

Memorandum

5000
MAIN

DATE: 20 Jan 87

FROM: Deputy Base Maintenance Officer

TO: Director, M&R - *Heavy Equip. Com. Recommendation*
Director, Utilities *Study these*
Director, Operations *Meeting 13:00*
Director, Admin *Friday*

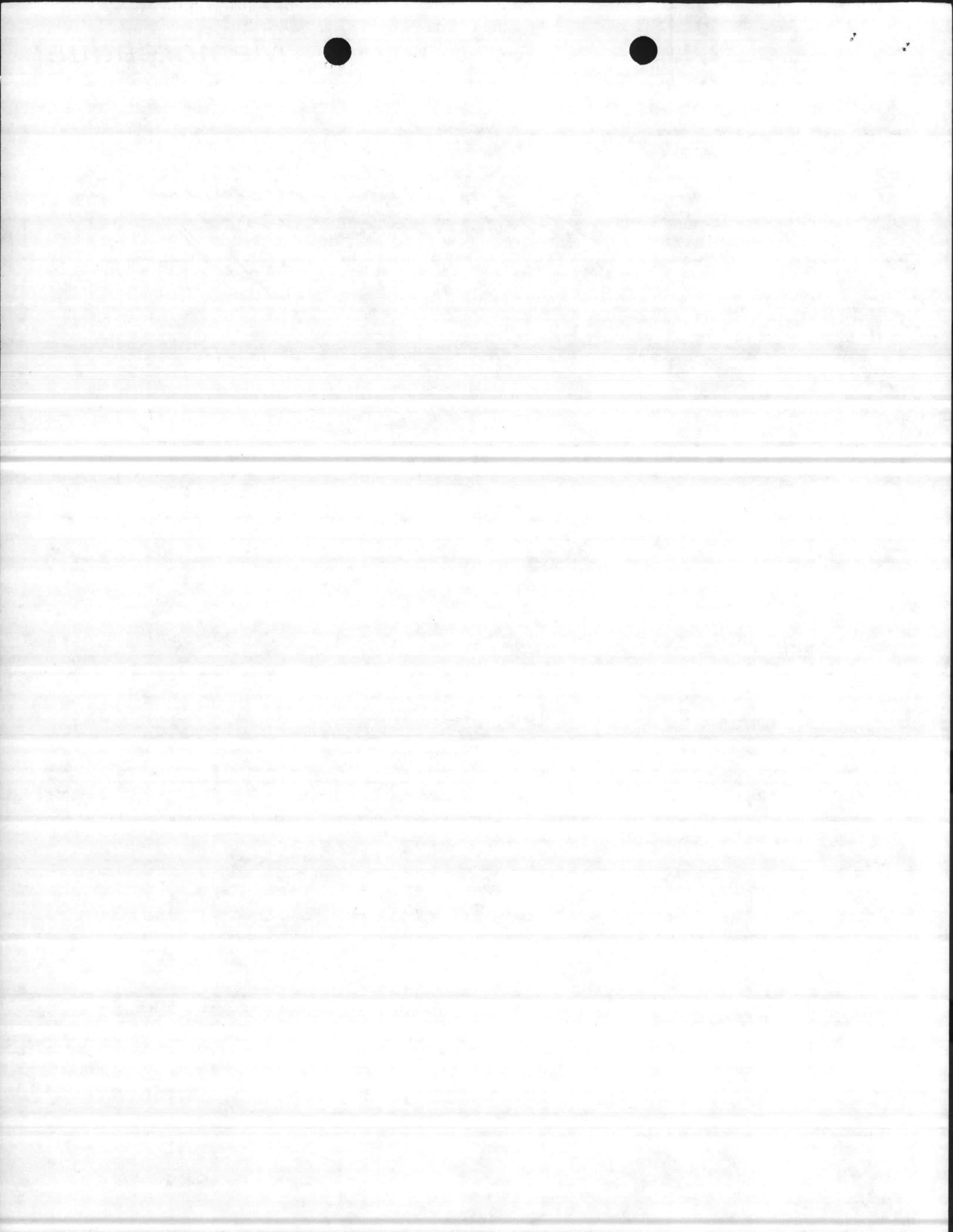
SUBJ: RECOMMENDATIONS FOR GENERAL SERVICES SECTION

encl: (1) Grounds Maintenance Functions "Strawman"
Recommendations

1. Comments on the enclosure are solicited by 30 January 1987.

C. G. Powell
C. G. POWELL (*gk*)

Copy to:
BMO
CA Team



GROUNDS MAINTENANCE FUNCTIONS
"STRAWMAN" RECOMMENDATIONS

1. Transfer the utilities support from shops 71 and 72 to utilities along with the equipment.

PERSONNEL

- 2 - Equipment Operators
3 - Motor Vehicle Operators/Laborers

EQUIPMENT

- 2 - Front End Loaders
2 - Dump Trucks

NOTE: The following items should be considered as possible methods to improve effectivity along with transferring the utilities support.

✓(a) Construct catalyst storage pits at all Sewage Plants for use when cleaning sludge beds.

✓(b) Haul catalyst directly from Water Plants to Sewage Plants instead of via the landfill. (Reference CA Policy No. 28-86).

This has been accomp. by H. GRADALL. & F. ZUNDER
* ✓(c) Improve/enlarge the sand storage pits at the water plants in order to reduce the occurrences of having to stage a front end loader at the Beach and haul sand.

✓(d) Use the Boiler Plant Helpers to load and haul fly ash.

