

DEPARTMENT OF THE NAVY

# Memorandum

DATE: 29 January 1980

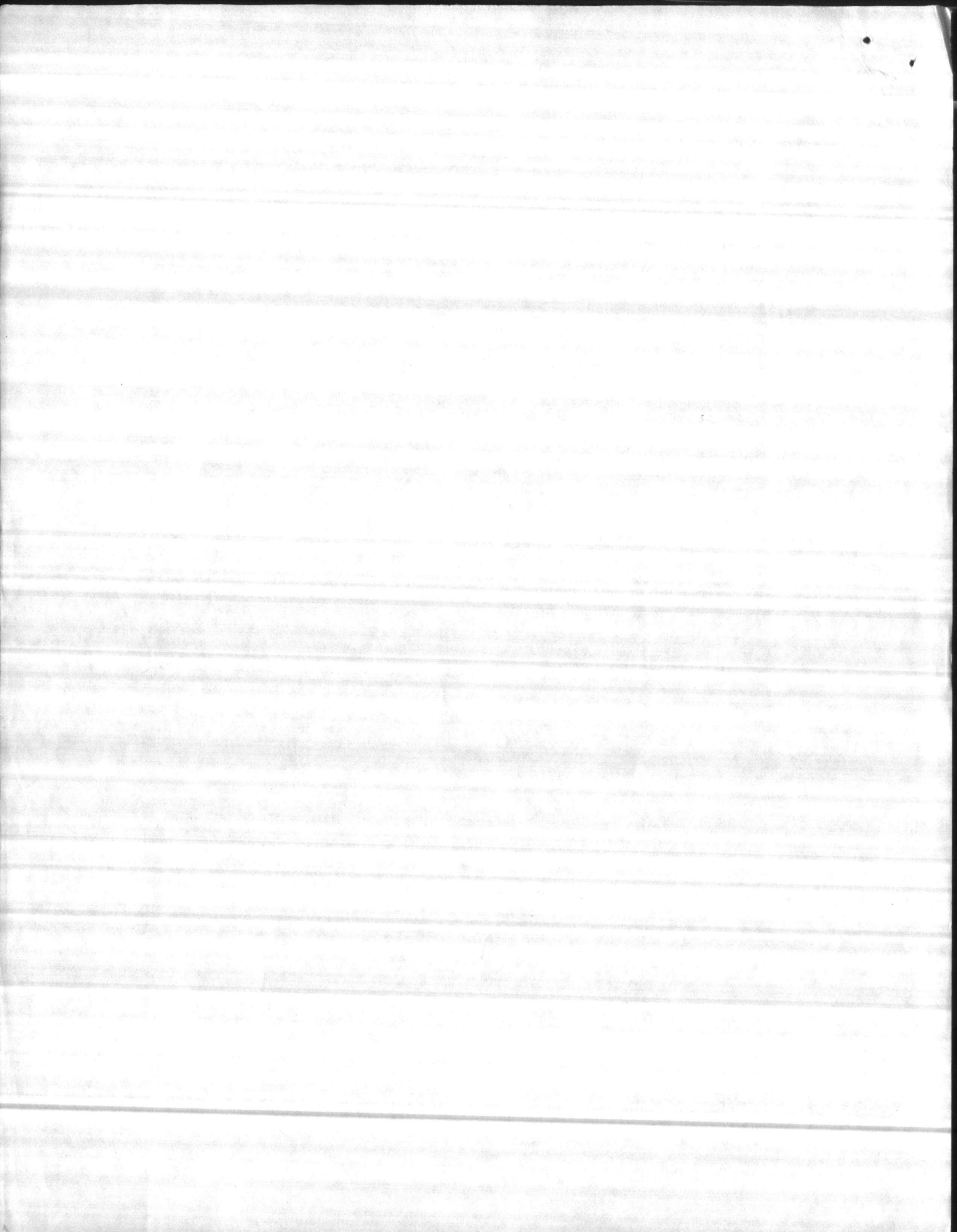
FROM : General Foreman, Water Treatment Branch

