

## Employee of the Month: May 2016



Congrats to Anna Hough, the May 2016 Employee of the Month!

Anna has been working for the City for 43 years in September, 27 years in the Health Department and 16 with General Services. She was asked what attracted her to HR. She said “the work was slow in the division that I was in so they put me in the personnel office and I knew nothing of Human Resources work. I had to start from the bottom.”

Anna loves the work that she does and learns something new each day. She works well with her co-workers and says that “they are all team players.” She also really enjoys when the HR staff can take a minute or two from the busy day and exchange stories to make each other laugh and forget about the stress.

Outside of work, Anna loves to bowl, sew, read and be with her grandchildren and great-grandchildren on the weekends. She has a large family: two very successful children, five grandchildren and seven great-grandchildren

When asked what she would change about work or the world, Anna replied: I would love to see people, in general, being more loving and kind to others and help others outside of yourself whenever you can

All Employee of the Month recipients receive a certificate and a surprise gift.

## A well-rounded man – Wilbert Carrington

Written by: Radazjah Davis

Mr. Wilbert Carrington has spent nine years working for the City. He is a Public Building Maintenance Coordinator assigned to Courthouse East. Mr. Carrington has performed building maintenance for 16 years. During his career he also did concrete construction. Mr. Carrington believes that maintaining facilities is less arduous than concrete construction.

Mr. Carrington is an avid golfer of ten years, often hitting the links at least once a week during the spring, summer and fall. In high school Mr. Carrington was a dual sport athlete playing baseball and football. An entrepreneur, he has owned two businesses — a neighborhood convenience store and a concrete construction business that lasted 3 years.

Mr. Carrington has two daughters in college. Aarica is enrolled at North Carolina A&T State University on a swimming scholarship. The other, Sydney, attends Howard Community College. He is a proud father who will do anything to ensure the futures of his children.

## Follow DGS on Social Media!



**ALERT: You have until 6/30 to use your personal leave! It is USE IT OR LOSE IT!**

## BE AN EMPLOYEE OF THE MONTH

The DGS Employee of the Month nominations may be submitted in person using the handy ballot boxes placed throughout DGS locations or via electronic submission at [DGS\\_HR@baltimorecity.gov](mailto:DGS_HR@baltimorecity.gov).

### ANYONE CAN NOMINATE A CO-WORKER!

A Customer Service Committee representing each of the DGS divisions selects recipients. In addition to new nominees, all nominations not selected during the current month are retained and subsequently entered for future consideration.

Should you have questions regarding the Employee of the Month process please call Catherine Burns at (410) 396-3627.

## Director Days



Director Sharkey had the privilege to work at Fleet’s PM Truck Repair Shop during a recent Director Day. A "PM" or preventive maintenance is when a vehicle is brought in, repaired, and checked proactively. A long standardized checklist is examined allowing small problems to be addressed before they become larger problems.

DGS was having trouble completing truck PMs in a prompt and efficient manner. To combat this, DGS created a select PM shop, staffed by a group of 5 employees dedicated to completing PMs. Each day, these employees perform PMs on load packers, dump trucks, and water trucks.

Keeping these trucks moving and reliable is important work, as is all the work that DGS employees do. The Director worked primarily with seasoned veteran Bill Amberman as well as Damon Johnson, a new employee who previously worked at the Bureau of Solid Waste while going to school at night learning to become a mechanic.

## DGS Makes Repairs at Cylburn Mansion



DGS recently repaired the balcony & soffits at the historic Cylburn Mansion.

Cylburn was designed by George A. Frederick, who was also the architect of Baltimore’s City Hall.

The Cylburn Mansion is used to provide a wide range of educational programs for all ages, with a special emphasis on providing nature and environmental education to the city’s school aged children.

**MITCHELL COURTHOUSE FIRE:**

**FACILITIES MAINTENANCE RESPONDS**

The DGS Facilities Maintenance Division has worked long hours since a recent fire broke out in the Mitchell Courthouse on April 26<sup>th</sup>.

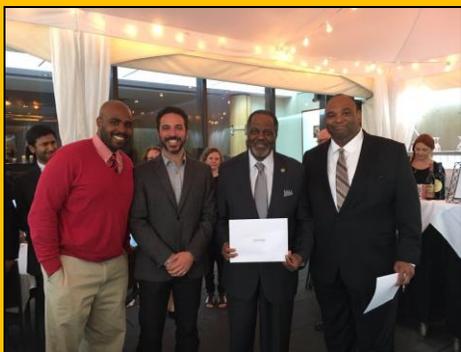
The fire started in the basement area just below the Fayette St. entrance. The cause of the fire was found to be a fault on the transformer in the basement.

The restoration contractors started to work around the clock in order to start clean up of the most heavily impacted areas to remove the heaviest of soot. These teams have continued to work 12 to 16 hour shifts, 7 days a week in order to restore the building.

