

CITY OF CORAL GABLES

- MEMORANDUM -

TO: MAJOR JENNIE HOFF
VIA CHAIN OF COMMAND

DATE: FEBRUARY 14, 2022

FROM: COMMUNICATION SUPERVISOR
LINDA MAESTRE

SUBJECT:
AWARD NOMINATION

ACTION/RECOMMENDATION

I would like to nominate Amy Avila for Operator of the 1st Quarter.

BACKGROUND

Operator Avila has been employed with the City of Coral Gables since May of 2019. During this short amount of time, she has proven to be quite the asset to the Technical Services Division. She is a Certified Training Operator and has been filling in as the Acting Supervisor for the Midnight Shift while the current Midnight Supervisor is assigned to the Day Shift to assist with training. As a CTO, Operator Avila has proven herself to be an excellent trainer, her verbal and written skills are exceptional. She's able to grasp new concepts quickly and apply them in a timely manner. She is a team player, quick to assist a fellow co-worker and willing to go the "extra-mile" in exigent circumstances. CTO Avila has seamlessly slid into the role as a Supervisor and has been doing an outstanding job leading the shift.

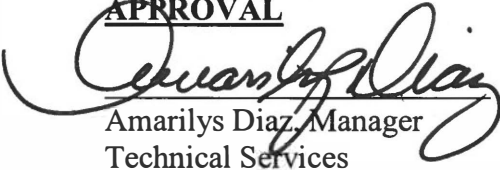
SYNOPSIS/CONCLUSION

In conclusion, I formally request that Operator Avila be considered for Operator of the 1st Quarter.

APPROVAL

DATE

DISAPPROVAL


Amarilys Diaz, Manager
Technical Services

2/16/2022

Amarilys Diaz, Manager
Technical Services


John Baublitz, Lieutenant
Technical Services

2/16/2022

John Baublitz, Lieutenant
Technical Services



Jennie Hoff, Major
ASC Chairperson

2/17/22

Jennie Hoff, Major
ASC Chairperson

SIGNER'S INITIALS/typist's initials

