

Department:	377 Water Operations		
Business Process:	ICS Certification Tracking		
Date Created:		Revision Date:	08/31/2026
Created by:	Lana Kindt		
Revised by:			

Business Process – WATER OPERATIONS	STEPS
Water Operations ICS Certification Tracking	1. Water Operation ICS certification tracking 2. All Water Operations Department employees are required to complete the following ICS trainings: • ICS 1,2,7,8 is required by everyone • ICS 1,2,3,7,8 is required by all Leads, WDMT's Troubleshooters, Pump Techs, Controls System Admin, Controls Electrician • ICS 1,2,3,4,7,8 Required by all Supervisors & IC's 3. Upon completion of the training employee send the FEMA certification to the department admin (lane.kindt@eweb.org) and the Resiliencode and Emergency management team (REM). Department admin to update date on tracking sheet that is located on the Water Operations Sharepoint page and REM team upload into our UKG system for tracking as whole for the entire company. 4. Each month the REM team runs a report and sends all department head a list of who still needs to complete what certification. This requirement is also a part of each individuals yearly goal to make sure these are completed.
Signature:	<u>x Lana Kindt</u> Approved By: