

Engineering Department April 2021

- Send monthly report of sewer flows to Buffalo Sewer Authority.
- Investigate 10 drainage issues.
- Investigate 10 Sanitary sewer issues.
- Review invoices for payment.
- Sewer repairs-1 day.
- Check receipts against invoices and enter invoices, PO's and requisitions into Munis accounting software.
- Phone calls and emails to vendors to resolve ongoing issues.
- Order supplies.
- Prepare monthly SPDES report to NYSDEC.
- Meet with residents that stop in the office with various issues.
- Work with the highway department on various drainage/storm sewer issues.
- Inspect Pavilion Rehab Project daily as necessary.
- Inspect Queens Landing subdivision daily as necessary.
- Work on Harlem Rd. Park Bike Track and Dirkson Park project drawings.
- Review specifications, material submittals and drawings for Sewer Plant 6 HVAC project.
- Research replacement for sanitary sewer grate on Ashmund.
- Set up files for new project.
- Research easement for highway department for Greymont Ave.
- Research easement for Colonial Manor property.
- Estimate quantities for watermain replacement project on Lein Rd., Transit Rd. and Seneca Creek rd.
- 2 final grading inspections.
- Conduct clerk typist interviews.
- Restoration at sewer repair site-4 days.
- Coordinate new utility pole location with Verizon.
- Obtain quotes for test bores at site of Lein Rd. watermain replacement.
- Research new metal detector and obtain quotes.
- Research town owned property for potential abandonment for town attorney.
- Complete quarterly sampling report and send to Buffalo Sewer Authority.
- Process pay applications for two projects.
- Train other clerk typists on various engineering department tasks in preparation for Carol's retirement. Thanks for everything Carol! We'll miss you!