

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Michael Lee

DEPARTMENT

Oper II

MONTH

March

TASKS COMPLETED

- Routine checks; bathrooms, sewer, water
- Julie projects : fire sprinkler system at new city hall, moving documents from old city hall, potholes,
- Expose sewer manholes for cleaning
- Reading NM Personnel Policy Manual and cleaning up messes
- Going over and "fixing" to-do list from the 2016 evaluation of facility : SDS book, clean up yard, labels/signs, lists, extinguishers, secured the empty 55g chlorine drums, replacing falling down shelving, rid of used oil and damaged oil drum, some tasks / responsibility goes to other departments, making signs and placing them where necessary,
- Mapping out water meter pits, valves (going to take time)
- Meter reading
- Helping to start 'spring change over list' (i.e. removing grader wing, ...)

PROJECTS IN PROGRESS

- Routine checks; bathrooms, sewer, water
- Going over and "fixing" to-do list on the 2016 evaluation of facility, some responsibility goes to other departments
- Mapping of system
- Continue spring change over list, help to prioritizing work events.
- Continuing reading

CHALLENGES / ISSUES

- Truck I am using still has basic problems, add windshield wipers not working to the list.
- Keys matching locks do not work, due to age and maintenance of locks

COMMUNITY INPUT & COMMENTS