

# EMPLOYEE MONTHLY STATUS REPORT

## EMPLOYEE

Hunter Brown

## DEPARTMENT

Public Works

## MONTH

May

### TASKS COMPLETED

#### Equipment and Shop:

- Routine Cleaning and Organization Management
- Keep up Yellow Iron: P.M. Sheets, general and annual servicing –
- Maintain Ford: service calls & Emergencies.
- Maintain Chevy: Animal Control, park maintenance, Go-for
- Maintain Misc. Equipment: Power & hand tools
- Maintain inventory of consumables: Grease, fluids, cleaners & Filters.

#### Streets:

- Understand responsibility for Streets Repair & Maintenance. Become aware of budgeting.
- Maintain Material Purchase Records & Understand consumability of varied materials
- Become familiar with physical maps within City Hall
- Maintain awareness of Zipley Fiber operations

#### Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk)
- Maintain WRRF seasonal functions & records
- Attend Relevant Wastewater Classes. (Online) (IRWA)

#### Park:

- Unlock and clean restrooms
- Inventory, stock/replace paper, and odor control
- Seasonal tasks: Move and reinstate irrigation laterals 1x-3x day

-Supervise Jessie and take over when necessary

#### Water:

- Understand responsibility for Source Water Facility operation & Shadow Licensed Operator (Kirk) x2
- Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects
- Maintain Vigilance for emergencies
- Attain further involvement by increasing communication
- Attend Relevant Drinking Water Classes.
- Maintain Water Records (Source Well / Water Meter Data / Diamond Maps)
- Exercise hydrants and valves whenever possible

### PROJECTS IN PROGRESS

#### Equipment and Shop:

- Routine Cleaning and Organization Management
- Keep up Yellow Iron: P.M. Sheets, general and annual servicing –
- Maintain Ford: service calls & Emergencies.
- Maintain Chevy: Animal Control, park maintenance, Go-for
- Maintain Misc. Equipment: Power & hand tools
- Maintain inventory of consumables: Grease, fluids, cleaners & Filters.

#### Streets:

- Understand responsibility for Streets Repair & Maintenance. Become aware of budgeting.
- Maintain Material Purchase Records & Understand consumability of varied materials
- Become familiar with right of way, zoning, and other codes relevant to public safety
- Maintain awareness of Zipley Fiber operations – keep communication with John Stone

#### Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk)
- Keep Land app. Laterals adjusted and positioned on schedule.
- Maintain security against intruders of all non-areal species
- Maintain WRRF seasonal functions & records
- Report any abnormal fluctuation in plant statistics
- Attend Relevant Wastewater Classes. (Online) (IRWA)

#### Park:

- Unlock and clean restrooms
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### CHALLENGES / ISSUES

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

#### Streets

Status: Green

Remaining in contact with John Stone regarding Zipley Fiber Operation.  
Comms with Envirotec and MgCl2 Application Successful.

#### Sewer

Status: Green

Classes finished and ready for testing.

#### Equipment and Shop

Status: Green

PW has become fully educated on the Testing, maintaining, and activating fire suppression equipment at New City Hall location.

### COMMUNITY INPUT & COMMENTS

#### Community:

“Speed traps should be on Peterson, Not N. Miller!”  
“PW should have pre-watered the streets more accordingly!”  
“Customer had to personally direct Envirotec trucks!”

#### Response:

PW Dept. will complete tasks as instructed from management and will graciously direct discontented customers and other city residents to register and voice complaints at the next available city council meeting.