

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

December

TASKS COMPLETED

Equipment and Shop:

- Routine Cleaning and Organization Management
- Keep up Yellow Iron: P.M. Sheets, general and annual 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. – Now ordering in bulk to save \$\$\$
- Begin Annual oil and filter change on all equipment

Streets:

- Understand responsibility for Streets Repair & Maintenance. Become aware of budgeting.
- Maintain Material Purchase Records & Understand consumability of varied materials
- Become familiar with physical maps within City Hall – IRWA recommends copies at WWTP

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk)
- Maintain WRRF seasonal functions & records – Understand new SCADA System function and operation
- Attend Relevant Wastewater Classes. (Online) (IRWA) – Plan to take Collection 1 & 2 tests early next year.
- Complete workshops sent by Kerry Huss IRWA – Extended With assistance from instructor Tom Romesburg

Park:

- Unlock and clean restrooms
- Inventory, stock/replace paper and odor control
- Manage Holiday lighting and decorative structures

-Supervise Jessie and take over when necessary

Water:

- Understand responsibility for Source Water Facility operation & Shadow Licensed Operator (Kirk) x2
- Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects
- Maintain Vigilance for emergencies in all potable water equipment and operations
- Attain further involvement with increased communication skills
- Attend Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Water Records physically as well as though new SCADA System (Source Well / Water Meter Data)

NRWA Apprenticeship Hours:

- Tools, Equipment, and Workplace safety – 461
- Vehicles and specialized equipment – 759
- System Operations and Maintenance – 1028
- Quality Control – 298.75
- Logistics, Reports, and Supervision – 369.75
- On The Job training hours – 2916.5 of TBD
- Related Technical Instruction Hours: – 156 of 229

Fall semester began September 11 and classes are scheduled Wednesdays and Fridays from 1:00 - 4:30.
Current course: Collections II

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

PROJECTS IN PROGRESS

Equipment and Shop:

- Establish Routine Consistency with checklists
- Routine Cleaning and Organization Management
- Keep up Yellow Iron: P.M. Sheets, general and annual 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. – Now ordering in bulk to save \$\$\$
- Finish Annual oil and filter change on all equipment

Streets:

- Understand responsibility for Streets Repair & Maintenance. Become aware of budgeting.
- Maintain Material Purchase Records & Understand consumability of varied materials
- Become familiar with physical maps within City Hall – IRWA recommends copies at WWTP
- Continue upkeep with snow removal.

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk)
- Maintain WRRF seasonal functions & records – Understand new SCADA System function and operation
- Attend Relevant Wastewater Classes. (Online) (IRWA) – Plan to take Collection 1 & 2 tests early next year.
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Water:

- Understand responsibility for Source Water Facility operation & Shadow Licensed Operator (Kirk) x2
- Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects
- Maintain Vigilance for emergencies in all potable water equipment and operations
- Attain further involvement with increased communication skills
- Attend Relevant Drinking Water Classes. (Online) (IRWA)
- Maintain Water Records physically as well as though new SCADA System (Source Well / Water Meter Data)

NRWA Apprenticeship Hours:

- Tools, Equipment, and Workplace safety – 525
- Vehicles and specialized equipment – 831
- System Operations and Maintenance – 1084
- Quality Control – 322.75
- Logistics, Reports, and Supervision – 409.75
- On The Job training hours – 3172.5 of TBD
- Related Technical Instruction Hours: – 174 of 229

Fall semester began September 11 and classes are scheduled Wednesdays and Fridays from 1:00 - 4:30.
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CHALLENGES / ISSUES

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

Streets

Status: Yellow

Slight complications due to weather, abundance of other time sensitive projects, and extra time consumed by operator-in-training

Water:

Status: Yellow

Changes made to SCADA System and Daily info Logs
Will need to learn from Kirk the new functions and Operation

Sewer:

Status: Green

Changes made to SCADA System and Daily info Logs are simple;
January Discharge has begun

COMMUNITY INPUT & COMMENTS

Community:

Snow removal skills are lacking!

Response:

The Public Works Team will strive to maintain a constant increase in skill progression. The team will not repeat past mistakes for the same reasons.