



## **RECYCLED WATER USERS – SITE SUPERVISOR RESPONSIBILITIES**

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### **What is the Site Supervisor?**

The Site Supervisor represents the owner, tenant, or property manager as a liaison to the City of Santa Rosa and has the authority to carry out any recycled water requirements.

### **What are the Site Supervisor Responsibilities?**

- Be responsible for the on-site recycled water system.
  - Be responsible for the operation and maintenance of the recycled water system
  - Prevent runoff, overspray, and off-site drift.
  - Assure regular preventative maintenance and system inspections take place.
  - Maintain an accurate record keeping system of all inspections, modifications, repairs, employee trainings, and communications with the City and regulatory agencies.
  - Conduct an annual self-inspection and provide report to the City of Santa Rosa.
- Be knowledgeable about current recycled water rules, regulations, and requirements
  - Know the rules and requirements contained in the City of Santa Rosa's Recycled Water User's Guide.
  - Know the provisions contained in California Code of Regulations Title 17 and Title 22, relating to the safe use of recycled water.
- Ensure that there are no cross-connections
  - Know the basic concepts of backflow and cross-connection prevention, system testing, and related emergency procedures.
  - Be responsible for annual backflow device testing requirements.
- Be the available contact person
  - Be available, or have a designated staff person available, always to assure 24-hour system coverage and prompt response to operational issues.
  - Be in regular communication with the City.
  - Provide 24 hours phone contact information to the City.
- Provide training on recycled water
  - Train all personnel involved with recycled water on the rules and regulations governing recycled water use and how to handle recycled water safely and responsibly.
  - Provide operations and maintenance personnel with maintenance information, irrigation schedules, controller locations and as-built drawings to

ensure proper operation in accordance with the City of Santa Rosa's Recycled Water User's Guide.

- Keep as-built drawings up to date.
- Keep the City of Santa Rosa informed
  - Report to the City any changes in staffing or contact information to assure 24-hour availability to the City.
  - Immediately inform the City by phone of any failures, violations or emergencies that occur involving the recycle or potable water systems.

This summary list provides information on Recycled Water Site Supervisor Duties and Responsibilities and does not replace the City of Santa Rosa's Recycled Water User's Guide. For a complete list of all duties, responsibilities, rules, and regulations regarding recycled water use, see the City of Santa Rosa's Recycled Water User's Guide.