DGS teams have been active in the building replacing dozens of ballasts and nearly one hundred light bulbs.



Photo credit: Baltimore Sun



Pictured from L to R: Babila Lima, Berke Attila, Gary Holland, and Henry Raymond

The Department of General Services Facilities Maintenance earned an Outcome Budgeting Award for the "Best Use of Data and Evidence" for its demonstrated commitment to evidence-based practices in its Fiscal 2017 budget proposal. Each action item was supported by best practices, academic research, or successful examples from internal data collection and analysis.

**Do you know someone that wants to work at DGS?**

We are looking for a **Building Repairer**. The position is posted online until 5/23/16.

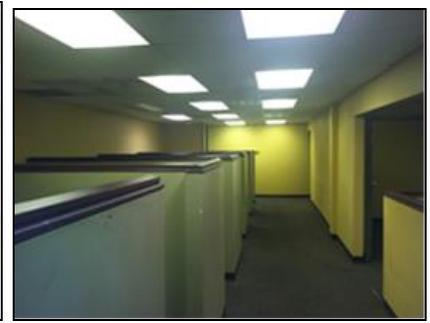
To apply for a position create an account on [www.governmentjobs.com](http://www.governmentjobs.com). Keep the application updates as the Human Resources Office periodically reviews them. The more information you provide, the better your chances to receive the highest consideration for the job or promotion. Using this process you can scan and add information to your account. Things you may want to scan include but are not limited to: résumé, cover letter, certifications, and any licenses you hold.

The website also has a Job Notification section that sends reminders once positions are posted with application deadlines.

**DGS New Hires and Promotions**

Hire	
Employee	Title
Frank Scarfield	HVAC Tech II

**DGS Strategically Manages the City's Real Estate Portfolio**

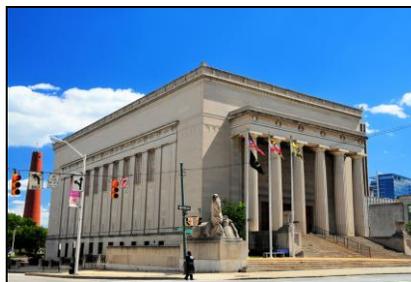


DGS actively monitors space utilization and has assertively moved agencies into vacant office space. In cases where the City did not designate a specific use, DGS continues to divest so that the property can be put on the tax roll. This approach is a component of Department's plan to strategically manage the City's Real Estate portfolio supported by the creation of the Facilities Maintenance System (FMS) database, VFA, and Archibus systems.

As an example, 3314 Arydale Avenue was deemed a surplus property by DGS because the building was underused and no longer provided a public purpose. The property, purchased by Williams-Carroll, LLC for \$35,127, operates as a hair salon business. The property is now listed on the tax roll which benefits the residents of Baltimore.

**2016 Training Calendars**

May						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23	24 Fleet Lead Summitt-8am-3pm-Central Garage	25 Active Shooter Training-Central Garage 9:30-10:30am	26 New Employee Orientation-HR Office 8th Floor	27	28
June						
5	6	7 Workplace Violence/EEO-Fleet Staff 8:30-11:30-Central Garage	8	9 Workplace Violence/EEO-Fleet Staff 12-3pm; 3:15-6:15pm	10	11
12	13	14 Workplace Violence/EEO-Fleet Staff 8:30-11:30-Central Garage	15	16 Workplace Violence/EEO-Fleet Staff 12-3pm; 3:15-6:15pm	17	18
19	20	21	22	23 Workplace Violence/EEO-AW Staff-War Memorial 9am-12pm	24	25
26	27	28 Workplace Violence/EEO-AW Staff-War Memorial 8:30am-11:30am	29	30		



**CLARA BARTON EXHIBIT AT THE WAR MEMORIAL**

The War Memorial Building is a historical treasure honoring our state's military veterans. During the past 3 years DGS has hosted special exhibits to further commemorate our nation's history. From April 5<sup>th</sup> – June 5th the War Memorial has on display a 3 panel exhibit featuring Clara Barton's Missing Soldiers Office.

The staff of the Missing Soldiers Office made it their mission to find information about the location, or death, of missing soldiers in order to provide closure to their family and friends. The office responded to over 63,000 letters of correspondence and identified the fates of more than 22,000 missing soldiers. More information is found on the Civil War Medicine Museum webpage: <http://www.civilwarmed.org/outreach/traveling-exhibits/>.

The War Memorial, located at 101 North Gay Street, Baltimore, MD, honors and serves all veterans of Maryland. The building serves as a place of remembrance for fallen soldiers and as administrative offices for several veterans' outreach organizations. The War Memorial Commission has custody and supervision of the War Memorial Building and the adjacent War Memorial Plaza which fronts City Hall.

The space is utilized for certain municipal functions and also serves as a repository for documents pertaining to the events of World War II. An exhibit space is also located on the premises. The building is a Baltimore City Landmark and a major component of the National Register Business and Government Historic District.