TO : Director, Utilities Division

SUBJ : Personnel Requirements; request for addition to

1. It takes twenty shifts to operate a one man plant twenty four hours per day seven days per week. It takes 42 shifts to operate a two man plant twenty four hours per day seven days per week. Only five shifts can be worked by one man per week without overtime.
2. The water treatment facilities include eight plants. Five are manned twenty four hours per day, one is manned sixteen hours per day and one is manned eight hours per day. Only one plant is not manned on any shift. This plant and all other un-manned shifts are operated from neighboring plants.
3. It is recommended to obtain the required number of personnel to safely and efficiently operate and maintain the water treatment facilities. If the requirements cannot be met then the General Foreman should not be held responsible for the efficiency and safety of personnel and equipment.
5. It is further recommended that consideration be given to adding shift supervisors to all shifts to comply with Federal and State Regulations.
6. Attached is a list of shifts and personnel required to operate and maintain the water treatment facilities safe and efficiently.
7. It is recommended that the Swimming Pool Operator, WG-8 be changed to Pumping Plant Operator, WG-8. The Swimming Pool Operators position consist mostly of pumping, treatment, testing, cleaning and minor maintenance and would fit into this operational structure better.

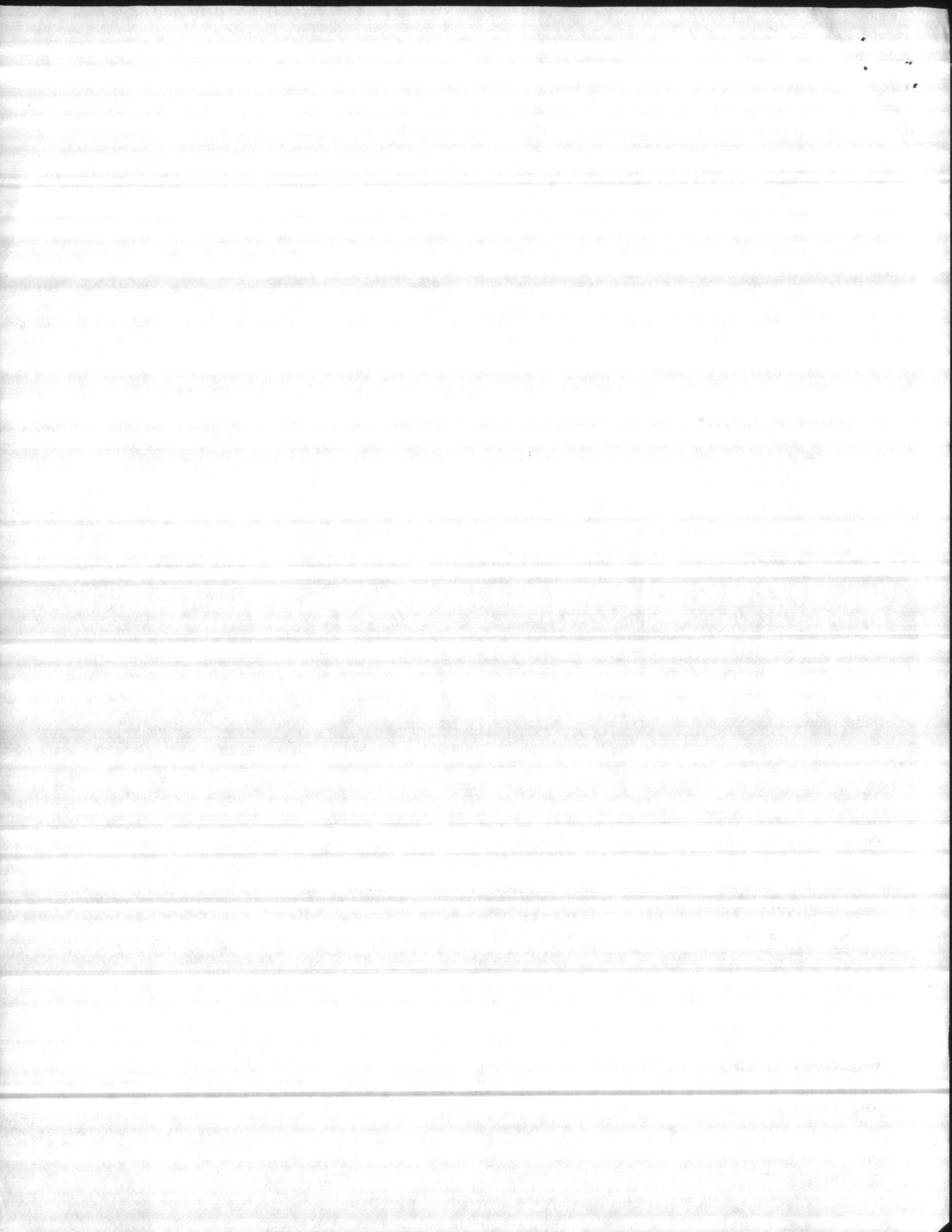
W. R. PRICE



