

**THE PUBLIC WORKS DEPARTMENT (PWD)
VENTURA COUNTY WEB SITE**

MISSION/VISION

OUR MISSION

We exist to plan and deliver innovative, best value facilities, infrastructure, transportation, environmental, and acquisition solutions to meet our client's needs.

OUR VISION

We will never lose sight of the fact that we are here to serve Naval Base Ventura County (NBVC), the sailors, and tenant commands that operate from it. We will be a partner and contribute to the success of our clients' missions and the defense of our Nation. We value and respect our clients, and we will continually improve our processes in response to their requirements.

We will constantly strive to improve the quality of our products and services as they relate to port, air, rail, and range operations as well as provide unparalleled support for the operational forces of the US Pacific Fleet.

OUR CLIENTS

We are committed to our clients' satisfaction and we will serve them in a professional, courteous manner. We want our clients to view our products and services as responsive, cost effective, timely, and of the highest quality. We welcome and will actively solicit our clients' feedback to continuously improve our products and services in order to provide the finest working and living environment for NBVC.

OUR PEOPLE

You are our most valuable asset. Your initiative, energy, integrity, and teamwork ethic are qualities that have greatly contributed to the success of our organization. We are committed to providing a safe and fair working environment, to treating each other with respect and concern, and to providing you the opportunity to reach your full career and personal potential.

OUR HISTORY

NBVC serves 79 major tenant organizations and over 100 other organizations.

The Public Works Department Ventura County is responsible for the protection and maintenance of the facilities, natural and cultural resources, and infrastructure that are equivalent to two small cities.

Point Mugu has a base population of 9,000 people and consists of 4,490 acres. We also maintain facilities on 13,370 acres of San Nicolas Island containing together a total of 5,000,000 square feet of facilities. Port Hueneme has a base population of 10,000 people and consists of 1,615 acres and 4,600,000 square feet of facilities.

At the heart of our success, we have well-trained, innovative, and multi-skilled employees. We are committed to providing quality customer service at the best possible value. We are a professional team devoted to superior management of the resources entrusted to us, to fiscal responsibility, and to visionary planning. We intend to make a positive difference in the lives of those we serve.

ABOUT PWD

Public Works: The Public Works Department (PWD) Ventura County is responsible for engineering services including design, minor construction, and inspection of structures and facilities; maintenance and repair of station structures, roads and grounds; environmental program management; transportation vehicle and weight handling equipment program management; Explosion Safety Inspection (ESI); land and real estate management; utility systems management, maintenance and repair; and coordinating preparation of documentation, plans and specifications for major construction projects.

Facilities Management Division: Serves as the total Navy facilities requirements group for Class 1 and 2 real property facilities within Ventura County. Integrates facilities planning requirements and utility management with facilities maintenance and engineering. Responsible for the identification, prioritization, and funding of facility

requirements, both short and long term. Duties include initiation, preparation, monitoring and support of the following:

- Regional Planning and Coordination
- Individual Base Master Plans, Regional Facilities Investment Plan, and Maintenance Execution Plan
- Utility and Energy Program Management
- Naval Real Estate Management
- Military Construction, Special Projects Program, and Facilities Inspection programs
- Shore Facilities Planning including Space Management
- GIS Program, and Work Input Control and Reception
- Departmental Budget Oversight including Tracking, Reporting and Analysis
- Community Liaison/Public Relations
- Business Management including Financial Management, Strategic Planning, and Process Improvement
- Provides Program Management for the Shore Facilities Inspection Program including input and review for the Installation Readiness Reporting System (IRRS)

Facilities Engineering and Acquisition. Provides engineering direction and oversight in managing effective execution of resources against critical shore facility requirements. The two key responsibilities include administration of the Shore Facilities Planning Board and providing base wide energy and water conservation management and efficiency programs. Serves as the main point of contact for and interfaces with Navy Region Southwest on facilities maintenance and repair projects, funding issues, and data call response to include the following:

- Develops the Facilities Investment Plan for Ventura County
- Administers the Shore Facilities Planning Board including development and management of the Specifics Program
- Provides financial management of the Specifics, PW Management budget areas
- Provides program management for reimbursable customers to identify, define, and prioritize facility requirements
- Provides Utilities Privatization support

