Agency Guide for Evaluating Capacity, Management, Operations, and Maintenance (CMOM) Programs at Sanitary Sewer Collection Systems, 2005; EPA Region 4 Guide to Collection and Transmission System Management, Operation, and Maintenance Programs 2003.
- Georgia Association of Water Professionals (GAWP) and Georgia Water Environment Federation (GWEF), Guidance for the Georgia Environmental Protection Division Zero Tolerance Strategy entitled *Capacity, Management, Operations, and Maintenance (CMOM) Consent Agreement Guidance*, 2006.
- Office of Water Programs at California State University, *Operations and Maintenance of Wastewater Collection Systems, a Field Study Training Program*, Volumes I and II (of the most current edition).
- Metropolitan North Georgia Water Planning District (MNGWPD) Wastewater Management Plan, 2009.
- Occupational Safety and Health Administration (OSHA), Occupational Safety and Health Standards, Part 1910
- Georgia Water/Wastewater Board *Rule* 750-1-.06; 750-3-.01, .02, .04; 750-4-.01, .02, .03, .04; 750-5-.01; 750-6-.02, .03, .04, .05; 750-7-.01, .02; 750-10-.01.
- Georgia Water/Wastewater Board Rule 43-51-6.
- DWM National Pollutant Discharge Elimination Systems (NPDES) permits for Pole Bridge Advanced Wastewater Treatment Facility (AWTF) (NPDES GA0026816) and Snapfinger AWTF (NPDES GA0024147).

#### 1.4 Program Resources

The DWM has various resources dedicated to actively organize, evaluate, and implement various portions of the Training Program. The Collection and Transmission Systems Training Program will be fully rolled out over a four-year period.

The initial phase of the program (2012 – 2013) will focus on those areas that require immediate training such as the Contingency and Emergency Response Plan (CERP), enhanced equipment operations training, and reporting requirements. The long-term three-year training cycle begins in 2013 and initiates the rotation of DWM's employees through several training courses. (See Appendix 1). Subsequent seminars, additional one-time offerings, webcasts, and training from local organizations will follow as needed when program management assistance is procured in 2012 onward.

Program Element	2012	2013	2014	2015
Initial Priority Training	X	Х		
Staffing and Management	Х	Х		
Supplies and Materials	X	X		
Long-Term Schedule		X	X	X
Additional Training (seminars, one-time offerings)	X	Х	Х	Х

Appendix 2 provides a full listing of all the courses offered in connection with the Collection and Transmission System Training Program, while Appendix 3 describes the type of training format that will be used for each of the core course element. The format may vary depending on initial, follow-up, and intermediate retraining of the core course elements.

#### People Resources

- Training Program Coordinator
- Administration Operations Manager
- Department Safety Coordinator
- Construction and Maintenance (C&M)
   Management Staff
- C&M Staff for On-the-Job-Training (OJT)
- Plant Operations Staff for OJT
- Vendors
- CMOM Coordinator
- Training Program Knowledge Retention Officer (staff person or contractor)

#### 1.4.1 People Resources

DWM management and administrative staff drive the Collection and Transmission Systems Training Program. DWM management determines course offerings, the frequency, and sometimes participates as instructors. Training Program The Knowledge Retention Officer assists the Training Program Coordinator with Standard Operating Procedure (SOP) tracking, vendor provided training, peer to peer knowledge transfer, documentation, records, training coordination,

curricula development. This can be a staff or contractor position.

#### 1.4.2 Other Tools and Resources

The DWM uses two primary tools to manage the Training Program – the Training Matrix (Appendix 4), and the Compliance Suite<sup>TM</sup> Training Tracking Program (Appendix 5).

The Training Matrix is the spreadsheet directory listing the training (including courses, pamphlets, and videos) offered by DWM. The training materials in the Training Matrix are first divided by DWM cost centers (e.g. Management, Administration, Engineering, Inspections, Field Operations, Support, Plant Operations, Plant Maintenance, Instrumentation & Control, Laboratory, Warehouse and Meters). Then, each DWM cost center is further subdivided into the corresponding job titles. Various training courses are marked with "R" for Required or "A" for applicable to some cost centers.

#### Other Tools and Resources

- Training Matrix
- Compliance Suite<sup>TM</sup>
- Computer training room for computer/math skills with capacity for 15 persons
- General training room with capacity for 50 persons
- Safety Training equipment

Raw training offerings in the Training Matrix are customized to the individual. The supervisor reviews the training list for mandatory training for the individual by job title. When the mandatory training is completed, the employee may help in the selection process for additional training. When the selection is completed, the training request is then added to the Compliance Suite<sup>TM</sup> course waiting list. The waiting list is compiled periodically to schedule course sessions, determine additional course work needs based on the wait list size, and develop the training courses for the year.

The Compliance Suite<sup>TM</sup> is a software repository that merges the training needs for all DWM employees, the training offerings from the Training Matrix, the training instructors, mandatory requirements, and frequency. The DWM uses the Compliance Suite<sup>TM</sup> for scheduling, organizing, document retention and triggering refresher courses. The required training is initially populated automatically when an employee is hired or promoted.

#### 1.5 Program Activities

The Collection and Transmission Systems Training Program is a formal process to address staff training regarding the County's wastewater collection and transmission systems.

The Collection and Transmission Systems Training Program includes a description of each program element. Specifically, the following items are included in this Program document, where appropriate:

- General training to address the fundamental mission, goals, and policies of DWM (including basic County requirements)
- Wastewater collection system training to address the methods, procedures, and techniques required to perform the duties and tasks necessary for proper operation

and maintenance of the collection system (including continued training under the constructed overflow program)

- Wastewater transmission system training to address the methods, procedures, and techniques required to perform the duties and tasks necessary for the proper operation and maintenance of the transmission system (wastewater lift stations and force mains)
- Training necessary to cover measures to avert or eliminate identifiable safety hazards associated with the maintenance and repair of the collection and transmission systems
- Appropriate frequency for training, including refresher training
- The documentation and tracking of training courses and attendees

#### 1.5.1 General Training

DeKalb County new employees complete Department of Human Resources orientation within the first two months of employment.

Other general training provided by Human Resources and Risk Management may include, but is not limited to the following:

- Accountability
- Conflict Resolution
- Customer Service
- Customer Service 202
- Ethics Count (required for all staff)
- Success on the Front-Line (required for all non-managerial staff)
- Time Management (required for all non-managerial staff)
- New Supervisor's Workshop (required for all managerial staff)
- Leadership and You
- Organizational Management for Results
- Performance Management Program (required for all managerial staff)
- Positive Communication and Leadership
- Presenting Issues and Solutions

#### 1.5.2 Wastewater Collection System Training

Technical Skills training includes wastewater collection system training to address methods, procedures, and techniques required to perform the duties and tasks necessary for proper operation and maintenance of the collection system. New DWM employees are typically required to have completed probation and mandatory classes to be eligible for technical or skills training courses. Exceptions are made when a course is offered on a limited frequency that would extend training time if the employee had to wait for the next offering.

The Training Program is built upon principles contained in and generally consistent with Operations and Maintenance of Wastewater Collection Systems, a Field Study Training Program,

Volumes I and II, prepared by the Office of Water Programs at California State University. Training required for employees may vary depending on their roles and length of service.

An example of the scope of collection system training provided by DWM C&M is listed in the Training Matrix. (See Appendix 4). The list of training methods may include, but is not limited to, the following:

- C&M personnel provide collection system operations and maintenance training.
- Vendor onsite training and demonstrations are provided for new equipment, software, and/or other specialized training to become familiar with the operation and maintenance of new collection system resources and tools. This training is set up and provided by C&M.
- Pipe installation/replacement; pipe cleaning, testing, and inspection techniques; and manhole training are provided in-house by DWM experts to crews (as either formal demonstrations or OJT). These training opportunities are also part of technical certification training, as appropriate, to prepare for licensing exams.
- Reading as-built drawings training is provided by instruction and/or OJT by C&M.
- Heavy Equipment Operator training is provided in house by C&M to all heavy equipment operators.
- Sanitary Sewer Overflow (SSO) response training is provided to employees as required by the Department's CERP. This course presents, among other things, how to respond to SSOs, document information, calculation of spill volume, post signage, and evaluation for a fish kill.
- Back Flow Preventer Training (for Engineering and Technical Services Division staff).
- Cross Connection Training (for Engineering and Technical Services Division staff).
- Tailgate Safety Talks.
- Scheduled Safety Topics.
- Georgia Utilities Protection Center Call Before You Dig Sessions.
- Various specialty training, webcasts, conference and other trainings are available to those employees who would benefit from the additional training opportunities.
- Employees are also encouraged to volunteer with our local operator association (GAWP), and local/national affiliates of American Water Works Association (AWWA) and Water Environment Federation (WEF) to share their skills and help bring back new concepts to enhance DWM.

#### 1.5.3 Wastewater Transmission System Training

Wastewater transmission system training is provided to address methods, procedures, and techniques required to perform the duties and tasks necessary for the proper operation and maintenance of the wastewater transmission system. The Training Program is based on and is generally consistent with *Operations and Maintenance of Wastewater Collection Systems, a* 

*Field Study Training Program*, Volumes I and II, prepared by the Office of Water Programs at California State University.