The Water Treatment Branch of the Utility Division is required to maintain an adequate supply of potable water. To be able to pump at capacity to satisfy the demand for industrial, domestic usage and fire protection, to operate, to perform maintenance, repair and preventive maintenance to all pumping and treatment equipment in the water treatment branch which consists of four line treatment plants, four ion exchange (zeolite) treatment plants, six pumping stations, one hundred deep well pumps, sixteen elevated storage tanks, fourteen ground storage tanks and six swimming pools, and to relieve all personnel for annual, sick, emergency, and court leave etc.

Federal and State regulations require regular monitoring of the treatment and sampling throughout the distribution system to insure required treatment is carried out and to guard against possible pollution of potable water through drafting to much chemicals in system, by malfunction of equipment, pollution in the system which could cause wide spread sickness for the consumer. The present Standard Operating Procedure for the Water Treatment Branch is to man five of the eight plants twenty four hours per day seven days per week. Montford Point is manned on the eight to four shift daily with the four to twelve and twelve to eight shifts being operated from Tarawa Terrace plant. The Rifle Range Plant is manned from 0800 to 2400 daily with the 12-8 shift being operated from the Courthouse Bay Plant. The Onslow Beach Plant is not manned at all and is operated by the Courthouse Bay personnel on all shifts. The Courthouse Bay personnel also check the Triangle Outpost, Demolition Range, Amphibian Area, and Sneads Ferry Gate.

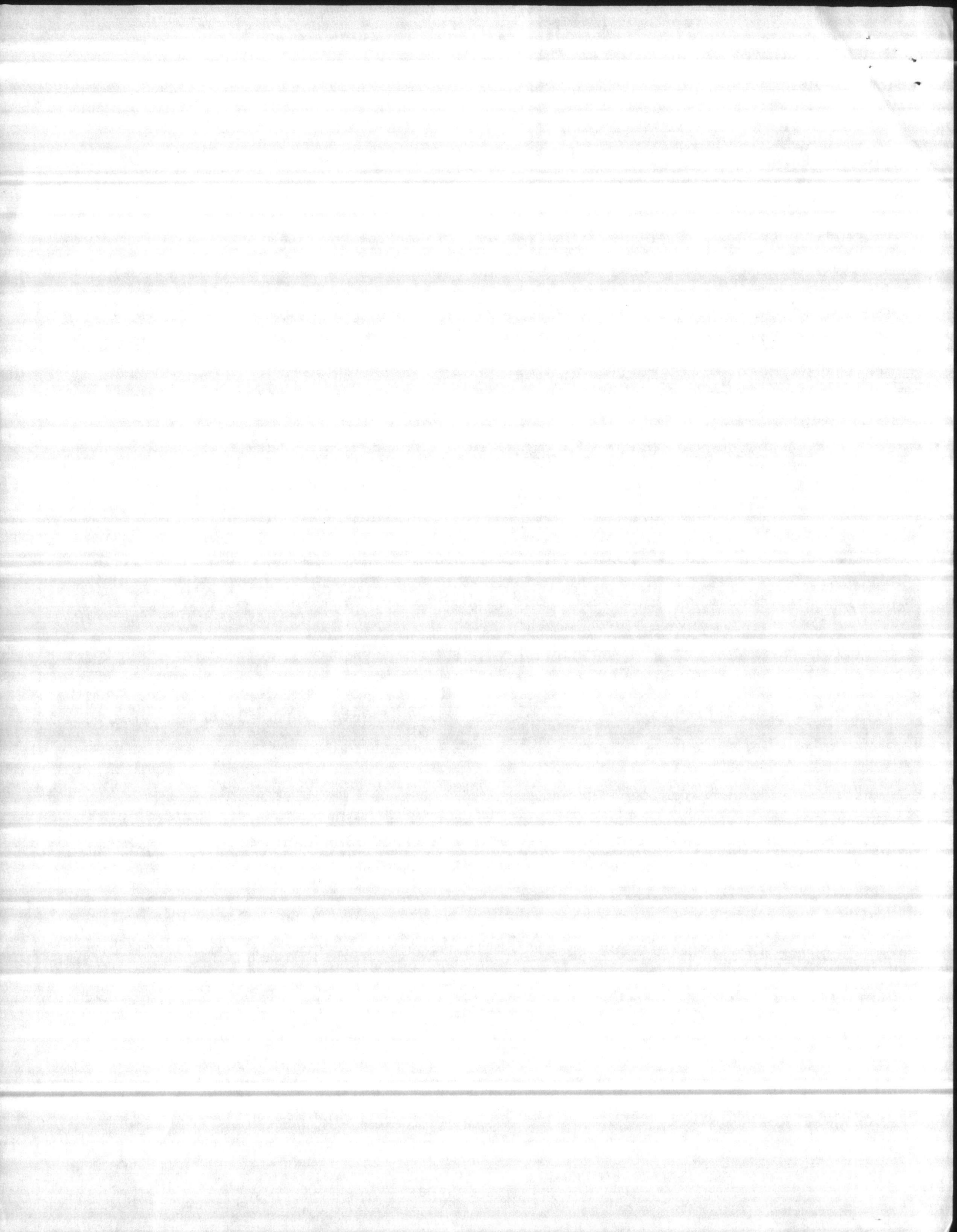
The Marine Corps Air Station is a completely manual controlled plant, with a well field of twenty six deep wells, two pumping stations and two swimming pools. This plant was designed for one operator and helper on each shift and one



