

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

March

TASKS COMPLETED

Equipment and Shop:

- Establish Routine Consistency with checklists
- 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. – Now ordering in bulk to save \$\$\$
- Finish Annual oil and filter change on all equipment

Streets:

- Understand responsibility for Streets Repair & Maintenance. Become aware of budgeting.
- Maintain Material Purchase Records & Understand consumability of varied materials
- Become familiar with physical maps within City Hall – IRWA recommends copies at WWTP
- Continue upkeep with snow removal.

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk)
- Maintain WRRF seasonal functions & records – Understand new SCADA System function and operation
- Attend Relevant Wastewater Classes. (Online) (IRWA) – Plan to take Collection 1 & 2 tests early next year.
- Complete workshops sent by Kerry Huss IRWA – Extended With assistance from instructor Tom Romesburg

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 in all potable water equipment and operations
- Attain further involvement with increased communication skills
- Attend Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Water Records physically as well as though new SCADA System (Source Well / Water Meter Data)

NRWA Apprenticeship Hours:

- Tools, Equipment, and Workplace safety – 525
- Vehicles and specialized equipment – 831
- System Operations and Maintenance – 1084
- Quality Control – 322.75
- Logistics, Reports, and Supervision – 409.75
- On The Job training hours – 3172.5 of TBD
- Related Technical Instruction Hours: – 174 of 229

Fall semester began September 11 and classes are scheduled Wednesdays and Fridays from 1:00 - 4:30.
Current course: Collections II

Apprenticeship Coordinator: Gary Sievers gsievers@idahoruralwater.com
Course Instructor: Tom Romesburg tromesberg@idahoruralwater.com

PROJECTS IN PROGRESS

Equipment and Shop:

- Establish Routine Consistency with checklists
- 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. – Now ordering in bulk to save \$\$\$
- Finish Annual oil and filter change on all equipment

Streets:

- Understand responsibility for Streets Repair & Maintenance. Become aware of budgeting.
- Maintain Material Purchase Records & Understand consumability of varied materials
- Become familiar with physical maps within City Hall – IRWA recommends copies at WWTP
- Continue upkeep with drainage and surface repair/grading.

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- Maintain Water Records physically as well as though new SCADA System (Source Well / Water Meter Data)

NRWA Apprenticeship Hours:

- Tools, Equipment, and Workplace safety – 573
- Vehicles and specialized equipment – 975
- System Operations and Maintenance – 1164
- Quality Control – 338.75
- Logistics, Reports, and Supervision – 433.75
- On The Job training hours – 3484.5 of TBD
- Related Technical Instruction Hours: – 195 of 229

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CHALLENGES / ISSUES

Green – Definite Manageability
Yellow – Difficult Manageability
White – Indeterminate Manageability
Red – Unsafe Manageability

Streets

Status: Green

Monitoring drainage and Grading when weather allows

Water:

Status: Green

Staff becoming familiar with New SCADA System

New Max info log population is excelling

Sewer:

Status: Green

River Discharge and accompanying sampling is going well

COMMUNITY INPUT & COMMENTS

Community:

Streets are barely drivable!

Response:

The Public Works Team is engaging an array of seasonal challenges including every aspect of streets maintenance; Weather will be a deciding factor in the speed in which surface repairs and grading will be preformed.