

**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**May 2013**

**STAFFING**

The following table is a breakdown of lost man shifts during the month:

	2012	2013
WSIB	15.50	0.00
WI/LTD	0.00	0.00
SICK DAYS	11.94	5.19
COMPASSIONATE LEAVE	0.00	6.00
FLOATERS	2.50	4.00
VACATION	22.00	14.50
BANKED TIME USED	5.75	9.25
OFF	0.75	1.06
STATUTORY HOLIDAYS	34.00	30.00
<b>TOTAL</b>	<b>92.44</b>	<b>70.00</b>



**OVERTIME HOURS**

Equivalent Straight Time Hours:

	2012	2013	2012	2013
	May	May	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
CAPITAL	0.00	0.00	0.00	0.00
ENGINEERING	6.00	0.00	8.25	0.00
INTERDEPARTMENTAL	9.00	2.25	19.25	12.75
PRIVATE WORK	4.00	0.00	12.00	24.00
RECYCLE/GARBAGE	4.00	0.00	33.50	0.75
ROADS	0.00	0.00	478.00	629.50
SEWER COLLECTION	51.25	101.50	120.25	235.50
SIDEWALKS	0.00	0.00	42.25	39.00
STORES	0.00	0.00	33.00	9.00
VEHICLE & EQUIPMENT	0.00	0.00	155.50	166.00
WATER TREATMENT PLANT	20.50	0.00	70.50	25.00
WATER DISTRIBUTION	38.50	16.50	124.50	229.50
WATER TOWER	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>133.25</b>	<b>120.25</b>	<b>1097.00</b>	<b>1371.00</b>

## **TRANSPORTATION REPORT MAY 2013**

### **ROADS:**

#### **Storm Water Management – Water:**

- Flushed storm sewer laterals and cleaned catchbasin sumps
- Repaired catchbasin at Third Street West and Webster Avenue

#### **Storm Water Management - Rural:**

- Cleaned debris from ditch on west side of wood yard from Nelson Street to Front Street
- Repaired storm sewer culvert west of the Sorting Gap Marina
- Cleaned debris from along ditches at Town entrances and in areas north of the CN tracks

#### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – downtown area and Front Street done once weekly
- Started initial sweep of all roads on May 6<sup>th</sup> – Two (2) ten hour shifts – Monday to Thursday

#### **Loose Top Maintenance:**

- Graded all loose top roads
- Graded all lanes and added granular “A” material to low areas.

#### **Roadside Maintenance:**

- Repaired railing on Colonization Road, West that was damaged during winter plowing
- Cleared debris from boulevards at Town entrances

#### **Winter Control:**

**Traffic Operations:**

- Repaired and replaced signs as required
- Put out bike racks in downtown area – May 6<sup>th</sup>
- Installed signs for parking areas at Salvation Army, St. Mary's Church, Knox United Church and Rose Manor.

**Regular Maintenance:**

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Repaired deficiencies found in Routine Road Patrols.

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required

**Private Work:**

- Cleaned storm drains at Resolute Forest Products on May 1<sup>st</sup>
- Cleaned storm drains at the Nanicost Building on May 3<sup>rd</sup>

**Sidewalks – Winter:****Sidewalks – Summer:**

- Swept sidewalks along the waterfront, priority routes and in the downtown area
- Swept bike path along waterfront
- Swept winter sand from all islands

**Vehicles and Equipment:**

- Preventive Maintenance - pre-trip inspections 5:30 -7:30 a.m. Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sportsplex, Day Care, Handi-Van and Civic Centre vehicles as required.

**Public Relations:**

**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out "Water Turn Off Advisories", "Drinking Water Advisories" and "Lifting of Drinking Water Advisories" when required
- Issued "Delinquent Account Notices" and turned off water for non-compliance as required.
- Flushed and cleaned dead end sanitary sewers.

**Interdepartmental:**

- Prepared Marina for summer operations May 2<sup>nd</sup> and 3<sup>rd</sup>
- Hauled several loads of asphalt chunks to the landfill site for road base May 8<sup>th</sup> and 9<sup>th</sup>
- Checked sprinkler system at the Civic Centre and prepared for summer operation
- Continued removing tiles at Huffman School on May 30<sup>th</sup>
- Dale Gill supplied coverage for vacation, illness, etc. at the Airport on May 3<sup>rd</sup> and 4<sup>th</sup> and again on May 21, 22 and 23.

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded recycling trailer three (3) times
- Emptied bins from "drop off center" as required

**Training:**

- Students attended small equipment training at Parks on May 6th

**Health & Safety:**

- A workplace inspection was done at the Water Treatment Plant on May 1, 2013
- A workplace inspection was done at the Water Tower on May 2, 2013
- A workplace inspection was done at the Public Works Building May 31, 2013
- A Tailgate Meeting was held in the Public Works Shop area on May 29, 2013.



Milt Strachan,  
Superintendent of Transportation