

## Employee of the Month: February



### Congratulations Reginald Winchester: You are the February 2017 DGS Employee of the Month!

Reginald "Reggie" Winchester is one of Fleet Management's hardworking Automotive Mechanics. He started with DGS as a work study student back in 1997 where he worked in the different shops before ending up in the Truck Shop at the former Central Garage, 101 Dickman Street. Reggie currently performs exemplary service as a Truck Brake Mechanic.

Reggie's supervisor, Rob Schley, says that he "is a quiet person but he is also extremely dependable and able to work under pressure to get the job done."

His favorite part of his job is being around his co-workers. He also enjoys being around people and customers.

Reggie's best accomplishment is that he was one of the first apprentices from Baltimore City Public Schools Edmonson Westside High School when they inaugurated the program. He takes pride in the fact that he has grown while at Fleet and has moved up to the status of automotive mechanic.

Reggie has two daughters, aged 20 and four. He lives in Edmonson Village.

## FLEET AVAILABILITY SOARS!

The "Fleet Availability" report is one of the most important reports for this Department as it provides a quick snapshot of how we are doing at meeting our customer's needs. The higher the availability, the more vehicles that the agencies have on the street to perform their critical services for the residents of Baltimore. This past week we have achieved some of the best Availability numbers seen in the recent past. This achievement is testament to several things, including; 1) Fleet's technicians, parts personnel, supervisors and others are working harder and smarter to improve our service delivery; 2) the preventive maintenance program implemented last year is showing positive results; and, 3) the Master Lease Program has increased the rate of vehicle replacement as it manifests expected results, including improvement in the overall condition of the fleet. Congratulations to the folks at the Fleet Management Division. Let's keep pushing toward excellence!

## Congratulations!

### **4 DGS team members certified in Facilities Maintenance Program!**

13 DGS staff including Director Sharkey, Facilities Chief Steve Stricklin, Deputy Chief Terrel Chesson, Mike Jones, Carole Young, Karl Rusk, John Ward, Charles Claridy, Jimmy Holthaus, Jimmy Sollon, Terry Howell, Tony Patterson, and John Hammock participated in the Facilities Maintenance Program (FMP).

The program material included Project Management, Finance and Business, Leadership and Strategy, and Operations and Maintenance. The program kicked off in late Fall and ended this past January.

The class was offered through the International Facility Management Association (IFMA). Four team members are now IFMA certified: Carole Young, Terrel Chesson, Tony Patterson, and Jimmy Sollon. Congratulations All!

## **NOMINATE THE NEXT EMPLOYEE OF THE MONTH**

There are 2 ways you can nominate your staff/team member!

1. Handy ballots located throughout General Services
2. E-mail [DGS\\_H.R.@baltimorecity.gov](mailto:DGS_H.R.@baltimorecity.gov)

Employee nominated must exemplify the mission of the Department of General Services which is to provide effective and efficient government services to the people of Baltimore and to the City agencies we serve. We provide healthy work environments, safe and reliable vehicles for City employees, and deliver high quality support services. The Department of General Services is a key partner in improving the life for Baltimore City employees and citizens. All nominated employees must exhibit performance in at least one of the following characteristics: Customer Service, Behavior, Performance, External Recognition, Work Related Accomplishments, and Improved Efficiency/Cost Savings in the Work Place.

Each employee will remain a candidate for 6 months once they are nominated for the recognition.

Questions regarding the Employee of the Month process please call Catherine Burns or Nick Fontanez at the Human Resources Office (410) 396-3627.

## DGS Celebrates the 2016 Employees of the Month at City Hall!



Nine of the 12 respective employees of the month attended the annual recognition luncheon in the CitiStat room on the 6<sup>th</sup> floor of City Hall. Gratitude abounded as Chief of Staff Gary Holland, representing Director Steve Sharkey, thanked the team members for their hard work and attention to detail which earned them the honor of being one of DGS's 2016 Employee of the Month recipients. Mr. Holland highlighted the Department's accomplishments, awards, and goals by connecting them to the direct work of the men and women in the room. A few accomplishments include: kitchen renovations at various fire stations (Major Projects Division), upgrading Police Department district headquarters including lobbies, offices, and restrooms, and the implementation of a facilities management system (Facilities Maintenance); effective space planning for moving out of private buildings to City owned properties; reducing accounts payable billing from months to less than 30-days in compliance with the Administrative Manual; the expanded use of historic properties via private and public partnerships (Administrative Division); and, an increase in vehicle availability and reducing the average fleet vehicle age (Fleet Management Division).

