

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Jessie Wallace

**DEPARTMENT**

Public Works

**MONTH**

September

## TASKS COMPLETED

**Water**

- DEQ lead survey (Identifying type of water services on the customer and city side)
- Meter reading
- Replaced meter registered as needed
- Located meter and replaced for a new construction
- Routine water logs
- Removed weeds at well houses
- Greased Jockey pump

**Sewer**

- Ensuring screen room is running efficiently
- Sewer logs
- Locate existing sewer connections for new construction

**Park**

- Weekly mowing
- Routine cleaning and garbage removal

**Streets**

- Working with Hunter to get roads completed before winter

## PROJECTS IN PROGRESS

Start winter preparation list

## CHALLENGES / ISSUES

## COMMUNITY INPUT & COMMENTS