

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Hunter Brown

DEPARTMENT

Public Works

MONTH

August

TASKS COMPLETED

<p>Equipment and Shop:</p> <ul style="list-style-type: none"> ! 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 etc.. <p>Streets:</p> <ul style="list-style-type: none"> - 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 <p>Sewer:</p> <ul style="list-style-type: none"> - 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 Hus IRWA <p>Park:</p> <ul style="list-style-type: none"> - Unlock and clean restrooms - Inventory, stock/replace paper and odor control - Move and reinstaate irrigation laterals 1x-3x day 	<p>Water:</p> <ul style="list-style-type: none"> - Maintain Vigilance for emergencies - Understand responsibility for Source Water Facility operation & Shadow Kirk x2 - Attaint further involvement by increasing communication - Attend Relevant Drinking Water Classes. (Online) (IRWA) - Maintain Water Records (Source Well / Water Meter Data) <p>NRWA Apprenticeship Hours:</p> <ul style="list-style-type: none"> -Tools, Equipment, and Workplace safety – 116 -Vehicles and specialized equipment – 31 -System Operations and Maintenance – 241 -Quality Control – 18.95 -Logistics, Reports, and Supervision – 53.75 -One The Job training hours – 461.5 of TBD -Related Technical Instruction Hours: – 132 of 229
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PROJECTS IN PROGRESS

<p>Equipment and Shop:</p> <ul style="list-style-type: none"> ! 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 (Explore FREE CAT Maintenance App) - Maintain Ford: service calls, meter and Batt. stations, & Emergencies. (Service on-board Generator) - Maintain Chevy: Animal Control, park maintenance, Land App. tasks Go-for - Maintain Z-Trak mower: clean barrel, sharpen blades, fill tires and deflation defense etc.. - Maintain Misc. Equipment: Power & hand tools - Maintain inventory of consumables: Grease, fluids, cleaners & Filters. <p>Streets:</p> <ul style="list-style-type: none"> - 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 <p>Sewer:</p> <ul style="list-style-type: none"> - 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 Hus IRWA <p>Park:</p> <ul style="list-style-type: none"> - Unlock and clean restrooms - Inventory, stock/replace paper, soaps, and odor control monthly (research new supplier company) - Move and reinstaate irrigation laterals 1x-3x day (Repair and protect 4' outlet) 	<p>Water:</p> <ul style="list-style-type: none"> - Maintain Vigilance for emergencies - Understand responsibility for Source Water Facility operation & Shadow Kirk x2 - Attaint further involvement by increasing communication - Attend Relevant Drinking Water Classes. (Online) (IRWA) - Maintain Water Records (Source Well / Water Meter Data) <p>NRWA Apprenticeship Hours:</p> <ul style="list-style-type: none"> -Tools, Equipment, and Workplace safety – 116 -Vehicles and specialized equipment – 31 -System Operations and Maintenance – 268 -Quality Control – 19.75 -Logistics, Reports, and Supervision – 53.75 -One The Job training hours – 461.5 of TBD -Related Technical Instruction Hours: – 132 of 229 <p>Fall semester begins Sep 11. Classes are scheduled Wednesdays and Fridays from 1:00 - 4:30. Apprenticeship Coordinator: Gary Sievers gsievers@idahoruralwater.com Course Instructor: Tom Romesburg tromesberg@idahoruralwater.com</p>
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CHALLENGES / ISSUES

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

<p>Streets Status: White</p> <p>Issue: Repair times for streets are increasing rapidly. Water Resource Reclamation</p> <p>Facility Status: Green</p> <p>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.</p> <p>Park Status: Yellow</p> <p>Update: Processes are simple, and issues have been acknowledged. However, transportation and operation of equipment are time-consuming. Repairs and replacements are under consideration. (Need Permanent Protection for 4' Outlet!)</p>

COMMUNITY INPUT & COMMENTS

<p>Community:</p> <p>“The City appears to be Short-Staffed”</p> <p>Response: The Public Works Team will strive maintain unwavering effort and dedication. While a temporary laborer shortage may impact the number of tasks completed, it will never compromise the quality of our work.</p>
