

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

March

TASKS COMPLETED

- Equ, Shop, and Garage Winter Prep & Regular Maintenance:
- Keep Equipment Glow Inlets in Power
- Keep WWTP Building Entrances Clear of Snow Debris
- Maintain Hot Rod for service calls & Maintain Bomber for Emergencies
- Maintain EQU servicing
- Maintain WWTP functions. (E.g Clean Screen, Preserve blowers with oil and belts)
- Maintain Records (Sewer In & Eff Logs / City Water Well I& Use/ Water Meter Data)
- Prep WWTP for upcoming River Discharge months
- Attend Relevant DW & WW Classes. (Online)
- Maintain Vigilance for late night snow removal
- Maintain Improvement rate of awareness and control in Snow Removal Equipment
- Maintain improvement rate of: awareness, recording, and control of discharging process
- Read & Understand New Meadows WWTP Operators Manual.
- Receive onsite training from shadowing Kirk & log Hands-On-Experience hours
- Expand use of voice and personal reasoning in appropriate settings in the work environment

PROJECTS IN PROGRESS

- Equ, Shop, and Garage Winter Prep & Regular Maintenance:
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- Maintain EQU servicing
- Receive onsite training from shadowing Kirk & log Hands-On-Experience hours (10) ----- >
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Summary

WEEK	MONTH	DATES	TOTAL
A. Tools, Equipment and Work Place Safety			
0	0	0	0
B. Vehicles and Specialized Equipment			
0	0	0	1.5
C. System Operations & Maintenance			
0	0	0	4.5
D. Quality Control			
0	0	0	0.75
E. Logistics, Reports and Supervision			
0	0	0	3.25

CHALLENGES / ISSUES

WWTP:
 Prepare to cease river discharge and begin storing for land application.
 Status - Yellow
 Date to begin storing is yet to be decided by operator.

NRWA:
 Achieve On Job Training hours whenever possible.
 Status - Green

New Schedule allows for more exposure to WW side of operations while also aligned with times more convenient for the operator.

COMMUNITY INPUT & COMMENTS

-Snow Removal is *still* not yet satisfactory

Response:

I will *continue* to maintain a constant rate of improvement and awareness when operating snow removal equipment.