Swimming Pool Operator on two shifts. The operation for this system was originally set up with one Water Plant Operator, one Swimming Pool Operator, and one helper on the 8-4 shift, one Water Plant Operator and one Swimming Pool Operator on the 4-12 shift and one Water Plant Operator on the 12-8 shift. In December 1977 and January 1978 one Swimming Pool Operator and one helper were taken during a reduction in force. We were not asked if we could carry on the necessary operation without these billets. In fact, we were told this is the way it would be. The loss of these billets left us without a helper on the 8-4 shift and without a Swimming Pool Operator for the 4-12 shift. The pools open at 0700 and close approximately 2000, these are out door pools and require more work and closer attention than an indoor pool. Last summer we could not mow grass at the wells and pumping stations as required, the checking of wells and regular checking of the pools was not done as required. On the 4-12 and 12-8 shifts the Water Plant Operator would have to leave the plant to check the Camp Geiger Pumping Station, wash pool filters and start up filtering system by 0700, operate pool and check Geiger pumping station on the 4-12 shift. This type of operation has resulted in many lime spills and improper mixture of lime slurry, inadequate cleaning and up keep of equipment, constant overflow of clearwell and ground storage when operator is away from plant. The Swimming pools are not checked as often as necessary. During partly cloudy weather and at times when the sun is covered with clouds there is a rapid change in the chlorine residual. On several occasions the kids were treated at the dispensary for eye burns.

To eliminate these hazardous, costly and unsightly situations it will require replacing the Swimming Pool Operator and helper that were taken in December 1977 and January 1978.

