

# EMPLOYEE MONTHLY STATUS REPORT

## EMPLOYEE

Hunter Brown

## DEPARTMENT

Public Works  
Assistant

## MONTH

November

## TASKS COMPLETED

Equipment Winter Prep:

- Install Tire Chains
- Install Snow Removal Acc. (Buckets and/or Plows)
- Grease Snow Removal Acc.
- Prep Shop for Emergency Winter Maintenance (Cleaning)
- Inspected Equ. Electrical (Glow Inlets, In. & Ex. Lights)
- Inspected Garage Electrical (Wall Outlets and Lights)

## PROJECTS IN PROGRESS

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)

## CHALLENGES / ISSUES

Preparing to Assume Responsibility for Snow Removal.

Rigorous Training in Progress.

## COMMUNITY INPUT &amp; COMMENTS

Community informs of Trouble Drainage Areas.  
(Resolve - Spring 2023)

Community Reacts Positively to previous Road Maintenance. (Transpired - Spring 2022)