✓(e) Use the same dump trucks to haul ash, sand, catalyst, sludge and debris. * UTILIZATION OF VEHICLE

+ FEASIBLE AT PLANT PER DAY
* ✓(f) Use the Coal Equipment Operator to load coal, sand and sludge. *WHO Haul Loader - BEACH - Sludge BEDS - mount Buckets ect.*

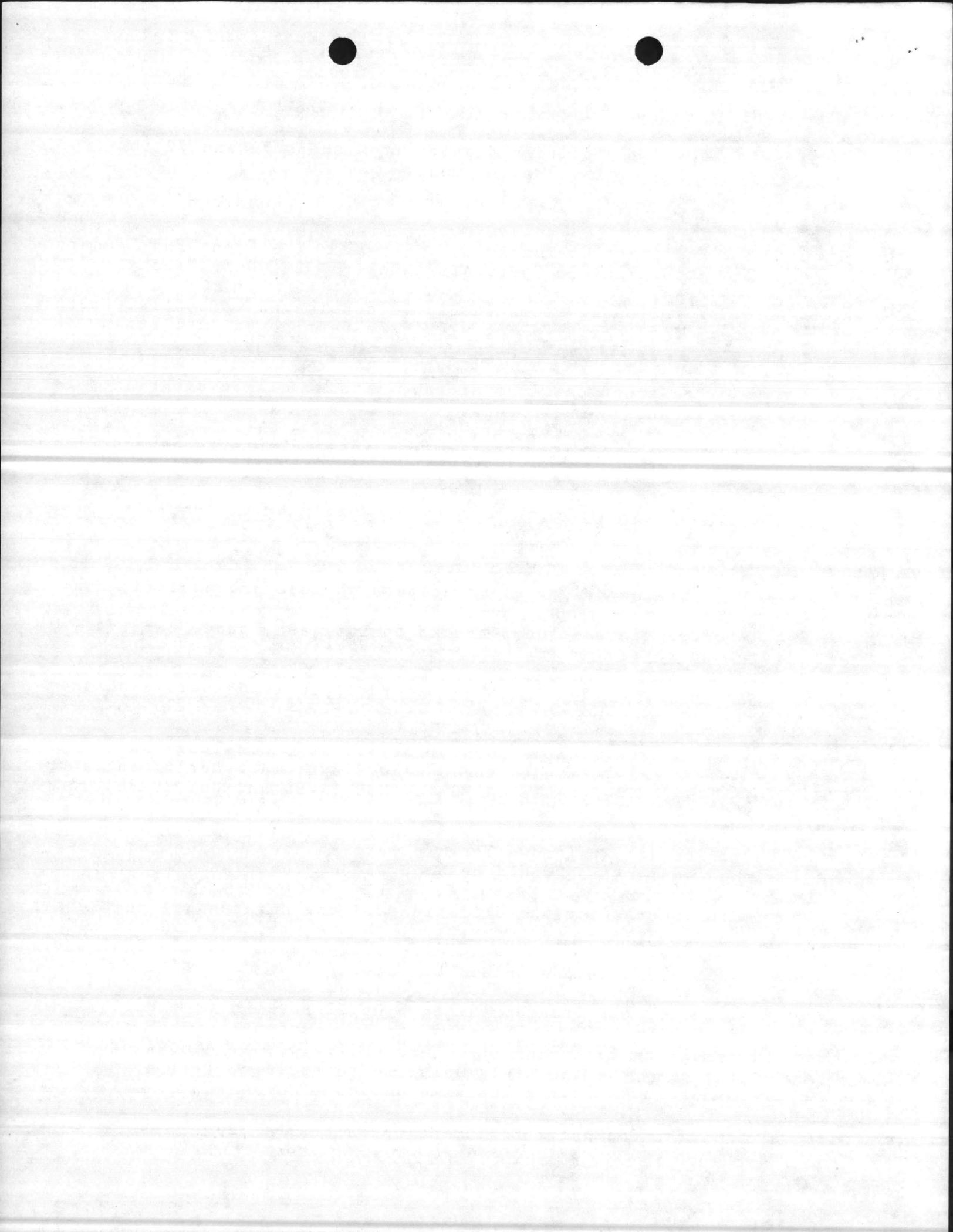
✓(g) Investigate the possibility of dumping sludge in designated areas close to the Sewage Plants in order to cut down on travel time. (Reference CA Policy No. 14-86 and No. 38-86).
** ? Preventive Medicine*

at feasible B. MANOR W. VILLAGE
* 2. Locate all Family Housing support of grounds function, along with equipment, at Tarawa Terrace, except the MCAS/Geiger unit. The shop designation would be Shop 33 but function like Shop 32.
Lost Time moving Equip. to P.P. B. MANOR. W. VILLAGE

3. After separating the Utilities and the Maintenance and Repair Support from the Grounds Function, the General Foreman of the General Services Section should report directly to the DBMO instead of the Maintenance and Repair Director -

Not feasible. Pack Equip. - BLADES HOPPERS DESTROY REA
* ✓ Relocate the Transportation General Foreman from Building 738 to Building 1105. Communication, coordination and control being the major concern. Assign field unit number one to Building 738 and field unit two to Building 1105 as per attached "strawman" recommendations.

✓ 4 * Transfer the Heavy Equipment Operators to Shop 71 along with
NOT ROOM ENOUGH - ASPHALT LOT



the Heavy Equipment, except for the maintenance, repair, and accountability.

