

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

**DEPARTMENT**

**MONTH**

Hunter Brown

Public Works

February

**TASKS COMPLETED**

**Equipment and Shop:**

- Routine Cleaning and Organization Management
- Keep up Equipment Preventive Maintenance Sheets and general servicing
- Maintain Hot Rod for service calls & Emergencies until a dedicated service vehicle may be acquired.
- Repair bomber; Pull engine and install new clutch plate
- Begin new Preventative Maintenance schedule and logging method.
- Assess storage problem areas and brainstorm organization practices with Public Works Dept.
- Assess overall Cleanliness problem areas and brainstorm routines with Public Works Dept.

**Sewer:**

- 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)
- Assess New headworks Issue created by Integrity

**Water:**

- Maintain Vigilance for Water related emergencies
- 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 Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Records (City Water Well I& Use/ Water Meter Data)

**NRWA apprenticeship Hours:**

-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
<b>Lesson Hours</b>	<b>30 - 229 Total</b>

**PROJECTS IN PROGRESS**

**Equipment and Shop:**

- Routine Cleaning and Organization Management
- Keep up Equipment Preventive Maintenance Sheets and general servicing
- Maintain New Truck for service calls & Emergencies.
- Maintain new Preventative Maintenance schedule and logging method.
- Assess storage problem areas and brainstorm organization practices with Public Works Dept.
- Assess overall Cleanliness problem areas and brainstorm routines with Public Works Dept.
- Begin Moving old files and documentation to City Hall building

**Sewer:**

- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present.
- Obtain a functioning camera for sewer observation
- 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)
- Remain vigilant against Screw Press Malfunctions

**Water:**

- Maintain Vigilance for Water related emergencies
- 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 Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Records (City Water Well I& Use/ Water Meter Data)

**NRWA apprenticeship Hours:**

Tools, Equipment, and Workplace safety	- 105
-Vehicles and specialized equipment	- 8
-System Operations and Maintenance	-14
-Quality Control	- 11.75
Logistics, Reports, and supervision	- 38.25
Previous XP	- 0

**Lesson Hours:**

All-001 ACE C2, C3, Year 1 Orientation	- 6
C2-004 WW Treatment Systems 1	- 42
C2-003 WW Collection systems 1	- 36
All-005 Trenching	- 6
<b>90 - 229 total</b>	

**CHALLENGES / ISSUES**

**WWTP:**

Keep up with Samples and Reporting  
 Status - Yellow  
 Operator has lessened communication with the Public Works Dept and apprentice regarding Samples.

**NRWA:**

Achieve On Job Training hours whenever possible.  
 Status - Green  
 Schedule allows for more exposure to WW side of operations while also aligned with times more convenient for the operator.

**Snow Removal/Streets Repair and Maintenance**

Status - White  
 Weather is indeterminate but Practicing Safety and striving for perfection "Makes perfect."

**COMMUNITY INPUT & COMMENTS**

**Community:**

New Grader Operator [exuding inexperience.]

**Response:**

The Public Works team is aware and is taking extra precautions while training new equipment operators. While training operators work, though slow or impractical, they will learn quickly with safety for all in mind.