

# EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works

MONTH

May

## TASKS COMPLETED

## PROJECTS IN PROGRESS

- 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
  - Attend water related construction/Demolition meetings and engage in any/all assisting action.
- Actions:
- Prepare for upcoming Road Oil
  - S. Norris: Culvert replacement
  - S. Miller: Add New Water Hook-up for Cory Fischer
  - Replace Broken down F250