The Pipeline Express

SAINT PAUL REGIONAL WATER SERVICES

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*Our mission is to provide reliable, quality water and services at a reasonable cost.*

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# Attendance awards given out to staff

Employees using 24 hours or less of sick leave in 2016 were honored with pizza parties to celebrate their good health and good attendance this week. The award recognizes exemplary attendance of year-round, certified, non-probationary staff.

Each recipient was presented with a certificate of outstanding attendance signed by Steve Schneider and the division manager.

Each division held its own celebration. Those being honored were:

## Administration

Bruce Berg
Dennis Rosemark

## Business

Vinny Bader
Elena Iliarski
Derek Olson
Jerry Ludden
Gayle Moser
Ben Robetor
Joe Tronson
Jodi Wallin

## Distribution

Herman Audett
Tom Courteau
Ben Feldman
Andrea Flohr
Brian Finnegan
Sandy Hernandez
Mark Luzinski
Jacob Masiello
Dave Monson
George Moy
Nathan Pearl
Richelle Nicosia
Mike Searson
Kathy Travis
Larry Weber

## Engineering

Mike Anderson
Ramsey Coronado
Renee Huset
Amanda Marquis
Paul Thurstin
Dave Wagner

# Good attendance awarded

*Amanda Marquis, engineer; Ramsey Coronado, water utility tech.; Renee Huset, water utility tech.; and Dave Wagner, engineering division manager, show off their attendance awards at a pizza luncheon for engineering division staff in the north conference room on June 20. Not pictured are Mike Anderson, engineering tech. supervisor, and Paul Thurstin, plumbing inspector. Business and administration divisions held their pizza luncheon together in the north conference room on June 22. Distribution and production divisions held their own luncheons separately. The annual event recognizes employees who have used 24 hours or less of sick leave in the prior year.*

## Production

Steve Brown
Jim Burchard
Coni Cassity
Che Fei Chen
Mark Cullen
Jeremy Erickson
Heinrich Fox
Metric Giles
Larry Healey
Corey Horvath
Larry Larsen
Tristen Magdziarz
Matt Morelli
Dan Salinas
Steve Schoenecker
Paul Scott

## Vadnais

Jon Beck
Nathan Cassidy
Mike Knutson
Eric Larson
Ron Reeves
Erik Sorenson
Dennis Splittstoesser
Rick Svoboda
Nate Torgerson

## Gatzke joins damage prevention

Dan Gatzke has transferred into the damage prevention unit in engineering, where he will report to Graeme Chapel.

He previously worked at Vadnais as a service worker.

Gatzke took on the new role on June 6.

*Dan Gatzke*

## Vacationing? Indicate that you are out of the office

The Fourth of July is a great time for a vacation. While you are gone, make sure customers and co-workers know that you are out of the office and when you will be coming back.

### Setting email out of office messages

In Outlook, go to file, then select Automatic Replies (Out of Office).

You can select either send automatic replies, or in addition, check the box that allows you to send messages only during a select time range. Set the time range so the message will automatically turn off on the date and time you select.

Add a message in the message box for both inside and outside the organization. Then hit OK.

### Changing your voice mail message

To change your phone voice mail message:

Hit the PHML button on your own phone, then the # key. Or, if not at your desk, dial your own phone number and select "5".

Dial your password and hit enter or the # key. Hit 8, then 1 to change greetings. Select 1 to change your regular greeting or 2 to change your alternate greeting. To simplify things, keep your regular greeting as your default message and only change your alternate greeting.

You will hear the current greeting, then be asked if you want to keep it or change it. To change it, press 1. Record your message. When finished, hit * then #. To select which greeting will be used to answer, select 3, then 2, if you just changed your alternate greeting.

When you return to the office, hit PHML, #, your password, then #, 8, then 1, then 3, and then 1 again to have your regular greeting answer.

## Utility has internal openings for water system worker IIs

The water utility has three openings for water system worker II, available only to current, certified, classified employees.

The positions close on Monday, June 26, at 4:30 p.m.

The worker performs responsible work installing, operating, and maintaining the water distribution system. This includes water mains, services, valves, hydrants and other facilities.

Needs to have one year of experience as a water utility worker II or two years of experience as a water utility worker I or equivalent.

Must possess and maintain a valid Minnesota class D driver's license or equivalent.

Must take a practical skills assessment, the requirements for which are listed on the city's website at stpaul.gov/jobs under internal openings for a water system worker II.

Qualified candidates will be advised of their individual exam date and time via email on June 29.

Training sessions are tentatively scheduled for July 8 and July 15.

The exams are tentatively scheduled for July 25 and July 26 at Vadnais Station.

For more information, contact Sandy Kimbrough at 266-6510 or at jobs@stpaul.gov.

## Staff attend Saints game

*Almost 60 SPRWS employees, family and friends attended a Saint Paul Saints game on June 22. The Saints played the Winnepeg Goldeyes and though down 4-0 early in the game, came back to win 10-4 in later innings. The game was set up for staff by the employee engagement committee*

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