

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works

MONTH

January

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
- 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)
- 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

Lesson Hours 30 – 229 total

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
- Prepare for incoming asset by pre-ordering filters and noting specifics in service
- Place Kirk in charge of ordering Forks Implement from 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.
- Understand Necessary safety feature need on some equipment e.g F.O.P.S on Loader

Sewer:

- Accept and retain responsibility for WWTP Operation / Shadow Kirk during his rounds
- Maintain WWTP functions. (E.g. Clean Screen, Preserve blowers with oil, belts, and filters)
- Maintain Records (Sewer In & Eff Logs)
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NRWA apprenticeship Hours:

- Tools, Equipment, and Workplace safety – 105
- Vehicles and specialized equipment – 8
- System Operations and Maintenance –12
- Quality Control – –11.75
- Logistics, Reports and supervision – 38.25
- Previous XP – 0

Lesson Hours 66 – 229 Total

CHALLENGES / ISSUES

*Status colors presented are based on US Military DEFCON representation.

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/Road Conditioning
Status - White

Weather proves indeterminate, but the PW Dept. is Practicing Safety and holding initiative so as to act at the most fruitful time.

COMMUNITY INPUT & COMMENTS

Community:

Roads are rough!

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.