

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Penny Robbins

Honoree's Job Title: Traffic Maintenance Technician

Department: Public Works Road & Bridge

Years of Service with the County: 6.5

Why the Honoree is receiving a GEM Award including dates: _____

Public Works engages in a variety of programs and initiatives while serving the County's interests. One such program is the "Free Trash Day" at the landfill which encourages county residents to dispose of their trash at no charge rather than dump it illegally. Public Works sends roughly 7 employees who volunteer to staff the monthly event. Hundreds of county residents take advantage of the event each month. The February landfill day attracted 960 vehicles.

For years, Penny Robbins has volunteered for and coordinated the monthly event held on the first Saturday of the month. The day before, she prepares and arranges the equipment for the following morning including testing mechanical equipment and checking tire pressure on trailers. At the event, Penny coordinates the activities to ensure the smooth, orderly flow of vehicles waiting in line to dispose of their trash. She assigns volunteers to various stations along the vehicle route, coordinates lunches, and maintains records reflecting resident participation. She also trains employees who are new to volunteering at the landfill event.

During the workweek, Penny coordinates activities in the sign shop at Public Works. She assists management by performing numerous tasks such as researching wide format printers, completing purchase requisitions, managing sign shop inventory, corresponding with vendors, and printing activity cost reports for staff. Finally, Penny has compiled and prepared an important stormwater report for the Engineering Dept. the last five years.

Penny is a selfless, dependable employee whose professionalism and contributions have benefitted the department. Her meticulous work product and courteous, friendly demeanor are appreciated by managers and employees alike. Because of her superb work ethic and dedication, I nominate Penny Robbins for the GEM award.

Approved by elected official or department head on the 8 day of Feb., 20 17



Signature of Elected Official
or Department Head



Printed Name