



GRAND RAPIDS  
PUBLIC UTILITIES

*Service is Our Nature*

500 SE Fourth Street • Grand Rapids, Minnesota 55744

## ADMINISTRATION DEPARTMENT MONTHLY REPORT October 2022 Commission Meeting

### **Safety**

There were no OSHA recordable accidents in the Administration Department last month.

### **Staffing**

- Maintenance II vacancy filled with Steve Langer on September 16.
- WWTP Operator vacancy internal posting September 20 – 27.
- WWTP Operator vacancy external posting September 27 - Oct 14.
- Recognized monthly peer-to-peer employee appreciation awards (Corey, Brett, & Jeremy).

### **Community Involvement**

- Climate Action Plan / GreenSteps Assessment work with ICET volunteers.

### **Projects Performed Last Month**

- City/GRPU HR Officer interview and hire.
- Maintenance II hire and WWTP Operator hiring process.
- Annual meeting with MP executives.

### **Projects Scheduled for This Month**

- File Center / Documentation Migration Project.
- 2023 Commission Report Format Development.
- Annual MP municipal meeting / NEMMPA annual member meeting.
- GRPU annual report development.