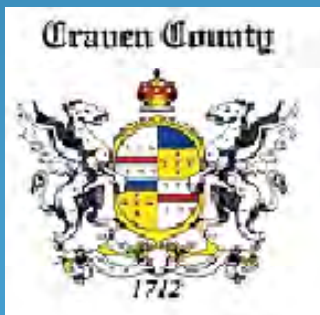


Craven County Maintenance Department

Overview of Operations and History
Prepared for the board of Craven County
Commissioners
February 21, 2011



Mission Statement

- **It is the mission of Craven County Maintenance to maintain and improve the quality of Craven County Government facilities and grounds through responsive, effective, and efficient delivery of services.**

Craven County Maintenance Department History



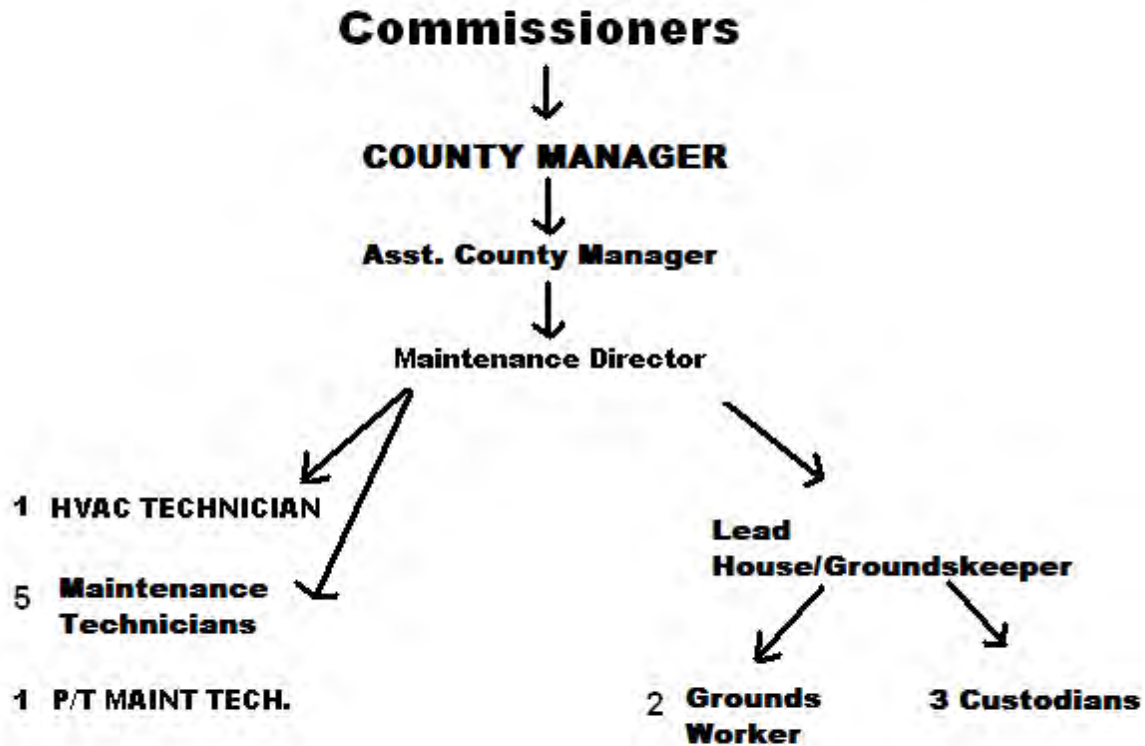
1990 Five Primary locations, Four Maintenance Personnel, & Five Housekeeping/Grounds Staff



2011 Fifteen Primary and Twenty One secondary locations, Total Thirty Six areas of responsibility, Seven Maintenance Personnel, and Six Housekeeping and Grounds Staff



MAINTENANCE DEPARTMENT ORGANIZATIONAL CHART

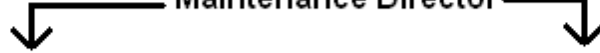


Organizational Chart

Maintenance Department



Maintenance Director



1 HVAC TECHNICIANS

(3) F/T

6 **Maintenance Technicians**
(total)

Administration Bldg.
Animal Shelter
Ag. Extension
Convention Center
Courthouse & Court Annex
DA & Judges' Offices 310 Broad
Old Sheriff/Magistrate/911 @
411 Craven Street
Probation 509 Broad
St. Lukes 403 George St
Senior Center
Tax & ROD 226 Pollock St
308 New Street Day Reporting
Human Services Annex
Human Services Complex
Havelock Magistrate 300 Miller
911 College Tower & Generator
County Vehicle Garage
Work Release Center
OCP Surplus, EMS, & Elections
Storage Facility
5 Creekside Park Facilities
2 West Craven Park Facilities
Dental Trailer
7 Convenience Sites

Onsite Techs
(2) F/T JUDICIAL
CENTER/SHERIFF
/JAIL

(1) P/T Maint Tech.

(safety audit maint,
elections, special
events & projects)

36 Total
Facilities/Complexes

**Lead
House/Groundskeeper**

2 **Grounds
Workers**

Administration Bldg.
Animal Shelter
Ag. Extension
Courthouse & Court Annex
DA & Judges' Offices 310 Broad
Old Sheriff/Magistrate/911 @
411 Craven Street
Judicial Center
Probation 509 Broad
Senior Center
St. Lukes 403 George St
Tax & ROD 226 Pollock St
308 New Street Day Reporting
Human Services Annex
Human Services Complex
Havelock Magistrate 300 Miller
911 College Tower & Generator
OCP Surplus, EMS, & Elections
Storage Facility
7 Craven County Welcome Signs

7 Maintenance Staff & 6 Grounds/Housekeeping

3 Custodians

Administration Bldg.
Ag. Extension
Courthouse
Court Annex
DA & Judges' Offices 310 Broad
Old Sheriff/Magistrate/911 @
411 Craven Street
Probation 509 Broad
Tax & ROD 226 Pollock St
308 New Street Day Reporting
Judicial Center
Complex/Sheriff/Magistrate

Whatever it takes



Special Events



Required Services



Emergency Assistance



Planned Maintenance

Special Projects

The Maintenance Department constantly is involved in the planning, budgeting, and execution of various building related projects.

- ✦ Tax & Register of Deeds Relocation, and Convention Center 1999/2000
- ✦ Health and Human Service Remodel 1999
- ✦ Administration Building Remodel 2000
- ✦ Work Release Center 2001
- ✦ Courthouse Security Upgrade 2002
- ✦ Gaston House Superior Court Judges 2003

Special Projects cont.



District Attorney Offices/ Judges Building 2004



Havelock Magistrate / Old Library Remodel 2005



Senior Center Remodel 2006



St. Luke's Remodel for rental agreement partial 2006/2007



New Judicial Center Clarks 2008/2009



St. Luke's Adaptive Reuse for Court Related Services 2010-
Current

Conclusion

Craven County Maintenance has many endeavors ongoing. With the addition of a new work order system on the horizon, we hope to perform even better in the years ahead. This department considers it an honor to serve the public of which it is a part of, in the best way it knows how; through efficient, responsive, and effective delivery of services.

