

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

March

TASKS COMPLETED

Equipment and Shop:

- Routine Cleaning and Organization Management
- Keep up Equipment Preventive Maintenance Sheets and general servicing
- Maintain Hot Rod for service calls & Emergencies until a dedicated service vehicle may be acquired.
- Repair bomber; Pull engine and install new clutch plate
- Begin new Preventative Maintenance schedule and logging method.
- Assess storage problem areas and brainstorm organization practices with Public Works Dept.
- Assess overall Cleanliness problem areas and brainstorm routines with Public Works Dept.

Sewer:

- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present.
- Maintain WWTP functions. (E.g. Clean Screen, Preserve blowers with oil, belts, and filters)
- Maintain Records (Sewer In & Eff Logs)
- Move Land Application Wheel Lines when Necessary
- Attend Relevant Wastewater Classes. (Online)
- Assess New headworks Issue created by Integrity

Water:

- Maintain Vigilance for Water related emergencies
- Continue to Receive onsite training from shadowing Kirk & log Hands-On-Experience hours
- Expand use of voice and personal reasoning in appropriate settings in the work environment
- Attend water related construction/Demolition meetings and engage in any/all assisting action.
- Attend Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Records (City Water Well I& Use/ Water Meter Data)
- Attend Trenching and Shoring class (Online) (IRWA)

NRWA apprenticeship Hours:

-Tools, Equipment, and Workplace safety	- 82.5
-Vehicles and specialized equipment	- 6.5
-System Operations and Maintenance	-10.5
-Quality Control	-11.75
Logistics, Reports, and supervision	- 37.25
Previous XP	- 0
Lesson Hours	38 - 229 total

PROJECTS IN PROGRESS

Equipment and Shop:

- Routine Cleaning and Organization Management
- Keep up Equipment Preventive Maintenance Sheets and general servicing
- Maintain Hot Rod for Animal Patrol and Misc. duties
- Maintain New Service Truck and stock of emergency water equipment
- Maintain Preventative Maintenance schedule and logging method.
- Assess storage problem areas and brainstorm organization practices with Public Works Dept.
- Assess overall Cleanliness problem areas and brainstorm routines with Public Works Dept.

Sewer:

- Routine Cleaning and Organization Management
- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he is present.
- Maintain WWTP functions. (E.g. Clean Screen, Preserve blowers with oil, belts, and filters)
- Maintain Records (Sewer In & Eff Logs)
- Move Land Application Wheel Lines when Necessary
- Maintain Land App Specific Sampling and Manual Testing (Soil, Higher CI Res. Etc..)
- Attend Relevant Wastewater Classes. (Online)
- Assess New headworks Issue created by Integrity

Water:

- Routine Cleaning and Organization Management
- Maintain Vigilance for Water related emergencies
- Continue to Receive onsite training from shadowing Kirk & log Hands-On-Experience hours
- Expand use of voice, Ideas, Concerns, and personal reasoning in appropriate settings in the work environment
- Attend water related construction/Demolition meetings and engage in any/all assisting action.
- Attend Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Records (City Water Well I& Use/ Water Meter Data)
- Attend Trenching and Shoring class (Online) (IRWA)

NRWA apprenticeship Hours:

-Tools, Equipment, and Workplace safety	- 105
-Vehicles and specialized equipment	- 8
-System Operations and Maintenance	-29.5
-Quality Control	-11.75
Logistics, Reports and supervision	- 38.25
Previous XP	- 0
Lesson/Class Hours	123 - 229 total

CHALLENGES / ISSUES

Green - Definite Manageability
 Yellow - Difficult Manageability
 Red - Unsafe Manageability
 White - Indeterminate Manageability

WWTP:

Land Application
 Status - Yellow

Sever Inflow and Infiltration of stormwater into City Sewer Collection systems has led to an, anticipated, but uncomfortable increase of water entering the Treatment Process of the City Sewer Plant's Facultative Lagoons. The Operator is quite competent and in excellent communication with DEQ and the Public Works Team to Facilitate early, carefully monitored, use of the City Land App.

Road Repair/Maintenance
 Status - White

In addition to: Indeterminate Weather, Budget, and low access to essential Equipment, the usual process for annual road maintenance has not been efficient enough to keep an effective amount of material mounted to the road surface. %87.5 (14 of 16) Dirt Streets are worn down to base material. Reoccurring damage (Pot-Holes) cannot be cut out of this hard, dense level. If left without resurfacing, this damage must be chiseled away and proper base rock compressed in.

COMMUNITY INPUT & COMMENTS

Community:

Are Certain Public Works Staff Properly Trained?!

Response:

The Public Works Team is training effectively in everyday work. With time, each member will gain ample hands-on experience in each leg of City operations, corrections, and maintenance.