

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works

MONTH

January

TASKS COMPLETED

Equ, Shop, and Garage Winter Prep & Regular Maintenance:

- 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)
- Maintain EQU servicing
- Maintain Snow Removal
- 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)
- Attend Relevant DW & WW Classes. (Online)
- Maintain Vigilance for late night snow removal

PROJECTS IN PROGRESS

Equ, Shop, and Garage Winter Prep & Regular Maintenance:

- Keep Equipment Glow Inlets in Power
- Keep WWTP Building Entrances Clear of Snow Debris
- Prep Bomber & Hot Rod for service calls
- 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)
- Prep WWTP for upcoming River Discharge months
- Attend Relevant DW & WW Classes. (Online)
- Maintain Vigilance for late night snow removal
- Maintain Improvement rate of awareness and control in Snow Removal Equipment
- Maintain improving rate of awareness, recording, and control of discharging process
- Read & Understand New Meadows WWTP Operators Manual.
- Received on-site testing of Manual knowledge from Jessie and Kirk

CHALLENGES / ISSUES

-Adapting Manual knowledge to meet WWTP River Discharge requirements.

Status: Green

Dedicating time to Reading & Understanding the New Meadows WWTP Operators Manual, and collecting hands on experience working with Main Operator Kirk Kundrick

COMMUNITY INPUT & COMMENTS

-Snow Removal is not yet satisfactory

Response:

I will maintain a constant rate of improvement and awareness when operating snow removal equipment.