✓ 5. That Crew Leader positions be used in the Grounds Maintenance Function in place of some Motor Vehicle Operator positions with all of the work leaders "working" in the field instead of clerical work. Individuals or crews receive a very limited amount of guidance or direction after work assignment. (Reference CA Policy No. 48-86)

✓ 6. One person in each work crew should be given the work ticket and held accountable for accomplishing the work using any additional support personnel and equipment assigned to help him. He would direct the work and be the point of contact and fill out the completed ticket instead of the supervisor sending them out with verbal assignments with the possibility of making mistakes and not knowing the point of contact, phone number or description of work given on the ticket.

*✓ 7. Topsoil/Compost pits should be established in outlying areas in order to cut down on travel time. Leaves, straw and excavated soil could be deposited in these local areas and used at a latter date to repair lawns and road shoulders. (Reference CA Policy No. 22-86 and No. 27-86). *YEAR TO DECAY*

2 8. Our road shoulders should also be repaired by filling the hole in small amounts instead of Dump Truck loads distributed with a motor grater. The area needing repair gets filled but without compacting and the hole returns very soon. In addition, many areas of the road shoulders are higher than the road surface. Water can't drain, thus creating asphalt damage and a safety hazard. *WIDEN CURVES*

✓ 9. Combine the duties of the Tool and Parts Attendant with the Grounds Equipment Repairmen located in Building 1114. (Reference CA Policy No. 16-86)

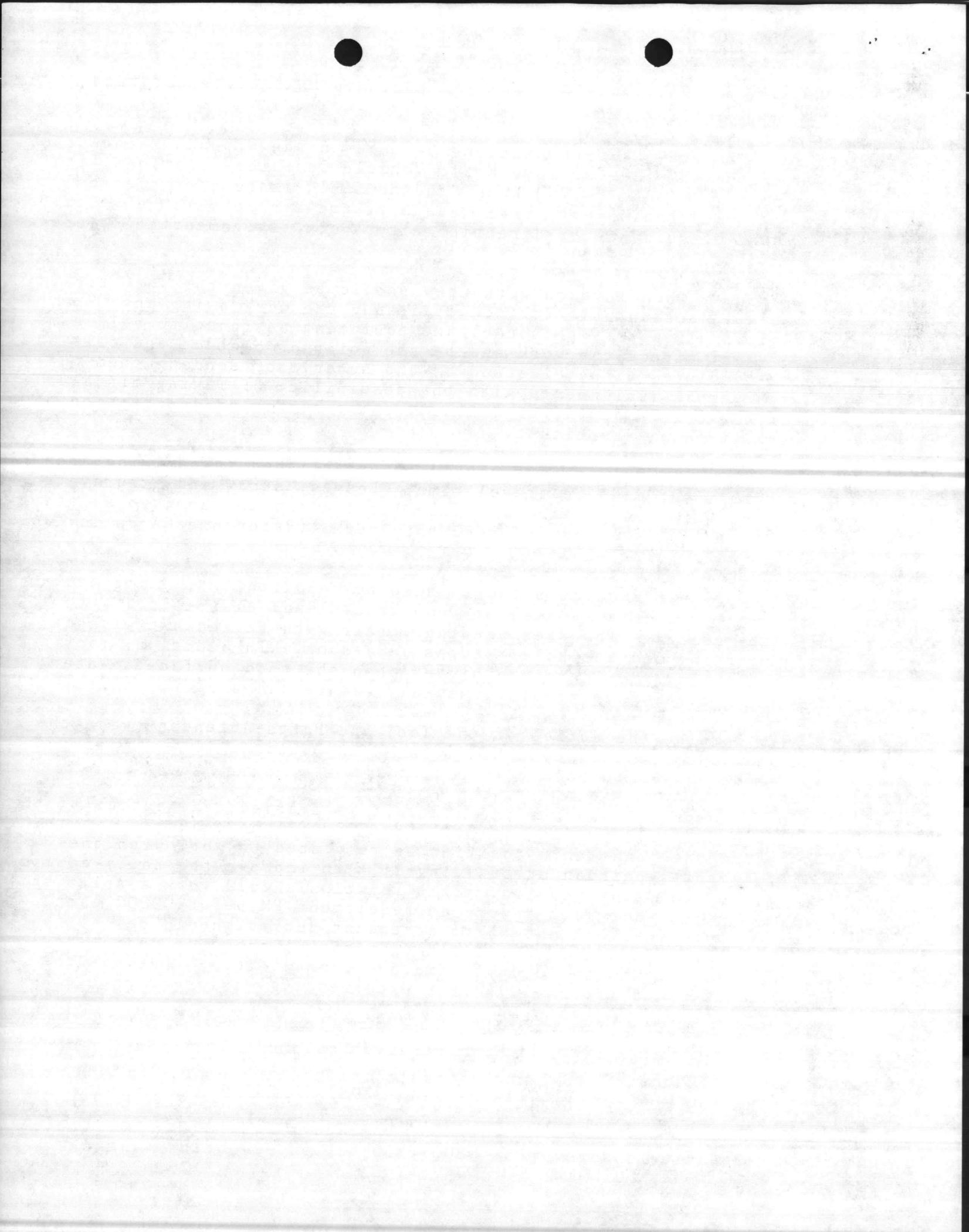
✓ 10. When the grass-cutting contract is awarded, the duties of the Small Engine Repairman at Building 738 will be reduced. It is recommended that this position be relocated to work with the equipment-repairman at Building 1114 to improve the daily equipment PM and equipment repairs. This function should work a split shift in order to have all trucks and equipment PM before 0800 each morning. The Tool and Parts Attendant duties should be accomplished out of this building also. A phone or radio should be located in this building to improve communications between the repairmen and the field worker experiencing equipment problems. (Reference: CA Policy No. 41-86.)

