



A Partner to Be Relied Upon

January 2017



New Year, New Me

This Month's Most Valuable Employee: **Cecilio Gonzalez**

Working for ZTEX Construction, Inc. for a little over three years now, Cecilio Gonzalez is still as committed as he was on day one. Always on time and taking pride in his work, he sets an example of what a top-notch employee should be. Cecilio acknowledges the fact that being productive is a team effort. His experience has granted him the opportunity to share his expertise with his fellow colleagues. He works to follow safety guidelines and takes care of the equipment as if it were his own. Not only is Cecilio an outstanding worker, but he also takes it to the next step to stay self-motivated and respectful. His motto is to "leave your troubles at the door when you enter the workplace." Although he has faced adversity, he still manages to comply in being productive and dedicated to his job. Congrats, Cecilio!



New Ladies of ZTEX VALERIE AGUILERA has been a full-time Administrative Assistant at ZTEX for five months. She wanted to expand her experience in the workforce and has enjoyed helping out where ever she can. Since Valerie has started, she has been assisting Karla Talley with Payroll by inputting employee timesheets. When she isn't working in the ZTEX office, she spends most of her free time working even more. She has worked at the El Paso Motor-Plex for over six years and has been a licensed cosmetologist since 2015. Keep up the hard work, Valerie!

SAMANTHA "SAM" SOLIS started working with her father in logistics when she was 16. She was looking for something different and has been with ZTEX since August 2016 as Equipment Administrator. She loves the challenges she faces daily to find new ways to improve the department. On her days off, Sam takes her son to T-ball, football, and wrestling practices and finds the time to volunteer. Sam hopes to start working on her Business degree and possibly open up her own company one day. Welcome to the team, Sam!

ROSIE BURCIAGA is the latest addition to the Purchasing Department. Previously working as a Data Entry Clerk, she was looking for a better opportunity and came across ZTEX. She is thankful to be a part of a great work environment and wants to continue learning about accounts payable. She spends her free time volunteering at her church and craft making with her two little boys, a 4-year-old and a 2-year-old. Her favorite way to spend her days off is doing outdoor activities with her sons, like golfing, fishing, and going to the park. Glad to have you on board, Rosie!



Left to Right: Valerie Aguilera, Sam Solis, Rosie Burciaga

6 Basic Rules to Avoid Office Drama

#6: Have a Go-To Escape Phrase

To avoid getting roped in, come to the office prepared with a go-to escape phrase—a polite but firm way to see yourself from a conversation that isn't going anywhere productive.

#5: Save the Venting for Outside the Office

Resist the urge to talk about your co-workers while you're in the office. You are always in earshot of anyone who works at your company. You'll spare everyone the tension.

#4: When in Doubt, Wait to Reply

It doesn't look good on anyone to foster an angry email chain, adding bosses and managers along the way, until it's developed into a full-fledged battle. Let the email simmer for a while before you respond.

#3: Know When It's Time to Talk it Out

You'll find that verbal communication leaves less room for misinterpretation and is often a better vehicle for resolving problems while leaving feelings intact.

#2: Perform In An Ethical Manner

Leave the angry behavior behind and focus on interacting with your co-workers and dealing with any issues in a mature, professional way.

#1: Never Assume Negative Intent

If you're looking for drama, you're going to find it. Work under the assumption that your co-workers and managers are there to help you, support you, and challenge you to produce even better work.



Job Site Highlight Of The Month: TGS / One Gas

ZTEX TGS / One Gas crew lead by Superintendent Hugo Olivas has successfully renewed its yearly contract since 2012. Mr. Olivas's leadership has enabled his crew to become a team of loyal, dedicated and energetic employees. Rain or shine, scorching heat or wintry weather, Hugo and his team are out there attacking the task at hand. This dedicated team worked through the holiday schedule to ensure that the year-end jobs for 2016 were complete and on time. Since 2015, safety violations have decreased by 70%. Keep up the good work; it does not go unnoticed.

Project Updates

West Towne Marketplace: ZTEX has begun over-excavation and select fill and base course on Major Building Pads A-G.

Montecillo: All rough grade on units 4B & 5B are complete.

Santa Teresa Giant: All work and approved change orders have been completed.

FedEx Ground Warehouse: ZTEX has promptly completed all work on this project, ending on a positive note with Double AA Builders.

North Loop Apartments: We have completed storm drain and look to continue work on curb & gutter and sidewalk once the buildings are more advanced.

Skyview Estates Phase II: Work on 12" sewer line has been completed and we are continuing installation of 8" sewer line.

Street Resurfacing: We are currently working on Wade Street on curb & gutter, sidewalks, ramps, and base repair.

Horizon Town Center: ZTEX has completed installation of 12" sewer line and we have started installation of 8" sanitary sewer line.

1. Make sure scene is clear and safe
Asegúrese de que la escena esté libre segura
2. Check the victim for consciousness
Attend to any injuries *Compruebe la conciencia de la víctima Asista cualquier lesión*
3. Make eye-contact & point to someone to call 9-1-1 // Point to another person to get an AED if available
Hacer contacto visual y señalar a alguien que llame al 9-1-1 // Señale a otra persona para obtener un AED si está disponible
4. Remove any clothing to expose chest for skin-to-skin contact *Quitar toda la ropa para exponer el pecho para el contacto piel-a-piel*
5. Commence CPR— 2 breaths + 30 compressions—Use AED if necessary
Comience CPR- 2 respiraciones + 30 compresiones - Use AED si es necesario
6. Check if victim is breathing, then place them in a rest position for shock treatment *Compruebe si la víctima está respirando, luego colóquelo en una posición de reposo para el tratamiento de shock*



January Birthdays

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|-------------------------|----------------------------|
| Joaquin Royo | Raul Cordova |
| Arturo Vazquez | Abraham Blancas |
| Ernesto Araujo | Christopher Bissell |
| Uriel Gordillo | Omar Valles |
| Ivan Garcia | Luis Moreno |
| Jorge Cabral | Hector Delgado |
| Arturo Navarro | Hugo Davila |
| Sylvester Robles | |

10 REQUISITOS PARA EL EMPLEO

1. LEALTAD (A Tú Empleador)
2. SEGURIDAD (Cree en ella)
3. SE DUENO DE TU TRABAJO (No Culpes a Otros)
4. MOTIVACION (Empieza tú Mismo)
5. PON EL EJEMPLO (Muestralo Con Tus Actos)
6. INDISPENSABLE (No Lo Podemos Hacer Sin Tí)
7. ORGANIZADO (Tus Empleados Son Organizados Como Tú)
8. DEDICADO (Trabaja Hasta Terminar tú Actividad)
9. ENFOCADO EN PRODUCCION (Terminar tú Trabajo A Tiempo o Antes)
10. DEDICADO A BUENOS RESULTADOS (Hacer La Moya Ganancia)

10 REQUIREMENTS FOR EMPLOYMENT

1. LOYALTY (To Your Employer)
2. SAFETY (Believe in it)
3. OWN YOUR JOB (Don't Blame Others)
4. MOTIVATION (Self-Starter)
5. SET EXAMPLES (First to Show by Deeds)
6. INDISPENSABLE (We Can't do it Without You)
7. ORGANIZED (Your Employees Are as Organized as You)
8. DEDICATED (Work Till the Job is Done)
9. PRODUCTION ORIENTED (Get Job Done on Time or Before)
10. RESULT DEDICATED (Make Maximum Profit)



Birthday Celebration for VP, Joaquin Royo!