EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE	DEPARTMENT	MONTH
Hunter Brown	Public Works	August

TASKS COMPLETED

Equ, Shop, Water, Sewer, & Regular Maintenance:
-Keep up Equipment Preventive Maintenance Sheets
-Keep WWTP Building Entrances Clear of Snow Debis
-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 replacment. 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** - - -