**Section 371.264 Chapter IV − Personnel**

a) List all of the positions and respective job titles of staff necessary to assure the proper operation and maintenance of the pumping stations and collection system, 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 pumping stations and collection system.

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

1) Education

A) Level

B) Type

C) Special training required

2) Pumping station and collection system experience

A) Time

B) Type

3) Non-related experience

A) Time

B) Type

4) Specific skills required

5) Other necessary qualifications

d) Outline a staffing plan for this pumping station and collection system 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.

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

f) 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 applications

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