

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

May

TASKS COMPLETED

Equ, Shop, Water, Sewer, & Regular Maintenance:

- Keep up Equipment Preventive Maintenance Sheets
- Keep WWTP Building Entrances Clear of Snow Debris
- Maintain Hot Rod for service calls & Emergencies
- Maintain EQU servicing
- Maintain WWTP functions. (E.g Clean Screen, Preserve blowers with oil and belts)
- Maintain Records (Sewer In & Eff Logs / City Water Well I& Use/ Water Meter Data)
- Move Land Application Wheel Lines when Necessary
- Attend Relevant DW & WW Classes. (Online)
- Maintain Vigilance for Water related emergencies
- Maintain improvement rate of: awareness, recording, and control of Land App. process
- Study Commercial drivers guild and work towards attaining a Commercial driver's licence
- Continue to Receive onsite training from shadowing Kirk & log Hands-On-Experience hours
- Expand use of voice and personal reasoning in appropriate settings in the work environment
- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present

PROJECTS IN PROGRESS

See Page 2

WWTP:

Maintain Proper conditions for land application.

Status - White

Weather is an indeterminate factor.

NRWA:

Achieve On Job Training hours whenever possible.

Status - Green

Summary

WEEK	MONTH	DATES	TOTAL
A. Tools, Equipment and Work Place Safety			
0	2.5	2.5	2.5
B. Vehicles and Specialized Equipment			
0	0	0	1.5
C. System Operations & Maintenance			
0	0	0	6
D. Quality Control			
0	0	0	3.75
E. Logistics, Reports and Supervision			
0	1	1	19.75

CHALLENGES / ISSUES

New Schedule allows for more exposure to WW side of operations while also aligned with times more convenient for the operator.

Commercial Drivers License:

Achieve CDL Theory training though online course

Status - Green

Working through readings and knowledge assessments during any free moments. Estimated date of completion:

Present - July 1st

COMMUNITY INPUT & COMMENTS

Community:

Construction... Is unwanted

Response:

The public works team will strive to learn as much as possible about maintaining new water equipment. As to operate the equipment properly, and expand the life of their function. Hopefully, in turn, resulting in less water related construction in the future.