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
Organizational Chart
Maintenance Department

- Maintenance Director

1. HVAC TECHNICIANS
   - (3) F/T
   - 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

6. Maintenance Technicians (total)
   - Onsite Techs
   - (2) F/T JUDICIAL CENTER/SHERIFF/JAIL
   - (1) P/T Maint Tech.
     (safety audit maint, elections, special events & projects)

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
   - 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
   - 5 Creekside Park Facilities
   - 2 West Craven Park Facilities
   - Dental Trailer
   - 7 Convenience Sites

3. Custodians
   - 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
   - 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
   - 5 Creekside Park Facilities
   - 2 West Craven Park Facilities
   - Dental Trailer
   - 7 Convenience Sites

7. Maintenance Staff & 6 Grounds/Housekeeping

36 Total Facilities/Complexes
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
- 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.