

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

November

TASKS COMPLETED

<p>Equipment and Shop: !Grader's Control Hydraulics Fail inspection! – Awaiting mayors' approval before sending for repairs - All-inclusive quote available - 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. – Now ordering in bulk to save \$\$\$ - Begin Annual oil and filter change on all equipment</p> <p>Streets: - Welcoming Streets committee, Preparing Carbon copies of all known info for next meeting - 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 – IRWA recommends copies at WWTP</p> <p>Sewer: - Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk) - Maintain WRRF seasonal functions & records - Attend Relevant Wastewater Classes. (Online) (IRWA) – Plan to take Collection 1 & 2 tests early next year. - Complete workshops sent by Kerry Huss IRWA – Extended With assistance from instructor Tom Romesburg</p> <p>Park: - Unlock and clean restrooms - Inventory, stock/replace paper and odor control - Seasonal tasks: Move and reinstate irrigation laterals 1x-3x day</p>	<p>Water: - Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects - Maintain Vigilance for emergencies - Understand responsibility for Source Water Facility operation & Shadow Licensed Operator (Kirk) x2 - Attain further involvement by increasing communication - Attend Relevant Drinking Water Classes. (Online) (IRWA) - Maintain Water Records (Source Well / Water Meter Data)</p> <p>NRWA Apprenticeship Hours: -Tools, Equipment, and Workplace safety – 397 -Vehicles and specialized equipment – 695 -System Operations and Maintenance – 1012 -Quality Control – 290.75 -Logistics, Reports, and Supervision – 353.75 -One The Job training hours – 2748.5 of TBD -Related Technical Instruction Hours: – 144 of 229</p> <p>Fall semester began September 11 and classes are scheduled Wednesdays and Fridays from 1:00 - 4:30. Current course: Collections II</p> <p>Apprenticeship Coordinator: Gary Sievers gsievers@idahoruralwater.com Course Instructor: Tom Romesburg tromesberg@idahoruralwater.com</p>
--	---

PROJECTS IN PROGRESS

<p>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. – Now ordering in bulk to save \$\$\$ - Begin Annual oil and filter change on all equipment</p> <p>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 – IRWA recommends copies at WWTP</p> <p>Sewer: - Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk) - Maintain WRRF seasonal functions & records – Understand new SCADA System function and operation - Attend Relevant Wastewater Classes. (Online) (IRWA) – Plan to take Collection 1 & 2 tests early next year. - Complete workshops sent by Kerry Huss IRWA – Extended With assistance from instructor Tom Romesburg</p> <p>Park: - Unlock and clean restrooms - Inventory, stock/replace paper and odor control - Manage Holiday lighting and decorative structures</p>	<p>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 in all potable water equipment and operations - Attain further involvement with increased communication skills - Attend Relevant Drinking Water Classes. (Online) (IRWA) - Maintain Water Records physically as well as though new SCADA System (Source Well / Water Meter Data)</p> <p>NRWA Apprenticeship Hours: -Tools, Equipment, and Workplace safety – 461 -Vehicles and specialized equipment – 759 -System Operations and Maintenance – 1028 -Quality Control – 298.75 -Logistics, Reports, and Supervision – 369.75 -One The Job training hours – 2916.5 of TBD -Related Technical Instruction Hours: – 156 of 229</p> <p>Fall semester began September 11 and classes are scheduled Wednesdays and Fridays from 1:00 - 4:30. Current course: Collections II</p> <p>Apprenticeship Coordinator: Gary Sievers gsievers@idahoruralwater.com Course Instructor: Tom Romesburg tromesberg@idahoruralwater.com</p>
--	---

CHALLENGES / ISSUES

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

Streets
 Status: Yellow
 Slight complications due to weather, abundance of other time sensitive projects, and extra time consumed by operator-in-training

Water:
 Status: Yellow
 Changes made to SCADA System and Daily info Logs
 Will need to learn from Kirk the new functions and Operation

COMMUNITY INPUT & COMMENTS

Community:
 ...

Response:
 The Public Works Team will continue to maintain vigilance now that Winter has begun.