

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public

September

TASKS COMPLETED

Works

er

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.

Water:

- Maintain Vigilance for Water related emergencies

Equipment and Shop:

- Routine Cleaning and Organization Management
- Keep up with Equipment Preventive Maintenance records and general servicing
- Maintain Hot Rod for service calls & Emergencies until a dedicated service vehicle may be acquired.

Summary

WEEK	MONTH	DATES	TOTAL
A. Tools, Equipment and Work Place Safety	0	0	2.5
B. Vehicles and Specialized Equipment	0	0	5
C. System Operations & Maintenance	0	0	6
D. Quality Control	0	0	11.75
E. Logistics, Reports and Supervision	1	1	34.75

meetings and engage in any/all assisting action.

- Attend Relevant Drinking Water Classes. (Online)

- Maintain Records (City Water Well 1 & 2 Use/Water Meter Data)

*Status colors are based on US Military DEFCON representation.

WWTP:

Maintain Sewer: NRW A Mentorship Home
Maintain Proper conditions for land application.

Status -> White

-Accept and retain responsibility for WWTP
Weather is an indeterminate factor.
Operation in Kirks absence & listen per

when he's present NRW A:

- Maintain WWTP Functions (Log Clean Screen, Preserve whenever possible belts, and filters)

COMMUNITY INPUT & COMMENTS

Community:

Quite, Appreciative towards the Public Works Dept.

Response: