# Operating Personnel List

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| **Water System Name:** | **[Insert Water System Name]** |

**Water System Staffing**

List each person who is involved in the operation of the water system (including treatment and distribution) and their responsibilities:

| Name | Title | Phone Number | System Responsibilities |
| --- | --- | --- | --- |
| 1. [Insert Board Chairman’s Name] | Board Chairman | [Insert Board Chairman’s Phone Number] | Pays bills and makes major decisions. |
| 1. [Insert Manager’s Name] | Manager | [Insert Manager’s Phone Number] | Maintains office and performs related duties, keeps Board informed. Makes routine/normal financial decisions. |
| 1. [Insert Maintenance Man or Operator’s Name] | Maintenance Man or Operator | [Insert Maintenance Man or Operator’s Phone Number] | Operate and maintain the water system components. |
| 1. [Insert Laboratory Tech’s Name] | Laboratory Tech | [Insert Laboratory Tech’s Phone Number] | Take samples as necessary |