## **Proposed Organizational Model**

### **General Manager, Operations**

#### **Administration**

- Contracted Services Administration
- Policy and Procedure Development
- Service Level Analysis & Recommendation
- Performance Measurement & Benchmarking
- -Capital & Operating Budgets Preparation and Administration
- Capital Forecasts
- Accounting GL, A/P, A/R
- Job Costing
- Hansen Administration
- Payroll Submissions
- Division & Employee Records Mgmt
- Division Reception
- Public Education Guides
- Website Information Updates
- Special Event Supplies
- Water Card Sales
- Mapping
- Route Design
- Environmental Research
- Work Order Processing
- Customer Service Requests
- Permits Film. Road. Curb Cuts.
- Open Cuts, Load, etc.
- Staff Management
- Collective Agreement Administration
- Staff/Contractor Health & Safety
- Capital Projects

#### Fleet & Supplies

- Corporate Fleet Admin. (incl. Fire)
- Fleet & Equip. Procurement
- Fleet/Parts/Fuel Tenders
- Fleet & Equipment Mtce / Repair
- & Refurbishing
- Fleet Replacement Prog.
- Fuel Site Administration
- Rental Vehicles & Equip.
- Monthly Chargebacks
- Driver Training
- Vehicle Licensing
- Parts/Materials/Supplies Ordering
- Parts Shop / Stock Room

Inventory Control (incl Waterworks) Sign Manufacturing

- 2-way Radio Systems
- Welding/Fabricating
- Annual Vehicle Safety Inspections/Certifications
- Tire Repair
- Diagnostics
- On Road Service Calls
- Fleet Focus Job Costing Administration

- - Traffic Signal Mtce
  - Sign Mtce/Install
  - Parks Sign Repair
  - Street Light Patrol
  - Guiderail Install/Mtce - Drainage
  - Catchbasin Cleaning
  - Ditching
  - Culvert Mtce
  - Storm Water Mgmt
  - Storm Sewer Mtce
  - Catchbasin Mtce
  - West Nile Virus Prog.
  - Park Furniture/Equip

  - Sports Field Layout &
  - Marking

  - Services-in-Kind

- Shouldering/Grading
- Pavement Markings
  - - Spills Response

    - Sidewalk Mtce/Rpr
    - Waste Receptacles
    - Asphalt Mtce / Rpr
    - Emergency Stndby

    - Debris Pick-up
  - Hardtop Mtce
- Inspection & Repair

- Special Events /

- Loose Top Maintenance Roadside Mtce

**Operations Maintenance** 

- Sod Repair
- Rural Mowing
- Weed Control
- Blvd Repair

- Curb Cutting

- Park Facility Repairs
- Water Test Fountains
- & Play Features
- Crack Sealing - Surface Treatment
- Spray Patching
- Street Flushing

Blvd Grass-cutting / Equipment Rentals/ Salt/Sand/Granular Supply / Capital Projects

- Gravel Patching
- Dust Lavering
- Reclaim Granular Mat.
- Sidewalk Cleaning Bridges & Culverts
- Snow Removal - Curb Rpr / Replace
- Yard Mtce - Winter Drainage
- Asphalt Mtce/Rpr
- Bit Patch Cold Mix
- Asphalt Resurf/Insp Snow Fence Install'n
- Street Sweeping
- Road Patrols
- Field Administration of Contract Services

- Grading
  - Gravel Resurfacing
- Bridge Mtce
- Bridge Insp/Rpr
  - Bridge Clng/ Flushing - Cross Culvert Mtce/ Rpr
  - Winter Control
    - Services to YR & YRT
    - Culvert Stma/Drna
    - Sidewalk Clearing - Seniors Dwy Clearing
    - Materials Stocking
    - Winter Rd Patrol - Scarifying Ice - Rural
    - Debris Pick-up - Plowing Local Roads
      - Salt/Sand Streets - Plow Rural Roads - Salt/Sand Rural Roads - Field Adm of Contract Services

- Turf Maintenance
- Sports Field Maintenance
- Garbage Collection
- Forestry
- -Tree/stump removal
- -Tree Pruning
- -Tree Planting - Insp. & disease pre/control
- Horticulture
- Streetscape Mtce - Flower Growing & Planting
- Shrub Beds
- Weed Insp/Property Stnds
- Trail Maintenance - Blvd Grass Cutting
- Naturalization - Development Review
- Community Events Special
- Events/Services-in-Kind
- Concessions - Tennis Club Permits - Snow Clearing/Sanding Pkng
- Lots & Sdwalks at Mun. Facilities
- Ice Rinks - Park Furn/Equip Refurbishing

Line/Pvmt Mrking / Crack Sealing / Part Roads & Sidewalks Winter Mtce / Traffic Signal Mtce / Level Railway Crossings Mtce / Surface Treatment / Sign Installation / Part Asphalt Mtce & Rehabilitation / Part Concrete Mtce &

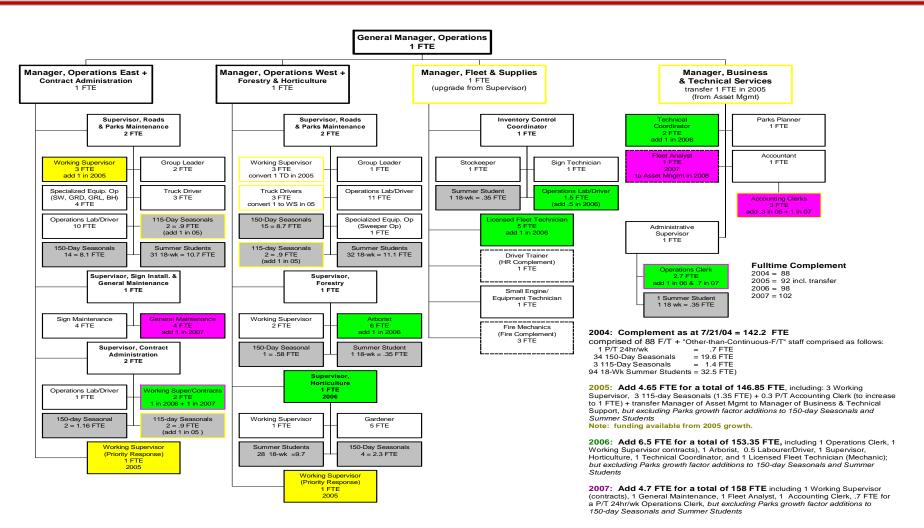
Rehabilitation / Catch Basin Clng / Ditching / Sweeping / Flushing / Tree Planting / Tree Removal & Stumping / Part

**Kev Contracted Services** 

Wood-Sloan Inc. 1

# **Markham Operations**

### **2005-7 Proposed Organizational Structure**



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