



## Public Works Conference Agenda

### *Don't Half Asset! A workshop on preventative maintenance*

April 25-27, 2023

Fort Smith, NT – Aurora College – 50 Conibear Crescent

Tuesday, April 25, 2023		
Time	Topic	Presenter
10:00 – 10:30	<b>Check In – Welcome Breakfast</b> <ul style="list-style-type: none"> <li>• Conference Sign-In</li> <li>• Binder/Agenda Pick-up</li> <li>• Networking opportunity</li> <li>• Overview of the next 3 days</li> <li>• Introductions</li> </ul>	
10:30 – 10:45	<b>Break</b>	
10:45 – 12:00	<b>Hands on session - TBD</b> <ul style="list-style-type: none"> <li>• 30 minutes then – pump maintenance</li> </ul>	<b>Duane McDonald</b>
	<b>Chlorine Injection Pump Maintenance</b> <ul style="list-style-type: none"> <li>• 30 minutes then – hands on session</li> </ul>	<b>MACA Operations</b>
12:00 – 1:00	<b>Lunch – on your own</b>	
1:00 – 3:00	<b>Tours of Fort Smith Facilities</b> <ul style="list-style-type: none"> <li>• <b>Recreation Centre</b> <ul style="list-style-type: none"> <li>○ One hour then switch to WTP</li> </ul> </li> <li>• <b>Water Treatment Plant</b> <ul style="list-style-type: none"> <li>○ One hour then switch to Rec Centre</li> </ul> </li> </ul>	<b>Town of Fort Smith</b>
3:00 – 3:15	<b>Break</b>	
3:15 – 4:30	<b>Managing Employees</b>	<b>Jim Williams</b>
4:30 – 5:00	<b>Group Share and Closing</b> <ul style="list-style-type: none"> <li>• What is something that you learned today?</li> <li>• What is something that you can practice moving forward?</li> </ul>	



<b>Wednesday, April 26, 2023</b>		
<b>Time</b>	<b>Topic</b>	<b>Presenter</b>
<b>8:30 – 10:15</b>	<b>Introduction to Microsoft Outlook</b> <ul style="list-style-type: none"> <li>• Meet in Computer Lab for an Introduction to Microsoft Outlook</li> <li>• GMAIL</li> </ul>	<b>Aurora College Instructor - TBD</b>
<b>10:15 – 10:30</b>	<b>Break</b>	
<b>10:30 – 12:00</b>	<b>Heavy Equipment Operations</b> <ul style="list-style-type: none"> <li>• <b>Equipment Simulators</b> <ul style="list-style-type: none"> <li>○ <b>Loader, Dozer, Rock Truck</b></li> </ul> </li> </ul>	<b>Duane McDonald</b>
<b>12:00 – 1:00</b>	<b>Lunch – on your own</b>	
<b>1:00– 3:00</b>	<b>Heavy Equipment Operations</b> <ul style="list-style-type: none"> <li>• <b>Equipment Simulators</b> <ul style="list-style-type: none"> <li>○ <b>Loader, Dozer, Rock Truck</b></li> </ul> </li> </ul>	<b>Duane McDonald</b>
<b>3:00 – 3:15</b>	<b>Break</b>	
<b>3:15 – 4:30</b>	<b>Safe use of a Fire Extinguisher</b> Aurora College <ul style="list-style-type: none"> <li>• <b>Simulation</b></li> </ul>	<b>Fort Smith Fire Department</b>
<b>4:30 – 5:00</b>	<b>Group Share and Closing</b> <ul style="list-style-type: none"> <li>• What is something that you learned today?</li> <li>• What is something that you can practice moving forward?</li> </ul>	



Thursday, April 27, 2023		
Time	Topic	Presenter
8:30 – 10:15	<b>Asset Management</b> Meet in Computer Lab <ul style="list-style-type: none"> <li>• <b>Asset Management Intro</b></li> <li>• <b>Azzier CMMS software capability demo</b></li> <li>• <b>Introduction to next activity</b></li> </ul>	<b>Jaime Goddard/Tylor Bradbury</b>
10:15 – 10:30	<b>Break</b>	
10:30 – 12:00	<b>Asset Management</b> <ul style="list-style-type: none"> <li>• Azzier Workorder generation</li> <li>• Inspection of Aurora College Boiler Room</li> <li>• Azzier Work order Completion</li> </ul>	<b>Jaime Goddard/Tylor Bradbury</b>
12:00 – 1:15	<b>Lunch – on your own</b>	
1:15– 1:45	<ul style="list-style-type: none"> <li>• <b>Preventative Maintenance Scheduling and benefits (52 week calendar, Azzier scheduling)</b></li> </ul>	<b>Jaime Goddard/Tylor Bradbury</b>
1:45-2:15	<ul style="list-style-type: none"> <li>• <b>Levels of Service and the PW role in development</b></li> </ul>	<b>Jaime Goddard/Tylor Bradbury</b>
2:15-3:00	<ul style="list-style-type: none"> <li>• <b>Tour of Facilities</b> <ul style="list-style-type: none"> <li>○ Pellet Boiler</li> <li>○ Waste Oil Furnace</li> </ul> </li> </ul>	<b>Duane MacDonald/INF Staff</b>
3:00 – 3:15	<b>Break</b>	
3:15 – 3:45	<b>Mentorship Matters</b>	<b>Crystal Lennie/Sara Rylott</b>
3:45 – 4:30	<b>Group Share and Closing</b> <ul style="list-style-type: none"> <li>• What is something that you learned today?</li> <li>• What is something that you can practice moving forward?</li> <li>• What would you like to see in the future in terms of training?/Workshops?</li> </ul>	