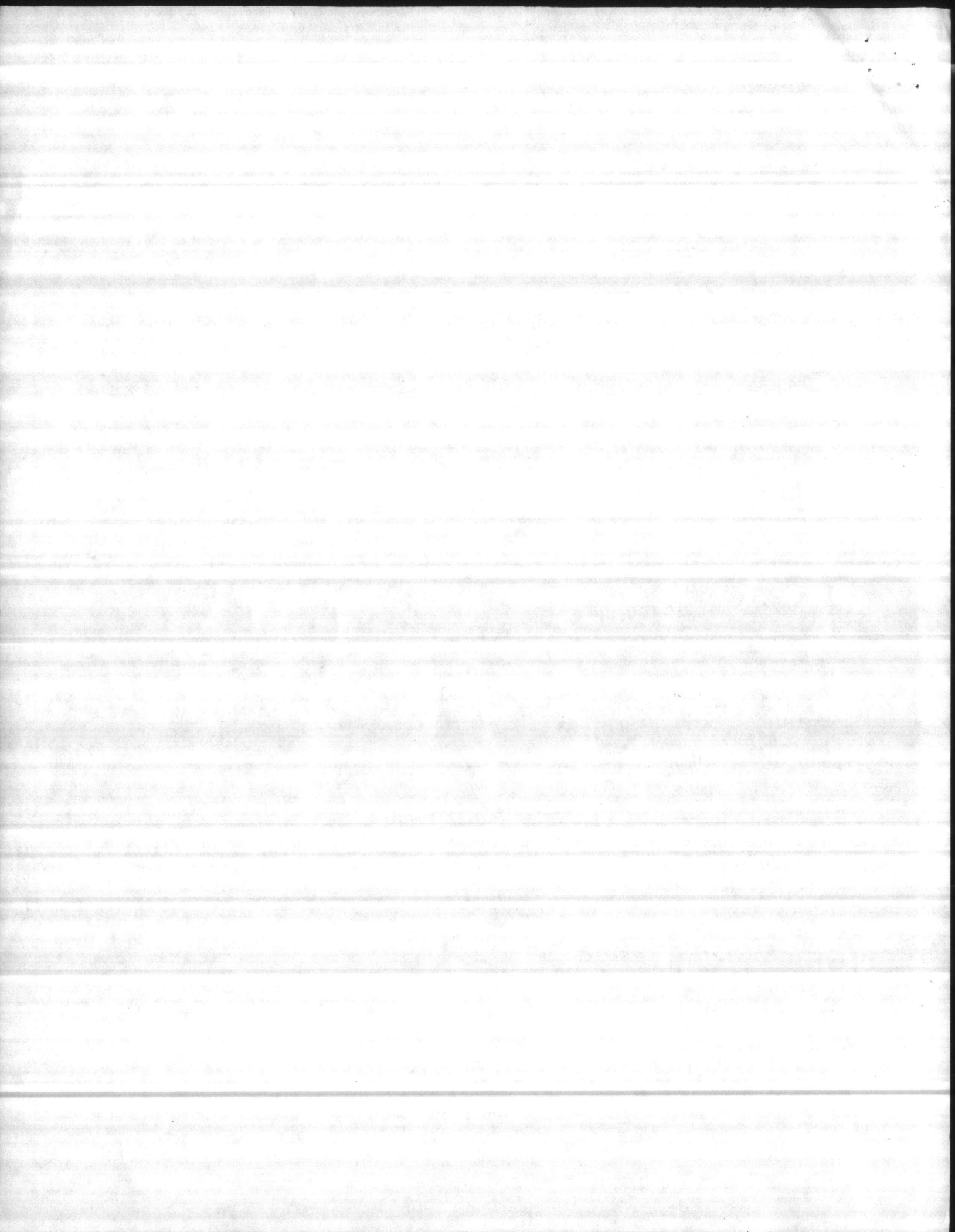
Enclosed: Copy of shift requirements.



LEAVE USAGE FOR 1978

ANNUAL LEAVE	-	8050 HRS	
SICK LEAVE	-	2821 HRS	
ADMIN LEAVE	-	87 HRS	
INOP	-	28 HRS	
OCC LEAVE	-	<u>448 HRS</u>	
		11,434 HRS	= 5.5 MEN OR 6 RELIEF OPERATORS
DISABILITY LEAVE	-	3040 HRS	= 1.4 MEN OR 2 RELIEF OPERATORS

PRESENTLY THERE ARE ONLY 5 RELIEF OPERATORS. COUNTING LEAVE USAGE ONLY; 6 RELIEF OPERATORS ARE NEEDED. IF DISABILITY LEAVE ADDED IN 8 RELIEF MEN WOULD BE REQUIRED, NEVERTHELESS DISABILITY LEAVE IS NOT EXPECTED TO EQUAL AMOUNT USED LAST YEAR, THEREFORE 6 RELIEF MEN WOULD BE SUFFICIENT. THIS WOULD BE AN ADDITION OF 1 WATER TREATMENT PLANT OPERATOR.





