

## Engineering Department May 2021

- Send monthly report of sewer flows to Buffalo Sewer Authority.
- Investigate 10 drainage/grading issues.
- Investigate 7 Sanitary sewer issues.
- Review invoices for payment.
- 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 and put out to bid.
- Inspect Sewer Plant 6 HVAC project as necessary.
- Estimate quantities for watermain replacement project on Lein Rd., Transit Rd. and Seneca Creek rd.
- 4 final grading inspections.
- Restoration at sewer repair site-2 days.
- Process pay applications for two projects.
- Put Sanitary Sewer Repair contract out to bid.
- Annual creek walk with NYSDEC and USACE.
- Look up FEMA flood zone in the office for 2 locations.
- Review WSPD drone video of creek banks looking for erosion.