

# EMPLOYEE MONTHLY STATUS REPORT

## EMPLOYEE

## DEPARTMENT

## MONTH

Hunter Brown

Public Works

August

### TASKS COMPLETED

**Equipment, Shop, Water, Sewer, & Regular Maintenance:**

- Keep up Equipment Preventive Maintenance Sheets
- Keep WWTP Building Entrances Clear of Snow Debris
- Maintain Hot Rod for service calls & Emergencies
- 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 & Use/ Water Meter Data)
- Move Land Application Wheel Lines when Necessary
- Attend Relevant DW & WW Classes. (Online)
- Maintain Vigilance for Water related emergencies
- Maintain improvement rate of: awareness, recording, and control of Land App. process
- Continue to Receive onsite training from shadowing Kirk & log Hands-On-Experience hours
- Expand use of voice and personal reasoning in appropriate settings in the work environment
- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present
- Attend water related construction/Demolition meetings and engage in any/all assisting action.

**Actions:**

- Finish S. Norris Culvert - Run diagnostics on 310SK backhoe for CCV circuit error (Crankcase ventilation) - Practice CDL Handbook pre-trip inspections on commercial trucks (Volvo & Mack dumptrucks) - Get all info possible on Volvo Dumptruck Air Compressor replacement. Observe Joe Sullivan's Sewer connection installation and take note of missing safety equipment - Finish 10 OSHA Industry Safety Course (Recommended by John Stone)
- Finish CDL Online portions and schedule "Behind the wheel training" with Idaho Department of labor.




## PROJECTS IN PROGRESS

- Equipment and Shop:**
  - Routine Cleaning and Organization Management
  - Keep up Equipment Preventive Maintenance Sheets and general servicing
  - Maintain Hot Rod for service calls & Emergencies
- Water:**
  - Maintain Vigilance for Water related emergencies
  - Study Commercial drivers guild and work towards attaining a Commercial driver's licence
  - Continue to Receive onsite training from shadowing Kirk & log Hands-On-Experience hours
  - Expand use of voice and personal reasoning in appropriate settings in the work environment
  - Attend water related construction/Demolition meetings and engage in any/all assisting action.
  - Attend Relevant Drinking Water Classes. (Online)
  - Maintain Records (City Water Well & Use/ Water Meter Data)
- Sewer: NRWA Mentorship Hours**
  - Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present
  - Maintain WWTP functions. (E.g. Clean Screen, Preserve blowers with oil, belts, and filters)
  - Maintain Records (Sewer In & Eff Logs)
  - Move Land Application Wheel Lines when Necessary
  - Attend Relevant Wastewater Classes. (Online)
  - Maintain improvement rate of: awareness, recording, and control of Land App. process

## Summary

WEEK	MONTH	DATES	TOTAL
A. Tools, Equipment and Work Place Safety			
0	0	0	2.5
B. Vehicles and Specialized Equipment			
0	0	0	5
C. System Operations & Maintenance			
0	0	0	6
D. Quality Control			
0	4.5	4.5	11.75
E. Logistics, Reports and Supervision			
0.5	1.5	1.5	31.25

## CHALLENGES / ISSUES

\*Item colors presented are based on US Military DEFCON representation

## WWTP:

Maintain Proper conditions for land application.  
Status - White

Weather is an indeterminate factor.  
North wheel line compromised? - Kirk

## NRWA:

Achieve On Job Training hours whenever possible.  
Status - Green

New Schedule allows for more exposure to WW side of operations while also aligned with times more convenient for the operator.

## Commercial Drivers Licence:

Achieve CDL Theory training though online course  
Status - Green

Working through readings and knowledge assessments during my free moments. Estimated date of completion:  
Present - July 1st

## COMMUNITY INPUT &amp; COMMENTS

## Community:

Construction... Is unwanted

## Response:

The public works team will strive to learn as much as possible about maintaining new water equipment. As to operate the equipment properly, and expand the life of their function. Hopefully, in turn, resulting in less water related construction in the future.