

PUBLIC WORKS DEPARTMENT

Sep-18

OBJECTIVE - what we should be doing

MISSION - how much we should be doing annually

SUCCESS - how much we plan to do within the approved budget, staffing, equipment, etc.

MEASUREMENT - how much has been accomplished year-to-date

Highway Maintenance Division

September

OBJECTIVES (SUMMER)

MISSION SUCCESS MEASURE NOTES

Spring cleanup sweeping of approximately 52 miles	100%	100%	100%	Completed at the end of June
Gravel roads graded and treated for dust control	100%	100%	100%	With dry weather, dirt roads do not deteriorate. Visual inspection after rain is the measurment, and are graded as needed after wet weather
Road prep and drainage for paving	100%	100%	33%	
Roadside mowing of approximately 180 miles	100%	30%	17.60%	9.5 miles mowed in September
Maintain signs per MUTCD	100%	100%	100%	All damaged/stolen signs are replaced as soon as ordered MUTCD compliant signs are delivered
Culvert Repairs	100%	100%	100%	
Ditch work throughout the town	100%	33%	11.20%	2,930' of ditch work done on Basin Rd, Brand Rd, and Ward Rd
Esplanade and cul-de-sac work	100%	0%	0%	We do not have the manpower or budget to work on these at the current time
Patching potholes	100%	100%	100%	Continual patching as needed. Reported holes are filled within 24 hours.
Meeting stormwater regulations	100%	100%	100%	
Business District sweeping	100%	100%	100%	Completed in April
Check and clean all catch bays	100%	100%	100%	Completed - 589 basins inspected and 288 cleaned in August
Vehicle Maintenance Division				
Routine/preventative maint. is completed twice a year on all dump trucks	100%	100%	100%	
Routine/preventative maint. is completed for passenger cars, pickup trucks and equip.	100%	100%	100%	
Maine State Inspections are performed on all necessary vehicles required by State Law	100%	100%	80%	1 pickup truck and the trackless need inspection stickers. The pickup truck is being traded in, so the inspection is not necessary. The trackless will be stickered th
Repair all minor breakdowns within 24 hours (normal business working hours)	100%	75%	100%	
Repair all major breakdowns as soon as possible	100%	100%	100%	
Maintain consistent stock of frequently used parts	100%	95%	95%	
Meet all Federal Stormwater regulations	100%	100%	100%	
Buildings & Grounds Maintenance Divisions				
Buildings:				
State regulated inspections/certificates	100%	100%	100%	
All VCT floors stripped and refinished annually	100%	100%	65%	
Preventative maintenance on HVAC units	100%	100%	100%	
Monthly Health and Safety inspections of municipal buildings	100%	100%	100%	
Painting of common areas of municipal buildings on a rotation of once every 7yrs	100%	50%	35%	
Non-Scheduled repairs	100%	100%	100%	
Building improvement projects	100%	50%	50%	staffing
Grounds:				
Grass cut to a height between two to four inches for all town buildings and cemeteries	100%	100%	100%	
Trim branches along fences, roadways and entrances in cemeteries	100%	50%	40%	staffing
Mark out grave sites for burials	100%	100%	100%	
Mark out locations for Stone memorials	100%	100%	100%	

is month.