The entire scope of transmission system training provided by DWM Plant Operations is listed in the Training Matrix. (See Appendix 4). The list of training methods may include, but is not limited to, the following:

- Plant Operations personnel provide training including heavy equipment and chemical spill response.
- Vendor onsite training and demonstrations are provided for new equipment, software, and/or other specialized training to become familiar with the operation and maintenance of new treatment system resources and tools. This training is set up and provided by Plant Operations personnel.
- Lift Station inspection, operation and maintenance, repair, and mechanical and electrical procedures; Plant Operations; and Process Control and Systems training are provided in house by DWM experts to crews (as either formal demonstrations or OJT). These training opportunities are also part of technical certification training, as appropriate, to prepare for licensing exams.
- Pumps, electrical and Control Systems.
- SSO response training is provided to employees as required by the Department's SSO CERP. This course presents, among other things, how to respond to SSOs, document information, calculate spill volume, post signage, and evaluate for a fish kill.
- Hazardous Material Spill Response.
- Effective Disinfection and Dechlorination.
- Treatment Facility Tours.
- Weekly/Monthly Safety Lectures/Sessions.
- Risk Management Plan Training.
- Fire Drills.
- Chlorine drills.
- Various specialty training, webcasts, conference and other trainings are available to those employees who would benefit from the additional training opportunities.
- Employees are also encouraged to volunteer with our local operator association (GAWP) and local/national affiliates of AWWA/WEF to share their skills and help bring back new concepts to enhance DWM.

#### 1.5.4 Safety Training

DeKalb County and DWM maintain comprehensive safety training programs. As defined by Occupational Safety and Health Administration (OSHA) regulations, *Occupational Safety and Health Standards*, *Part 1910*, safety training is necessary to cover measures to avert or eliminate identifiable safety hazards. DeKalb County and DWM safety training follows the

OSHA regulations. In addition, the safety Training Program is generally consistent with *Operations and Maintenance of Wastewater Collection Systems, a Field Study Training Program,* Volumes I and II, prepared by the Office of Water Programs at California State University. Safety training is primarily focused with regards to potential hazards associated with maintenance and repair of the collection and transmission systems. Safety training and measures include safety procedures specific to the types of maintenance activities and repair projects undertaken, specifying the safety equipment for the tasks being performed, and where appropriate, providing confined space entry, vehicle control procedures, and lock-out/tag-out procedures.

The current scope of safety training courses offered by DeKalb County and/or DWM under the oversight of the Safety Training Coordinator is included in the Training Matrix (See Appendix 4). The list of training may include, but is not limited to, the following subjects:

- Confined Space
- Personal Protective Equipment (PPE)
- Lockout/Tagout
- Chlorine Safety
- Bloodborne pathogens
- Medic First Aid/ Cardiopulmonary Resuscitation (CPR)
- Noise
- Commercial Driver's License (CDL)
- Defensive Driving Course or Professional Truck Driving for CDL staff
- Back Safety
- Crane Safety Boom Truck Operations
- Rigging Training
- Flagging/Traffic Control
- Forklift Safety
- Gas Monitoring
- Laboratory Training
- Trenching and Shoring
- Worksite Setup (Ergonomics)
- Fire Extinguisher

The DWM program includes a mandatory once per week safety training activity during which pertinent topics are discussed relevant to specific types of operation and maintenance

activities. Safety training basics regarding these topics are also part of technical certification training, as appropriate, to prepare for licensing exams.

#### 1.5.5 Wastewater Collection and Treatment Plant Operator Certification

The Treatment Plant Operator Certification program is not required by the Consent Decree but is included for the sake of maintaining one document for ease of use by the County's employees and is not enforceable by EPA or the EPD.

The Training Program Coordinator is responsible for design, development, implementation, instruction, and recordkeeping requirements associated with technical certification and skills training, unless otherwise noted, for DWM collection and wastewater treatment staff.

An Identification Number to use the California Manual for certification courses, is routinely applied for by the County. In addition, a member of DWM management applies for and receives instructor approval from the Georgia Water/Wastewater Board for certification courses. Application and approval process includes consideration of relevant educational training, teaching experience, and maintenance of a Class II Treatment license. The Board must approve training course outlines and approved instructors must re-apply for approval every 2 years. The Board also provides a letter with instructor name, organization, and courses approved to teach.

#### 1.5.5.1 Certification Requirements

Requirements for obtaining and maintaining certification is outlined by The Georgia Water/Wastewater Board *Rule 750-3-01, 02, and 04*. This Rule includes requirements for Public Water Supply System Operators, Biological Wastewater Treatment System Operators, Water Laboratory Analysts, Wastewater Laboratory Analysts, Water Distribution System Operators, and Wastewater Collection System Operators. All Operators must be certified. Prior to any certification, an applicant must have earned a minimum of a high School diploma or Graduate Equivalent Degree (GED) certificate.

In order to be certified in a particular class or category, as stated in Georgia Water/Wastewater *Rule 750-3-.04*, an applicant must meet requirements as set forth below.

- Current Certification. Applicants must hold the required certificate(s) before taking an examination for the next level of certification. An applicant must pass an examination in order to receive a certificate.
- Experience. Applicants must have completed the requisite experience in the actual system operation prior to taking an examination. The amount of experience that is required is dependent upon the applicant's education. For those applicants who have a high school diploma or GED certificate, the Board may consider other factors, including post-secondary education and other training and experience, to determine satisfaction of the experience requirements.
- **Education**. Every applicant must have earned a minimum of a high school diploma or GED certificate prior to taking the examination and must provide proof of education when he/she submits his/her application for certificate to the Board.
- Course Work. Applicants must have completed the required course work prior to taking the examination and provide proof of completion of course work when they

submit their application for certificate to the Board. The Board may evaluate, on a case by case basis, post-secondary education to determine satisfaction of the course work requirements.

DWM approved Certification Courses offered include the following:

- DWM Wastewater Collection System Operator Certification Course is based on *Operations and Maintenance of Wastewater Collection Systems, a Field Study Training Program,* Volumes I and II, prepared by the Office of Water Programs at California State University. Completion of this training is a prerequisite for taking the State licensing examination.
- DWM Wastewater Treatment System Operator Certification Course (Class I, II, and III) is based on *Operations and Maintenance of Wastewater Collection Systems, a Field Study Training Program*, Volumes I and II, prepared by the Office of Water Programs at California State University. Completion of training is a prerequisite for taking the state licensing examination.

DWM maintains approved, written course curricula for the above certifications and will incorporate the new certification rules that are being released during the 2012-2013 period and become effective in the next certification renewal cycle.

Recertification/renewal/refresher courses are also offered through the DWM Collection and Transmission Systems Training Program. Recertification, renewal, and refresher courses are completed by attending training and safety classes offered by DeKalb County such as technical and skills training, day tours of facility operations and maintenance, day tours at other utilities, and re-taking of certification classes; attending classes offered by the Georgia Water and Wastewater Institute; and/or attending GAWP conferences. Re-certification points are required every year (number of points and fee depends on certification) and licenses expire on June 30 of every odd year. License renewal fee is paid for by the County.

Annual certification continuing education points currently required include the following (annual certification points are subject to change in the future):

Class I Operator: 18

• Class II Operator: 12

• Laboratory Analyst: 12

Class III Operator: 6

Collection System Operator: 6

#### 1.5.5.2 Certified Personnel

Personnel requiring certification are identified by the Georgia Water/Wastewater Board *Rule 750-3-01*. This Rule requires that any person who operates a wastewater treatment plant, wastewater collection system, water distribution system, or public water supply system must obtain a certificate from the Board. Any laboratory analyst who conducts certain tests, as defined by the Board, of water or wastewater samples in conjunction with the operation of public water system or wastewater treatment plant must also obtain a

certificate from the Board. The Board issues applicable licenses (after passing the Board licensing exam) based on State Rules. For detailed information regarding Rule requirements, refer to Appendix G, Collection System Operator Licensing Requirements, in the GAWP, GWEF Guidance for the EPD Zero Tolerance Strategy entitled *Capacity, Management, Operations, and Maintenance (CMOM) Consent Agreement Guidance*, 2006.

The Certification Instructor is to maintain follow-up tracking of all students attending DWM training to help track pass/fail, new certifications, and currently certified staff. They will help track and plan the required recertification hours for each two-year cycle.

For the following categories of DWM employees, certification is required for some positions and recommended for other positions:

- Public Water Supply System Operators
- Public Water Supply Distribution System Operators
- Biological Wastewater Treatment System Operators
- Wastewater Collection System Operators
- Wastewater Treatment Plant Operators
- Water/Wastewater Laboratory Analyst
- Water/Wastewater Mechanics
- Water/Wastewater Plant Supervisors
- Inspectors
- Equipment Operator/Principle Equipment Operator/Senior Equipment Operator
- Crew Supervisor
- General Foreman
- Superintendents
- Managers

#### 1.5.6 Professional/Career Development Opportunities

The Professional/Career Development program is not required by the Consent Decree but is included for the sake of maintaining one document for ease of use by the County's employees and is not enforceable by EPA or EPD.

DeKalb County Human Resources Department typically publishes a quarterly list of training courses available to employees. These courses include computer skills training, software training, supervisor and management training, new employee orientation, and employee growth and improvement courses. As needed/requested, the DWM Collection and Transmission Systems Training Program Coordinator also offers math and computer

skills training. This professional development training is interactive and uses videos and games as learning tools.

GED courses are offered through the County at no charge to the employee. This training opportunity is advertised among staff; day, evening, and online classes are/may be available for this course.

In addition, external training and networking opportunities such as AWWA, GAWP, WEF/GWEF, American Society of Civil Engineers, Association of Metropolitan Sewage Agencies, and various conferences and seminars are made available to employees, as approved by DWM.

#### 1.5.7 Training Frequency

The training and management staff determine the training frequency based on regulatory requirements as well as DeKalb County policy. When the frequency has been finalized for each course, the training staff input the desired frequency for each course into the Compliance Suite™ software. The software helps schedule classes and triggers reminders for individual employees before the refresher course due date. The refresher report and training frequency are documented in Appendix 5 and 6.

Courses availability is dependent on several factors including instructor schedule, classroom size, or HR and Risk Management department resources. Appendix 1 provides the 3-year training cycle calendar for many common courses required of the majority of DWM employees. Some courses are featured at the same time each year to focus staff attention on that element for those timeframes.

#### 1.5.8 Documentation and Tracking

Records of technical and skills training are maintained by DWM. The Program specifies the technical and skills training required before an employee is permitted to undertake specific work assignments or tasks.