WATER TREATMENT SHIFTS

HADNOT POINT

8-4	Water Treatment Plant Operator	Shifts 7
8-4	Water Treatment Plant Helper	Shifts 5
8-4	Swimming Pool Operator	Shifts 7
4-12	Water Treatment Plant Operator	Shifts 7
4-12	Swimming Pool Operator	Shifts 7
12-8	Water Treatment Plant Operator	Shifts 7
12-8	Swimming Pool Operator	Shifts 7

TOTAL SHIFTS 47 = 9.4  
40 = 8

HOLCOMB BLVD.

8-4	Water Treatment Plant Operator	Shifts 7
4-12	Water Treatment Plant Operator	Shifts 7
12-8	Water Treatment Plant Operator	Shifts 7

TOTAL SHIFTS 21 = 4.2

TARAWA TERRACE

8-4	Water Treatment Plant Operator	Shifts 7
4-12	Water Treatment Plant Operator	Shifts 7
12-8	Water Treatment Plant Operator	Shifts 7

TOTAL SHIFTS 21 = 4.2

MONIFORD POINT

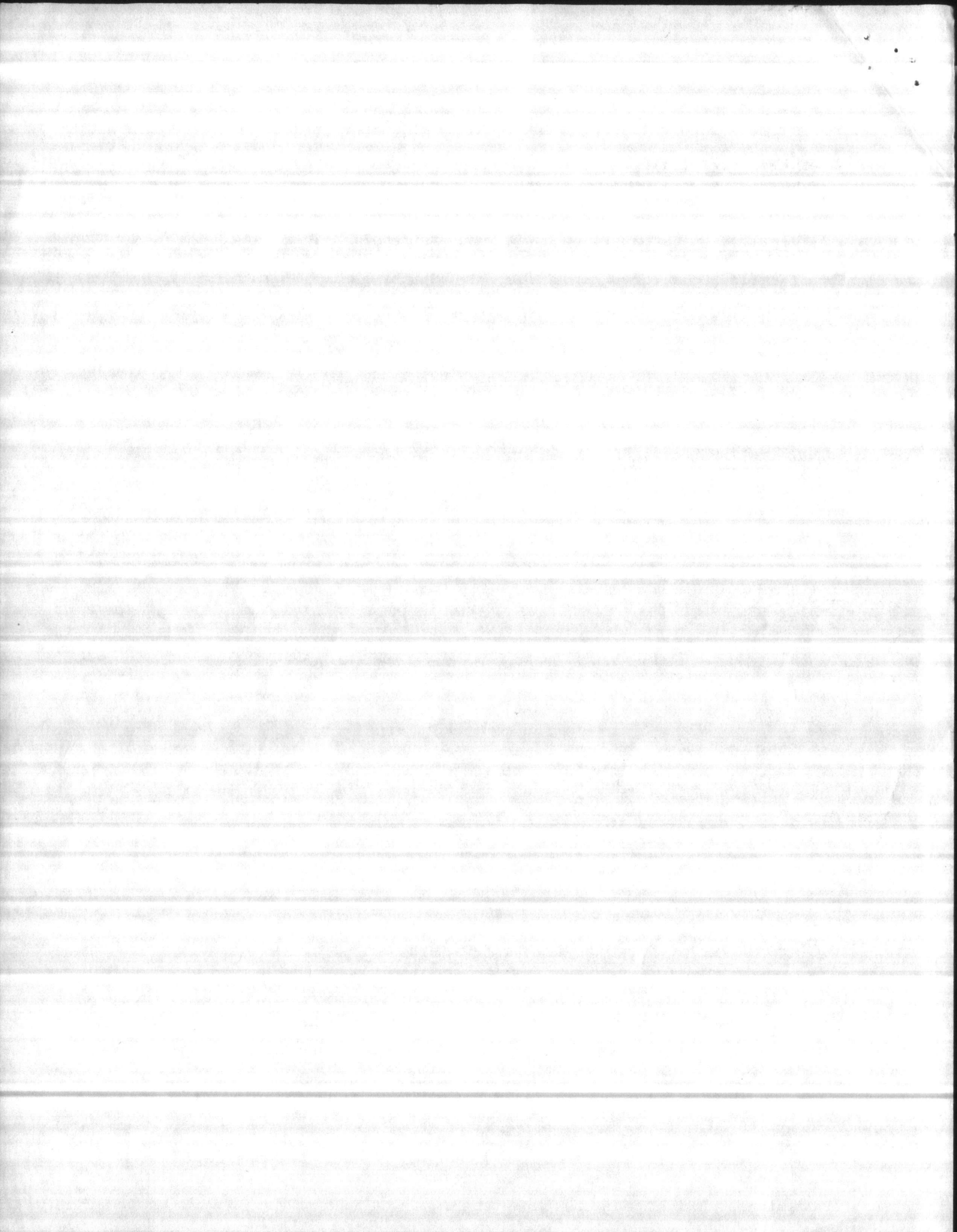
8-4	Water Treatment Plant Operator	Shifts 7
4-12	OPERATED FROM TT-38	
12-8	OPERATED FROM TT-38	