Team member recognized included Victor Hood, Thomas Knox, Ray Lacher, Mike Beane, Lakia Carrillo, Jim Fisher, Dave Kowalewski, Barney Sluder, and Anthony Jackson. Those unable to attend included Donita Stewart, Anna Hough, and Mike Janiszewski.

Immediately after the luncheon and presentation, the awardees were invited to a picture taking session in the City Council chambers.



**Person of Interest: Garrett Knight**

Garrett Knight has worked for the City of Baltimore for 31 years. During the last nine years he has been a Purchasing Assistant for DGS handling the various invoices that come in from the agencies we serve throughout the city as well as processing internal work orders. Ordering office supplies, looking at HVAC and asbestos invoices, and much more are all part of a typical work day for Garrett. An interview with Mr. Knight revealed a little more about his life outside of his job at DGS.

*Any particular reason you chose this position?*

"I just fit in. I've been around here for a while but I didn't start as a Purchasing Assistant. I did strictly office support. I've always been a person who tries to tackle what I do, and put my best foot forward, inside and outside of the job. I'm a minister of the Gospel outside of work, which I take seriously but we have fun in prayer and song. With seriousness you need a little fun. I want to treat people the way I want to be treated."

*Why Baltimore?*

"There's a saying, if you can live in Baltimore you can live anywhere. I was born and raised in East Baltimore, but I'm a man of great travel. I've been all over the country and outside of the country. Because of my ministry, I have been able to see many hidden areas of the world."

*Tell me about your life outside of work: what is your favorite thing to do on a day off, or a hobby of yours.*

"Be me! Because of my ministry, I'm able to tap into different things and enjoy life. People who know me well know that I am a cook and I love to do it. Not only is it a great hobby, but it also helps me in other areas of life. I just like to have a good time, I love to sing and enjoy a good movie. My leisure time is just being Garrett, it's being me. Because I am a minister and a vocalist, I am never what you would say, bored. I sing for weddings, banquets, funerals, and church services. If I'm not singing, if I'm not speaking, if I'm not cooking, I'm being me and just enjoying life."

*What is one change you would like to see in the world in the near future?*

I would like to see the world and my surroundings be more real. We need more sincerity in the world. Even in the work place, we need more sincerity. I would like to see people just get along better, and treat one another with respect.



The Fleet Preventive Maintenance Shop has a new Team member 😊



**DGS: How does that work? Continued...**

*MAJOR PROJECTS DIVISION*

Submitted by Laurie Blumberg

Once the Major Projects Division completes the schematic design, design development, and contract drawings a schedule is usually developed.

Then Major Projects is ready to bid the job. The entire package is turned over to a Contract Administration group who handles administering the bid process. In accordance with City law, the offering is advertised in 3 publications and drawings and specifications are made available for purchase by prospective bidders. A pre-bid meeting is held to allow bidders to review the site and ask questions about the project. The bid is due on a predetermined date and is opened at the Board of Estimates office at noon on the due date. Bids are analyzed for completion and compliance with legal requirements and the project is usually awarded to the responsible low bidder.

Now, Major Projects can pick up the shovels and the hammers. The selected contractor will provide all the documentation and perform all of the work identified in the bid solicitation. The contractor will mobilize work forces and begin to provide the project manager and the architect with material specifications for approval prior to ordering everything from steel reinforcing rod and beams to the bathroom sinks and faucets. The contractor will manage the schedule in such a way that the work in process dovetails with the delivery of the required materials and allows progress toward a timely completion. When Major Projects is working in an existing building, the field staff works to minimize inconvenience and keep the work proceeding while disrupting tenants at a minimum.

Throughout the construction process, the design team works closely with the field staff to answer questions and clarify any issues which arise. The team will monitor payment ascertaining that the flow of funding is timely so that there is no delay in construction. Usually as construction progresses, the end user (both city colleagues and citizens) become more engaged in the process and hopefully the project generates a lot of enthusiasm.

At project completion Major Projects amasses a set of documents including warranties, guarantees, testing results, owner's manuals, and a set of drawings marked up to indicate any field modifications for the information of the end user.

There are many, many components to every project, but they can all be placed in one of three categories: Design, Budget and Schedule. It requires skill and experience to manage each one of these successfully. The teams in the Major Projects Division are experts at this and are proud of their record of successful projects.

**DGS New Hires and Retirees**

Employee	Title
<b>New Hires</b>	
Claire Loe	Community Aide
Evan Cook	Contractual
Kira Jelks	Community Aide
Alex Lourido	Community Aide
<b>Promotions</b>	
Terrel Chesson	Deputy Chief Facilities Maintenance
Michael Braun	Storekeeper I

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**REMINDER: Changed address? New number?**

Have you changed your address, obtained a new phone number, recently added a new member to the family? If so, please see your Human Resources Office about documents to update your new status.