The Compliance Suite<sup>TM</sup> Software maintains training documentation. County and DWM Program staff and supervisors work with the Training Coordinators to track training that is offered, and completed by, employees. This software has been tailored to County needs and features include personnel training records, grades, and scanned certifications, etc. and automatic email reminders for personnel training and refresher course needs. DWM will generate quarterly reports for management and trainers from this software that provides the status of training for each employee, including training refresher due dates.

Training documentation also includes, but is not limited to the following:

- Completed training leave slip for offsite training and conferences;
- Training duration and roll sheet;
- Copy of the tailgate topic with a signature as receipt;
- Training report;
- Certificate of attendance and issuance of certification credit; and

• Webcast enrollment form.

### 2. Appendix

- Appendix 1 Training Calendar
- **Appendix 2 Training Course Listing**
- **Appendix 3 Training Course Format**
- **Appendix 4 The Training Matrix**
- Appendix 5 The Compliance Suite™
  - 1. Retraining Report Sample
  - 2. Training Frequency Chart Sample

**Appendix 6 – Re-Training Course Master Plan** 

## 2.1 Appendix 1 – Training Calendar (course type and frequency may change based on technological or job requirements)

	Operations Maste	er Training Calendar	
	Safety Training		Conferences
Classroom	Pamphlet	Video	
	Υ	ear 1	
Lock Out / Tag Out	Night Work	Crane Safety	
Personal Protection Equipment	Noise and Hearing Conservation	Hazard Communication	GAWP Industrial Conference
Confined Space	Office Safety	Electrical Safety	GAWP Spring Conference
Trenching	Power Tools	Personal Protection Equipment	
CPR, First Aid, AED	Slip, Trip and Fall Safety Section	Back Safety	
Defensive Driving	Ultraviolet Safety	Heavy Equipment	AWWA ACE
Electrical Safety	Walking and Working Surfaces	Fall Protection & Heights	GAWP Annual Conference
Ergonomics and Manual Handling	Water Safety	Ladders and Scaffolds	
Flagging	Working Outdoors	Fire Safety	
Groundskeeping		Noise and Hearing Conservation	WEFTEC
Hot Work Procedures		Forklift Safety	GAWP Fall Conference
Housekeeping and Sanitation		Material Handling and Storage	
	Υ	ear 2	
Lock Out / Tag Out	Night Work	Night Work	
Personal Protection Equipment	Noise and Hearing Conservation	Hazard Communication	GAWP Industrial Conference
Confined Space	Office Safety	Office Safety	GAWP Spring Conference
Trenching	Power Tools	Personal Protection Equipment	
Ultraviolet Safety	Slip, Trip and Fall Safety Section	Back Safety	
Chemical Safety	Ultraviolet Safety	Rotating Equipment	AWWA ACE
Spills and Secondary Containment	Walking and Working Surfaces	Slip, Trip and Fall Safety Section	GAWP Annual Conference
Crane Safety	Water Safety	Ultraviolet Safety	
Flagging	Working Outdoors	Walking and Working Surfaces	
CPR, First Aid, AED		Water Safety	WEFTEC
Defensive Driving		Welding Safety	GAWP Fall Conference
Housekeeping and Sanitation		Working Outdoors	
	Y	ear 3	
Lock Out / Tag Out	Night Work	Avoiding Carpal Tunnel	
Personal Protection Equipment	Noise and Hearing Conservation	Hazard Communication	GAWP Industrial Conference
Confined Space	Office Safety	Blood Borne Pathogens	GAWP Spring Conference
Trenching	Power Tools	Personal Protection Equipment	, ,
Electrical Safety	Slip, Trip and Fall Safety Section	Back Safety	
Chemical Safety	Ultraviolet Safety	Lock Out / Tag Out	AWWA ACE
CPR, First Aid, AED	Walking and Working Surfaces	Noise and Hearing Conservation	GAWP Annual Conference
Ergonomics and Manual Handling	Water Safety	Compressed Air and Explosive Gas	
Flagging	Working Outdoors	Power Tools	
Chemical Hygiene Plan		Hot Taps	WEFTEC
Defensive Driving		Material Handling and Storage	GAWP Fall Conference
Spills and Secondary Containment		Ergonomics and Manual Handling	

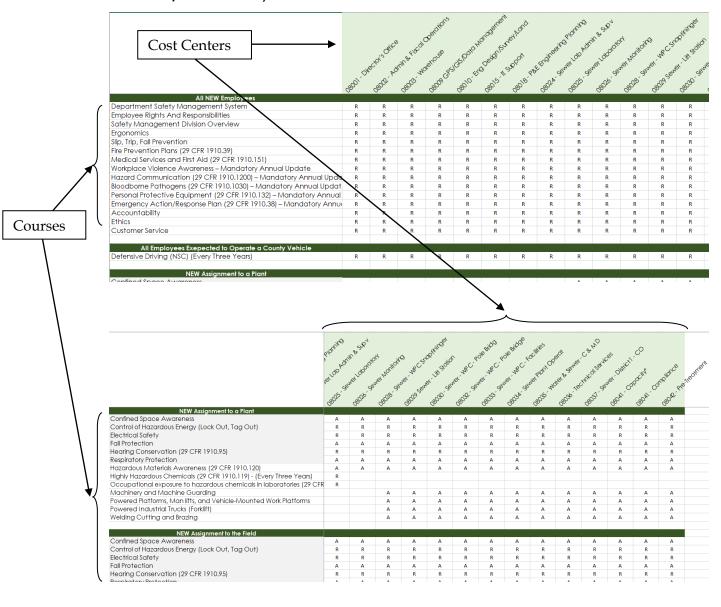
### 2.2 Appendix 2 – Training Course Listing Sample

Mandatory (on hire)	Emergency Management	Plant Operations
New Employee Orientation	Emergency Management  Emergency Response Protocol	Screening
Customer Service 202	Emergency Response (Chlorine)	Pre-Treatment
Accountability	CERP-Sewage Spill Response	Clarification
Ethics	Chemical Spill Response	Filtration
Success on the Front Line	NIMS 100	Disinfection
Time Management	NIMS 200	Chemical Addition
Mandatory (on Promotion)	NIMS 300	Solids Handling
New Supervisors Workshop	NIMS 400	Disinfection
Performance Management Plans	NIMS 700	Plant Hydraulics
Management Development	Regulatory	Plant Maintenance
Train the Trainer	Consent Decree	Pumps
Organizational Management for Results	Certification	Motors
Presenting Issues and Solutions	EPD Environmental	Bearings
Work Place Feedback and Recognition	EPA Safe Drinking Water	Mechanical Seals
Counseling and Disciplinary Methods	EPA Clean Water Act	Instrumentation/Control
Writing Job Standards and MPO	Sedimentation and Erosion Control	Electrical
Leadership Series Workshop I	MNGAWPD Guidelines	Operations for Maintenance Staff
Leadership and You		Maintenance for Operators
Manager Supervisor Update	County Ordinances Stormwater Ordinances	Generators
Positive Communication and Leadership	Billing Rates/Process	Electricity for Non-Electricians
Quality Problem Solving	Laboratory	Instrumentation/Control & Electrical
Strategic Planning	Safe Dams	Low Voltage
Achieving Measurable Performance Standards	Underground Storage Tanks	Electrical Motors
County Policy Updates	Spill Prevention Control Plans, NPDES	RSview
Travel Policy	NPDES	Industrial Ethernet
General Employee Development	Land Application Site	Allen Bradley PLC
Being Proactive	GDOT	Electrical Drives
Effective Speaking I	Utility Protection-Safe Digging	Medium Voltage
Effective Speaking II	Heavy Equipment	Generators
Conflict Resolution	Heavy Equipment Operations	Grounding
Business Writing I	CDL Drivers License	Lightening Protection
Business Writing II	Jet Rodder Truck Operation	High Voltage
Productive Meetings	Rigging Training	I&C Training for Operators
Effective Meeting Facilitation	Portable Pumps and Equipment	Laboratory
Positive Communication	Fleet Operations	Water Analysis
Basic Math	General Field	Wastewater Analysis
GED	Field Customer Service	Mass Spectrometer
Computer Programs	OJT Equipment Training	Environmental Monitoring
MS Word I	Reading Maps and Plans	Biological Analysis
MS Word II	Surveying	Sample Collection Techniques
MS Excel Beginning	Field Hydraulics	QA/QC
MS Excel Intermediate	Job Site Set-up	Water Plant Operations Lab
MS Outlook	Water Distribution System Repair	Wastewater Plant Operations Lab
MS Power Point	Water Distribution	Safety
Kronos	Water Line Construction	Avoiding Carpal Tunnel
Oracle Financial	Water Line Repair	Back Safety
Compliance Suite	Major Line Repair	Blood Borne Pathogens
Peoplesoft	Booster Pumping Stations	Chemical Safety
LIMs (Lab Information Management System)	Line Testing and Cleaning	Chemical Hygiene Plan
FOG Tracking Program	Valve Installation and Maintenance	Confined Space
Scheduling (Project or Primavera)	Fire Hydrant Installation	Compressed Air and Explosive Gas
ESRI Mapping	Flushing	CPR, First Aid, AED
Hydraulic Model	Repair Planning	Crane Safety
OPSWIN	ARV Installation and Maintenance	Defensive Driving
Associated Systems-Computer	Water Meter Repair/Installation	Electrical Safety
SR/WO Introduction and Completion	Water Meter Repair	Ergonomics and Manual Handling
SR/WO generation and tracking	Large Meter Repair/Replacement	Fall Protection & Heights
CMMS Planning/Scheduling	Meter Calibration/Testing Programs	Fire Safety
Report Generation	Radio Read Meters	Flagging
Asset Management	FLEXNET AMI	Forklift Safety
Inventory Management System	Meter Sizing	Groundskeeping
Warehouse Basics	Meter Installation	Hazard Communication
Warehouse Ordering	Wastewater Collection System	Heavy Equipment
Security System	Collection System Operations	Hot Taps
Security System Maint.	Water and Wastew ater Technical Terminology	Hot Work Procedures
Dispatch Program	Grease Management Methods	Housekeeping and Sanitation
Construction Contracts/Specifications	Main Line Stoppages	Ladders and Scaffolds
County Construction Standards	Mechanical Rodding	Lock Out / Tag Out
County Construction Standards  County Specifications	Jet Rodder Cleaning	
Paving Repair Contracts		Material Handling and Storage
Concrete/Wall Repair Contracts	Manhole Inspection	Night Work Noise and Hearing Conservation
	Manhole Cleaning Manhole Odors	Office Safety
Fire Hydrant Repair Contract Line Installation/Repair Contracts	Manhole Odors  Manhole Surcharge	
		Personal Protection Equipment
Testing Contracts Cleaning Contracts	Repair/Replace Sewer Mains	Power Tools
	Cavity / Sinkhole Repair	Rotating Equipment
Meter Installation	Concrete Grouting	Slip, Trip and Fall Safety Section
Construction Management	Line Abandonment	Spills and Secondary Containment
Inspection & Testing	Manhole Construction	Trenching
CCTV Sewer Inspection	Raising / Lowering Manholes	Ultraviolet Safety
Pole Camera Sewer Inspection	Manhole Sealing	Walking and Working Surfaces
Elevated Creek Crossing Inspection	ARV Installation and Maintenance	Water Safety
Right of Way and Easement Inspections	Wastewater Transmission Systems	Welding Safety
Dye Testing	Smith and Loveless Maintenance	Working Outdoors
Smoke Testing	Air/Vac Valve O&M	
Inspection of Large Sewer/Water Lines	Force Mains	
	Backflow Preventers	
Identifying Inflow/ Infiltration	Dacknow Fierenters	
Identifying Inflow/ Infiltration		
External Sewer Inspection		
External Sewer Inspection Flow Meters: Installation and Operation		
External Sewer Inspection Flow Meters: Installation and Operation Hydraulic Modeling Overview		
External Sewer Inspection Flow Meters: Installation and Operation Hydraulic Modeling Overview Program Management		
External Sewer Inspection Flow Meters: Installation and Operation Hydraulic Modeling Overview		

