

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works

MONTH

December

TASKS COMPLETED

Equ, Shop, and Garage Winter Prep & Regular Maintenance:

- Replace Garage Overhead Light
- Replace Equipment Beacons and Hazard lights
- Keep Equipment Glow Inlets in Power
- Add Fluids to Snow Removal Acc. (Dump Truck, Hydraulics)
- Keep WWTP Building Entrances Clear of Snow Debris
- Keep Shop Prepped for Chance Equ. Repair (e.g. Broken Chain)
- Maintain EQU servicing
- Maintain Snow Removal

PROJECTS IN PROGRESS

Equ, DW and WWTP Regular Maintenance:

- Keep Equipment Glow Inlets in Power
- Keep WWTP Building Entrances Clear of Snow Debris
- Keep Shop Prepped for Chance Equ. Repair (e.g. Broken Chain)
- Maintain WWTP functions. (E.g Clean Screen, Preserve blowers with oil and belts)
- Maintain Records (Sewer In & Eff Logs / City Water Well I& Use/ Water Meter Data)
- Attend Relevant DW & WW Classes. (Online)
- Maintain Vigilance for late night snow removal
- Maintain Improvement rate of awareness and control in Snow Removal Equipment

CHALLENGES / ISSUES

-Adapting schedule to meet Snow Removal requirements.

Status: Green

Compensating by staggering sleep schedule with coworkers.
(McDaniel and I swap a solo day after plowing so one of us may rest)

COMMUNITY INPUT & COMMENTS

-Snow Removal is not yet satisfactory

Response:

I will maintain a constant rate of improvement and awareness when operating snow removal equipment.