*NO Limited
of Hours
CAN NOT PM
TRUCKS*

Availability ✓ 11. Determine if some of our Heavy Equipment items such as large cranes could be more cost effectively obtained "as needed" from rental companies instead of procuring for our inventory.

*EMERGENCY'S
Contract-Time
PARTS*

← ✓ 12. That the hours of work for the Heavy Equipment (pm) Service Mechanic be changed from 0800-1630 to 1600-2400 in order for the



equipment to stay productive during the workday instead of the equipment and operator standing idle while it is serviced during the workday. (Reference CA Policy No. 29-86).

WARRANT ✓
R.K. 6 Tots
if Break
30

✓ 13. That the street and parking lot sweeping be accomplished from 2400 to 0800 instead of 0800 to 1630 when the traffic is heavy. (Reference CA Policy No. 30-86).



✓ 14. Transfer all support and equipment back to NREAD or allow Base Maintenance a stronger voice in what equipment, etc., to be used in performing certain functions such as: wildlife planting with a tractor and disk, instead of a track vehicle. * NOT ENOUGH WORK TO KEEP PEOPLE BUSY

✓ 15. Determine who will be responsible for the hazard waste, oil spills and oil/water separator cleaning programs. Move the existing staff and equipment and add the required additional support.

Present Staff: 2 - Vehicle Operators
1 - Laborer → * NO LABOR
2 - Pump Truck
1 - Vacall Truck
(Reference CA Policy No. 39-86 and No. 47-86)

✓ 16. Relocate the Sanitation and Equipment Unit to the landfill area to reduce congestion and improve onset supervision. Facilities at parking area is available and cleaning of trucks is accomplished at this location already. This would also provide additional space for the grounds maintenance function.

✓ 17. The position of the Laborer who supposedly logs in vehicular traffic and assigns dumping area could be used to locate a productive work site for any Base Maintenance personnel on light duty. This billet does not require prolonged sitting or standing and no lifting. The location at the landfill in the hot summer or cold winter would encourage personnel to return to their permanent position as quickly as possible. Also the Equipment Operators direct a large portion of the traffic and dump site assignments.

? 18. One of the Equipment Operators at the landfill should be assigned to sanitation only when needed and not as a full time billet. This assumption is based on observation of the landfill operation and conversation with the Equipment Operators.
2 OPERATORS 1 AS REQUIRED

OR
R.A. 1-26-87

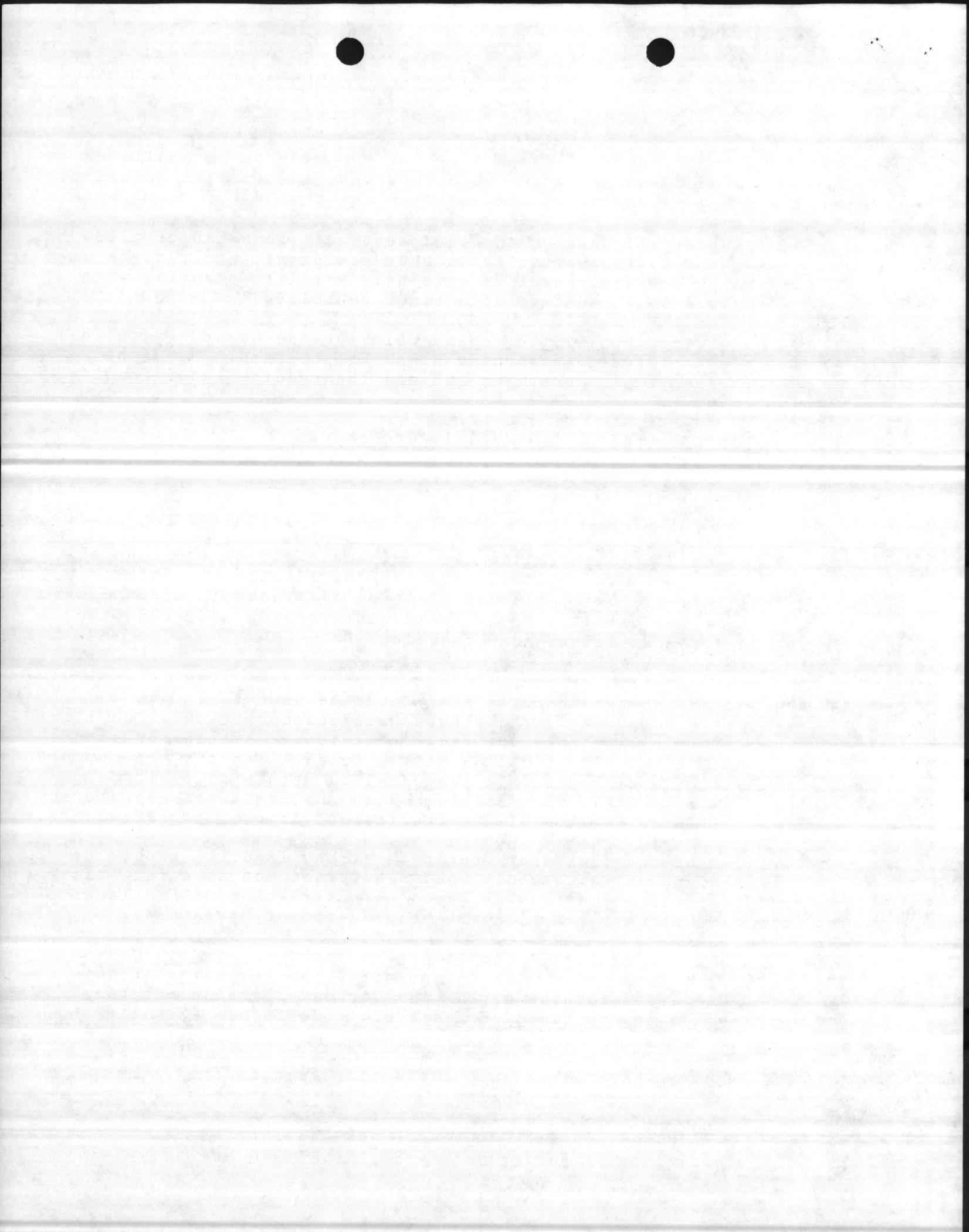
✓ 19. That a 1000 gallon, above ground tank, on skids be located at the landfill to refuel the equipment at the beginning or end of the day instead of stopping during the workday to refuel at the convenience of the Fuel Truck driver. (Reference CA Policy No. 37-86). FUEL EVERY TWO DAYS