## 2.3 Appendix 3 – Training Course Format (courses may change based on technological or job requirements)

		Training Course Fo	rmat Master Plan		
Training Course	Toolsian France	Training Course		Training Course	Todalina Franci
Training Course	Training Format	Training Course	Training Format	Training Course	Training Format
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	om de onde		onde essic		on de lass s
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Mandatory (on hire)		Emergency Management	T 5 6 8 8 8 8 8 8 8 8	Plant Maintenance	王 N 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8
New Employee Orientation	X	Emergency Management  Emergency Response Protocol	x	Pumps	x x x
Customer Service 202 Accountability	×	Emergency Response (Chlorine) CERP-Sew age Spill Response	X	Motors Bearings	X X X X
Bhics	Î	Chemical Spill Response	Î	Mechanical Seals	x x x x
Success on the Front Line Time Management	X X	NIMS 100 NIMS 200	X X	Instrumentation/Control Electrical	x x x x x x
Mandatory (on Promotion)		NIMS 300	x	Operations for Maintenance Staff	x
New Supervisors Workshop Performance Management Plans	l l l l x	NIMS 400 NIMS 700	X X	Maintenance for Operators Generators	X X
Management Development		Regulatory		Bectricity for Non-Electricians	x
Train the Trainer				Instrumentation/Control & Electrical	
Train the Trainer Organizational Management		Consent Decree Certification	x x x	Instrumentation/Control & Electrical  Low Voltage	x
Presenting Issues and Solutions Work Place Feedback and Recognition	X	EPD Environmental	X X X X	Bectrical Motors RSview	X X X X X
Counseling and Disciplinary Methods	X	EPA Safe Drinking Water EPA Clean Water Act	X X	Industrial Ethernet	X X X
Writing Job Standards and MPO Leadership Series Workshop I	X X	Sedimentation and Erosion Control MNGA WPD Guidelines	X X	Allen Bradley PLC Bectrical Drives	X X X X
Leadership and You	Î	County Ordinances	X X	Medium Voltage	x x x
Manager Supervisor Update Positive Communication and Leadership	l l l x	Stormwater Ordinances Billing Rates/Process	x x	Generators Grounding	X X X X
Quality Problem Solving	x	Laboratory	x x x x x	Lightening Protection	x x x
Strategic Planning Achieving Measurable Performance Standards	X X	Safe Dams Underground Storage Tanks	X X	High Voltage BC Training for Operators	X X X
County Policy Updates	x	Spill Prevention Control Plans, NPDES	х	Laboratory	
Travel Policy General Employee Development	×	NPDES Land Application Site	x x x	Water Analysis Wastew ater Analysis	X   X   X   X   X   X   X   X   X   X
Being Proactive	X	GDOT	x x	Mass Spectrometer	x x x x x
Effective Speaking I	X X	Utility Protection-Safe Digging Heavy Equipment	x	Environmental Monitoring Biological Analysis	X   X   X   X   X   X   X   X   X   X
Conflict Resolution	l	Heavy Equipment Operations	X	Sample Collection Techniques	X X X X X X
Business Writing I Business Writing II	X X	CDL Drivers License Jet Rodder Truck Operation	X X	QA/QC Water Plant Operations Lab	X   X   X   X   X   X   X   X   X   X
Productive Meetings	X	Jet Rooder Truck Operation Rigging Training	x	Wastew ater Plant Operations Lab	X X X X X
Effective Meeting Facilitation Positive Communication	X	Portable Pumps and Equipment Fleet Operations	x x	Safety	
Positive Communication  Basic Math	X X	General Field	x x	Avoiding Carpal Tunnel  Bank Safety	H <sub>x</sub>
GED	x	Field Customer Service	x	Blood Borne Pathogens	x
Computer Programs  MS Word		OUT Equipment Training Reading Maps and Plans	X X X	Chemical Safety Chemical Hygiene Plan	x x x x
MS Word II	X X	Surveying	x x	Confined Space	î
MS Excel Beginning MS Excel Intermediate	X X	Field Hydrautics Job Site Set-up	x x x	Compressed Air and Explosive Gas CPR, First Aid, AED	X
MS Outlook	x x	Water Distribution System Repair		Crane Safety	x x
MS Power Point Kronos	X X	Water Distribution Water Line Construction	X X	Defensive Driving Bectrical Safety	×
Oracle Financial	Î	Water Line Repair	x x x x x	Ergonomics and Manual Handling	x x
Compliance Suite Peoplesoft	X	Major Line Repair Booster Pumping Stations	X X X X X	Fall Protection & Heights Fire Safety	×
LIMs (Laboratory Information Management System)	X X	Line Testing and Cleaning	x x x x	Flagging	X
FOG Tracking Program Scheduling (Project or Primavera)	X X	Valve Installation and Maintenance Fire Hydrant Installation	X X   X X   X X X   X X X   X X X X   X X X X X X X X X X X X X X X X X X X X	Forklift Safety Groundskeeping	X X X
ESRI Mapping Hydraulic Model	x x x	Flushing Repair Planning	X X   X X   X X X   X X X   X X X   X X X   X X X X X X X X X X X X X X X X X X X X	Hazard Communication Heavy Equipment	X X X X
OPSWIN	X X	ARV Installation and Maintenance	x x x x x	Hot Taps	x x
Associated Systems-Computer  SR/WO Introduction and Completion	I X I I X	Water Meter Repair/Installation	x x x x	Hot Work Procedures Housekeeping and Sanitation	×
SR/WO generation and tracking	X X	Water Meter Repair Large Meter Repair/Replacement	x x x x	Ladders and Scaffolds	X
CMMS Planning/Scheduling Report Generation	X X	Meter Calibration/Testing Programs Radio Read Meters	X X X	Lock Out / Tag Out Material Handling and Storage	X X
Asset Management	x x	FLEXNET AM	X X	Night Work	x x
Inventory Management System Warehouse Basics	X X X	Meter Sizing Meter Installation	x x x x x x	Noise and Hearing Conservation Office Safety	X X X
Warehouse Ordering	x x	Wastewater Collection System		Personal Protection Equipment	x x
Security System Security System Maint.		Collection System Operations Water and Wastew ater Technical Terminology	x x x x x	Pow er Tools Rotating Equipment	X X
Dispatch Program	X Î	Grease Management Methods	x x x x x x x	Slip, Trip and Fall Safety Section	хх
		Main Line Stoppages	x x x	Spills and Secondary Containment Trenching	X X
Construction Contracts/Specifications		Mark 1 10 10			
Construction Contracts/Specifications  County Construction Standards County Specifications	X X	Mechanical Rodding Jet Rodder Cleaning	x x	Ultraviolet Safety	x x x
Construction Contracts/Specifications  County Construction Standards  County Specifications  Paving Repair Contracts  Paving Repair Contracts			X X X X X X X X X X X X X X X X X X X	Ultraviolet Safety Walking and Working Surfaces Water Safety	x x
Construction Contracts/Specifications County Construction Standards County Specifications Paving Repair Contracts Concrete/Visil Repair Contracts Fire Hydratt Repair Contracts	X X X X X X X X X X X X X X X X X X X	Jet Rodder Cleaning Manhole Inspection Manhole Cleaning Manhole Odors	x x x x x x x x x x x x x x x x x x x	Walking and Working Surfaces Water Safety Welding Safety	X X X X X X X X X X X X X X X X X X X
Construction Contracts/Specifications Courty Construction Standards Courty Specifications Paving Repair Contracts ConcreteWall Repair Contracts Fire Hydrant Repair Contracts Line Installation/Repair Contracts Line Installation/Repair Contracts	X X X X X X X X X X X X X X X X X X X	Jet Rodder Cleaning Manhole Inspection Manhole Cleaning Manhole Odors Manhole Odors Manhole Surcharge	X X X X X X X X X X X X X X X X X X X	Walking and Working Surfaces Water Safety Welding Safety Working Outdoors	x x
Construction Contracts/Specifications  Courty Construction Standards  Courty Specifications  Panny Repart Contracts  Concrete Wild Repart Contracts  Fire Hydrant Repart Contracts  Line traction-Repart Contract  Testing Contracts  Gearing Contracts  Coaring Contracts	X X X X X X X X X X X X X X X X X X X	Jet Rodder Clasming Marhole Inspection Manhole Clasming Manhole Clasming Manhole Clasming Manhole Clasming Rapair/Replaces Sew or Manhole Carvity / Sinkhole Sew or Manhole Sew or Manhole Carvity / Sinkhole Sew or Manhole Carvity / Sinkhole Sew or Manhole Carvity / Sinkhole Sew or Manhole Sew	X X X X X X X X X X X X X X X X X X X	Walking and Working Surfaces Water Safety Velding Safety Working Outdoors Inspection & Testing CCTV Sew or Inspection	X X X X X X X X X X X X X X X X X X X
