

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

September

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.
- 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 Romesburg tromesberg@idahoruralwater.com

PROJECTS IN PROGRESS

Equipment and Shop:

- Autocar declared safe by Olson HD Mechanical – Parts orders
- Routine Cleaning and Organization Management
- Keep up Yellow Iron: P.M. Sheets, general and annual servicing – Coastline Inspection: Minor issues with Grader – Quote on the way
- 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 \$\$\$

Streets:

- Welcoming Streets committee. Preparing Carbon copies of all known info for next meeting
- 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 Kirk
- Maintain WRRF seasonal functions & records – Winter preparation: Drain chambers, contact and Land app. Store Supplement pump, ect.
- 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
- Seasonal tasks: Move and reinstate irrigation laterals 1x-3x day
- Supervise Jessie and take over when necessary

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 – 337
- Vehicles and specialized equipment – 615
- System Operations and Maintenance – 908
- Quality Control – 274.75
- Logistics, Reports, and Supervision – 329.75
- One The Job training hours – 2524.5 of TBD
- Related Technical Instruction Hours: – 144 of 229

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CHALLENGES / ISSUES

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

Streets

Status: Green

Though questionable at first, Streets will be ready in time for winter. Public works excitedly awaits instruction from the newly constructed Road Committee

Water Resource Reclamation Facility

Status: Green

Update: though challenging to schedule, communicate with, and generally code, the new SCADA System is obtains adequate info and is exceedingly helpful in running the Micro-Straining Headworks machinery

COMMUNITY INPUT & COMMENTS

Community:

Create a “Road Committee” and gain public opinion on how City Streets are maintained

Response:

The Public Works Team will gladly welcome any competent instruction that is presented to, considered, and approved by City Council.

Public Works will be sending their main equipment operator to these meetings in hopes of gaining foresight into the future construction and maintenance of City streets.