

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Jessie Wallace

**DEPARTMENT**

Public Works

**MONTH**

October

## TASKS COMPLETED

**Water**

- Meter reading
- Replace meter registers as needed
- Routine water logs
- Organized and prepped to install daycare water line
- Identified a leak at the crossroad apartments on the customer side
- Identified meters and readings by hand for city hall

**Sewer**

- Ensuring screen room is running efficiently
- Sewer logs
- Replaced faulty sewer service on South Commercial
- Lift station, land app wet well, and contact chamber are pumped out and ready for winter
- Installed sewer balloons to keep water out of the contact chambers
- Assisted the lab with monitoring well samples

**Park**

- Routine cleaning and garbage removal

**Streets**

- Coastline identified an oil leak on the grader. This is an extensive repair. The cab will have to be removed. The machine will have to be transported to be fixed. Hunter has quotes and details.
- Working with Hunter to get roads completed before winter
- Prepped for concrete at post office
- Completed online classes for LHTAC road scholar
- Assisted with pouring of concrete and clean up for the post office project

## PROJECTS IN PROGRESS

**Start winter preparation list**

- Haul in gravel stockpile
- Attach wings to dump truck and grader
- Put tire chains on all equipment
- Change oil and filters on all equipment

## CHALLENGES / ISSUES

## COMMUNITY INPUT & COMMENTS