Construction Contracts/Specifications  Covery Construction Seathers  County Specifications  Pump Reper Contracts  Per Reper Contracts  For Hydrar Reper Contracts  For Hydrar Reper Contracts  Le hashilston/Reper Contracts  Le hashilston/Reper Contracts  Casaring Contracts  Mater Installation  Mater Installation  Mater Installation	X	Met Rodder Cleaning Marchol Inspection Marchol Careing Marchol Colors Marchol Colors Marchol Colors Marchol Colors Repair Replace Sew er Mans Carey / Shinhola Repair Concrete Groutles	X X X X X X X X X X X X X X X X X X X	Walking and Working Surface Water Safety Welding Safety Welding Safety Working Outdoors Inspection & Testing CCTV Sear or hapection Pile Carrier Sear or Inspection	X   X   X   X   X   X   X   X   X   X
Construction Contracts/Specifications  Courty Construction Standards  Courty Specifications  Panny Repart Contracts  Concrete Wild Repart Contracts  Fire Hydrant Repart Contracts  Line traction-Repart Contract  Testing Contracts  Gearing Contracts  Coaring Contracts	X X X X X X X X X X X X X X X X X X X	Jet Rodder Clasming Marhole Inspection Manhole Clasming Manhole Clasming Manhole Clasming Manhole Clasming Rapair/Replaces Sew or Manhole Carvity / Sinkhole Sew or Manhole Sew or Manhole Carvity / Sinkhole Sew or Manhole Carvity / Sinkhole Sew or Manhole Carvity / Sinkhole Sew or Manhole Sew	X X X X X X X X X X X X X X X X X X X	Walking and Working Surfaces Water Safety Velding Safety Working Outdoors Inspection & Testing CCTV Sew or Inspection	X X X X X X X X X X X X X X X X X X X
Construction Contracts/Specifications  Courty Construction Students Courty Specifications Pering Regar Contracts Governed Visit Regar Contracts First Regar Contracts First Regar Contracts Le treatment Le treatment Contract Contracts Contracts Regard Contracts R	X X X X X X X X X X X X X X X X X X X	Jef Roder Cleaning Marticle Inspection Marticle Inspection Marchic Cleaning Marchic Cleaning Marchic Cleaning Marchic Cleaning Marchic Cleaning Marchic Cleaning Repaire Repaire Cleaning Repaire Repaire Corrected Grading Lone Association Marchic Construction Repaire Corrected Cestaling Lone Association Repaire Cleaning Marchic Construction Repaire Cleaning Marchice	X X X X X X X X X X X X X X X X X X X	Walting and Working Surfaces  Ware Safery Weiding S	X X X X X X X X X X X X X X X X X X X
Construction Contracts/Specifications Coary Ceratives Searched County Specifications Pump Repear Contracts Fee Hydrar Repear Contracts Fee Hydrar Repear Contracts Lee testilation/Repear Contracts Lee testilation/Repear Contracts Casaning Contracts Authority Contracts Description of Contracts Mater testilation Contraction Management Plant Operations	X X X X X X X X X X X X X X X X X X X	Jeff Roder Clammy Merrich Roperton Merrich Roperton Merrich Clammy Merrich Clammy Merrich Clammy Merrich Clammy RepainRepton RepainRepton RepainRepton Convente Granding Convente Granding Convente Granding Merrich Clammy Merrich Clammy Merrich Merrich Clammy ARY Merrich Clammy Merri	X X X X X X X X X X X X X X X X X X X	Walking and Working Sulfrace Ware Safety Weiding Saffey Working Carting CCTV Sen or Inspection Pile Carrier Safe or Inspect Pile Carrier Safe or Inspect Revised Ores Crossing Inspect Replace of Walking American Safety Rep	X X X X X X X X X X X X X X X X X X X
Construction Contracts/Specifications Coary Cerebross Seatheria Courty Specifications Pening Repear Contracts Free Hydrar Repear Contracts Free Hydrar Repear Contracts Leve testilation/Repear Contracts Coarrent/Vall Repear Contracts Leve testilation/Repear Contracts Cassing Contracts Cassing Contracts Cassing Contracts Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarrent/Coarre	X	all Roder Cleaning Methods Teagerion Methods Teagerion Methods Cleaning Methods Cleaning Methods Cleaning Methods Cleaning Methods Surcharge Repair@Rejords See or Mater Carly of Siethods Regard Concrete Grousing Line Abandonment Methods Construction Resize of Low entry Methods ARV Indication and Methods Coding Wastewater Transmission Systems Wastewater Transmission Systems	X	Walting and Working Surfaces  Weer Safety Weeking Weeking Safety Weeking Wee	X X X X X X X X X X X X X X X X X X X
Construction Contracts/Specifications Courty Construction Students Courty Specifications Person Repear Contracts Person Repear Contracts For Hydrage Contracts For Hydrage Contracts Concrete/Mail Repear Contracts For Hydrage Contracts Contract Repear Contracts Financial Contracts Financial Contracts Financial Contracts Financial Financia	X X X X X X X X X X X X X X X X X X X	Jeff Roder Clarring Marrich Roperton Marrich Clarring Marrich Clarrin RepainRepton Foreit Gradin Converse Grading Converse Grading Marrich Clarrin Marrich Conference Reining Later reg Marriche Marrich Conference ANY Hastidien on Marriche Sodien ANY Hastidien on Marriche Sodien Marrich Clarrin Marrich	X	Walterg and Working Sutrace.  Water Safety Westing Safety Westing Castery Westing Caster Garage Safety Westing Caster Garage Safety Westing We	X X X X X X X X X X X X X X X X X X X
Construction Contracts/Specifications Courty Construction Students Courty Specifications Person Repear Contracts Fres Hydrar Repear Contracts Fres Hydrar Repear Contracts Fres Hydrar Repear Contracts Live Installation Repear Contracts Contracts/Repear Contracts Live Installation Repear Contracts Contracts Contracts Contracts Contracts Contracts Contracts Contracts Contracts Plant Operations Services Contracts Con	X X X X X X X X X X X X X X X X X X X	Jeff Roder Clamps Mertoich Repetion Mertoich Repetion Mertoich Clamps Mertoich Clamps Mertoich Clamps Mertoich Clamps Mertoich Clamps RepainReptoich Serve Mertoi Conty / Sierhole Repeti Concrete Graufing Live Albandoment Mertoich Construction Relating / Low pring Mertoich ANY And Construction Relating / Low pring Mertoich ANY And Mertoiden on the Mertoich Construction Wastewater Transmission Systems Smith and Lovelens Meltonerous Force Marin And And And Mertoich Construction Force Marin And And And And And And And And And An	X	Walterg and Working Sutraces.  Water Safety, Westing Safety Westing Cattory Inspection & Toesting COTV Server Inspection Flow Gramma Server Inspection Gravated Ones Occasing Inspection Gravated Ones Occasing Inspection Right of Way and Easterment Inspections. Due Testing Inspection of Lung Server Walter Lines Hoperitors of Lung Server Walter Lines Hoperitors of Lung Server Inspections Estimated Server Inspections Estimated Server Inspections Flow Meleries, busilation and Operation Hydraus Meldering Overview	X X X X X X X X X X X X X X X X X X X
Construction Contracts/Specifications  Coarry Creat victions Seatherin  County Specifications  Penn Specifications  Fen Specifications  Fen Specifications  Fen Specifications  Fen Specifications  Ten Specifications  Coarrent/Self Specifications  Ceaning Contracts  Mater tensisten  Ceaning Contracts  Mater tensisten  Centraction Management  Plant Operations  Secretary  Fen Teatherin  Califications  Fill Paradion  Fill Paradion  Centraction  Centraction  Coarrent Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarrent  Coarre	X	Jeff Bodder Clauming Marriche Teigention Marriche Clauming Marriche Clauming Marriche Clauming Marriche Clauming Marriche Clauming Marriche Clauming Repailing Repailing Repailing Line Albandonment Line Albandonment Marhiche Contraution Reising / Low ering Marriche ARY hestalation and Marriche Contraution Wastewater Transmission Disystems Wastewater Transmission Disystems Smith and Lonetess Marrichese Market valve CMM	X X X X X X X X X X X X X X X X X X X	Walting and Working Surfaces  Were Safety Weising Safety Weising Safety Weising Safety Weising Safety Inspection & Testing COTV See or Inspection Pale Camera See or Inspection Revised Oreas Courses Specificate Regist of Way and Essentere Inspection On See of See of See or Se	X X X X X X X X X X X X X X X X X X X

# 2.4 Appendix 4 – The Training Matrix Sample (course type and frequency may change based on technological or job requirements)



