

To: Chris Ross  
Cc: Council  
From: Matthew Goudy, CAO  
Date: September 3<sup>rd</sup>, 2019

**Reference: 11/154/2019-204**

## RE: Work Teams and Workload Balancing

Thank you for expressing your concern regarding department tasks during periods of inclement weather. As you touched on in your email, rain days provide opportunities for Public Works departments to catch up on 'housekeeping' items, such as:

- Cleaning inside/outside of equipment and vehicles
- Repairing minor maintenance/operational issues on equipment and vehicles
- Cleaning and minor maintenance of the Public Works Shop and Quonsets, tidying up materials within these facilities
- String trimming around the Public Works Yard and cleaning up debris/waste piles from operational tasks
- Picking up garbage debris in proximity to the Wolf Creek Recycle Site and along the Hwy 2A fence line

Inclement weather does not typically affect Operations within the Utilities Department (flushing or repairs may be postponed temporarily during periods of heavy rain), however, other rain day tasks completed by Public Works Departments this year include:

### Roads

- Cleaning debris from the storm sewer catch basins and responding to pooling concerns on roads, lanes, and drainage ditches
- Hauling brush and grass/sod piles away from Wolf Creek Recycle Site
- Sign maintenance (cut sign posts from drill stock, fabricate sign post breakaways and sign post rings, paint hardware) and inventory
- Pothole patrol (if it is not raining too heavily)
- Barricade fabrication, repairs and painting
- Cleaning and minor maintenance/repairs on concrete and asphalt tools, hardware and forms
- Sidewalk trip point grinding with the Edco scarifier and the angle grinder with the diamond disc attachment
- Sidewalk condition rating for the entire City using ArcGIS Collector platform
- Shop, fleet, and sign inventory updates

### Utilities

- Investigate and address main and/or service line blockages as reported
- Cleaning and minor maintenance/repairs on specialized equipment and tools
- Inventory updates

Cross-departmental tasks occur on a regular basis, regardless of the weather. Examples include:

### Roads

- Assisting the Utilities Department with scheduled and emergency repairs of underground infrastructure (ie. water, sanitary, storm sewer main lines and service lines) from start to finish, then ongoing trench maintenance until the concrete and asphalt are patched – completed internally, unless the scope of work exceeds the staff/resource capabilities



- One day per week (minimum) is spent cleaning up and hauling away material from the Wolf Creek Recycle Site from early Spring to late Fall
- Spring and Fall Community Cleanup campaigns – 5 to 6 weeks per year, and the Fleet Services mechanic drains the refrigerant from the fridges/freezers/water coolers collected from these campaigns
- Cemetery interments, dis-interments, monument locates, and snow clearing within the cemetery
- Snow clearing of the parking lots for all City-owned facilities
- Providing staff at multiple facilities to help move furniture, haul rubble away, etc as requested
- Multiple tasks where heavy equipment is required (eg. removing ice from the Gary Moe Auto Group Sportsplex arenas, helping Parks with tree debris cleanup/removal after weather events, picking up garbage bins that are too heavy for the trucks to lift, loading/unloading Parks equipment)
- Flagging operations for multiple departments and for Capital Works geotech/survey crews as requested
- Assisting Utilities Department with catch basin, main line valve and access cover repairs
- Assisting the Fleet Services mechanic and/or apprentice with repairs as requested, delivering and picking up parts as requested, delivering and picking up units at repair facilities as requested. This happens more frequently when the mechanic or apprentice are absent from work or when the apprentice is away for 8 weeks of technical training.

#### Utilities

- Provide daylighting services for multi-department locates prior to excavations.
- Flushing of service lines, cleaning sump pits, and camera service lines at City-owned facilities as requested
- Emptying City-owned portable toilets once per week
- Running alleys to collect and dispose of items left around large dumpsters
- Operating garbage trucks during periods of high demand and when Solid Waste operational staff are absent (as requested)
- Dewatering roads/alleys/storm water ditches for major localized pooling concerns, to allow for a quicker response to mitigate the issue

There are three full-time permanent garbage truck operators (who help out with bin maintenance/repair when possible) and one full-time permanent position dedicated as a relief operator and bin maintenance/repair person in the **Solid Waste Department**. For the 2020 summer season, two casual positions have also been dedicated to assist with bin maintenance and repairs. We trust this letter satisfies your concerns at this time.

Sincerely,



Matthew Goudy, P.Eng  
Chief Administrative Officer