✓ 20. Transfer the Maintenance and Repair support from Shops 71 and 72 to Maintenance and Repair.

2 - Mechanics (Air Compressor and Generator Repair) - to Shop 53. (Reference CA Policy No. 34-86, No. 35-86 and No. 45-86).

WIP
7/1/87

NOT FEASIBLE DUE TO REPAIRS ON GENERATORS
L.M.E.



6 - Motor Vehicle Operators/Laborers - to structural and mechanical trades.

2 - Maintenance Vans/Trucks

2 - Dump Trucks

The use of (1) one Backhoe when needed.

✓ 21. All work items such as replacing or repairing mail boxes, clothes line poles, and signs should be accomplished by area shops instead of Grounds Function to eliminate driving from the Building 1202 area to the outlying areas. (Reference CA Policy No. 50-86).

✓ 22. The Maintenance and Repair support from the Grounds Function could be reduced and more efficiently performed by equipping the Maintenance and Repair trucks with shovels, rakes, brooms, etc., (if needed). This would allow the journeymen to accomplish minor digging and cleanup on 05 Job Orders instead of having Shop 71 send out work crews to accomplish small jobs and cleanup. (Reference CA Policy No. 18-86). *Let Area in in Trade Cal*

✓ 23. The Operations Inspector/Planner Estimators should establish a "tickler" inspection program in order to inspect and call up work on a planned and balanced basis instead of the present method of the shops calling up tickets to cover the manhours available and on an "as needed" basis. *Application - WASTE TIME*

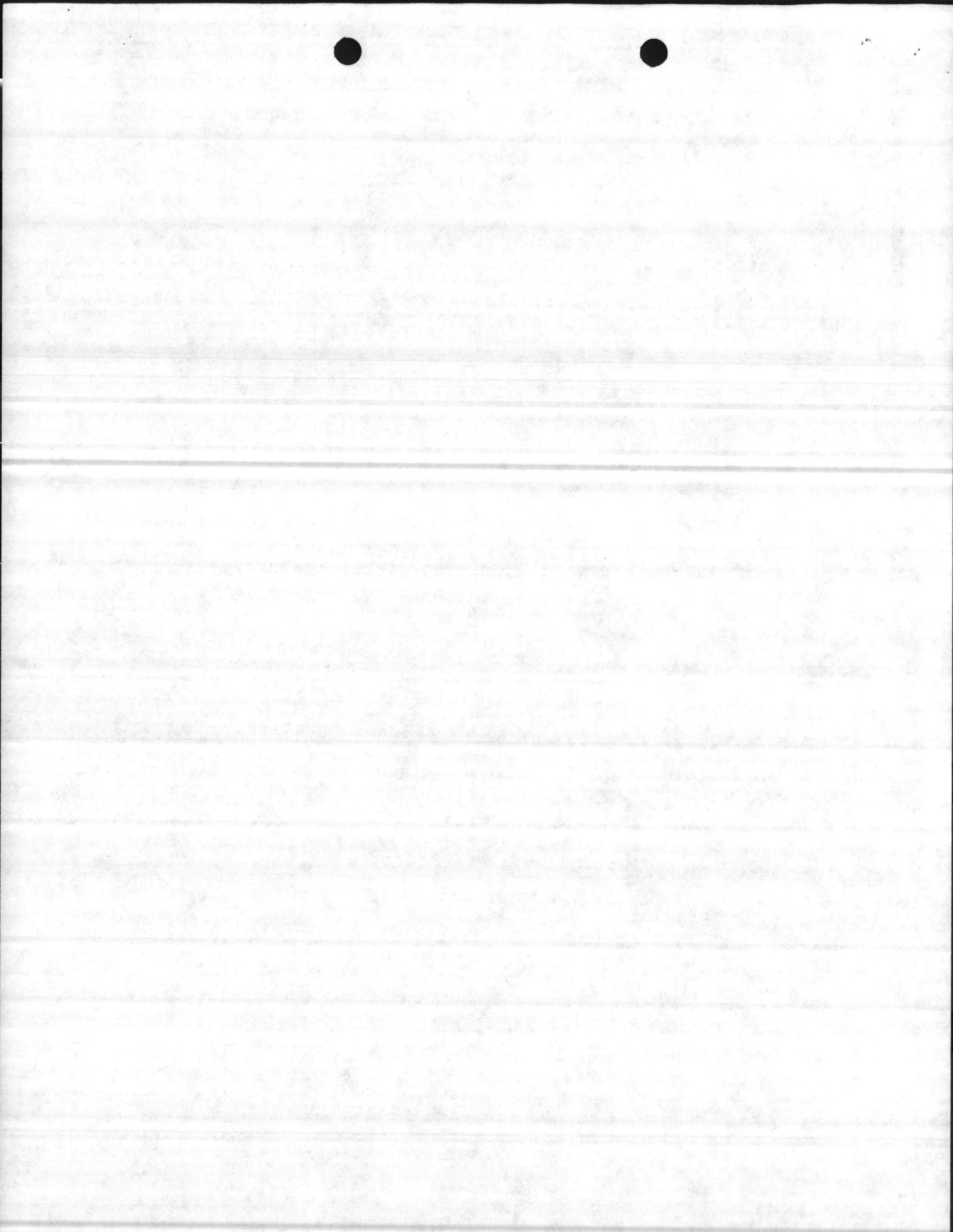
✓ 24. That the Horticulturist be reassigned to the Operations Branch to manage the Basewide Landscape Plan and to inspect and call up grounds work. (Inherently Governmental Position). *NO - NOT - Direct*

