

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Jessie Wallace

**DEPARTMENT**

Public Works

**MONTH**

April

**TASKS COMPLETED****water**

- a. Meter reading
- b. Replace meter registers as needed
- c. Routine water logs

**Sewer**

- a. Ensuring screen room is running efficiently
- b. Sewer logs
- c. Moved wheel lines on the reuse field
- d. Integrity came to clean and camera sections of our sewer on Larae and S. Heigho. They also repaired 3 manholes that were bringing in I&I
- e. Check hour meters at the lift station and blower room
- f. Began weekly monitoring well depth reporting
- g. Reuse field soil samples have been completed.

**Industrial park/Shop**

- a. Spent a bit of time searching for the storm drain that is in the skate park with no luck. I have one more method to try and hopefully find it.
- b. Reorganizing bays and cleaning when we have time.

**Park**

- a. Routine cleaning and garbage removal
- b. Began mowing for the season
- c. Cleaned up gravel on east and south sides

**Streets**

- a. Roads we watered and lightly bladed for pothole repair until we get closer to road oil.
- b. Cleaned some gravel and rolled back grass.
- c. Completed CPR and First aid to add to my LHTAC certification.
- d. Road oil has been approved and ordered. I will let everyone know when I have an application date scheduled.

**Equipment**

- a. Wing has been taken off the grader
- b. Yellow dump truck oil was changed and serviced.
- c. New cutting edges put on the grader

- a. Begin reuse land application
- b. Prep for road oil
- c. Blade alley ways
- d. We will coordinate with Bear Loper to trim branches from the willow tree at the park
- e. Reorganizing ambulance shed storage.
- f. Set up and fix park sprinklers as needed.

**CHALLENGES / ISSUES****COMMUNITY INPUT & COMMENTS**