EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE	DEPARTMENT	MONTH
Hunter Brown	Public Works	August

TASKS COMPLETED

- **Equipment and Shop:**

-Routine Cleaning and Organization Management
-Keep up Equipment Preventive Maintenance Sheets and general servicing
-Maintain Hot Rod for service calls & Emergencies

- **Water:**

-Maintain Vigilance for Water related emergencies
-Study Commercial drivers guild and work towards attaining a Commercial driver's licence
-Continue to Receive onsite training from shadowing Kirk & Ing Hands-On-Experience hours
-Expand use of voice and personal reasoning in appropriate settings in the work environment
-Attend water related construction/Demolition meetings and engage in any/all assisting action.
-Attend Relevant Drinking Water Classes. (Online)
-Maintain Records (City Water Well I& Use/ Water Meter Data)

- **Sewer: NRWA Mentorship Hours** - - - - - - - - - - - - - - —>

-Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present
-Maintain WWTP functions. (E.g Clean Screen, Preserve blowers with oil, belts, and filters)
-Maintain Records (Sewer In & Eff Logs)
-Move Land Application Wheel Lines when Necessary
-Attend Relevant Wastewater Classes. (Online)
-Maintain improvement rate of: awareness, recording, and control of Land App. process

PROJECTS IN PROGRESS

- **Equipment and Shop:**

-Routine Cleaning and Organization Management
-Keep up Equipment Preventive Maintenance Sheets and general servicing
-Maintain Hot Rod for service calls & Emergencies until a dedicated service vehicle may be acquired.

- **Water:**

-Maintain Vigilance for Water related emergencies
-Study Commercial drivers guild and work towards attaining a Commercial driver's licence so water truck may be operated safely and legally
-Continue to Receive onsite training from shadowing Kirk & Ing Hands-On-Experience hours
-Expand use of voice and personal reasoning in appropriate settings in the work environment
-Attend water related construction/Demolition meetings and engage in any/all assisting action.
-Attend Relevant Drinking Water Classes. (Online)
-Maintain Records (City Water Well I& Use/ Water Meter Data)

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-Maintain Records (Sewer In & Eff Logs)
-Move Land Application Wheel Lines when Necessary
-Attend Relevant Wastewater Classes. (Online)
-Maintain improvement rate of: awareness, recording, and control of Land App. process

Summary

	WEEK	MONTH	DATES	TOTAL
A. Tools, Equipment and Work Place Safety	0	0	0	2.5
B. Vehicles and Specialized Equipment	0	0	0	5
C. System Operations & Maintenance	0	0	0	6
D. Quality Control	0	4.5	4.5	11.75
E. Logistics, Reports and Supervision	0.5	1.5	1.5	31.25

CHALLENGES / ISSUES

*Status colors presented are based on US Military DEFCON representation.

WWTP:
Maintain Proper conditions for land application.
Status - White
Weather is an indeterminate factor.

NRWA:
Achieve On Job Training hours whenever possible.
Status - Green
New Schedule allows for more exposure to WW side of operations while also aligned with times more convenient for the operator.

Commercial Drivers Licence:
Achieve CDL Permit
Status - Green
Working through practice resources and knowledge assessments during any free moments. Estimated date of completion: Present - September 5th

COMMUNITY INPUT & COMMENTS

Community:
Construction… Looks pretty good towards the end.

Response:
The public works team will exude gratitude for the patience of the public but, will still strive to learn as much as possible about maintaining new water equipment. As to operate the new reservoir and equipment as safely as possible.