✓ 25. That accurate inventories of Grounds Function Line Items be established by Operations along with scope of work, maintenance levels, frequency and expected Quality Assurance (QA) levels. Examples of items to be inventoried are: unpaved roads, utility-right of ways, streets, highways, parking lots, tank trails and drainage ditches. After the work is identified, it should be prioritized and spread out over several years. *Who knows*

✓ 26. Continue efforts to contract out the grass cutting function.

✓ 27. Transfer the Load Test Inspector to Operations and add the Elevator Inspection Program to his duties. He would continue to manage and schedule the Load Test Program and obtain any support and repair efforts from the Shops on tickets charged to 01/02 Job Order numbers for each customer. (A contract is being prepared for performance of work, however inspection and certification will remain Governmental.) ** who will be certifying? Officer and Director 12622 What are the Advantages in operations who would inspect & Certify.*

✓ 28. Operations P&E's and Grounds Function supervisors should develop a work plan for inclement weather. One item already accomplished is assigning several trucks with one person each charged to the overhead Job Order for indirect support, to rise



around during heavy rains inspecting catch basins and storm drains for follow-up repair or cleaning out on tickets. This was previously accomplished as an 04 Job Order with a large portion of the work force covered on productive time during inclement weather when in reality only a small portion actually worked in the rain. (What are they accomplishing presently and how is labor hours being charged?) *Grounds - not operation*

✓ 29. Develop and award Open End Service Contracts for services in areas where a contractor with specialized equipment could accomplish part of our workload with mechanical means instead of our manual labor. These contracts could accomplish work that has gone unattended due to our having the expertise but not the available manhours. Examples:

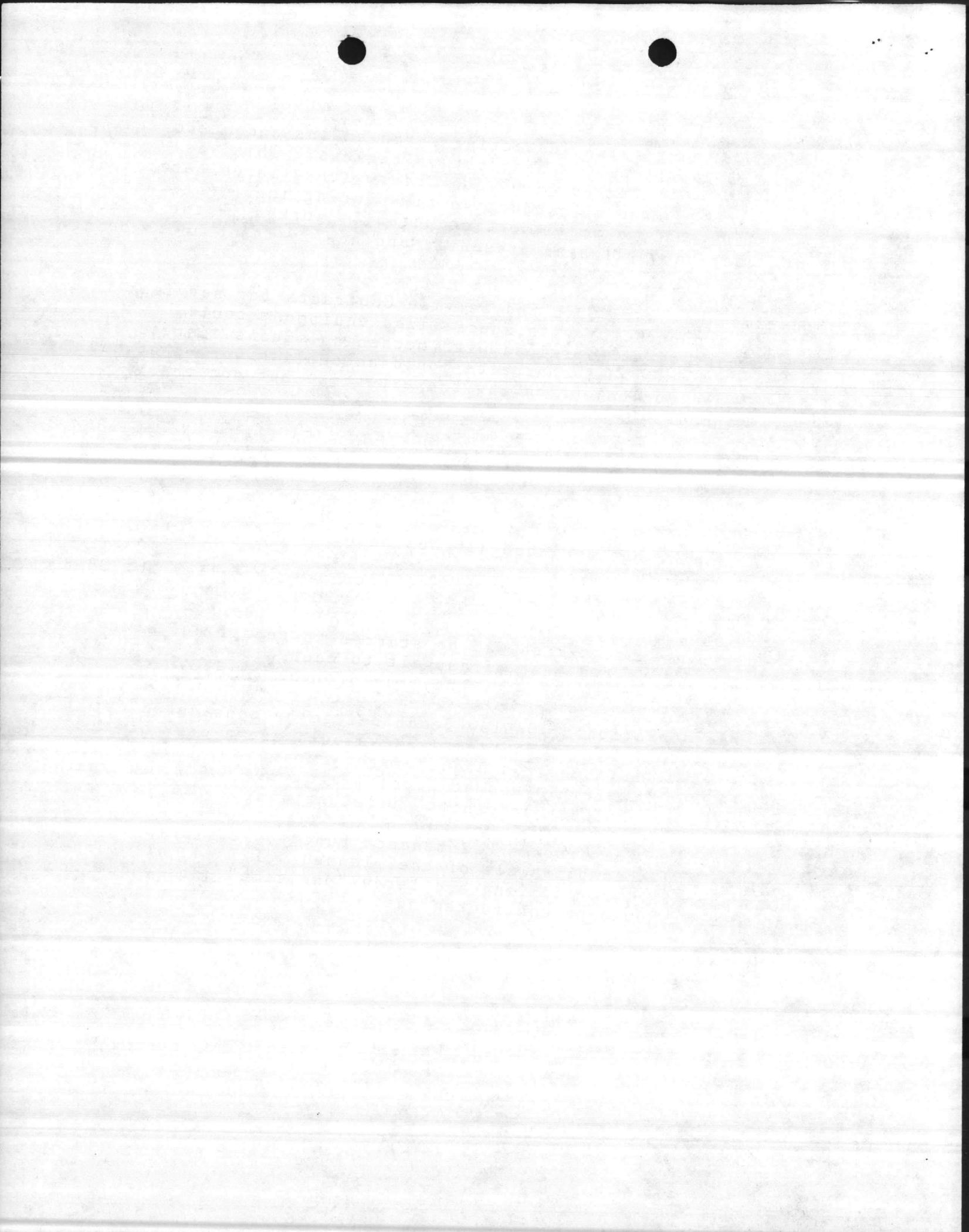
- (a) Asphalt Repair Contract - (Reference CA Policy No. 01-86 *Asphalt* and No. 44-86)
- (b) Maintaining Right of Way Clearings - *How done*
- (c) Cleaning out drainage ditches Basewide *NREA - Welland's - Corp's Exp*
- (d) Tree trimming and removal - (Reference CA Policy No. 08-86 and No. 07-86)

