

Together, for several years now, we have been striving to make our Public Works Department the best it can be.

And, together, we have made much progress towards this goal.

Public Works Diversity Action Plan Accomplishments Facilities

JANUARY - DECEMBER 2006

Mission: To make Tempe the best place to live, work, and play.

Values: **People...Integrity...Respect...Openness...Creativity...Quality...Diversity**

Goals	Action Items (where appropriate, include dates, numbers & with whom)
1. Establish Positive and Open Relationships	
Facilities Management	
Conduct daily Fac. Manag. Assignment Meeting	Employees. Ongoing, daily.
Conduct weekly 360 Facility Management Meeting	Facilities Management Supervisor, Facilities Management Director
Conduct monthly 360 Facility Management Staff Meeting	Employees, Supervisor, Admin. Assistant, Management Assistant, Director and Guests.
Facilitate quarterly Facility Management & Custodial Services	Employees, Supervisor, Admin. Assistant, Management Assistant, Director and Guests. April
Establish field visits. Fac. Manage. Dir. And Fac. Manage. Supervisor	Daily
Participate in PW's Sup. Workshops	PDP - March 2Supervisors, Deputy Mgr, Superintendent, SR.Mgt. - March 2 and June 1, 2006
	Civil Rights/EEOC - June 1
	GenderSmart - November 16
Conduct weekly 360 Public Works Directors Meeting	Deputy PW's Directors, Fac. Manage. Director, Fleet Services Director, Sr. Manage Assist.
Conduct monthly 360 Public Works Directors Meeting	Public Works Supervision Staff
Goals	
2. Promote Cross-training & Mentoring	
Attend Pelco Camera Training Class	Lynn Smith attended four day Security Camera Training Class
Attend Locksmith Training Class	Casey Steinert attended one week Trades Skills Class
Attend ADA Door Hardware Information Class (Ingersoll Rand)	Facilities Maintenance Staff
Attend Plumbing Skills Upgrade Seminar (Roto-Rooter)	Facilities Maintenance Staff
Attend Door Lock Trouble-shooting Class (Corbin Russwin)	Facilities Maintenance Staff
Goals	
3. Maintain Awareness of Appropriate and Legal Conduct	
Promote recruitment for two Building Equipment Technicians	Diverse hiring panel-June-December
Promote recruitment for an Electrician	Diverse hiring panel-March
Conduct a Diversity Action Plan 360 discussion	Fac. Maint. Director, Supervisor, Deputy Mgr. Sr. Mgt, Staff-July
Conduct a Safety Training 360 discussion	Fac. Maint. Director, Supervisor, Staff-July
Goals	
4. Continue to promote the mission of Recruitment Outreach Committee (ROC)	
Submitt Recruitment Information for Building Equipment Technician	Fac. Maint. Director
Goals	
5. Be Inclusive	
Establish a Monthly 360 Agenda item	Solicit Topics for 360 Meetings from Staff
Maintenance Service Team Leader	Fac. Maint. Staff developed the duties of this reclassification