### 2.6 Appendix 5 – The Compliance Suite $^{™}$

#### 1. Retraining Report Sample

Course Retrai	ining				Friday, August 10, 2012, 2;45, P.).
	-	12/20/2011 - 06/30/2013;	Course Title Equal Io CER	P Spill Respouse 2012	
Course Title: CERP Spil Student	Job Title	Department	Office Phone	Retrain Date	Supervisor
Abram, Mark, A.	Equipment Operator Senior	8038	- AVAC	6/13/2013	
Adams Jr, Robert, L.	WQC Foreman	8028		6/12/2013	
Adams, Keith, T.	Wtr Prod Poll Contrl Brch Supt	8030		6/12/2013	
Agee, Hervy, B.	Crew Supervisor	8040		6/13/2013	
Ash, Jaru, T.	Lab Monitor Supervisor	8024		6/12/2013	
Austin, Steven	Crew Worker	8040		6/20/2013	
Baniassad, Kian	Engineer	8028		6/12/2013	
Barber, Kipper, O.	Crew Worker	8037		6/19/2013	
Barner, Cornell	Crew Worker	8040		6/19/2013	
Barnes, George, E.	Crew Worker Sr.	8037		6/19/2013	
Barron, Chester	Water Maintenance Mechanic	8033		6/12/2013	
Battle, John, L.	General Foreman	8038		6/20/2013	
Baxley, Gilbert	Crew Worker Sr.	8038		6/20/2013	
BelleFleur, Patrick	WQC Foreman	8028		6/12/2013	
Benton, Artis, J.	Crew Worker	8037		6/26/2013	
Boddie, Abu-Jahmaal	Crew Worker	8040		6/26/2013	
Bolton, Calvin	Crew Worker	8040		6/19/2013	
Bonner, Walter	Crew Worker	8038		6/26/2013	
Bowden Jr., Donald, L.	Crew Supervisor CDL	8037		6/19/2013	
Brayton, Alexander, M.	Crew Supervisor CDL	8037		6/26/2013	
Carter, Anthony, C.	Crew Supervisor CDL	8037		6/26/2013	
Carter, Kenneth	Crew Worker	8038		6/20/2013	
Character, Michael	Crew Supervisor CDL	8037		6/26/2013	
Character, Reginald, M.	Crew Worker Sr.	8040		6/26/2013	
Childs, Adrain		8040		6/26/2013	
Clark, Bobby, G.	Equipment Operator Principal	8041		6/13/2013	
Clark, Deonta, A.	Crew Supervisor CDL	8040		6/13/2013	

#### 2. Training Frequency Chart Sample

Minimum T	raining [	Ouration a	and Fred	quency		
Safety	Duration	Frequency	Refresher	Pamphlet	Video	Class
Back Safety	0.25 hours	Biannual	Annual	X		
Blood Borne Pathogens	.5 hours	Biannual	Annual	X	X	
Chemical Safety	2 hours	Biannual	Annual		X	X
Chemical Hygiene Plan	2 hours	Biannual	Annual	X	X	X
Confined Space	2 hours	Biannual	Annual		X	X
Compressed Air and Exp. Gas	0.25 hours	Biannual	Annual		X	
CPR, First aid, AED	6 hours	Biannual	Annual			
Crane Safety	2 hours	Biannual	Annual			
Defensive Driving	6 hours	Biannual	Annual			
Electrical Safety	1 hours	Biannual	Annual			
Ergonomics and Manual Handling	.5 hours	Biannual	Annual		X	
Fall Protection & Heights	.5 hours	Biannual	Annual			
Fire Safety	.5 hours	Biannual	Annual		X	
Flagging	2 hours	Biannual	Annual			
Forklift Safety	2 hours	Biannual	Annual		X	
Grounds keeping	2 hours	Biannual	Annual	X	21	
Hazard Communication	1hours	Biannual	Annual	71	X	
Heavy Equipment	2 hours	Biannual	Annual		Λ	
Hot Taps	2 hours	Biannual	Annual			
Hot Work Procedures	.5 hours	Biannual	Annual		X	
Housekeeping and Sanitation	2 hours	Biannual	Annual	X	X	
Ladders and Scaffolds	0.25 hours			Λ	X	
		Biannual Biannual	Annual	X	X	
Lock Out / Tag Out	2 hours		Annual	Λ	Λ	
Material Handling and Storage	.5 hours	Biannual	Annual		37	
Night Work	0.25 hours	Biannual	Annual	37	X	
Noise and hearing conservation	0.25 hours	Biannual	Annual	X	X	
Office Safety	2 hours	Biannual	Annual	X	X	
Personal Protection Equipment	2 hours	Biannual	Annual	X	X	
Power Tools	0.25 hours	Biannual	Annual	X		
Rotating Equipment	2 hours	Biannual	Annual			
Security	0.25 hours	Biannual	Annual	X		
Slip, Trip and Fall Safety Section	0.25 hours	Biannual	Annual	X		
Spills and Secondary Containment	0.25 hours	Biannual	Annual	X		
Trenching	3 hours	Biannual	Annual	X		
Ultraviolet Safety	0.25 hours	Biannual	Annual			
Walking and Working Surfaces	0.25 hours	Biannual	Annual			
Water Safety	0.25 hours	Biannual	Annual	X		
Welding Safety	.5 hours	Biannual	Annual			
Working Outdoors	0.25 hours	Biannual	Annual			
Plant Operations						
Screening	4 Hours	Annual	Biannual		X	X
Sedimentation	4 Hours	Annual	Biannual			X
Filtration	4 Hours	Annual	Biannual			X
Solids Handling	4 Hours	Annual	Biannual			X
Pumps	2 hours	Annual	Annual		X	
Bearings	2 hours	Annual	Annual			
Disinfection	2 hours	Annual	Annual	X		
Mechanical Seals	2 hours	Annual	Annual			

## 2.7 Appendix 6 – Re-Training Course Master Plan Sample (course type and frequency may change based on technological

or job requirements)

