

Employee of the Month: June 2016



Congratulations to Donita Stewart, the June 2016 Employee of the Month!

Donita has worked in the City for 32 years, 8 of those with DGS. She was attracted to Fiscal Affairs because she loves solving problems and working toward the goals of the Department. As a young girl Donita enjoyed math and told everyone she was going to be an Accountant and grow professionally in the accounting industry.

Donita's fondest memory at work is the special relationships she has with her Accounts Payable staff (Rose, Krystal, Garrett and Forest). The biggest lesson she's learned from supervising them is simply "It's not what you give them, but how you treat them."

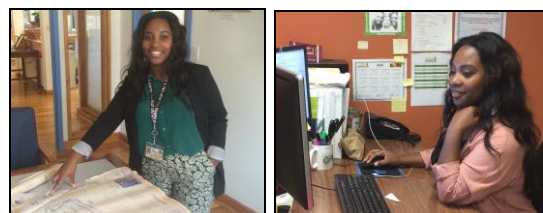
Donita's hobbies include making people feel that they are cared for by making personalized cards to uplift their spirits.

When asked what keeps her coming in each day, Donita said she "...started from the very bottom and worked my way up. I love my job and the work I perform. But my main reason is to make sure my grandchildren have a prosperous future."

Donita has two sons, Dwight and Dwayne; four sisters, Mary, Rena, Alanda, and Nancy, two grandchildren, Talique (10) and Jalil (7), and her fiancé Carlton.

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

Employee Spotlight: Sagirah Jackson



The recently married Mrs. Sagirah (Palmer) Jackson was born and raised in northeast Baltimore in the Hamilton/Lauraville neighborhood. Sagirah graduated from Mergenthaler Vocational Technical High School (MERVO) where she studied drafting and participated in a work study program at Baltimore Gas & Electric while also being the youngest and only female in the Architecture program.

After high school Sagirah attended Morgan State University where she majored in Architecture and Environmental Design. She started with the Department of General Services in the fall of 2013 as an Architect in the Archibus Office. Sagirah is a woman of quiet integrity who displays professionalism, and a warm spirit. She enjoys spending time with her beautiful daughter, husband, and four siblings.

Sagirah joined the City because she is a Baltimore native and her goal is to make Baltimore a better place. Reflecting on public service, Sagirah said that "She wants to give back to her community by preserving our common assets, history and culture." She believes that our spaces and public buildings are essential resources for community re building.

Fleet Lead Training Summit



In May DGS conducted "Lead Summit" training at Fleet Management to provide the supervisors' successors guidance on City and departmental policies such as WPV/EEO, Attendance, and Lateness. These working leads are also in leadership roles and are held accountable to abide by or enforce laws and administrative procedures — the reason DGS Human Resources created a day to focus on them and their needs.

DGS teamed up with DHR's training division to train the Leads on WPV/EEO and explain why it is important from them to understand policies and what they have to do if a WPV/Sexual Harassment case is presented during their duty watch.

DGS Receives Kudos from City Council



During the annual budget hearing with the City Council, the Department of General Services received words of appreciation from multiple Councilmembers. During the meeting, all of the Councilmembers present thanked DGS for its hard work, its commitment to improvement, and its responsiveness to their concerns. Director Sharkey said that "There are a large number of team players to be thanked at DGS. The DGS team members out working hard in the cold of the winter and the heat of summer are the reason for our success."

Follow DGS on Social Media!



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.

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.

Reminder: Have you moved lately, has your home phone number changed, has that relative you have as emergency contact information changed? If so, please call the Human Resources Office at 410-396-7258 (Abel Wolman) or 410-396-3394 (FLEET) and request change of address form and emergency contact form.

BERNARD SCALES:

UNSUNG HERO

Customer service and hard work are an important part of the DGS and its mission. A part of that responsibility is doing the hard work every day. One of our hardest workers, Bernard Scales, was recently recognized by an employee in another agency for his efforts in the face of adversity.

“As you know, Baltimore City has a homeless population and some on them walk around the downtown area. Unfortunately, the front and back of the Benton Building is used as a bathroom facility for them. Mr. Bernard Scales comes early every morning to hose down the front and back on the building before the majority of the employees who work in this building arrive. He is an unsung hero.”

The work that each of us do at DGS is important. We make sure that the City is open for business each day. Without us, the trash doesn't get picked up and the lights don't come on in the buildings. Thanks to Bernard and each of you for your continuing efforts.

Jazz concert at the President Street Station on July 4th!

DGS New Hires and Retirees

| Hire | |
|--------------------|---------------------|
| Employee | Title |
| Frank Scarfield | HVAC Tech II |
| Retiree | |
| Employee | Title |
| James "Jim" Nossel | Automotive Mechanic |

Do you know someone that wants to work at DGS?

We are looking for:
**Deputy Division Chief of Facilities,
 Environmental Technician, and
 Environmental Technician Supervisor.**
 The position is posted online until 5/23/16.

To apply for a position create an account on 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.

The Testing Cart...saving time and money.



Picture this scene: Fleet Management's Central Garage, it's a snowy night, Predrag Juvatovic (Lead Automotive Mechanic) and Davor Dragovic (Automotive Mechanic) have both worked 16-hour shifts for several days. They are finally sitting down, resting their weary feet, huddled over cups of steaming coffee, and they begin to talk about making their work lives easier. They noodle over the question of, "How can we perform vehicle safety inspections faster?" The result of this innovative quest for improvement is "The Testing Cart".

This cart, a mobile testing unit, they designed for their own use, enabled them to perform various functional tests on vehicles and equipment. Each cart, which is equipped with a battery and a wall battery charger built in, allows them to:

- Test the auger and spinner on pick-up trucks used for snow removal. They can also test the auger/spinner control box that is located in the vehicle;
- Perform a full test of trailer lights, turn signals, running lights and brake lights;
- Plug in at the vehicle's trailer plug and test for proper wiring, a task that would otherwise have required two technicians to perform a series of trial and error test to determine if bad wiring were indeed the cause of a problem;
- Test the electric connections between a truck and a trailer, even if only one or the other is present;
- Adjust trailer electronic brake.

Davor, Predrag and Al Clark (who had in the past designed a similar testing unit) were tasked with assembling carts for several other Fleet teams. The mission of the Fleet Management Division is to support customer agencies in the delivery of vital city services by providing reliable access to vehicles, equipment and service facilities. The Division's goal is to work closely with our customers to ensure the provision of the highest quality product in the most cost-effective manner. The Testing Cart is another important way that we try to work in a more efficient way to benefit our customers.

2016 Training Calendars

| 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 | | |

Training Held for New SNOOPER Truck



DGS held training for DOT to use their new Paxton-Mitchell SNOOPER® truck which is a bridge inspection and maintenance crane.

The multi-purpose unit provides extensive reach capabilities for a wide variety of bridges, trestles and viaducts. The fully hydraulic, easily mobile crane allows operators to be positioned exactly where they need to be to perform any type of under bridge task. Once in position, as many as three operators can work continuously as the rolling stabilizers permit the truck to move along the bridge deck.

The SNOOPER® replaces dangerous and often poorly maintained scaffolding with a stable and positional platform or basket. The hydraulically extendible second boom allows the platform or basket to be deployed over tall fences or under deep girders. Workers are placed right at the site of their work, up in the structure or along the bottom of beams.