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| Standard Operating Procedure | | | | SOP #: | PR-7514 |
| Description: | Parks Mowing | | | | |
| Department: | Parks Maintenance | | | Date Revised: | 4/6/2017 |
| Reviewed By: | Dan Otto | Approved By: | Matthew Capps | Effective Date: | Immediately |
| Previous Revision Date: 7/5/2014 | | | Original Date Prepared: 4/10/2014 | | |
| Job Classification: All Parks Mowing Personnel | | | | | |

OPERATIONAL OVERVIEW: All personnel with responsibility over Parks maintenance operations will adhere to the procedures detailed in this document.

STANDARD OPERATING PROCEDURES:

1. During the mowing season, mowing is scheduled as often as practical and necessary, but no more often than once every week.
2. In areas with winter ryegrass, mowing is scheduled as needed in the winter months.
3. Mowing is done on a rotational basis for one of a number of designated routes: parks, ball fields, ditches and green space route.
4. Using a daily check sheet, inspect the equipment to ensure that all components are functional, including lights. Report to the mechanics if parts are not working properly. Make minor repairs as necessary.
5. Using a daily check sheet, inspect the fluid levels and grease the equipment as necessary, daily in most cases. Please refer to #10 of this SOP in case of leaks from equipment.
6. Using the daily check sheet, inspect the blades and other wear and tear parts. Replace or sharpen blades as necessary.
7. Drive mowers safely, following manufacturer's recommended procedures and all applicable traffic laws.
8. In accordance with the Manual on Uniform Traffic Control Devices, install temporary traffic control devices and/or signs to warn and divert vehicular traffic as necessary.
9. Follow all safety procedures, including wearing proper Personal Protective Equipment (PPE). The Parks Department Safety Agreement is attached showing the type of PPE required for each operation.
10. Report all leaks to a supervisor; contain all leaks until the Oil Spill Crew arrives on scene. Follow the Spill Response SOP.
11. When applicable, aim the discharge chute away from streets and storm drains or catch basins. Inform a supervisor if grass clippings have been discharged into a street or catch basin.
12. Set the cutting deck to the proper height: Bahia 2.5 inches, Centipede 2.5 inches, Bermuda 1.75 inches, St. Augustine 4 inches, Zoysia 2 inches
13. Litter is removed prior to mowing and is not to be cut up.
14. Track the Parks mowed on a daily route sheet.



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Standard Operating Procedures Specific to Curb Edging

1. Curb edging may be done using a hand held edger, or a mechanical edger mounted behind a tractor.
2. The tractor mounted edger is primarily used on curbs within a park or adjacent to streets next to a park, which are edged throughout the mowing season, as needed and as practical.
3. A street sweeper is requested following edging with the mechanical edger.
4. When curb edging is done with a hand held edger, the clippings are blown with a backpack or push blower towards the Park or right-of-way, out of the street and gutter.

Standard Operating Procedures Specific to Sidewalk Edging

1. Sidewalk edging in parks is done on a periodic basis with the goal of maintaining a sharply edged sidewalk with no grass overlap.
2. Sidewalk edging on rights of way is typically only done once a year, in the winter months after the mowing season has ended. The sidewalk on the right of way is only edged on certain streets, typically main thoroughfares and where the City of Mobile is the property owner. Individual property owners are responsible for their own sidewalk and right of way maintenance.
3. Sidewalk edging is done using a handheld edger or edging device mounted on a utility cart.
4. When sidewalk edging is done the clippings are blown with a backpack or push blower into the existing vegetation on either side of the sidewalk. Occasionally such as right-of-way sidewalk edging that is only done once per year, it is necessary to use a shovel to remove the clippings.

Standard Operating Procedures Specific to Concrete Edging

1. Concrete, such as that around storm drains and culverts is edged on a periodic basis.
2. The frequency that such concrete is edged depends on a number of factors including the location and prevailing resources. Such concrete in parks is often edged at the same frequency as sidewalk edging. Such concrete on rights of way may be edged multiple times per year on main thoroughfares. Such concrete in other areas may be edged infrequently or not at all.
3. When concrete is edged the clippings are blown into the surrounding vegetation if they are light. If the clippings are heavy they may be removed with a shovel.



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Standard Operating Procedures Specific to Ditches

1. Roadside ditches within Parks are mowed on a rotational basis using specific equipment designed for slope mowing.
2. The frequency that ditches are mowed is dependent on the resources available. The goal is to mow ditches every 60 days.
3. Litter is picked up from ditches prior to mowing, but on occasion the height of the vegetation in the ditch often makes this impractical. If the litter is severe, the operator should inform his supervisor that it is necessary to remove the litter after the ditch is mowed.

EMPLOYEE TRAINING

1. Ensure employees are trained in above operations, stormwater pollution prevention and spill response.
2. Ensure employees know how to recognize and report illegal discharges or disposals.

RECORD KEEPING AND DOCUMENTATION

1. Keep a copy of all employees trained in above operations and stormwater pollution prevention.
2. Keep a copy of the tracking spreadsheet.



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Parks Department Employee Safety Agreement

As a safety conscious employee of the Mobile Parks Department, I will practice the following safety rules:

1. When working on a median or right-of-way, I will wear a reflective safety vest.
2. When operating push mowers, walk behind mowers, string trimmers, edgers, tillers, and other similar power equipment, I will wear safety glasses.
3. When operating tractors, out-front mowers, slope mowers, and other similar equipment, I will wear safety glasses, a hard hat, and a reflective safety vest. Safety glasses and hard hats are optional when in an enclosed cab. At my supervisor's discretion, hard hats may be optional when operating in a park. I will wear a hard hat when operating or working around a front end loader/backhoe/skid steer loader.
4. I will not operate a string trimmer, mower, or any other power equipment without the manufacturers' safety guards in the proper position. In certain situations, and with supervisory approval, an out-front mower may be permitted to operate with the chute in the open position.
5. I will wear steel toe safety shoes at all times.
6. I will carry gloves with me at all times so that they may be used when needed.
7. When working in an area that may have a higher risk of infection from blood borne pathogens, such as operating the packrat or performing janitorial work (specifically cleaning the restrooms), I will wear rubber gloves and safety glasses.
8. When working with chemicals, I will first participate in a training session dealing with chemical and pesticide safety. I will follow all label instructions and wear all required PPE.
9. Hearing protection is provided and strongly recommended when working around gasoline-powered equipment. Dust masks are also available.
10. I will wear a hard hat, leg chaps and safety glasses when operating a chainsaw or pole saw.
11. I will obey traffic laws and wear seat belts, including when operating tractors equipped with Rollover Protection Systems (ROPS), and see that any passengers in the vehicle that I am operating are wearing seat belts. I will not obstruct or tamper with a DriveCam unit.
12. I will not use a cell phone while operating vehicles and other equipment. I understand that Bluetooth and other ear devices are not allowed.
13. I will wear a personal flotation device when on a boat or a barge.

Having read this statement fully, I will make safety a priority. I understand that the rules set forth by the Safety Committee are designed to protect me from accidents and injuries. With that in mind, I understand that the penalty for not observing these safety rules will be a verbal warning for the first two offenses, followed by a letter of reprimand on the third offense within a twelve-month period. A fourth warning within a twelve-month period will result in a one-day suspension; a fifth violation will result in a two-day suspension, and sixth will result in a five-day suspension. Additional violations will result in further disciplinary action up to or including termination.



City of Mobile
MS4 Program

SWMP Plan
Parks Mowing

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Signed: _____

Date: _____

Revised: 3/26/2014