Operations Management System  UDOT 06A-05
Effective: November 15, 2008    Revised: January 12, 2012

Purpose
To establish the procedure for originating, processing and disposition of the Operations Management System source document.

To establish the procedure for requesting and receiving highway maintenance cost data.

To establish the procedure for additions to, deletions from, or changes in the maintenance activities as they are defined in the Maintenance Handbook.

Policy
The Operations Management System has been established to provide information for purposes of performance evaluation, and the development of a work program and budget. Report data will be made available to Operation Management personnel at all levels, from Commission to Station Supervisor, in a form best designed to serve their needs.

Reports to field operating personnel will be used as guides to improving the performance of Station and Special Crew Supervisors.

Reports will be provided to management for purposes of overall Region performance evaluation, activity standards review, planning value analysis and cost evaluation.
Responsibility: Station or Special Crew Supervisor

Actions

1. Prepare Work Orders for a two-week period.

Responsibility: Area Supervisor

2. Reviews stations Work Orders using the OMS. Provides feedback and guidance if needed.

Responsibility: Station or Special Crew Supervisor

4. Make Work Orders available to station personnel.

5. Prepares Day Cards for each activity completed using prepared Work Orders.

Responsibility: Analyst and Area Supervisor

6. Reviews a sample of Work Orders for:

   (a) Accuracy of reporting, insuring that the correct activity number was used for the operation performed.

   (b) Completeness, insuring that all resources used in the operation were properly reported, including accomplishments.

Responsibility: Region Accounting

7. Ensures all payroll data is entered accurately and works with analyst to contact station supervisors with any discrepancies and corrects data as needed.

8. Ensures all Service Manager information is checked for completeness and accuracy.

Responsibility: Deputy Engineer for Maintenance

9. Spot Checks Work Order information for accuracy and completeness.
Responsibility:  Originator

Actions

1. Submits a request for maintenance cost information to the Engineer for Maintenance that specifically defines the scope and detail of the required cost data.

Responsibility:  Engineer for Maintenance

2. Reviews the request with the Maintenance Methods Engineer to determine whether:
   
   (a) The request data is currently available through the Operations Management System, or
   
   (b) The requested data requires collection by means other than currently utilized.

Responsibility:  Maintenance Methods Engineer

3. If data is currently available, transmits it to the requestor and notifies Engineer for Maintenance of transmittal.

4. Examines the request from the standpoint of degree of accuracy required, terms of collection, and amount and degree of documentation required.

5. Evaluates alternate methods of providing the requested data to include consideration of the following:
   
   a. Cost synthesis utilizing the performance standards and planning values.
   
   b. Development of a specialized and/or temporary computer program to retrieve the desired information.

6. Selects the desired alternate to obtain the requested data.

7. Transmits the data to the requester and informs Engineer for Maintenance of data transmittal.
Changing Maintenance Activity Standards Definitions

Responsibility: Maintenance Methods Engineer

Actions

1. Evaluates the needs for revision from the present Activity Standards definitions. This need could be in the form of:
   a. Discovery of a need for more or less detailed information.
   b. Maintaining the objective of reporting purity within the maintenance system.
   c. The receipt of a request for special information not contained in or isolated by present Activity Standard definitions.

2. Submits recommendations to the Engineer for Maintenance.

Responsibility: Engineer for Maintenance

3. Evaluates the recommendation of the Maintenance Methods Engineer.

4. Takes appropriate actions by either directing that the changes be made or disapproving the recommendation.

5. Notifies Maintenance Methods Engineer of decision.

Responsibility: Maintenance Methods Engineer

6. Upon receipt of Engineer for Maintenance’s decision, takes appropriate action and notifies the following:
   a. Originator
   b. Comptroller (if it affects accounting procedure)
   c. Region Director
   d. District Engineer
   e. Business Analyst
   f. Region Maintenance Analysts