

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

July

TASKS COMPLETED

Equipment and Shop:

- !Lock-Out/Tag-Out Autocar until declared safe by professional!
- 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.

Streets:

- Understand responsibility for Streets Repair & Maintenance. Mentor: Johnny Brown Jr.
- Maintain Material Purchase Records & Understand consumability of varied materials
- Become familiar with physical maps within City Hall

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Kirk
- Maintain WRRF seasonal functions & records
- Attend Relevant Wastewater Classes. (Online) (IRWA)

Water:

- 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)

NRWA Apprenticeship Hours:

- Tools, Equipment, and Workplace safety – 105
- Vehicles and specialized equipment – 8
- System Operations and Maintenance – 37
- Quality Control – 14.75
- Logistics, Reports, and Supervision – 42.75
- One The Job training hours – 207.5 of TBD
- Related Technical Instruction Hours: – 132 of 229

PROJECTS IN PROGRESS

Equipment and Shop:

- !Lock-Out/Tag-Out Autocar until declared safe by professional!
- 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.
- Maintain Z-Trak mower: Clean barrel, sharpen blades, fill tires and deflation defense ect.

Streets:

- Understand responsibility for Streets Repair & Maintenance. Mentor: Johnny Brown Jr.
- Maintain Material Purchase Records & Understand consumability of varied materials
- Become familiar with physical maps within City Hall

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Kirk
- Maintain WRRF seasonal functions & records
- Attend Relevant Wastewater Classes. (Online) (IRWA)
- Complete workshops sent by Kerry Huss IRWA

Park:

- Unlock and clean restrooms
- Inventory, stock/replace paper and odor control
- Move and reinstate irrigation laterals 1x-3x day

Water:

- 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)

NRWA Apprenticeship Hours:

- Tools, Equipment, and Workplace safety – 116
- Vehicles and specialized equipment – 31
- System Operations and Maintenance – 241
- Quality Control – 19.97
- Logistics, Reports, and Supervision – 53.75
- One The Job training hours – 461.5 of TBD
- Related Technical Instruction Hours: – 132 of 229

*IRWA has requested a re-check of hour since February 2024. Fall semester beginning September 11 and classes are scheduled Wednesdays and Fridays from 1:00 - 4:30. Beginning course: Collections II

Apprenticeship Coordinator: Gary Sievers gsievers@idahoruralwater.com
Course Instructor: Tom Romesberg tromesberg@idahoruralwater.com

CHALLENGES / ISSUES

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

Streets

Status: White

Issue: Repair times for streets are increasing rapidly.

Water Resource Reclamation Facility

Status: Green

Update: Wastewater operator gaining hands-on experience. The operator is now including, informing, and entrusting parts of WRRF and Land Application predictive operations to the apprentice.

Park

Status: Yellow

Update: Processes are simple, and issues have been acknowledged. However, transportation and operation of equipment are time-consuming. Repairs and replacements are under consideration.

COMMUNITY INPUT & COMMENTS

Community:

“The city appears to be Short-Staffed”

Response:

The Public Works Team will maintain its unwavering effort and dedication. While a temporary labor shortage may impact the number of tasks completed, it will never compromise the quality of our work..