

Allegheny County Department of Public Works

2003 Accomplishments

ADMINISTRATIVE

Process Management

- Assisted County Space and Facilities Management Committee in evaluating space lease agreements and reallocating County-owned space.
- Implemented the American Public Works Association's Accreditation Program.
- Established Steering Committee Task Forces and completed the review of two of the twenty-one chapters in the Management Practices Manual.
- Facilitated the selection of an Information System service provider and worked with the Parks staff to implement software, hardware and trained Parks employees in the operation of the system.
- Trained County employees in the operation of the Work Management Application and developed a detailed listing of activities and performance standards.
- Worked with County insurance providers to identify potential hazards at County facilities and made recommendations to address unsafe conditions.

Human Resources

- Updated Job Descriptions.
- Managed grievances and reprimands.
- Managed the processing of EPAA 100 Forms.
- Facilitated the Merit Hiring of County employees.
- Worked towards improving management labor, intra/inter-departmental communications.
- Worked with the County's HR Department to provide training and workshops to County employees.
- Training focused on Employee Assistance Program and Sexual Harassment Policies.
- Facilitated and directed the department's Safety Committee and provided numerous training opportunities in safety to department employees.
- Assisted injured County employees in returning to work.

Fiscal & Purchasing

- Converted department's Payroll System to latest Windows version.
- Kept department's budget under budget for the fifteenth consecutive year despite budget cuts or budget freezes in the last fourteen of fifteen years.
- Prepared, monitored and controlled the department's operating budget.
- Processed 3,000 requisitions with 98% received and closed at the end of the year.
- Designed, with the help of Computer Services, a report screened for J.D. Edwards inquiries.
- Completed J.D. Edwards purchasing training for all of our employees in the Purchasing Unit. All employees are fully trained in entering and receiving modules of the J.D. Edwards System.
- Initiated an Inventory Tagging System identifying Inventory Control Central Warehouse of items to be tagged and controlled.
- Completed a total inventory of department-owned equipment and vehicles.
- Monitored and tracked the Countywide purchase of gasoline and fuel.
- Facilitated improvements to the County's Security System at the Courthouse and County Office Building.
- Facilitated the modernization of three elevators in the County Office Building, and the replacement of Hydraulic Systems at Shuman Center and the County Office Building.
- Facilitated the selection of a soft drink provider for the County Parks System.

ENGINEERING AND CONSTRUCTION

Architectural Section

- Selected consultant and completed programming for Preliminary Design of the Human Services/Forensic Laboratory Building.
- Designed South Park Skating Rink.
- Completed design of Kane Roof Replacement.
- Completed Jail shower renovations and entry security modification design.
- Began design of Bio-engineering Building at Clack Center.
- Completed design of structural repairs to Glen Hazel Kane.
- Completed design of County Office Building Electrical Distribution System.
- Completed design of Morgue Roof.
- Worked with Economic Development Departments to provide six new rehabilitated housing facilities.

Bridge Section

- Completed design of Licks Run No. 10 and Jacks Run No. 3 Bridges.
- Completed emergency bridge repair for Kilbuck No. 12, Thompson No. 2, Homestead Grays and Scotia Hollow No. 5.
- Processed 56 Bridge Overload Permits.
- Completed 184 bridge inspections.
- Implemented new bridge repair contract.

Construction Section

- Completed construction of Painters Run Road.
- Completed 2003 Road Program, paving over 40 miles of road.
- Paved parking lots, basketball courts and trails.
- Began signal installation at Maple Springs/Corrigan Drive Intersection.
- Completed repairs to Pitcairn Road.
- Completed Glen Mitchell Road emergency repairs.
- Completed Catfish Run relocation along Corrigan Drive.
- Completed repairs to Turtle Creek Flood Control Phase I.
- Constructed five small bridges - Kilbuck Run No. 9 and No. 13, Tasse Hollow No. 1, Wible Run No. 5 and Thompson Run No. 4.
- Completed construction of Sixteenth Street Bridge.
- Bid demolition contract and began demolition of Jail Annex Facility.
- Completed the construction of roofs at Glen Hazel Kane, South Park V.I.P., County Office Building, Parish Hill, Boyce Park Four Seasons and Maintenance Building, and Round Hill Community Building.
- Completed Glen Hazel Kane structural repairs.
- Completed South Park Playgrounds Phase III.
- Completed construction of Deer Lakes Park Restrooms.
- Began improvements to Deer Lakes Park Lake No. 3.

