



State of Alaska;

Department of Commerce, Community, and Economic Development;

Division of Community and Regional Affairs

Introduction to Operations and Maintenance Best Practices

Instructors
RUBA Staff

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Office Locations
Anchorage
Bethel
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Course Overview

Provides an overview of the history behind Operation and Maintenance Best Practices, why sustainability is important, and a look at each category as well as how to receive the maximum points possible for each. Topics include a breakdown of the technical category, the managerial category, and the financial category.

The course is 32 hours long and can be taught online using a learning management system or in person at one of our office locations. If the course is taught in person travel scholarships are available for those who successfully complete the class.

Who Should Take the Course?

Any staff or elected official responsible for managing a water or wastewater utility; treasurers, bookkeepers, municipal and tribal managers, administrators. In the RUBA program's partnership with the Department of Environmental Conservation, water and wastewater operators can earn 3.2 core continuing education units (CEUs).

Operations and Maintenance Best Practices

The course qualifies for Operation and Maintenance Best Practices points used to determine eligibility and prioritization for community sanitation projects. Here is the link to more information about Best Practices.

[Operations and Maintenance Best Practices](#)

Homework and Attendance Policy

Students are expected to attend each day, read lesson materials before class, participate in discussions and lesson exercises take a pre-test and post-test, and draft action plans to take back to their communities.

Additional Information

Here is the link to more information about the RUBA program, our approach to helping communities, and class offerings.

[Rural Utility Business Advisor Program](#)

Course Content

Lesson	Subject
Lesson 1: History of Operations and Maintenance Best Practices	<ul style="list-style-type: none">▪ 1996 Federal Safe Drinking Water Act Amendment▪ Alaska's Strategy▪ Best Practices Use in Funding▪ Best Practices Scoring▪ Best Practices Scoring Process▪ Best Practices Support

Lesson 2:
Technical Category –
Operator Certification
Program

- Importance of Certification and Compliance
- Operator Certification
- Maximum Points and Other Possible Scores for O.P
- Compliance
- Maximum Points and Other Possible Scores for Compliance
- Summary

Lesson 3:
Technical Category –
Preventative Maintenance
Plans

- Operations and Maintenance
- What is Preventative Maintenance
- Why is Preventative Maintenance So Important?
- Creating a PM Plan
- Examples of Tasks in PM Plan
- Maximum Points and Other Possible Scoring Options
- Summary

Lesson 4:
Managerial Category –
Trainings and Meetings

- Utility Management Training
- Maximum Points and Other Possible Scoring
- Meetings of the Governing Body
- Maximum Points and Other Possible Scoring
- Summary

Lesson 5:
Financial Category – Budgets

- Balanced Budget
- Implementation Through Reports
- Budget Amendments
- Budget and Sustainability
- Maximum Points and Other Possible Scoring
- Summary

Lesson 6:
Financial Category – Revenue

- Monthly Financial Reports
- Repair and Replacement Account
- Maximum Points and Other Possible Scoring
- Summary

Lesson 7:
Financial Category – Workers’
Compensation & Payroll
Compliance

- Mandatory Coverage
 - Statutory Exceptions
 - Self-Insurance
 - Contractors and Subcontractors
 - Payroll Taxes Overview
 - Employer’s Responsibilities
 - Federal Income Tax – Quarterly Form 941
 - Federal Insurance Contribution Act
 - Federal Unemployment Tax Act
 - Filing Penalties
 - Deposit Penalties
 - Maximum Points and Other Possible Scoring
 - Summary
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