

2. Segregation of duties (As of September 1, 2019)

- General Affairs and Administration Department

- General Affairs Division

- (1) General affairs in the bureau, department and division
- (2) Correspondence and coordination of clerical work in the bureau
- (3) Correspondence to City Assembly
- (4) Correspondence to Japan Water Works Association (JWWA) and Japan Industrial Water Association (JIWA)
- (5) Liaison with Japan Sewage Works Association of Fukuoka Prefecture (excluding those under jurisdiction of Sewer Planning Division)
- (6) Public relations and public hearing activities
- (7) General management of receiving dispatch and preservation of documents, etc.
- (8) Examination of rule-books and other important documents
- (9) Publication of announcements, as well as issuance of orders and notifications within the bureau
- (10) General management of suits, claims and other important complaints
- (11) Management of official seals
- (12) Other duties which would not be under the jurisdiction of any other departments, divisions, offices and plants
- (13) Correspondence to appointment and dismissal, status, discipline, service and others concerning personnel
- (14) Recognition of personnel
- (15) Correspondence to the organization
- (16) Fixed number and allocation of personnel
- (17) Correspondence to labor union
- (18) General management of trainings for personnel (excluding those relating to technology)
- (19) Human resource development for personnel
- (20) Personnel evaluation
- (21) Correspondence to salary of personnel
- (22) Correspondence to child-care allowance of personnel
- (23) Safety and health management of personnel
- (24) Correspondence to welfare of personnel

- Administration and Planning Division

- (1) General affairs of the division
- (2) Planning, investigation and study of administration
- (3) General coordination of important matters relating to administration
- (4) Correspondence to Master Plan for Water Utility of Kitakyushu City
- (5) Financial planning
- (6) Statistics of projects
- (7) General management of water tariff system
- (8) Performance review of clerical services
- (9) General management of the administration of depreciable assets (limited to those relating to water utility and industrial water supply service, the same shall be applied to (10).)
- (10) General management of the administration of construction in progress account
- (11) Making, execution and management of budget
- (12) Correspondence to corporate bond
- (13) Settlement of account
- (14) Planning and managing of fund
- (15) Receipts, disbursements and preservation of cash, securities and collaterals
- (16) Examination of income and expenditure
- (17) Examination of qualification for tender and register of qualified tenderer
- (18) Management of service contracts (excluding those relating to simple constructions)

- Business Management Division

- (1) General affairs of the division
- (2) Investigation and planning of business

- operations
- (3) Statistics of business operations
- (4) Investigation and planning of clerical administration concerning water tariff
- (5) General management of information management relating to computers
- (6) Water and Sewer User Support Center
- (7) Water and Sewer service charge Center
- (8) Correspondence to water supply contracts
- (9) Meter-reading of used water amount
- (10) Arrangement of water charge, sewer system charge, etc.
- (11) Management and operation of metering terminals
- (12) Imposition of water quality addition on sewer system charge
- (13) Metering, arrangement, payment notification, receipt and summing up of unpaid charges, concerning industrial water charge
- (14) Correspondence to the comprehensively entrusted water supply business of Munakata District Administration Association
- (15) Summing up of unpaid water charge, sewer system charge, etc.
- (16) Payment notification and receipt of water charge, sewer system charge, etc.
- (17) Imposition and collection of sewer beneficiary's contributions
- (18) Correspondence to subsidy and loan for modification of flush toilet

- Regional Project Division

- (1) General affairs of the division
- (2) General management for the administration of fixed assets (for those relating to water utility and industrial water supply service, limited to lands and standing trees)
- (3) Registration of assets
- (4) Acquisition and transfer of lands, manufactured articles, and compensation and disposal or disposal arising therefrom
- (5) Correspondence to property insurance of fixed assets
- (6) Management and operation of vehicles
- (7) Compensation for damages caused by traffic accidents
- (8) Permission for lease and usage of lands, buildings
- (9) Car parking business
- (10) Operation and maintenance of general properties
- (11) Investigation of lands and confirmation of the border of lands
- (12) Registration of properties
- (13) General management for the administration of construction in progress account (limited to those concerning sewer system project)
- (14) Planning, investigation and research relating to regional cooperation for waterworks projects
- (15) General coordination relating to regional cooperation for waterworks projects

- International Project Department

- International Project Division

- (1) General affairs for the division and section
- (2) Promotion of international cooperation
- (3) Promotion of overseas projects

- Water Service Department

- Planning Division

- (1) General affairs of the department, division, Construction Planning Division and Water Distribution Management Division (concerning the affairs of the division, excluding those relating to Water Purification Control Division, Water Purification Plant and Water Quality Research Laboratory (hereinafter, called "Water Purification Control Division, etc."))

