



COLLIN COUNTY

Public Works Department
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Date: May 21, 2018
To: Commissioners Court
From: Jon Kleinheksel *JK*
Re: Fleet Services Scope of Work

The Equipment Services division of Public Works is responsible for the procurement, maintenance and disposal of the County's inventory of equipment including vehicles, road construction equipment, generators and grounds equipment. To accomplish this, Public Works employs a staff of highly skilled technicians to diagnose and resolve issues. These technicians maintain the full gamut of county inventory from weed eaters to motor graders.

Equipment Services processes an average of 4,362 work orders per fiscal year, of which 1,110 were Preventative Maintenance. Time to close a work order varies greatly since the techs can accommodate almost any repair except body work. A flat tire repair requires far less time than major engine work such as replacing lifters and cams.

Currently, the county equipment inventory is divided into the following groups

- Rolling Stock – 412 units
- Off Road – 226 units
- Generators- 22 units
- Grounds Eqp – 307 units

Plus 1 boat assigned to the Sheriff's Office for Lake Patrol.

Work Orders are generally considered one of three different types: scheduled, unscheduled and make-ready. Scheduled work orders include all Preventative Maintenance (PM) items to ensure safe and reliable operation of County equipment. PM items consist of 3 categories which become progressively more involved and complex. Thus, a PM "C" entails major transmission and hydraulic service whereas a PM "A" does not.

With their fully equipped shop, Public Works technicians can service all sizes of equipment comparable to that of a dealer such as Caterpillar, International, and Ford with few exceptions. All major components can be serviced including engine, transmission, exhaust, brakes, electrical, and steering/suspension. Public Works has chosen to outsource some specific functions because they are neither practical nor cost effective to perform these repairs in-house. Examples include windshield replacement and body work.

To support this operation, Equipment Services manages a parts warehouse to expedite the repair process which stores roughly \$122,000 in parts. Between FY16 and FY17, the Equipment Services Parts Warehouse distributed 31,046 parts worth \$444,468. This figure excludes parts purchased as outside supplies.

In addition, the division is also responsible for the procurement of fuel and the maintenance of all fuel tanks, plumbing, and pumps. Between FY16 and FY17, County fuel islands pumped 817,746 gallons of fuel worth \$1,413,661.

The attached documents further illustrate the range of activities performed in the shop. The first lists the quantity of repairs sorted by category for calendar year 2017. The second provides a brief description of repair categories for reference.

Should you require additional information, please contact me and I will respond accordingly.