

Strategic Planning Considerations - Synopsis  
Maintenance Department  
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## **Mechanical/Electrical Section**

### EMS

- Department requires backup personnel trained (technology background) to support small group of staff. \*\*\*pandemic could cripple organization\*\*\*
- Consider relocating half of EMS programmers to North decentralized hub and cross train dispatchers in support of operation.
- Consider training (Support Staff Training Supervisor – Charles) on basics of 21 programs. \*\*\*Bond should pay? for train the trainer\*\*\*
- Commissioning Team needed \*\*\*\*bond dollars in support of new systems\*\*\*\*

### Plumbing

- Consider Just-in-time plumbing parts.....limited warehouse space and too many parts to have on hand. \*\*\*need a vendor that can provide quick turn around\*\*\*
- Consider OJT (with core shop) before zoning out plumbers. District standardization is the key.
- Reconsider districts position on new plumbing fixture installs. Get with Modernization Services and show design flaws and cost comparison.
- Allow enough FTE's in each Zone hub (five) to support big jobs (EG: boiler retube)
- Consider using (second shift) to take care of clay traps and drinking fountains.

### Electrical

- Consider OJT (with core shop) before zoning out electricians. District standardization is key.
- Consider realigning the duties performed by (second shift) in support of electrical systems. Day shift should take care of this function?

- Consider replacing the “generator technician” with an STA. Wasted resources of a Journeyman to do diesel refueling. Backfill the journeyman to zone.
- Consider obtaining a fourth bucket truck to allow (1 each) zonal hub.
- Realign workflow of ballasts (to electricians) and reassign plates/light diffusers to bldg engineers due to voltage/safety concerns and certifications.
- Allow enough FTE’s in each Zone hub (five) to support big jobs (EG: Wire pulls)

#### HVAC/R

- Maintain both shifts (swing and days)
- Consider placing trade specific lead personnel in zonal hubs (IE: low temp/roof top/chiller/controls/pm)
- Keep (call-out) core shop supervisors responsibility
- Realign duties of core shop supervisor to support QA/QC framework
- Consider contracting (roof top units) utilizing CMC to increase response time and allow zonal concept to take shape. Backlog will hinder progress.
- For high voltage calls.....consider having zonal teams (HVACR Tech/Electrician) responds to work for safety reasons.
- Keep (low-temp) core shop supervisor responsibility

### **General Repair Section**

#### ROOFING

- Model LA Unified and maintain core shop function (large crew in one spot)
- Consider Just-in-Time warehousing (contractor in town) to combat hazardous product from being stored onsite. Emergency Preparedness and hazard mitigation.
- Consider a PM program start up and focus (roof drains)
- Workflow large repairs to modernization services (emergency contract or planned) to support core function during rainy season.
- Consider modification of schedule for safety reasons. Early start time to avoid heat issues and resulting absences.

## FLOORING/CARPET

- First core shop decentralized relocation. Monitor (purchasing/warehousing) support of shop and document deficiencies.
- Consider realigning FTE's assigned to (second shift – MMV) to core shop (second shift). Better utilization of resources to support backlog.
- Increase life cycle work on nights if technicians are consolidated to core function.
- Consider contracting out (MS/HS) lifecycle work. Projects are too big with current FTE's.
- Stop practice of allowing (SP) technicians to install “tile on tile” .....this practice is causing major headaches and increased maintenance repair work.
- Consider utilizing carpenters/flooring technicians “team approach” on bathroom partition work orders.
- Consider utilizing painters/flooring technicians “team approach” on bathroom graffiti partition work orders.
- Utilize 9-month school calendar to increase “gym floor” scheduled work.

## PAINT

- Consider ramping up lifecycle crews utilizing abundance of core paint leaders. Create two additional second shift crews (backfilled with MMV painters) to allow our department to decrease backlog.
- Consider creation of four (4) zonal line striping crews
- Consider creation of four (4) zonal graffiti crews
- Maintain a core shop “specialty crew” EG: basketball/gyms/parking lot (math emphasis – measurement accuracy)

## CARPENTRY

- Maintain cabinet shop in core
- Maintain glass shop in core
- Hold zonal supervisors accountable for material ordering and tracking

## **EXTERIOR STRUCTURAL SECTION**

### FENCE

- Consider space requirements for zonal site concept of core shop. Materials and equipment take up a lot of space.
- Consider utilizing Special Projects to support current backlog

### FABRICATION SHOP

- Maintain as a core shop function.
- Backfill (STA's) to support welders

### ASPHALT/CONCRETE

- Consider merging with fence shop. (Losing supervisor position and close proximity)
- Consider space requirements for zonal concept of core shop. Materials and equipment take up a lot of space.
- Budget permitting.....consider reinstating track PM program....safety work adding to backlog

### FURNITURE REPAIR

- Consider merging with core carpenter shop. (vacant supervisor FTE)

## **BUILDING ENGINEERS**

- Consider either.....one call-out person OR four zonal call-out personnel?
- Fight for FTE's to support all high school sites
- Consider zonal concept for all outlying areas.
- Consider reinstating (24 callout vehicles) to bldg engineers. Increased response time.
- Consider back fill of vacant night crew FTE's with STA's
- Consider expanding filter crew (zonal concept or second shift) to increase PM's

## EQUIPMENT REPAIR SECTION

### OFFICE MACHINE REPAIR

- Add a lead person. Span of Control issue.
- Consider modeling the parts room department wide. (Diana's parts room)

### INDUSTRIAL ARTS

- Add a lead person. Span of Control issue.
- Consider utilizing STA's as in-house recruitment. The program has produced well rounded technicians that you will not find on the outside.

### CLOCK INTERCOM

- Must replace "secure plex" system. 40 sites have failing system in place. \*\*\*catastrophic failure issue\*\*\*
- Consider ongoing cross training on "trouble shooting". Utilize experience technicians and train on electronic board retrofits.

### ELECTRONICS

- Must cross train staff and get additional staff certified (F CARD/G CARD) to support department. \*\*\*Pandemic will cripple area\*\*\*
- Consider utilizing STA's as in-house recruitment. The program has produced well rounded technicians. Career ladder?

### LOCK SHOP

- Keep this shop a core function for security reasons.