

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Jessie Wallace

**DEPARTMENT**

Public Works

**MONTH**

December

## TASKS COMPLETED

**Water**

- Meter reading
- Replace meter registers as needed
- Routine water logs
- Identified meters and readings by hand for city hall
- Cleaned up well 4 after some scada was replaced
- Swept and cleaned up all well houses

**Sewer**

- Ensuring screen room is running efficiently
- Sewer logs
- New routine checklists for sewer plant
- Updated equipment per DEQ

**Industrial park/Shop**

- Checked meat shop heaters (weren't working, comfort zone has been working on them now)
- Some shop clean up in between projects

**Park**

- Routine cleaning and garbage removal
- Christmas lights hung and working

**Streets**

- Worked with Hunter to maintain and fix roads and alleys before the snow
- Completed in person class in Boise for LHTAC road scholar
- Filled in potholes for the cafe parking lot
- First snow plow went well. Weather has made some areas difficult
- Cleaned up the rest of the leftover concrete that was left at the post office

**Equipment**

- Loader completely serviced
- Finished wing service
- Replaced a hydraulic hose to the wing on the grader
- Replace windshield wiper motor on the loader

## PROJECTS IN PROGRESS

- Sewer Discharging
- Shop and parts organizing
- Generator maintenance
- Pothole repair as weather permits
- Keep drains functioning
- Continue to plow as needed

## CHALLENGES / ISSUES

Weather has been a major factor in when we can plow or not. If the roads are too wet, we just tear them up. We wait for them to freeze. Hunter is learning the grader and getting better with each plow. We are doing our best with the conditions that are thrown at us.

## COMMUNITY INPUT & COMMENTS