2. 30. A long range program should be started to repair our road shoulders by adding two feet of asphalt to each side to keep vehicles from doing damage when they run off the road. *B.S.*
and on CURVES and where *Boat out. Support from Training*

✓ 31. That the operation of Onslow Beach Bridge be considered for contracting out by Direct Contract. We should use a copy of the N.C. state D.O.T. contract as a guide specification. Present method requires five employees at approximately \$150,000 per year including fringe, holiday and shift differentials. *4 and 1 day off and 1/3/4 - MAINTENANCE of BRIDGE?*

✓ 32. In order for the Grounds Maintenance Function to work efficiently and accomplish all of the planned workload, all large projects such as land clearing and large "one time" jobs requiring many manhours should be contracted out.

NO. Should be programmed depending on soil oxygen - available
Time - Engineers School. 8:14 + 2nd ENG



GENERAL SERVICES SECTION

BLD
1105

PROPOSED -
AND PRELIMI
STAFFING PLAN

- 1 - Grounds Structure General Foreman WS-15
- 1 - Transportation General Foreman WS-13
- 1 - Secretary (Typing) GS-04
- 1 - Production Controller GS-07
- 1 - Grounds Maintenance Control Clerk GS-04
- 1 - Clerk Typist - (Trans Records) GS-03

GROUNDS MAINTENANCE FIELD UNIT 1 BLD 738

- 1. Maintenance of Streets and Highways including Road Shoulders
- 2. Maintenance of Unpaved Roads
- 3. Maintenance of Tank Trails
- 4. Erosion Control
- 5. Parking Lots
- 6. Sweeping

NOTE: Staff includes Equipment and Equipment Operators

GROUNDS MAINTENANCE FIELD UNIT 2

BLD
1105

- 1. Grass Cutting - (After Contract)
- 2. Lawn Maintenance
- 3. Tree and Stump Removal
- 4. Right of Way Maintenance
- 5. Tree Trimming
- 6. Small Engine Repair
- 7. Landscaping

NOTE: Staff includes Equipment and Equipment Operators

GROUNDS MAINTENANCE FIELD UNIT 3 TT 42

- 1. Grounds Maintenance for all Family Housing areas except MCAS.

NOTE:

- 1. Grounds Supervisor to report to Family Housing and TT Supervisor
- 2. Increase Staff and Equipment to handle workload

GROUNDS MAINTENANCE FIELD UNIT 4 (MC)

- 1. Grounds Maintenance of MCAS, Geiger and Verona Loop
- 2. MCAS Family Housing Grounds Maintenance

NOTE:

- 1. Use present Staff for now
- 2. Grounds Supervisor reports to Area Supervisor

