

# CITY OF MEDFORD

## SANITARY SEWER MAINTENANCE SCHEDULE

### 1. Purpose

It is the policy of the City of Medford to comply with all applicable state and federal regulatory requirements.

The City intends to provide effective and efficient maintenance to its sanitary sewer system by evaluating political, social, safety, and economic concerns, among others. Procedures identified in this schedule are intended to maintain the sanitary sewer system to prevent sewer backups. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system.

The City has approximately 65,673 feet of public sanitary sewer mains, approximately 208 manholes and 3 lift/pump stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain the City's sanitary sewer system to prevent sewer backups and to extend the life of the system. The City has developed and implemented this schedule that takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The City will use its employees, equipment and/or private contractors to provide this service.

While the City fully intends to meet the guidelines established in this schedule, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent the City from meeting the guidelines established herein. The Public Works Director may override provisions established within this schedule. Deviations from the goals established in this schedule will be documented.

The City will use this schedule to guide any sanitary sewer maintenance activities to be provided by a contractor or a party other than the City.

### 2. Routine Maintenance and Inspection Goals

#### A. Sanitary Sewer System

It is the goal of this schedule to maintain all City owned sanitary sewer mains on a 4 year rotation. The rotation consists of: 1) SE part of the city's collection system, 2) NE part of the city's collection system, 3) SW part of the city's collection system, 4) NW part of the city's collection system. Following initial maintenance and assessment, all sections will be assigned as a Category 1, 2 or 3.

#### B. Problem Areas

The sanitary sewer mains and facilities identified as Category 1 will receive ordinary routine maintenance as noted on sewer maps. The sanitary sewer mains and facilities identified on the sewer map as Category 2 will receive more frequent maintenance and those identified as Category 3 will receive less frequent maintenance. When a sewer main or facility is identified as other than a Category 1, the reasons why maintenance is needed on a different schedule will be documented.

#### C. Sanitary Sewer Lift Stations

The City maintains lift stations using specific maintenance that is reasonable and recommended. Following initial maintenance and assessment, all sanitary sewer lift stations will be assigned as a Category 4, 5 or 6. A

Category 4 will receive ordinary routine maintenance annually. A Category 5 will receive more frequent maintenance. Those identified as Category 6 will receive maintenance on an as need basis. All sanitary sewer lift stations will be inspected weekly by Public Works Staff.

### **3. Personnel Responsibilities and Requirements**

#### **A. Exercise of Professional Judgment**

It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this schedule.

#### **B. Training and Education**

The City will provide training to employees responsible for maintenance of and assessment of the sanitary sewer system.

#### **C. Work Schedule**

Full-time City employees in the Public Works department will be expected to work eight-hour shifts. In emergencies, employees may be required to work in excess of eight hours. Budget and safety concerns may limit the length of time an employee is permitted to work.

#### **D. Weather Conditions**

Regular record retention will be conducted only when weather conditions do not endanger the City employees and equipment. Factors that may delay this include, but are not limited to: severe cold, severe heat, flooding, rain, snow and other severe weather events.

### **4. Documentation**

The City will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The city will also document circumstances that limit its ability to comply with this policy. A report should be prepared periodically for the purpose of evaluating maintenance activities and for determining goals for the future. These records will be kept in accordance with the City's records retention schedule.

Approved by the Medford City Council on February 27, 2012.

  
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City Clerk

  
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Mayor