

# EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works

MONTH

Febuary

## TASKS COMPLETED

- Equ, Shop, and Garage Winter Prep & Regular Maintenance:
- Keep Equipment Glow Inlets in Power
  - Keep WWTP Building Entrances Clear of Snow Debris
  - Prep Bomber & Hot Rod for service calls
  - 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 I& Use/ Water Meter Data)
  - Prep WWTP for upcoming River Discharge months
  - Attend Relevant DW & WW Classes. (Online)
  - Maintain Vigilance for late night snow removal
  - Maintain Improvement rate of awareness and control in Snow Removal Equipment
  - Maintain improving rate of awarness, recording, and control of discharging process
  - Read & Understand New Meadows WWTP Operators Manual.
  - Received on-site testing of Manual knowledge from Jessie and Kirk

## PROJECTS IN PROGRESS

- Equ, Shop, and Garage Winter Prep & Regular Maintenance:
- Keep Equipment Glow Inlets in Power
  - Keep WWTP Building Entrances Clear of Snow Debris
  - Maintain Hot Rod for service calls & Maintain Bomber for 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 I& Use/ Water Meter Data)
  - Prep WWTP for upcoming River Discharge months
  - Attend Relevant DW & WW Classes. (Online)
  - Maintain Vigilance for late night snow removal
  - Maintain Improvement rate of awareness and control in Snow Removal Equipment
  - Maintain improvement rate of: awareness, recording, and control of discharging process
  - Read & Understand New Meadows WWTP Operators Manual.
  - Receive onsite training from shadowing Kirk & log Hands-On-Experience hours

## CHALLENGES / ISSUES

-Adapting Manual knowledge to meet WWTP River Discharge requirements.

Status: Green

Dedicating time to Reading & Understanding the New Meadows WWTP Operators Manual, and collecting hands on experience working with Main Operator Kirk Kundrick

## COMMUNITY INPUT & COMMENTS

-Snow Removal is not yet satisfactory

Response:

I will maintain a constant rate of improvement and awareness when operating snow removal equipment.