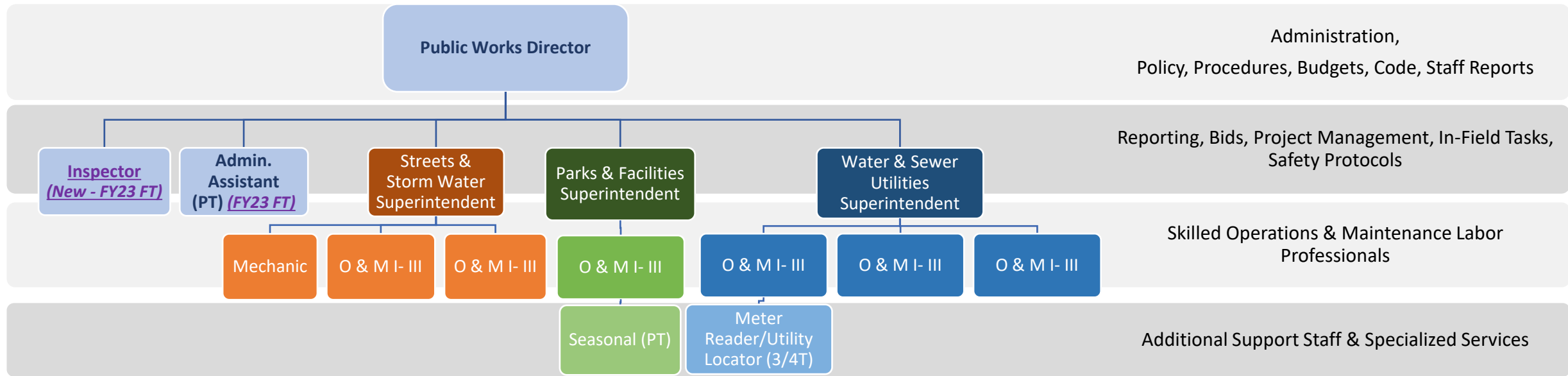




## Breakdown of Core Responsibilities

### General Department (All Employee Support)

- After-Hour Emergencies On-Call
- Community Service Projects
- Development Review Committee
- Fleet Ordering, Maintenance, Contracts, Etc.
- Founders Day Support
- GIS Mapping
- Grant Applications
- IWORQ - Work Order Management
- Municipal Code Updates
- Parking Lots Install/Maintenance
- Public Noticing
- Public Works Inspections
- Resident Requests
- Safety
- Snowplowing
- Standards Updates
- Website, Newsletter & Public Information

### Streets & Storm Water Division

- Annual Storm Water Report
- Basin Management
- Budget
- Capital Facilities Plan (CFP)
- Capital Project Management
- Ditch Management
- Fuel Order/Planning
- Illicit Discharge
- LID Tracking
- Road Cut Permits
- Road Maintenance – Annual Schedule
- Road Studies – Transportation Utility Fee
- Sidewalks and Curbing
- Snowplow Procedures & Routes
- Storm Water Management Plan
- Street Crossings
- Street Paving & Maintenance
- Street Light Maintenance
- Street Signs Order/Install/Maintain
- Street Sweeping
- SWPPP Inspections

### Parks & Facilities Division

- Budget
- Capital Facilities Plan (CFP)
- Capital Project Management
- Coordinate with Recreation
- Facility Requests, Planning & Maintenance
- Fertilizing Program
- General Repairs
- Monitor Bowery & Park Reservations
- Park and Ground Maintenance
- Park Restrooms (Open, Close, Clean & Stock)
- Playground Safety Inspections
- Sprinkler System

### Water & Sewer Utilities Division

- Annual Reports
- Auto Read Meter Program
- Blue Staking
- Budget
- Capital Facilities Plan (CFP)
- Capital Project Management
- Coordinate Solid Waste/Recycling
- Coordinate with Central Weber Sewer District
- Culinary Water Emergency Response Plan
- Easements
- Maintain Water Quality Standards
- Maintain/Replace Waste & Recycling Bins
- PRV Station Upkeep
- Quarterly Reports
- Sanitary Sewer Management Plan
- SCADA System management
- Sewer Cleaning Schedule
- Source Protection
- Source Protection
- Subdivision Inspection
- Utility Permits
- Water Lines, Mains & Connections Install/Maintain
- Water Rights