TOTAL SHIFTS 7 = 1.4

MCAS - AIR STATION

8-4	Water Treatment Plant Operator	Shifts 7
8-4	Water Treatment Plant Helper	Shifts 5
8-4	Swimming Pool Operator	Shifts 7
4-12	Water Treatment Plant Operator	Shifts 7
4-12	Swimming Pool Operator	Shifts 7
12-8	Water Treatment Plant Operator	Shifts 7
12-8	Water Treatment Plant Helper	Shifts 7

TOTAL SHIFTS 47 = 9.4



RIFLE RANGE

8-4 Water Treatment Plant Operator Shifts 7  
4-12 Water Treatment Plant Operator Shifts 7  
12-8 OPERATED FROM C.H.B.

TOTAL SHIFTS 14 = 2.8

COURTHOUSE BAY

8-4 Water Treatment Plant Operator Shifts 7  
8-4 Water Treatment Plant Helper Shifts 5  
4-12 Water Treatment Plant Operator Shifts 7  
12-8 Water Treatment Plant Operator Shifts 7

TOTAL SHIFTS 26 = 5.2

NOTE: COURTHOUSE BAY OPERATES ONSLOW BEACH  
ON 8-4, & 4-12 AND HAS ONSLOW BEACH  
AND RIFLE RANGE ON 12-8 SHIFT.

WATER TREATMENT PLT OPERATORS - 126 SHIFTS = 26 MEN  
WATER TREATMENT PLT HELPERS - 22 SHIFTS = 5 MEN  
SWIMMING POOL OPERATORS - 35 SHIFTS = 7 MEN  
GENERAL FOREMAN - 5 SHIFTS = 1 MAN  
FOREMAN - 5 SHIFTS = 1 MAN  
PUMPING EQUIPMENT MECHANIC - ~~15~~ 10 SHIFTS = ~~3~~ 2 MEN  
INSTRUMENT MECHANIC - 5 SHIFTS = 1 MAN  
*EQUIP. REPAIRER* - 5 " = 1 MAN  
  
WATER PLANT OPERATOR FOR LEAVE, - 30 SHIFTS = 6 MEN  
RELIEF SHIFTS 30 = 6 MEN BASED  
ON 11,434 HRS LEAVE USED LAST YEAR  
3040 HRS DISP. LEAVE NOT INCLUDED

TOTAL PERSONNEL 49

1-26 Wells -

Just to check - TOOK 3 HRS

Mow grass. Take Static + P/L, Clean, 9.P.M Test.

2-C.G. + MOQ STO. + Curtis Rd. Pumping Sta.

3. 2- Swimming Pools

Haul  $Cl_2$  + SUPPLIES

↓  
2 HRS

4- Pick-up Water Samples.  
3 HRS -

5. Bleed Hydrants

6. Assist Water Pct. Opn. Haul catalyst etc.  
Mow grass at Pct.

7. Paint equip. in winter. Did not paint last yr.