		Re-Training Cou	se Master Plan		
Training Course	Training Frequency	Training Course	Training Format	Training Course	Training Format
Training Course	I aming requestey	Training Course		Training Course	
	Sours Sours		Cours		2 Sours
	ndour cent cens		Handoui Short C ement n/Licens		-landoui Short C ement n/Licens
	itial Annual Annual Annual Annual Fresher Handout seleesher Short Co b Requirement erification Licensu				
	ual  nnual  vnnual  vseter F  esher F  eesher F  filicatior		itial nnual H-Annual ri-Annual efresher Ha efreesher Sl b Requiren erification/L		nnual i-Annual i-Annual efresher Ha efresher Si b Requirer errification/L
	Initial Annu Annu Annu Annu Bil-A Tri-A Tri-A Dob Job Perk		Anni Bi-A Bi-A Dob		Initia Anny Tri-A Job   Perik
Mandatory (on hire)		Emergency Management		Plant Maintenance	
New Employee Orientation Customer Service 202	X X	Emergency Response Protocol Emergency Response (Chlorine)	X X X X	Pumps Motors	x
Accountability	X	CERP-Sew age Spill Response	x x x x x	Bearings	x
Ethics Success on the Front Line	X	Chemical Spill Response	x x x x	Mechanical Seals Instrumentation/Control	x
Time Management	t X	NMS 200	x	Electrical	x
Mandatory (on Promotion)  New Supervisors Workshop	X	NIMS 300 NIMS 400	X	Operations for Maintenance Staff Maintenance for Operators	x
Performance Management Plans	X	NMS 700	x x	Generators	x x x x x
Management Development		Regulatory		Bectricity for Non-Electricians	x
Train the Trainer Organizational Management	t X	Consent Decree	x x	Instrumentation/Control & Electrical	x
Presenting Issues and Solutions	X	EPD Environmental	x x	Bectrical Motors	x
Work Place Feedback and Recognition Counseling and Disciplinary Methods	X X	EPA Safe Drinking Water EPA Clean Water Act	X X	RSview Industrial Ethernet	X
Writing Job Standards and MPO	x	Sedimentation and Erosion Control	x x x	Allen Bradley PLC	x
Leadership Series Workshop I Leadership and You	X	MNGA WPD Guidelines County Ordinances	X X X	Electrical Drives Medium Voltage	x
Manager Supervisor Update	X	Stormwater Ordinances	X X	Generators	x
Positive Communication and Leadership Quality Problem Solving	X X	Billing Rates/Process	X X X	Grounding Lightening Protection	x
Strategic Planning	X	Safe Dams	x x	High Voltage	x
Achieving Measurable Performance Standards County Policy Updates	X X	Underground Storage Tanks Soill Prevention Control Plans. NPDES	x x	I&C Training for Operators  Laboratory	x
Travel Policy	X X X	Spill Prevention Control Plans, NPDES NPDES	x x	Laboratory  Water Analysis	x x x x x x x
General Employee Development		Land Application Site	x x	Wastew ater Analysis	x
Being Proactive Effective Speaking I	X X X	GDOT Utility Protection-Safe Digging	X X	Mass Spectrometer Environmental Monitoring	x
Effective Speaking II	x x	Heavy Equipment	*	Environmental Monitoring Biological Analysis	x
Conflict Resolution	x	Heavy Equipment Operations	x x x	Sample Collection Techniques	x
Business Writing I Business Writing II	X	CDL Drivers License Jet Rodder Truck Operation	x	QA/QC Water Plant Operations Lab	x
Productive Meetings	X	Rigging Training	x x x	Wastew ater Plant Operations Lab	x
Effective Meeting Facilitation Positive Communication	x X	Portable Pumps and Equipment Fleet Operations	x x x x x	Safety	x x x x
Positive Communication Basic Math	X	General Field	*	Avoiding Carpal Tunnel Back Safety	X X X
GED	x	Field Customer Service	x x x	Blood Borne Pathogens	x x x x
Computer Programs		OUT Equipment Training	X X	Chemical Safety	x x x x x
MS Word I MS Word II	X X X	OJT Equipment Training Reading Maps and Plans Surveying	x x x x x x x	Chemical Hygiene Plan Confined Space	X X X X X X X X X X X X X X X X X X X
MS Word I MS Word II MS Excel Beginning	X X	Reading Maps and Plans Surveying Field Hydraulics	x x x x x x x x	Chemical Hygiene Ran Confined Space Compressed Air and Explosive Gas	X X X X X X X X X X X X X X X X X X X
MS Word I MS Word II MS Excel Beginning MS Excel Intermediate	x	Reading Maps and Plans Surveying Field Hydraulics Job Site Set-up	x x	Chemical Hygiene Plan Confined Space Compressed Air and Explosive Gas CPR, First Aid, AED	X X X X X X X X X X X X X X X X X X X
MS Word I  MS Facel Beginning MS Excel Intermediate  MS Outlook MS Over Flaint	X X X X X X X X X X X X X X X X X X X	Reading Maps and Plans Surveying Field Hydraulics Jub Site Set-up Water Distribution System Repair Water Distribution System Water Distribution	X	Chemical Hygiene Plan Confined Space Compressed Air and Explosive Giss CRR, First Aid, AED Crans Sately Defensive Driving	X   X   X   X   X   X   X   X   X   X
MS Word I  MS Word II  MS Excel Beginning MS Excel Intermediate MS Outlook	X	Reading Maps and Plans Surveying Field Hydraulics Job Site Set-up Water Distribution System Repair	X	Chemical Hygiene Plan Comf ned Space Compressed Air and Explosive Ges CR. First Aid, AED Crane Safety Def enaive Divining Bestries Safety Bestries Safety	X   X   X   X   X   X   X   X   X   X
MS Word I MS Boot Beginning MS Excel Beginning MS Excel Intermediate MS Outside MS Outside MS Power Point Koronso Oracle Financial Complaines Salies	X X X X X X X X X X X X X X X X X X X	Reading Maps and Plans Surveying Field Hydraudica, Job Site Bet up Water Distribution System Repair Water Distribution System Repair Water Lendon Water Lendon Water Lendon Maps Lendon Maps Lendon	X	Chemical Hygiene Plan  Compressed Air and Exploser  Compressed Air and Exploser  OPF, First AIA, AED  Orane Sailery  Defensive Driving  Bestinical Sailery  Ergonomica and Manual Handling  First Procession A Sailery  First Procession A Handling  Fir	X   X   X   X   X   X   X   X   X   X
M.S Word I MS Core Beginning MS Excel Beginning MS	X X X X X X X X X X X X X X X X X X X	Reading Maps and Plans Surveying Feel Hydradis- John Set- Water Distribution System Repair Water Distribution System Repair Water Lie Construction Water Lie Construction Maps Lie Repair Maps Lie Repair Booter Parping Stations	X	Otencial Hygiene Bar. Corined Space. Compressed Air and Explosive Coal. Compressed Air and Explosive Coal. Corine Safety Defensive Diving Bectical Safety Englishman Handing Englishman Handing Fall Pictocine Air Hygies. File Residence Air Safety	X   X   X   X   X   X   X   X   X   X
IAS Word I MS Core Beginning MS Excel Reginning MS Excel Reginning MS Excel Reginning MS Excel Reginning MS Coulded MS Power Point Oxforce Grace Financial Compliance Sulve Financial Life (Laboratory Information Management 5) yearing FOO Tireking Program	X	Reading Maps and Plans Surveying Field Hydradis-Class Job Sills Selvay Water Distribution System Repair Water Distribution System Repair Water Line Repair Water Line Repair Maps Line Repair Repair Repair Repair Line Repair Repair Repair Line Repair Repai	X	Otentical Hygiene Ran Confreed Space Compressed Air and Explosive Gas GR. Fran Ald, AEB Grane Starty Defensive Driving Bectical Starty Exportical sorting Brownian air Manual Handing Fall Protection A Heights File Starty File Starty File Starty File Starty File Starty	X   X   X   X   X   X   X   X   X   X
MS Word In MS Door Boyling in MS Excel Hermediste MS Cuttook MS Pace I Hermediste MS Outtook MS Pow or Point Moroos Oracle Francial Compliance Suite Libbs (Laboratory Hormation Management System) Libbs (Laboratory Hormation Management System)	X X X X X X X X X X X X X X X X X X X	Reading Maps and Plans Surveying Field hydraudic Act Old Bet deteg Water Distribution System Repair Water Construction Water London Water Line Repair Maps Line Repair Maps Line Repair Booster Pumping Stations Line Testing and Cleaning	X	Otentical Hygiene Ren Confreed Space Compressed Air and Equiptive Gas OR, First Air, AED Come Safety Defensive Diving Experience Safety Experience Safety Experience Safety Experience and Manual Handing Fall Protection A highes Fire Safety Fine Safety Fine Safety	X   X   X   X   X   X   X   X   X   X
IAS Word I MS Core Beginning MS Excel Returned I MS Excel Reginning MS Excel Returned I MS Cutoko MS Pow or Point Notions Once Financial Compliance Suita Register United I MS Core Financial Compliance Suita Register Suita	X X X X X X X X X X X X X X X X X X X	Reading Mage and Plans Surveying. First Hybroside. De She Servey. Water Distribution System Repair Water Construction Water Loconstruction Water Line Repair Major Line Repair Major Line Repair Repair Repair Repair Repair Repair Varle Hotalistion and Maintenance Line Testing and Classing Varle Hotalistion First Hybrian stealistion First Hybrian Installation Repair Harving Repair Harving	X	Overnical Hygiene Run Contread Spaces Compressed Air and Explosive Gas OR, Frish Air, AED Ornes Safety Defensive Diving Explosive Gas Frish Care Safety Defensive Diving Exploration and Manual Handing Fail Protection A Highes Frie Safety Frie Safety Frie Safety Groundskeeping Hazard Communication Heavy Explorem	X   X   X   X   X   X   X   X   X   X
IAS Word I MS Carel Beginning MS Exe Intermediate MS Carel Beginning MS Exe Intermediate MS Culture MS Carel Beginning MS Exe Intermediate MS Culture MS Carel Beginning MS Exe Intermediate MS Carel Beginning Government System Life (Laboratory Information Nanagement System) Scheduling (Project or Printervent) Scheduling (Project or Printervent) Scheduling (Project or Printervent) MS Reported Hydraufic Model GSSWM	X	Reading Maps and Plans Surveying Field Hydradinal Surveying Field Hydradinal Job Sile Servey Water Distribution System Repair Waser Construction Water Lee Construction Maps Live Rigars Maps Live Rigars Bostoner Panying Stations Live Testing and Cleaning Valve Institution and Malmentance Fire Hydrard Installation Repair Planning ARV Institution and Malmentance	X	Ownreal Hygiene Ran Cornel Space Compressed Air and Explosive Gas GR. First Aid. AEE Decrease Driving Bectical Staffe, Explorate Orining Bectical Staffe, Exploration and Manual Handling Fig. 19 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	X   X   X   X   X   X   X   X   X   X
IAS Word I MS Core Beginning MS Excel Beginning MS Excel Period In MS Core Beginning MS Excel Period In MS Coulook MS Flow or Point Norsons Oracle Financial Compliance State Peoplesoft Life (Laboratory Information Navagement System) FIGO Tot Refine Programs Scheduling (Project or Primwers) Scheduling (Project or Primwers) MS Mapping Mydraufic Nedde CRSVM ASSOCIATED SWYD Introduction and Completion SWYD Introduction and Completion	X	Reading Maps and Plans Surveying Field Hydraudical Job Sile Set-up Water Distribution System Repair Water Distribution System Repair Water Line Repair Water Line Repair Major Line Repair Major Line Repair Roster Remping Stations Line Testing and Cleaning Valve Installation Fire Hydrard Installation Fire Hydrard Installation Repair Flauring ARV Installation and Mainmanusce Water Meter Repair/Installation	X	Ownrical Hygiene Mar Corrieral Space Compressed Air and Explosive Coal Corrieration of Corrieration of Corrier	X   X   X   X   X   X   X   X   X   X
