

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Jessie Wallace

**DEPARTMENT**

Public Works

**MONTH**

November

## TASKS COMPLETED

**Water**

- Meter reading
- Replace meter registers as needed
- Routine water logs
- Installed water line at the daycare
- Identified meters and readings by hand for city hall

**Sewer**

- Ensuring screen room is running efficiently
- Sewer logs

**Park**

- Routine cleaning and garbage removal

**Streets**

- Working with Hunter to maintain and fix roads as the weather permits
- Completed online classes for LHTAC road scholar
- Hauled in stockpile gravel for winter
- Road markers placed in bulb outs on main street

**Equipment**

- Put on loader tire chains
- Put wing on the grader
- Cleaned and greased the backhoe
- Put blade on dump truck

## PROJECTS IN PROGRESS

**Continue winter check list**

- Change oil and filters on all equipment

## CHALLENGES / ISSUES

## COMMUNITY INPUT & COMMENTS