

# EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Michael Lee

DEPARTMENT

Water/Sewer/Street  
s/Parks

MONTH

January

## TASKS COMPLETED

- o Routine: Park's bathrooms, Sewer water discharge, ...
- o Training on Sewer with Kirk
- o Monitoring Sewer water discharge - Samples, DO, pH, .... "Daily"
- o Helped with removal of pump house check valve. Cleaned and notified Kirk and John about defects.
- o Inquiring and putting items in place to have site become compliant (Safety meetings, SDS binder, PPE items, eye wash, ...)
- o Finding, cleaning, and organizing tools and supplies
- o Organizing office, making lists of routines and on going projects needing attention
- o Helping maintain equipment
- o Organizing a PPE shelf, still finding items to out here for when they are needed.
- o Filling potholes and taking care of office requests.

## PROJECTS IN PROGRESS

- o More organizing and inventory
- o Sewer water discharge
- o Manhole inspections
- o Trainings
- o Routines

## CHALLENGES / ISSUES

Many that we are "dealing" with as they show up.

## COMMUNITY INPUT & COMMENTS

Good to meet with Jeff Parnett