



Standard Operating Procedure				SOP #:	PW-0414
Description:	Asphalt Repair and Street Repair				
Department:	Public Works – Asphalt & Street Repair			Date Revised:	2/22/2017
Reviewed By:	Greg Beckham	Approved By:	Bill Harkins	Effective Date:	Immediately
Previous Revision Date: 4/16/2014			Original Date Prepared: 4/16/2014		
Job Classification: All Asphalt & Street Repair Personnel					

OPERATIONAL OVERVIEW: Asphalt & Street Repair is responsible for ensuring the maintenance of streets to achieve their maximum design of life which includes: repairing potholes, overlaying streets, milling humps out of streets, building asphalt berms and spillways, and maintenance of all metal and wooden barricades. Additionally, all Asphalt & Street Repair Personnel and Supervisors will prevent and/or minimize storm water impacts during such work.

STANDARD OPERATING PROCEDURES:

1. Initial investigation of Service Request Orders (SROs) will be completed by the Supervisor or appointed personnel
2. Identify the weather conditions.
 - a) On rainy days crews will be reassigned by the Supervisor to assist in removal of debris from catch basins.
3. The Department Supervisor will assign crews to designated work areas which include regularly scheduled routes and SROs generated by Mobile 311.
4. Ensure the appropriate spreadsheet is on hand for that day.
5. Employees are to use all required Personal Protection Equipment (PPE) while on jobsite including but not limited to: gloves, steel toe boots, safety glasses, and hard hats.
6. Crews shall report to assigned work areas and ensure that all safety protocols are met while on jobsite.
7. All Vehicle Operators are required to inspect equipment and ensure that all components are functional before utilizing equipment.
 - a) Any component found to be inoperable or in need of repair during inspection should be reported and a vehicle work order shall be obtained.
 - b) All Vehicle Operators are required to ensure vehicles are properly stocked and loaded with appropriate materials and supplies.



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8. Operators are to follow manufacturer's recommended procedures.
9. Ensure material/product is properly loaded, not leaking and covered during transport & application.
10. Ensure sediment/runoff/inlet protection devices such as silt fences, crushed rock, wattles, etc. (BMPs) are on-site and in adequate numbers (if needed).
11. Ensure spill response equipment and supplies are stocked/readily available. If a spill occurs, follow spill response procedures as described in the Spill Response SOP.
12. Install temporary traffic control devices and signs to warn and divert vehicular traffic.
13. Install inlet protection devices at catch basins and down gradient of work area (if needed).
14. Crew members shall repair potholes, patches, shoulders, spillways, metal and wooden barricades, mill humps, and install and erect "No Dumping" signs (when ordered by Mobile 311) according to guidelines (2ft below and 7ft above).
 - a) Any road hazards found shall be reported to the Street Department.
15. At the end of the repair/maintenance work, inspect the work area and remove the inlet protection devices.
16. Remove all trash/debris from the work area.
17. All repairs, replacements, and material usage are recorded on the Daily Report and turned in to the Supervisor by Operators.



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EMPLOYEE TRAINING

1. Ensure employees are trained in above operations, stormwater pollution prevention and spill response.
2. Ensure employees know how to recognize and report illegal discharges.

RECORD KEEPING AND DOCUMENTATION

1. Keep a copy of all employees trained in above operations, storm water pollution prevention and spill response.
2. Keep a copy of the tracking spreadsheet.