IAS Word IAS Word IAS Excel Regiment IAS Excellent IAS	X	Reading Maps and Plans Surveying. First Hydroxiac. Surveying. First Hydroxiac. Arb Sills Servey. Water Distribution System Repair Water Construction Water Loco Construction Water Line Repair Maps Line Repair Maps Line Repair Booster Pumping Stations Line Testing and Clearing Varle Instation and Manimensor First Hydroxy Sall Servey First Hydroxy Sall Servey Arb Instation and Manimensor Ruthing ARV Instation and Manimensor Water Meter Repair/Instation and Manimensor	X	Ownical Hygiene Mar Corrieral Space Compressed Air and Epitohe Casi CRR, First Airt. AED Owner Safety Defensive Diving Begonnica and Manual Hariding Fig. 1997. The Safety Fig. 1997. Fire Safety Find Safety Footst Safety Groundsteeping Hazard Communication Heaty Epipment McTagety	X   X   X   X   X   X   X   X   X   X
MS Word I MS Excel Regime; MS Excel Regi	X X X X X X X X X X X X X X X X X X X	Reading Maye and Plans Surveying Feel Hydraudic. Surveying Water Line Construction Water Line Construction Water Line Repair Maye Line Repair Maye Line Repair Maye Line Repair Mayer Line Repair Feel Hydraudic. Feel Hydraudic. Feel Hydraudic. Feel Hydraudic. ARD Installation Water Mater Repair/Installation Water Mater Repair/Installation Lurge Mater Repair/Replacement Mater Calibration/Testing Plograms Read Read Material	X	Osernical Hygiene Plan Corner Space Compressed Air and Explosive Case Grant State Grant St	X
IAS Word I MS Core Beginning MS Excel Peginning MS Excel Peginning MS Excel Peginning MS Excel Permedate MS Cultoka MS Power Point Norons Grace Francial Compliance State Peoplesoft Life (Laboratory Information Nanagement System) FOO Tracking Program Scheduling (Project or Prawaves) Scheduling (Project or Prawaves) MS Massociated Systems-Computer SWV Operaction and Packing CMSP MA Second Computer SWV Operaction and Packing CMSP Manning-Scheduling CMSP STATE COMPUTER Report Generation Asset Management	X	Reading Mayes and Plans Surveying Field Hydradisch Job Sille Servey Water Distribution System Repair Water Distribution System Repair Water Line Repair Water Line Repair Mayer Line Repair Mayer Line Repair Mayer Line Repair Repair Repair Repair Repair Valve Installation Fire Hydrad hestallation Fire Hydrad hestallation Repair Planning ARV Installation and Mainmance Water Meter Repair/Installation Valves Meter Repair/Installation Valves Meter Repair/Replacement Meter Calbricking Planging	X	Ownreal Hygiene Mar Corned Space Compressed Air and Explosive Gas GR. Frank AI. A.E. Grane Sater, Defense Ownreal Space Becchest Barley Becchest Barley Becchest Barley Becchest Barley Figurenia: and Manual Handling Figurenia: Air Seyley Figurenia Figurenia: Air Seyley Figurenia Figuren	X
IAS Word I MS Core Beginning MS Excel Pecinning MS Excel Period Compliance State Francial Compliance State Fro Tatalog Program Scheduling (Project or Pimwers) Scheduling (Project or Pimwers) MS Excelled Systems-Computer SWV Optionation and reaction MS Word optionation and reaction SWV Optionation and SWV Optionation Asset Management System Weston (Management Systems Versions)	X	Reading Maps and Plans Surveying Field Hydraudical Job Sile Servey Water Distribution System Repair Waser Distribution System Repair Water Distribution System Repair Water Distribution System Repair Water Line Repair Mayer Line Repair Mayer Line Repair Mayer Line Repair Repair Repair Repair Repair Repair Repair Line Testing and Classing Valve Installation Repair Repair Repair Repair Repair Repair Repair Repair ARV Installation and Malemanuse Water Meter Repair/Installation Viver Meter Repair/Installation Repair Repair Meter Calibration Sincip Repair	X	Ownreal Hygiene Men Corneal Space Compressed Air and Explaine Coal CR First Aid. AEE CR First Aid. AEE Description of the Compressed Air and Explaine Coal Explaine First Stately First	X
IAS Word I MS Executed MS Executed MS Executed MS Executed MS Executed Reprint MS Executed Reprint MS Executed MS	X	Reading Maye and Plane Surveying Feel Hydraudic So Sine Servey Water Distribution System Repair Water Lie Construction Water Lie Construction Water Lie Repair May In Repair May In Repair Lie Testing and Cleaning Valve Installation Lie Testing and Cleaning Valve Installation and Materianeuse Fire Hydra of Installation Water Materianeuse ARD Installation and Materianeuse Water Meter Repair/Installation Lie Calibration/Testing Ploograms Repair Surveying Repair Repair Repair Repair Repair Lie Materianeuse Repair Repair Repair Lie Repair Re	X	Owerside Hygiene Pan Compressed Ar and Explosive Ceas Grame Salve, Grame Salve, Grame Salve, Grame Salve, Grame Salve, Detensive Driving Beschrad Martin Figuration Salve, Fig	X
IAS Word I MS Excel Repring MS Excel Reprint MS Counties MS Excel Reprint	X	Reading Maye and Plans Surveying Feld Hydraudic Job Sine Servey Water Distribution System Repair Water Line Construction Water Line Construction Water Line Construction Water Line Repair May In Repair May In Repair Line Testing and Cleaning Valve Installation Line Testing and Cleaning Valve Installation of Markinstance Fire Hydra of Installation Fire Hydra of Installation Repair Exercision Fire Hydraudic State ARY Heatlation and Relationaries Water Meter Repair/Installation Lines Celebratories Playsiane Laurge Meter Meter Repair Playsiane Relation Meter Celebratories (1) Lines (1) Li	X	Ownrical Hygiene Mar Connel Space Compressed Ar and Explosive Case Grand Savet Connel Savet Connel Savet Demarke Diving Beschread Savet Personal Area Figure Savet Figure F	X
IAS Word I MS Core Beginning MS Excel Peginning MS Excel Peginning MS Excel Permediate MS Coulcols MS Flower Point Norson Oracle Financial Complaines Suite Proplement Life (Laboratory 1rf ormation Management System) FOO Tacking Program Scheduling (Project or Prawaves) Scheduling (Project or Prawaves) Scheduling (Project or Prawaves) MS Massociated Systems-Computer SWW permediates and stacking CMSWW Associated Systems-Computer MSWW permediates and stacking CMSW Instructions and stacking CMSW Instructions Warehouse Outering Management System Warehouse Outering Security System Market Security System Se	X	Reading Mayes and Plans Surveying Field Hydradinal, John See Hydradinal, John See Hydradinal, John See Hydradinal, John See Hydradinal, Mayer Line Repail Factoring Valve Intations and Maintenance Fire Hydrad Heatistions Fire Hydrad Heatistions Repair Planning ARV Installation and Maintenance Water Meter Repair/Installation Large Meter Repair/Replacement Meter Calterator/Fireity Programs Rado Read Meters Flanck All Meter Stages Rado Read Meters Flanck All Meter Stages Mater Stages Wasterwater Collection System Wastewater Collection System Collection System Collection System	X	Ownreal Hygiene Mar Cornel Space Compressed Air and Explosive Gas GR. First Aid. AEE GR. First Aid. AEE Description of the Cornel State Bectrical State Bectrical State First First First State First First First State First First First State First	X
IAS Word I MS Excel Beginning MS Excel Period MS Excelled	X	Reading Mayes and Plans Surveying Field Hydradisch Job Sile Servey Job Sile Serveying Field Hydradisch Job Sile Serveying Job Sile Serveying Water Distribution System Repair Water Line Repair Mayer Line Repair Mayer Line Repair Mayer Line Repair Mayer Line Repair Repair Plansing Repair Plansing Valve Installation Fire Hydrad hestallation Fire Hydrad hestallation Repair Plansing R	X	Ownreal Hygiene Mar Corned Space Ounpressed Air and Explosive Gas GR Fran Aid. AEE Offer Space Defense Space Defense Space Defense Space Becchical Safety Exponence on Manual Handing Exponence and Manual Handing Fall Potention & Heyling Fall Fall Safety Groundsheeping Hazard Communication Heavy Exponent Heart Tags Het Work Froedules Februare and Startificat Ladders and Startificat Ladders and Startificat Ladders and Startificat Lock Out / Tags Out Marieri Hending and Storage New May Heart Communication Petersonal Potencinon Exponent Petersonal Potencinon Exponent Petersonal Potencinon Exponent Spalls and Secondary Containment Spalls and Secondary Containment Trenching	X
MS Word I MS Excel Beginning MS Excel Hearing Project or Financial Excellent Project LIMb (Laboratory Information Management System) FOX Tacking Project MS Excellent Project M	X	Reading Maye and Plans Surveying Feel Hydraudic. 30-50s Set-up Water Distribution System Repair Water Line Construction Water Line Construction Water Line Construction Water Line Repair Maye In Repair Maye In Repair Maye In Repair Repair Valve Installation Line Testing and Cleaning Valve Installation Feel Hydrau Installation Feel Hydrau Installation Water Meter RepairInstallation Mayer Meter Repair Mayer Lange Related Repair Repair Repair Lange Related Repair Repair Lange Related Repair Repair Lange Related Repair Repair Meter Collection System Operation Vastewater Collection System Operation United and Vastewater Collection System Operations Collection Lange Learner Vaste and Vastewater Collection System Operations Collection Lange Learner Vaste and Vastewater Collection System Operations Lange Related Repair Collection Mayer Lange Related Repair Collection Lange Lange Lange Collection Lange C	X	Owerside Hygiere Mer Correct Space Compressed Ar and Exploses Cease Grant Saver Correct Space Correct Space Correct Space Correct Space Grant Safety Detentive Driving Exective 35 series Figurences and Manual Handling Figurences A teights Figurences Figurences A teights Figurences F	X
I MS Word I MS Excel Regiment MS Excel	X	Reading Maye and Plans Surveying Feel Hydraudic. All Silve Servey Water Distribution System Repair Water Line Contraction Water Line Contraction Water Line Contraction Water Line Repair Maye In Repair Maye In Repair Maye In Repair Maye In Repair Repair Saturation Line Testing and Cleaning Valve Installation of Mathemance Feel Hydra of Installation Feel Servey Installation Feel Servey ARV Installation and Relationaries Large Meter Repair/Installation Large Meter Repair/Installation Installation Large Meter Repair/Installation Repair Cleaning Large Meter Repair/Installation Large Meter Repair/Installation Repair Cleaning Large Meter Repair Repair Large Meter Repair Repair Large Meter Celebration System Celection System Operations Wastewater Collection System Operations Visited and Water was the Mayer Sarge Greater Repair System Celection System Operations United and Market water Technical Termology Greate Namagement Methods Mechanical Residen Je Rodder Cleaning Methods Cleaning M	X	Owerside Hygiere Mar Corned Space Compressed Ar and Explosive Case Grand Safety Carne Safety Determine Diving Electrical Safety Determine Diving Electrical Safety Figureria Are AE Figureria Figureria Figureria Hazard Communication Yeavy Exploreria Hazard Communication Yeavy Exploreria Hazard Communication Ladders and Safety AE Alexender Hereding and Source Alexender Hereding and Source Alexender Hereding and Source Robert AE Figureria Figureria Figureria Figureria Robert AE Figureria F	X
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