Geo-Technical Area

- Completed design for emergency repair to Glen Mitchell Road.
- Continued with North Park Lake Facility rehab, coordinated with Corp of Engineers Project.
- Continued design of Turtle Creek Flood Control Phase II.
- Completed design and advertised for bids for Deer Lakes Park No. 3.
- Completed design for rehabilitation of dam at Deer Lakes No. 1.

Road Section

- Completed permit application to PADEP for municipal storm sewers.
- Completed design of Annual Pavement Program.
- Completed design and began right-of-way acquisition for Babcock Boulevard and Three Degree Road.
- Completed design and advertisement for bids for Corrigan Drive at Maple Springs Signal Project.
- Began guide rail installation in County parks.
- Completed design and right-of-way acquisition for Settler's Cabin Interchange.
- Completed joint venture to build new Park & Ride Facility at Brightwood Road.
- Processed over 340 Highway Occupancy Permits.
- Worked with Findlay Township to complete improvements to Cliff Mine/Summit Drive Intersection.
- Worked with the Town of McCandless to complete improvements to Ingomar/Kummer Road Intersection.
- Designed renovations for the North Park Softball Fields.
- Secured location for new Maintenance Warehouse No. 5 and No. 8 consolidation.

FLEET AND FACILITIES MANAGEMENT

- Provided for the heavy equipment needs of the Allegheny Department of Public Works; an assessment of equipment was completed; and several heavy equipment purchases were finalized through the capital budget.
- Provided for the vehicle needs of Allegheny County departments.
- Prepared Capital budget requests were to address vehicle replacements and finalized several purchases.
- Monitored the use and condition of County-owned vehicles and equipment, and identified instances of misuse, and removed worn equipment from the County Fleet.
- Disposed of surplus vehicles and equipment through public sale.
- Provided cost-effective maintenance service at the County's vehicle repair garage.
- Provided for the fuel needs of County vehicles and heavy equipment.
- Met the renovation and improvement needs within County facilities through a work request system.
- Improved the operations of heating and cooling systems through an aggressive preventative maintenance and modernization of controls program.
- Maintained electrical heating, cooling, plumbing and water distribution system in over one million square feet of building space owned and operated by Allegheny County.
- Maintained electrical natural gas, and water and sewage systems in over 12,000 acres of parklands owned and operated by Allegheny County.
- Corrected electrical problems throughout County buildings and parks.
- Corrected plumbing problems throughout County buildings and parks.
- Setup, operated and tore down Hartwood Festival of Lights fixtures.
- Renovated courtrooms and public offices in Courthouse, City-County Building and County Office Building.
- Maintained heating, plumbing and electrical systems at Shuman Center and the Allegheny County Health Department buildings.

ROAD, BRIDGE AND PARK MAINTENANCE

- Patrolled, salted and plowed over 800 lane miles of County roads throughout the winter months in order to insure safe and accessible roads, bridges, parks and buildings.
- Cleaned, patched and paved County-owned roads and bridges, parking lots and sidewalks.
- Controlled and managed vegetation along County roads.
- Cleaned catch basins and culverts in order to prevent flooding and property damage.
- Maintained, cleaned and repaired park shelters in all nine County Regional Parks.
- Cut grass in the County's 12,000 acre Park System, maintained ball fields, playgrounds and recreational facilities throughout the County's Park System.
- Responded to emergencies on the County roads and parks.
- Provided safety signage along the County roads.
- Replaced lateral support walls and shoulders as needed.
- Updated the storm drainage system as needed.
- Grubbed, cleared and excavated a Park & Ride Facility in Bethel Park.
- Developed an access road on a future site of the Botanical Garden in Settler's Cabin Park.
- Resurfaced and repaired roads throughout the County.
- Worked with the Engineering Division to implement all aspects of the 2002 Capital Budget.
- Regularly inspected roads, bridges and parks facilities and performed routine preventative maintenance to insure safe and reliable operating conditions.
- Continued with the replacement of park signage working with Park Managers.
- Provided support for the operations and maintenance of the County's three golf courses, three wave pools, one major swimming pool and two ice skating rinks.