



# Snow & Ice Manual 2015 - 2016

## Public Works Department Mission Statement

*“Serving the community by fostering  
a sustainable environment that will have a  
lasting positive legacy”*

City of Covington  
16720 SE 271<sup>st</sup> Street  
Covington, WA 98042

Phone: 253-480-2400

Fax: 253-480-2401

[www.covingtonwa.gov](http://www.covingtonwa.gov)





City of Covington  
16720 SE 271<sup>st</sup> St. Suite 100  
Covington, WA 98042

City Hall – 253.480.2400  
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DATE: November 2, 2015

TO: Covington City Hall  
Covington City Council  
Covington Police Department  
Covington Water District  
Kent Fire Department RFA  
King County Roads  
King County Dispatch  
King County Water District #111  
Soos Creek Water and Sewer District  
Street Sweeping Contractor

FROM: Ross Junkin, Maintenance Supervisor

SUBJECT: Calls for Snowplowing and Sanding Service

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Covington snowplow and sanding trucks will concentrate on primary roads, school bus routes and City Hall access. The highlighted roads on the attached snow routes map will be cleared and sanded first. City crews will continue to work on these roads as long as needed. When the primary roads have been plowed and sanded we will begin working on secondary roads and citizen's calls for service.

Calls for snowplowing and sanding that come into the Police Department or City Hall should be handled in the following way:

- Inform the caller that we concentrate on the primary snow routes first.
- Take name, address and phone number and begin a list of service requests.
- Contact Ross Junkin at [rjunkin@covingtonwa.gov](mailto:rjunkin@covingtonwa.gov) or call his cell at 206-423-3756 to provide the requests to the Maintenance Division (approximately every hour).

We will work on these requests after we have cleared primary and secondary roads. We will NOT plow driveways, private roads, private parking lots or steep hills that are unsafe for our equipment to operate on. While clearing a road, if a snowplow leaves snow blocking a private driveway or mailboxes it is the homeowner's responsibility to clear their own driveway. We cannot stop to help people out of ditches or assist with traffic accidents during an event. We will report accidents to the police as we come upon them.

The City will be using liquid anti-icer (calcium chloride) on hills, bridges and priority routes to prevent ice from forming as well as prior to snow events. Locations are highlighted on the Snow and Ice Routes map. The product used can be sensitive to conditions and will be used following the manufacturer's specifications for application. The Snow and Ice Routes map will be posted on the City of Covington website.

# SNOW AND ICE CONTROL PLAN

This manual describes procedures and policies for our snow and ice removal efforts.

## Goals

1. To reduce life threatening and injury producing conditions.
2. To provide **reasonable** driving surfaces during winter conditions.
3. To reduce the interruption of the economic life in the City of Covington.
4. To clear emergency routes.

## Objectives

1. To plow, sand and/or apply anti-icer as needed to public streets during winter driving conditions.
2. To reduce accidents by treating hazardous locations.
3. To close off hills when safe conditions cannot be attained.
4. To improve the flow of traffic on City streets in order of the following priorities:
  - a. Primary routes - established emergency routes and arterials.
  - b. Secondary routes - collector arterials.
  - c. Residential routes.

## Operations

The Maintenance Supervisor will determine when shifts begin and end. The Operations & Maintenance Team will maintain a proactive approach in responding to snow and ice events.

When an event begins, all available City staff assigned to snow and ice response will report to the Maintenance Facility to get snow and ice control underway. Then the appropriate shift drivers will remain and drivers for other shifts will go home and return to work at the start of their shift.

When an event first begins and road conditions require attention (off hours), the on-call crew person is typically the first dispatched to treat hazardous areas. If the crew person needs assistance in order to meet snow and ice goals, they will call in the employees that have been assigned to work that shift. All maintenance employees are preassigned a shift during a 24-hour period that they are responsible for during a snow and ice event.

This 24-hour coverage will be maintained as long as hazardous street conditions exist or are expected to continue.