

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works

MONTH

April

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.

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

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk)
- Maintain WRRF seasonal functions & records
- Attend Relevant Wastewater Classes. (Online) (IRWA)

Park:

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

-Supervise Jessie and take over when necessary

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
- Attain further involvement by increasing communication
- Attend Relevant Drinking Water Classes.
- Maintain Water Records (Source Well / Water Meter Data / Diamond Maps)

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.

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
- Maintain awareness of Zipley Fiber operations

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk)
- Maintain WRRF seasonal functions & records
- Attend Relevant Wastewater Classes. (Online) (IRWA)

Park:

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

-Supervise Jessie and take over when necessary

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
- Attain further involvement by increasing communication
- Attend Relevant Drinking Water Classes.
- Maintain Water Records (Source Well / Water Meter Data / Diamond Maps)
- Exercise hydrants and valves whenever possible

CHALLENGES / ISSUES

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

Streets

Status: Green

Remaining in contact with John Stone regarding Zipley Fiber Operations

COMMUNITY INPUT & COMMENTS**Community:**

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Response: