PICKEREL LAKE SANITARY DISTRICT

2908 Peabody Ave

### Grenville, SD 57239

**Email: info@plsdistrict.org Telephone-FAX: 605-486-0069**

**System Manager Duties**

**(11/12/2020)**

The primary responsibility of the System Manager is to oversee the day-to-day operations of the Pickerel Lake Sanitary District. The System Manager will be on call 24/7 to address any emergency repairs as they arise. The System Manager is employed by the District and reports to the Board of Trustees. The Manager will provide monthly maintenance reports to review with the Trustees during their regularly scheduled meetings. The Manager will also make an assessment of the sewer system while conducting scheduled maintenance to determine proactive measures that need to be taken to limit system emergencies.

The System Manager will serve as the primary point of contact for the District and is given the authority to contact approved service providers for necessary repairs. Any significant system improvement must be presented to the District for discussion and approval. For non-emergency repairs or improvements estimated in excess of $2,500, the Manager will secure a minimum of two written bids for the Board to consider.

The System Manager also serves as the superintendent of the PLSD property, including the system equipment, service vehicle, the storage building and office located at 2908 Peabody Avenue. The Manager will maintain the equipment and facilities in a clean and professional state, including the office area. The manager will abide by all District policies as written.

The System Manager will personally conduct scheduled system maintenance, unless additional resources, including equipment and manpower, are necessary to complete the tasks.

##### SCHEDULE OF MAINTENANCE

###### WEEKLY

1. Check ALL lift stations
	1. Record run time hours on log in control cabinet
	2. Record kilowatt usage hours on electric meter on log in control cabinet
	3. Compare running hours and electrical usage with previous periods
	4. Check pit liquid levels, check valve springs & floats
	5. Replace light bulbs as needed
	6. Comment on existing conditions and/or exceptions
	7. From Memorial Day to Labor Day add a packet of B-OXYMAX 1 to each lift basin
2. Check lagoon cells and wet land area
	1. Record water depth of Cell A & B
	2. Note actions taken; ie: discharge valve from Cell A to Cell B opened or closed, or Cell B to wetlands opened or closed; **water level in Cell A should be at approximately 4 feet**;

Minimum water level in Cell B should be 2 feet

* 1. Note weather conditions; ie: hot & humid; excessive rainfall dry & windy, etc.
	2. Check perimeter fence for broken, down, or lose wires and bent or broken posts. Repair

or replace as needed

**SEMI-ANNUAL** (April-May and September/October)

1. Operate all manual shutoff valves to assure free movement
2. Check all pressure operated check valves for free movement and spring tension; replace springs as needed
3. Check all air vent manholes for excessive water accumulation; pump as needed
4. Bleed air from forced main at air vent manholes

**ANNUAL** (October/November)

1. Check designated area septic tanks for excessive sludge buildup, pump as necessary
2. Cleanout and flush all system lift stations (use water trailer with 5 hp Honda water pump and

Extract liquefied sludge with septic tank pump truck)

1. **AFTER MEMORIAL DAY ADD ONE (1) GALLON OF CARUSOL 20 TO EACH LARGE LIFT STATION, AND ONE (1) QUART TO EACH SMALL LIFT STATION**

**PERIODIC MAINTENANCE – AS NEEDED**

1. Individual lift pumps
	1. Upon call from resident or suspect problem by District Service Technician
	2. Replace individual lift station light upon call from resident or being noticed by District Service Technician.
2. System Lift Stations
	1. Read pump hour meter and kilowatt meter as indicated in weekly maintenance schedule
	2. Replace operating light bulb as needed
	3. Operate manual shutoff valves semi-annually to assure free movement semi-annually
	4. Check pressure operated check valves for free movement and proper spring tension. Replace spring as needed
	5. Annually clean sludge from lift station basins by flushing out basin with water wagon and pressure pump. Use vacuum truck to remove sediment if excessive liquefied sludge exists.
3. Lagoon Cells
	1. Transfer fluid from Cell A to Cell B as needed to maintain level in Cell B at two (2) foot level
	2. Observe Cells A and B for possible rodent (muskrat) occupancy
	3. Visually check perimeters of Cells A & B for destructive vegetation (cattail) growth. Spray, or arrange for spraying, with Roundup if necessary.
	4. Arrange for annual mowing of the grassland around the lagoons.
	5. Check gate posts for rigidity, tamp posts and adjust gates as needed.
	6. Check perimeter fence for broken and/or down wires; repair as needed.