- Administers the Energy and Water Conservation Programs, including Instructions, Plans for Accomplishment, Tracking, and Enforcement
- Manages the Energy Showcase Program
- Administers the New Construction Incentive Programs
- Collates and submits Energy Audit Reports
- Manages the Super Energy Savings Performance Contract
- Provides Utility Company and DESC liaison
- Manages the Direct Digital Controls Program
- Maximo Program Management
- Provides initial warranty receipt, processing and information tracking
- Provides Program Management for Boiler Inspection and Certification
- Manages elevator inspections and certification
- Develops yearly Annual Inspection Summary (AIS) program reports including AIS Narrative, AIS MRRP Deficiency Report and Cost Account Summary

Utilities & Energy Management Branch: Provides program management for the power, water, sewer, natural gas, pneumatic power, and steam distribution systems for the Point Mugu, and Port Hueneme. Program management responsibilities include functioning as the owner of the systems. The ownership responsibilities include planning and programming for plant and distribution systems, and billing and reporting of utility system costs. Billing services are also provided for the Camarillo Airport Site (the Navy does not own the distribution system). Utility Management services have also been provided to customers at Santa Cruz and San Nicolas Islands on a reimbursable basis.

- Execute quarterly Utility Spending Plan
- Compile and submit Utility Budget
- Compile and submit monthly Meter Reading Report
- Compile and submit monthly Utility Consumption Reports for Customer Billing
- Compile and submit weekly Utility Bill Certification for utility company bill payment
- Compile and submit quarterly Utility Cost Analysis Reports (UCAR)

- Compile and submit quarterly Defense Utility Energy Reporting System (DUERS) reports
- Establish annual Utility Activity Rates
- Approve Dig and Outage Permits
- Review and Update utility maintenance program for power, water, sewer, gas, pneumatic air
- Review and file Emergency Outage Reports
- Liaison with local Utility Company and DESC
- Negotiate, fund and certify GIS Delivery Order

Production: Consists of activities that provide long and short-range facility maintenance plans, Annual Inspection Surveys, Certified Equipment Inspections, Service Desk operation and Work Input and Control. Plans and programs short and long term maintenance and repair of utilities systems, buildings and structures, airfields, roads, grounds, waterfront structures, and equipment.

- Receives, prioritizes and approves work requests, work orders and emergency service work authorizations
- Coordinates and evaluates all real property maintenance
- Manages Public Works Explosive Safety Program, Explosive Safety Grounding Inspections, and monthly Explosive Safety Inspection report
- Manages railroad and overhead crane trackage inspection and certification
- Provides inspection and certification of Category 2 and 3 weight handling equipment including operator training, rigging gear, maintenance and repair, and documentation
- Provides Preventative Maintenance Inspection (PMI) of dynamic equipment
- Provides Financial Management for Minors, Recurring and PMI
- Develops and keeps real time data for the Minor and Recurring Maintenance Execution Plans (MEP) based on current and future work requirements

Maintenance Shops: Provides facilities emergency service and service call maintenance and repair across all construction trades including: water production and treatment; waste water treatment, monitoring and distribution; interior plumbing; high and low voltage electrical including production, monitoring and distribution; interior wiring;

structural; locksmith; carpentry; welding; minor painting; preventive maintenance; Explosion Safety Inspection (ESI); sheet metal fabrication; air conditioning, heating and refrigeration; fire alarm and intrusion alarm systems; Category 2 and 3 weight handling inspection and repair; machinist work; Purchase Card and material purchasing; master scheduling; and masonry.

Transportation: Manages the leased and Navy owned vehicle programs through all classes of vehicles except Material Handling Equipment.

- Provides line haul, construction equipment and Category 1 weight handling equipment operation, maintenance and repair
- Manages the leased vehicle maintenance and repair contract
- Provides monthly mileage summaries, quarterly budget execution reports and the annual CASEMIS report
- Acts as direct liaison with the Transportation Equipment Management Center on all inventory objective changes and Civil Engineering Support Equipment replacement schedules
- Provides B assign and C Pool vehicles to both direct and reimbursable customers
- Provides visiting operational unit support in accordance with applicable instructions
- Provides airfield sweeping services
- Plans and executes annual flood control channel maintenance
- Provides airfield and port emergency crane support