

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works

MONTH

July

TASKS COMPLETED

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.

Streets:

- Understand responsibility for Streets Repair & Maintenance. Become aware of budgeting.
- Maintain Material Purchase Records & Understand consumability of varied materials
- Become familiar with right of way, zoning, and other codes relevant to public safety
- Maintain awareness of Zipley Fiber operations – keep communication with John Stone
- Attend Relevant Wastewater Classes. (Online) (IRWA)

Park:

- Unlock and clean restrooms
- Inventory, stock/replace paper, and odor control
- Seasonal tasks: Move and reinstate irrigation laterals 1x-3x day

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
- Attain further involvement by increasing communication
- Attend Relevant Drinking Water Classes.
- Maintain Water Records (Source Well / Water Meter Data / Diamond Maps)
- Exercise hydrants and valves whenever possible

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation
- Keep Land app. Laterals adjusted and positioned on schedule.
- Maintain security against intruders of all non-areal species
- Maintain WRRF seasonal functions & records
- Report any abnormal fluctuation in plant statistics

PROJECTS IN PROGRESS

Equipment and Shop:

- Routine Cleaning and Organization Management
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- Understand responsibility for Streets Repair & Maintenance. Become aware of budgeting.
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- Become familiar with right of way, zoning, and other codes relevant to public safety
- Maintain awareness of Zipley Fiber operations – keep communication with John Stone

Park:

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Water:

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- Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects
- Maintain Vigilance for emergencies
- Attain further involvement by increasing communication
- Attend Relevant Drinking Water Classes.
- Maintain Water Records (Source Well / Water Meter Data / Diamond Maps)
- Exercise hydrants and valves whenever possible

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation
- Shadow Licensed operator whenever possible – John Stone, Kirk Kundrick, or Warren Drake
- Keep Land app. Laterals adjusted and positioned on schedule.
- Maintain security against intruders of all non-areal species
- Maintain WRRF seasonal functions & records
- Report any abnormal fluctuation in plant statistics

CHALLENGES / ISSUES

Schedule Sewer License Testing:

The Public works will strive to collect facility operator licenses as soon as time allows. As we are nearing the end of the busy summer months, as well as the beginning of the Fall Idaho Rural water conference, multiple opportunities may present themselves to allow the public works team to collect contact info of nearby testing facilities, and their respective proctors, in order to begin scheduling for the soonest possible test date.

Equipment wear, Inevitable failure, and Downtime:

As is public knowledge, the City of New Meadows Public Works Dept. as well as many other departments is understaffed and many of the current laborers are fairly new hires with a degree of inexperience operating and maintain City. As a result, certain assets sporting a comparative hour count have begun to show signs of acute malfunction. However, the City's yellow pages are lined with competent contacts each boasting decades of experience halting early wear and reinstating tired equipment.

COMMUNITY INPUT & COMMENTS

The public often voice complaints with many aspects of functionality in nearly every department of City operation. However, these busy months put said departments in good light as more grandiose projects can be seen moving forward.