

Lake Don Pedro CSD Task Analysis,  
Operations

## NORMAL OPERATING EFFORT

TASK	TOTAL HOURS PER YEAR
<b>Operate Water Treatment Plant</b>	
Take and log readings, analyze data	216
Chemical readings and adjustments	108
Clean basin surface, retrieve surface debris	108
Backwash filters	140
Receive and transfer chemical	9
<b>SUBTOTAL</b>	<b>581</b>
<b>Operate Water Distribution System</b>	
Meter Reading Auto Read Meters	96
Meter Reading Manual Meters	24
Meter Reading Troubleshoot	416
<b>SUBTOTAL</b>	<b>536</b>
<b>System Repair/Projects/Vehicles</b>	
Line Leak Responses (Review, coordinate, inspect, paperwork)	208
Meter Troubleshooting	416
Frozen, Broken, Malfunctioning piping	176
Malfunctioning water treatment processes	192
Malfunctioning Control Valves or Distribution Equipment	312
Malfunctioning SCADA	104
Response to Power Outages	16
Tires, Vehicle Maintenance	72
<b>SUBTOTAL</b>	<b>1496</b>
<b>Customer Service</b>	
Customer Requested re-read	24
Customer Requested Service call	24
Lockoff/unlock non payment	54
Turn on/off on request	12
Meter Install	6
Meter read for title transfer	18
<b>SUBTOTAL</b>	<b>138</b>
<b>Administration and Reporting</b>	
Investigate/Audit Meter Readings	39
Coordinate sampling, Review and State Report	192
Operations Report for Board Meeting	12

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Coordination with GM and Engineer on operations	104
Coordination with GM and Engineer on problems	26
Coordination with Office	52
Safety Training	26
Purchasing, Inventory control	52
Board Meeting Attendance	24
<b>SUBTOTAL</b>	<b>527</b>
<b>GRAND TOTAL</b>	<b>3278</b>
<b>AVAILABLE WORK HOURS</b>	<b>1816</b>
<b>FTE</b>	<b>1.8</b>

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Intake Maintenance Item	Annual Time Requirement, HRS
Routine site visit inspection	26
Remote Readings/Physical Site Inspection (operate pumps/observe)	15
General Site Maintenance (weeds, locks, painting, cleaning)	4
Megger Pumps, check voltage and amps	6
Control Valve Maintenance (Pumps and surge tank)	16
Clean valve wells and Operate valve	0.5
Operate and Service intake wet well screens and valves (If accessible)	4
<b>TOTAL</b>	<b>71.5</b>

Wells Maintenance Item	Annual Time Requirement, HRS
Routine site visit inspection	52
Remote Readings/Physical Site Inspection	18
General Site Maintenance (weeds, locks, fence, painting, cleaning)	8
Megger Pumps, check voltage and amps	4
Clean valve wells and Operate valves	1
Pull pump and replace column piping, clean and descale casing	
<b>TOTAL</b>	<b>83</b>

Booster Stations and Tank Site Maintenance Item (7 tanks, 2 hydropneumatic stations, 3 Booster Stations)	Annual Time Requirement,
Remote Readings/Physical Site Inspection (Tank external, operate pumps)	156
General Site Maintenance (weeds, locks, fence, painting, cleaning)	64
Check Pump voltage and amps	8
Tank Internal Inspection, Cleaning and Video (Contracted to specialty contractors)	6
Pump Control Valve Service	80
Isolation valve well cleaning and operation	16
Control or valve rebuilding	19.2
<b>TOTAL</b>	<b>349.2</b>

Street Valves Maintenance Item	Annual Time Requirement, HRS
Clean isolation valve well and operate hydrant	481
Water Main Flushing	80
Perform hydrant flow testing	20
<b>TOTAL</b>	<b>581</b>

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Pressure Regulating Valve Maintenance Item	Annual Time Requirement, HRS
Physical Site Inspection (open vault lid, check pressures)	6
Check PRV operation (operate downstream hydrant)	22
Pilot valve maintenance and service	27.5
Rebuild valve	17.6
<b>TOTAL</b>	<b>73</b>

Raw Water Distribution Maintenance Item	Annual Time Requirement, HRS
Gregoris Pond control valve inspection and service	24
Gregoris Pond vegetation maintenance	64
Isolation valve well cleaning and operation	2.5
<b>TOTAL</b>	<b>91</b>

Water Treatment Plant Maintenance Item	Annual Time Requirement, HRS
General facility inspection	130
Plant grounds maintenance	64
Filter Pumps service	10
Filter Control Valves service	12
Compressors (Daily check)	4
Online process monitoring equipment (Check operation daily, test, clean, maintain, standardize) <sup>[i][1]</sup>	180
Treatment Basin Cleaning	64
Chemical feed pumps maintenance	12
Filter maintenance	6
Mixer maintenance (Daily operating inspection)	24
Raw water tank inspection and cleaning (contracted, or drained and labor crew)	2
<b>TOTAL</b>	<b>508</b>

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**GRAND TOTAL MAINTENANCE PROGRAM, NORMAL SERVICE**

**1756**

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