- (2) Start and conclusion of contracts (limited to those relating to simple constructions) and settlement of the accounts under the jurisdiction of the department (excluding Water Purification Control Division, etc., the same shall be applied to (3) and (5) below)
- (3) Management of construction materials relating to works under the jurisdiction of the Department
- (4) Receipts, disbursements and preservation of construction materials relating to water and industrial water supply projects
- (5) Other administration of the Water Supply Department which would not be under the jurisdiction of any other divisions
- (6) Application for approval of water utility projects and notification of industrial water supply projects
- (7) Planning for preparation and improvement of water and industrial water supply facilities
- (8) General management of the comprehensively entrusted water supply business of Munakata District Administration Association
- (9) Correspondence to industrial water supply contracts
- (10) Correspondence to Waterworks Technology Committee
- (11) General management of civil engineering trainings

- Construction Planning Division

- (1) General management of design unit prices, unit costs, etc. relating to water and industrial water supply projects
- (2) Management of design standards and examination of designs under the jurisdiction of the department (excluding Water Purification Control Division, etc.; the same shall be applied to (3) to (5))
- (3) Correspondence to the construction management standards under the jurisdiction of the department and the Construction Offices
- (4) Research and development of new technology under the jurisdiction of the department and the Construction Offices
- (5) Implementation of civil engineering trainings under the jurisdiction of the department and the Construction Offices
- (6) General management of application for subsidies relating to water utility and industrial water supply projects
- (7) Design of the constructions for preparation and improvement of water supply facilities (excluding those under the jurisdiction of the Construction Offices)
- (8) Design of the constructions for operation and maintenance of water supply facilities (excluding those under the jurisdiction of the Construction Offices)
- (9) Design of the constructions for relocation of obstacles (excluding those under the jurisdiction of the Construction Offices)

- Water Distribution Management Division

- (1) Planning and coordination of distribution management
- (2) Investigation and planning of distribution management system
- (3) Operation and management of distribution blocks
- (4) General management for operation and maintenance of water supply facilities (excluding those under the jurisdiction of the Water Purification Control Division, etc.)
- (5) Planning for water leakage prevention
- (6) Correspondence to the countermeasures to improve accountability for water
- (7) Management of pipeline diagrams and

- completion drawings and documents relating to water and industrial water supply projects
- (8) General management of installation of water supply equipment
- (9) Guidance and coordination of constructions for water supply equipment
- (10) Correspondence to the designated contractors for constructions for water supply equipment
- (11) Entrustment of maintenance and management of water supply facilities (excluding those under the jurisdiction of the Water Purification Control Division, etc.)
- (12) Purchase and disposal of water meters

- Water Purification Control Division

- (1) General affairs of the department and division (concerning the general affairs, limited to those relating to Water Purification Control Division, etc.)
- (2) Correspondence and coordination of clerical work in Water Purification Control Division, etc.
- (3) Start and conclusion of contracts (limited to those relating to simple constructions) and settlement of the accounts under the jurisdiction of Water Purification Control Division, etc.
- (4) Other administration of Water Purification Control Division, etc. which would not be under the jurisdiction of any other divisions
- (5) Execution of the constructions under the jurisdiction of the division and the Water Quality Research Laboratory
- (6) General management of the operation and maintenance of the facilities of the water purification plants
- (7) General management of the safety and protection of electrical equipment relating to water and industrial water supply projects
- (8) General management of drainage treatment relating to water and industrial water supply projects
- (9) Planning for implementation of the improvement of purification plant facilities
- (10) Design of the constructions under the jurisdiction of the division and the Water Quality Research Laboratory
- (11) Planning and coordination of raw water and purified water
- (12) Statistics of water volume, etc. relating to water and industrial water supply projects
- (13) General management of technology training under the jurisdiction of Water Purification Control Division, etc.

- Water Purification Plants (Ideura, Anoh and Honjo water purification plants)

- (1) General affairs of the plants
- (2) Operation and maintenance of the plant facilities
- (3) Design and execution of simple constructions
- (4) Implementation of drainage treatment
- (5) Security and operation of raw water and purified water

- Water Quality Research Laboratory

- (1) General affairs of the laboratory
- (2) Execution of water quality tests relating to water and industrial water supply projects
- (3) Investigation and research on water quality and water treatment relating to water and industrial water supply projects
- (4) Operation and maintenance of the laboratory facilities
- (5) Assurance of the reliability of the water quality tests relating to water and industrial water supply projects

- Sewer System Department

- Sewer System Planning Division

- (1) General affairs for the department, division and Sewer System Improvement Division (concerning

