

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

April

TASKS COMPLETED

<p>Equipment and Shop:</p> <ul style="list-style-type: none"> - Routine Cleaning and Organization Management - Keep up Yellow Iron: P.M. Sheets and general servicing - Maintain Ford: service calls & Emergencies. - Maintain Chevy: Animal Control, park maintenance, Go-for - Maintain Misc. Power & hand tools - Maintain inventory of consumables: Grease, fluids, cleaners & Filters. <p>Streets:</p> <ul style="list-style-type: none"> - Understand responsibility for Streets Repair & Maintenance. Mentor: Johnny Brown Jr. - Maintain Material Purchase Records & Understand consumability of varied materials <p>Sewer:</p> <ul style="list-style-type: none"> - Understand responsibility for Water Resource Recovery Facility operation & Shadow Kirk - Maintain WRRF seasonal functions & records - Attend Relevant Wastewater Classes. (Online) (IRWA) 	<p>Water:</p> <ul style="list-style-type: none"> - Maintain Vigilance for emergencies - Understand responsibility for Source Water Facility operation & Shadow Kirk x2 - Attain further involvement by increasing communication - Attend Relevant Drinking Water Classes. (Online) (IRWA) - Maintain Water Records (Source Well / Water Meter Data) <p>NRWA apprenticeship Hours:</p> <ul style="list-style-type: none"> -Tools, Equipment, and Workplace safety – 82.5 -Vehicles and specialized equipment – 6.5 -System Operations and Maintenance –10.5 -Quality Control –11.75 Logistics, Reports, and supervision – 37.25 Previous XP – 0 Lesson Hours – 38
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PROJECTS IN PROGRESS

<p>Equipment and Shop:</p> <ul style="list-style-type: none"> - Routine Cleaning and Organization Management - Keep up Yellow Iron: P.M. Sheets and general 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. <p>Streets:</p> <ul style="list-style-type: none"> - Understand responsibility for Streets Repair & Maintenance. Mentor: Johnny Brown Jr. - Maintain Material Purchase Records & Understand consumability of varied materials <p>Sewer:</p> <ul style="list-style-type: none"> - Understand responsibility for Water Resource Recovery Facility operation & Shadow Kirk - Maintain WRRF seasonal functions & records - Attend Relevant Wastewater Classes. (Online) (IRWA) 	<p>Water:</p> <ul style="list-style-type: none"> - Maintain Vigilance for emergencies - Understand responsibility for Source Water Facility operation & Shadow Kirk x2 - Attain further involvement by increasing communication - Attend Relevant Drinking Water Classes. (Online) (IRWA) - Maintain Water Records (Source Well / Water Meter Data) <p>NRWA apprenticeship Hours:</p> <ul style="list-style-type: none"> -Tools, Equipment, and Workplace safety – 82.5 -Vehicles and specialized equipment – 6.5 -System Operations and Maintenance – 10.5 -Quality Control – 11.75 -Logistics, Reports, and supervision – 37.25 On-The-Job Training Hours – 192 Related Technical Instruction Hours: – 132
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CHALLENGES / ISSUES

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

<p>Streets Status Green: Gaining Grader operator Hands-on Experience: Slow but Steady progress</p> <p>WRRF Status Yellow: Gaining Wastewater operator Hands-on Exp: Operator often contacts staff member not enrolled in the mentorship program for assistance in WRRF & Land App. predictive operation.</p>

COMMUNITY INPUT & COMMENTS

<p>Community: *Quiet and perceptive*</p> <p>Response: The Public Works Team strives for optimal performance and continues to train effectively in everyday work. With time, each member will gain ample hands-on experience in each leg of City operations, corrections, and maintenance.</p>
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