

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works

MONTH

June

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.
- Begin Annual oil and filter change on all equipment

Streets:

- Welcoming Streets committee, Preparing Carbon copies of all known info for next meeting
- 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

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk)
- Maintain WRRF seasonal functions & records
- 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

Park:

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

Water:

- Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects
- Maintain Vigilance for emergencies
- Understand responsibility for Source Water Facility operation & Shadow Licensed Operator (Kirk) x2
- Attain further involvement by increasing communication
- Attend Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Water Records (Source Well / Water Meter Data)

PROJECTS IN PROGRESS

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.
- Begin Annual oil and filter change on all equipment

Streets:

- Welcoming Streets committee, Preparing Carbon copies of all known info for next meeting
- Understand responsibility for Streets Repair & Maintenance. Become aware of budgeting.
- Maintain Material Purchase Records & Understand consumability of varied materials
- Become familiar with, and add data to, Diamond maps program

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk)
- Maintain WRRF seasonal functions & records
- Schedule certification testing

Park:

- Unlock and clean restrooms
- Inventory, stock/replace paper and odor control
- Seasonal tasks: Move and reinstate irrigation laterals 1x-3x day
- refinish Kiosk for shared use with ACHS

Water:

- Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects
- Maintain Vigilance for emergencies
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- Maintain Water Records (Source Well / Water Meter Data)

P&IN Depot / City Hall:

- Maintain and record fluctuation in any part of fire suppression system
- Supervise frequent coms loss in fire alarm system
- Manually adjust ventilation and outside lighting
- Seasonal Tasks:
 - Ensure subfloor vent insulation removal in late April and replacement in early September
 - Ensure condensation removal in late April and early September
 - Ensure upwards of 50° in basement during freezing months.

CHALLENGES / ISSUES

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

Streets

Status: Green

Receiving complaints with regard to storm drainage
 Researching best jetter option for city budget and use.

P&IN Depot/City Hall:

Status: Yellow

Fire Panel reports coms loss often. Viking assures proper functionality
 Will continue to monitor.

COMMUNITY INPUT & COMMENTS

Community:

Speed sign is not where the most traffic problems occur

Response:

With all due respect to the public, The Public Works Team will continue operate as directed by the City Council. Public Works will always inform that a public complaint can be received at city hall and may be reviewed by city council to potentially instigate changing how Public Works operates.