- the general affairs of the department, limited to those relating to Sewer System Planning Division and Sewer System Improvement Division)
- (2) Conclusion of contracts for simple construction works and approval of completion of construction works under the jurisdiction of the division and Sewer System Improvement Division
- (3) Liaison with Japan Sewage Works Agency and Japan Sewage works Association
- (4) Liaison with Japan Sewage Works Association of Fukuoka Prefecture (limited to those relating to test and lecture courses)
- (5) Preparation of long-term plans (limited to those relating to sewer system projects, the same shall be applied to (6) through (9) below)
- (6) Budgeting and account settlement of construction projects
- (7) Coordination of projects
- (8) Coordination of budget and general management of requests for government grants
- (9) Development, investigation and research of new technologies
- (10) Investigation and planning (limited to those relating to water supply projects; the same shall be applied to (11).)
- (11) Determination of projects and applications for approval
- (12) Collaboration with river projects and coordination
- (13) Guidance on and inspection of the installation and management of sewer system relating to the permission for developments, etc. (limited to those with an area of 1ha or larger; the same shall be applied to (14) below).
- (14) Guidance on the installation and management of disaster-prevention water reservoirs, etc. relating to the permission for developments, etc.
- (15) General management for the maintenance, management and relocation of sewer pipes and drains
- (16) Registration and preservation of sewerage ledger
- (17) Announcement of start of sewer system service, etc.
- (18) Investigation and planning for service life extension and earthquake resistance of sewer system
- (19) Correspondence to the standards for installation of sewer system under private roads
- (20) Diffusion of flush toilets and giving guidance centers and relevant pump stations, etc. (excluding those under the jurisdiction of Facilities Construction Division)
- (21) Part of supervision over the renovation and renewal works for water purification centers and relevant pump stations, etc.
- (22) Investigation of drainage facilities, etc. (limited to those relating to the permission set forth in the proviso of Article 10 of the Sewerage Act (Act No.79, 1958))

- Sewer System Improvement Division

- (1) Investigation and designing of new construction, relocation and renovation of sewer pipes and drains
- (2) Guidance and coordination relating to new construction, relocation and renovation of sewer pipes and drains
- (3) Investigation, designing, guidance and coordination relating to civil engineering works for water purification plants, pump stations, etc.
- (4) Design standards and examination of designing relating to sewer system project

- Facilities Construction Division

- (1) General affairs for the Department, Division and Water Quality Control Division (for the general affairs of the Department, excluding those relating to Sewer System Planning Division and Sewer System Improvement Division)
- (2) Conclusion of simple construction work contracts under the jurisdiction of the division, Water Quality Control Division and water

- purification plants, and approval of completion of the instruction works
- (3) General management of maintenance and management of water purification plants, pump stations, etc.
- (4) Environmental investigation along with the operation of water purification plants, pump stations, etc.
- (5) Planning and coordination concerning recycling of sludge, treated water, etc.
- (6) General management of outsourcing of operations of water purification plants, pump stations, etc. guidance and supervision for contractors
- (7) General management of water treatment in water purification plants
- (8) Investigation, planning and coordination relating to renovation, renewal and improvement of water purification plants and pump stations, etc.
- (9) Application for grants relating to renovation and renewal of water purification plants and pump stations, etc.
- (10) Designing, construction and supervision of works for the equipment in water purification plants and pump stations, etc.
- (11) Drawing up of construction work management standards

- Water Quality Control Division

- (1) Investigation, guidance, etc. relating to drainage discharged from factories, etc. in the area covered by sewer system
- (2) Inspection, guidance and supervision relating to the installation, etc. of industrial pretreatment facilities
- (3) Water quality control for water purification plants and pump stations, etc.
- (4) Investigation and research of sewage treatment

- East and West Water Purification Centers

- (1) General affairs for the centers
- (2) Final treatment of sewage and human waste, etc.
- (3) Maintenance and management of water purification centers and relevant pump stations, etc.
- (4) Repair works for water purification centers and relevant pump stations, etc.
- (5) Renovation and renewal of water purification centers and relevant pump stations, etc. (excluding those under the jurisdiction of Facilities Construction Division)
- (6) Part of supervision over the renovation and renewal works for water purification centers and relevant pump stations, etc.

- East and West Construction Offices

- Administration Division

- (1) General affairs of the offices, division and Sewer System Division
- (2) Correspondence to the start, conclusion of contracts and settlement of the constructions designed by the offices
- (3) Investigation and settlement, payment notices and receiving of construction costs, etc. of installation of water supply equipment
- (4) Management of the construction materials relating to the constructions under the jurisdiction of the offices
- (5) Operation and maintenance of the facilities for installation of water supply equipment
- (6) Investigation of water supply conditions and water supply equipment
- (7) Maintenance and management of water supply pipes
- (8) Correspondence to the water supply construction center
- (9) General management for the improvement of water supply facilities relating to development, etc.
- (10) Management of water meters