



A Partner to Be Relied Upon

March 2016



A Pinch of March

March Newsletter



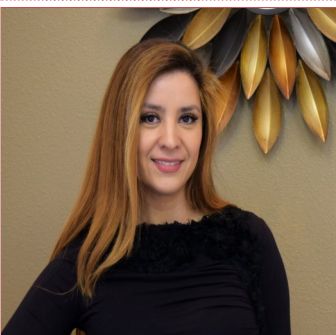
New Employee & This Month's Most Valuable Employee: **VALERIE CASTILLO**

Valerie Castillo is not only ZTEX's new Material Purchase Order Guru, but she is this month's Most Valued Employee. With only a couple of months on the job, Valerie has demonstrated her attentiveness to her job by mastering the PO process for material in a very short time. One of our vendors told Diane Madrid, ZTEX's Traffic and Maintenance Specialist, that she is now issuing POs quickly and asked who was doing them. Diane replied, "a new young lady that is on fire!!" The customer service representative said, " Well, I don't know her, but my compliments to her because before you used to take forever to issue POs, and sometimes, we even had to call you about it." Congratulations, Valerie, for not only being an automatic fit in-house but sending your efficient and professional vibrations to our associates.

Valerie has an Associate Degree in Accounting and Business Economics from EPCC and says that succeeding and doing the best she can in a company is what excites her the most professionally. In 2013, she won third place in the Miss Borders Beauty Pageant and received a MillerCoors Brewing Company contract as a result. While working for MillerCoors, she appeared at UTEP soccer games, tailgate parties, various local bars and Oktoberfest. The most important thing to Valerie is family, and she will soon be a mommy. Welcome to ZTEX Valerie, your future with the company looks promising.

**PLEASE!!
NOTE**

If you would like to nominate anyone for next month's ZTEX's Most Valuable Employee, then please email prodriguez@ztexconstruction.com or let your supervisor know who you think would be a good fit and why.



Breeze Escobar is the new bright and smiley face at the front desk. Her background consists of Medical Insurance Billing & Accounting, Property Management, and Staffing Agencies. She has dealt with construction agencies in the past and thought it would be a perfect fit when she saw the job posting online. She has already shown dedication and proficiency with the company by offering her assistance wherever she can and all with a positive attitude. We look forward to your contributions to the company and thank you for being a part of the ZTEX team. Breeze is a proud parent of four children, an 18-year-old girl, a 14-year-old boy, a seven-year-old girl, and a three-year-old little boy. She spends her free time with her kids, riding bikes and exploring their new neighborhood in Horizon.

A warm welcome goes to Gilbert Sosa, ZTEX's new Equipment Administrator. Mr. Sosa has worked in purchasing almost all his life, but also as an Accounting Clerk and Accounts Payable Clerk. We are excited to have Mr. Sosa on the team



because of his extensive background in Purchasing and Equipment Management. Gilbert thrives on being a key player in an establishment and thrives on the success of a company because he says it shows that he and all his team members have done their very best. Gilbert is a proud owner of a 69' El Camino and is currently enjoying the restoration process. Welcome to the team Gilbert, we are all happy to have you on board.



Manuel Tarin ★ Miguel Torres

Happy Birthday

★ Gregorio Figueroa
Jesus Ojeda Macia
Ricardo Ferando

Joe Tejada
Gabriel Santibanes
Jesus Nunez
Carlos Bustamante
Jesus Morado
Juan Reyes Vasquez

SAFETY Equipment Safety minute

Ten heavy equipment safety tips

1. Make sure you've been properly and sufficiently trained on the equipment you're using by qualified, experienced people.
2. Be aware, stay alert and know your equipment's blind spots – whether you're the operator or just working around it.
3. Communicate with people working around you – either via two-way radios or a spotter who's been trained on standard hand signals. Never assume people know what you're going to be doing.
4. Always wear high-visibility clothing and steel-toed boots.
5. Always wear your seat belt. It seems obvious, but it's easily forgotten. In the case of a rollover, this can be a life saver.
6. Don't climb on or get off equipment while it's moving.
7. Never exceed the load that a machine is rated to carry.
8. Climb on and off equipment properly. Falls are still the number one cause of injury, so never jump off equipment and always use three-point contact (both feet and one hand or one foot and both hands on the holds at all times) when climbing on or off equipment.
9. Always do a walk around and inspect the equipment before you start using it. Check tires, tracks, components and other mechanisms for cracks, damage or anything caught in them.
10. Always load and unload equipment on level ground to reduce the risk of rollovers, and keep the area clear.

Project Updates

Las Fuentes: ZTEX has started the sanitary and water installation and will proceed to execute the base, concrete, and asphalt work. We foresee job-site completion in three weeks.

Haymon Krupp: Currently, we are waiting for revisions to the plan, to start the installation to the water lines. We are ahead of schedule and expect to complete the project on time.

Desert Sky Apartments: ZTEX has completed all storm sewer installations and is currently working on the water and sewer lines.

Skyview Estates: We are scheduled to start asphalt paving in mid-April.

La Villita: We are continuing work on TXDOT Right of Way with sidewalks and ramps; currently working on the curb and gutter work on the inner perimeter of the project as well as laying base course in parking lots.

4 Rivers/John Deere: ZTEX is currently waiting on the vertical to be completed to start grading.

Manny Aguilera Hwy: We are 90% complete on the embankment and will be importing and installing base course within the next couple of weeks.



Attention All Full-Time Employees:

Your medical coverage with Blue Cross Blue Shield of Texas renews May 1, 2016. There will be no minimal increase in the premiums and no change to the benefits.

All employees are required to log in (as noted below), no later than Friday, April 1, 2016.

If you would like to make any changes to your coverage (adding or dropping dependents, switching from one plan to another, etc.), waiving coverage, or do not have any changes you must log in by 04/01/16.

It is important to ZTEX Construction Inc. to be able to offer you quality coverage at an affordable price. We are pleased to be able to continue this benefit for all full-time employees.

Go to www.upshaw-insurance.com and click [Employee Benefits](#). *Company Identifier: ZTEXCON-02