

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

December

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 and install winter chains
- Place Jessie in charge of Skid-Steer Chains from W.S.CAT
- 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 water related construction/Demolition meetings and engage in any/all assisting action.
- Attend Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Records (City Water Well I& Use/ Water Meter Data)
- Attend Trenching and Shoring class (Online) (IRWA)

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

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 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
- Study Commercial drivers guild and work towards attaining a Commercial driver's license so water truck may be operated safely and legally
- 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) (IRWA)
- Maintain Records (City Water Well I& Use/ Water Meter Data)
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CHALLENGES / ISSUES

WWTP:

Keep up with Samples and Reporting
Status - Green

Operator has been in excellent 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

Status - White

Weather in indeterminate but Practicing Safety and striving for perfection "Makes perfect."

COMMUNITY INPUT & COMMENTS

Community:

Snow removal schedule and over-all quality...
"Needs Work."

Response:

The Public Works team has ample faith in their director's ability to detect need, plan accordingly, communicate efficiently, and overall practice SAFE and timely removal of seasonal road hazards. We continue to exude gratitude for the patience of the public and other operators/contractors in the area.