REFUSE COLLECTION AND LANDFIELD OPERATION LANDFIELD

Base Wide

Present Staff for Now

INSECT VECTOR

Base Wide

Present Staff for Now

HAZARD WASTE, OIL/WATER SEPARATOR, OIL SPILLS

- 1 - Leader
- 2 - Vehicle Operators

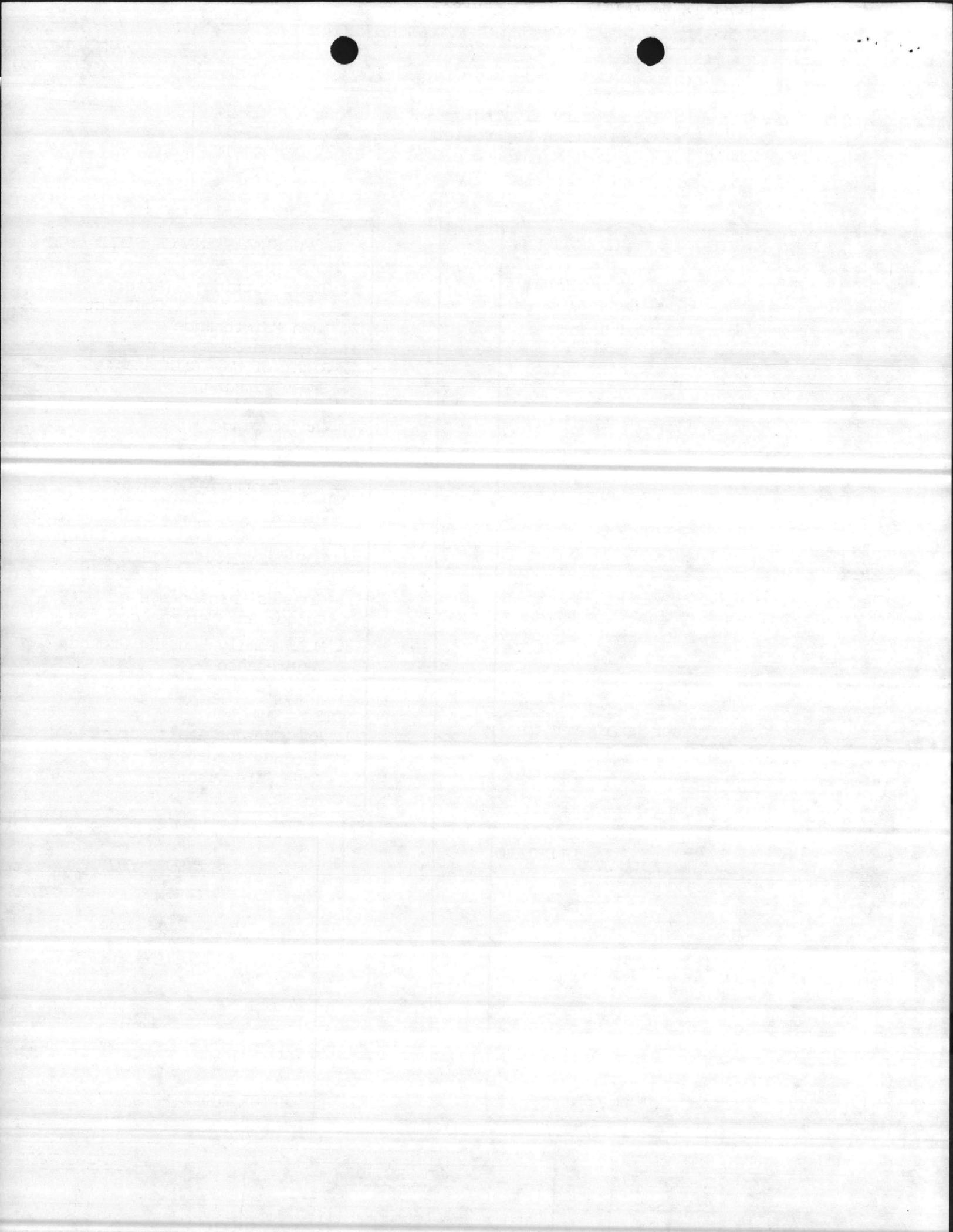
HEAVY EQUIPMENT MAINTENANCE AND RECORDS

BLD
45

Repair and Accountability for

WRECK SUPPORT

?



GENERAL SERVICES SECTION		
1	Grounds Structure General Frmn	WS-15
1	Secretary (Typ)	GS-04
1	Production Controller	GS-07
1	Tool/Part Attendant	WG-04
1	Small Engine Rpr	WG-08
1	Grounds Maint Cont Clerk (T)	GS-05
19	Military FAP's	

FIELD MAINT SUB-UNIT #1		
1	Grounds Struc Frmn	WS-06
1	Asphalt Worker (Ldr)	WG-07
1	Asphalt Worker	WG-05
3	MVO	WG-07
1	Tractor Operator	WG-06
*5	Laborer	WG-02
1	Asphalt Worker (Vac)	WG-05
1	Laborer (T)	WG-02
3	Laborer (T)	WG-03
*1	Laborer TP	WG-03

** FIELD MAINT SUB-UNIT #4		
1	Laborer (T)	WG-03
1	Grounds Struc Frmn	WS-07
5	MVO	WG-07
1	Tractor Operator	WG-06
5	Laborer	WG-02
1	Laborer	WG-03
2	Gardener	WG-04
1	Grounds Ldr	WL-07
1	MVO	WG-05
2	Laborer (Vac)	WG-03
5	Tractor Operator (T)	WG-06
7	Laborer (T)	WG-02
1	MVO (T)	WG-07

FIELD MAINT SUB-UNIT #2		
1	Grounds Struc Frmn	WS-07
3	MVO	WG-07
1	Tractor Operator	WG-06
1	MVO	WG-05
7	Laborer	WG-02
1	Eng Equip Op	WG-10
1	Laborer (T)	WG-03
2	Tractor Operator (T)	WG-06

HEAVY EQUIPMENT UNIT		
1	Trans Gen-Frmn	WS-13
6	8 Eng Equip Operator	WG-10
4	5 Eng Equip Operator	WG-08
1	Small Engine Rpr	WG-08
4	Bridge Operator	WG-08
1	Tool & Parts Attend	WG-05*
1	Clerk-Typist	GS-03
1	Crane Inspector	WG-10
4	MVO	WG-07
1	Bridge Operator (Vac)	WG-08 <i>no</i>
1	Engr Equip Op (Vac)	WG-08 <i>no</i>

FIELD MAINT SUB-UNIT #3		
1	Grounds Struc Frmn	WS-06
2	MVO	WG-07
1	Tractor Operator	WG-06
*5	Laborer	WG-02
3	Laborer (T)	WG-03
*1	Laborer TP TracOp	WG-06
*1	Laborer TP Laborer	WG-03

HEAVY EQUIP REPAIR SUB-UNIT		
1	Hvy Mob Equip Mech Frmn	WS-
1	Hvy Mob Equip Rpr Insp	WG-
*6	Hvy Mob Equip Mech	WG-
1	Automotive Worker	WG-
1	Welder	WG-
1	Mob Equip Servicer	WG-
3	Automotive Mechanic	WG-
*1	Hvy Mob Equip Mech T Det	WG-
	Bridge Operator	WG-

** Gardener, WG-04 in Sub-unit #4 temporarily promoted to Laborer leader, WL-05. 2 Laborer, WG-02 temporarily promoted to Laborer, WG-03.

