

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

November

TASKS COMPLETED

- Equipment and Shop:**
- Routine Cleaning and Organization Management
 - Keep up Equipment Preventive Maintenance Sheets and general servicing
 - Maintain Hot Rod for service calls & Emergencies until a dedicated service vehicle may be acquired.
 - Repair and install winter chains
 - Place Jessie in charge of Skid-Steer Chains from W.S.CAF
 - Assess storage problem areas and brainstorm organization practices with Public Works Dept.
 - Assess overall Cleanliness problem areas and brainstorm routines with Public Works Dept.
- Water:**
- Maintain Vigilance for Water related emergencies
 - Study Commercial drivers guild and work towards attaining a Commercial driver's license so water truck may be operated safely and legally
 - Continue to Receive on-site training from shadowing Kirk & log Hands-On-Experience hours
 - Expand use of voice and personal reasoning in appropriate settings in the work environment
 - Amend water related construction/DEMOLITION meetings and engage in any/all assisting action.
 - Amend Relevant Drinking Water Classes. (Online)
 - Maintain Records (City Water Well Use/ Water Meter Data)
- Sewer:**
- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present
 - Maintain WWTP functions. (E.g Clean Screens, Preserve blowers with oil, belts, and filters)
 - Maintain Records (Sewer In & Eff Logs)
 - Move Land Application Wheel Lines when Necessary
 - Amend Relevant Wastewater Classes. (Online)
 - Maintain improvement rate of awareness, recording, and control of Land App. process

NRWA Membership Hours —>

Summary

WEEK	MONTH	DATES	TOTAL
A. Tools, Equipment and Work Place Safety			
0	0	0	2.5
B. Vehicles and Specialized Equipment			
0	0	0	5
C. System Operations & Maintenance			
0	0	0	6
D. Quality Control			
0	4.5	4.5	11.75
E. Logistics, Reports and Supervision			
0.5	1.5	1.5	31.25

PROJECTS IN PROGRESS

- Equipment and Shop:**
- Routine Cleaning and Organization Management
 - Keep up Equipment Preventive Maintenance Sheets and general servicing
 - Maintain Hot Rod for service calls & Emergencies until a dedicated service vehicle may be acquired.
 - Repair and install winter chains
 - Place Jessie in charge of Skid-Steer Chains from W.S.CAF
 - Assess storage problem areas and brainstorm organization practices with Public Works Dept.
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- Water:**
- Maintain Vigilance for Water related emergencies
 - Study Commercial drivers guild and work towards attaining a Commercial driver's license so water truck may be operated safely and legally
 - Continue to Receive on-site training from shadowing Kirk & log Hands-On-Experience hours
 - Expand use of voice and personal reasoning in appropriate settings in the work environment
 - Amend water related construction/DEMOLITION meetings and engage in any/all assisting action.
 - Amend Relevant Drinking Water Classes. (Online) (NRWA)
 - Maintain Records (City Water Well Use/ Water Meter Data)
 - Amend Trenching and Shoring class (Online) (NRWA)
- Sewer:**
- Accept and retain responsibility for WWTP Operation in Kirks absence & listen perceptively when he's present
 - Maintain WWTP functions. (E.g Clean Screens, Preserve blowers with oil, belts, and filters)
 - Maintain Records (Sewer In & Eff Logs)
 - Move Land Application Wheel Lines when Necessary
 - Amend Relevant Wastewater Classes. (Online)
 - Assess New landworks being created by Integrity

NRWA Membership Hours —>

Summary

WEEK	MONTH	DATES	TOTAL
A. Tools, Equipment and Work Place Safety			
0	0	0	49.5
B. Vehicles and Specialized Equipment			
0	0	0	6.5
C. System Operations & Maintenance			
0	0	0	10.5
D. Quality Control			
0	0	0	11.75
E. Logistics, Reports and Supervision			
0	0	0	37.25
Z. Previous XP			
0	0	0	0

CHALLENGES / ISSUES

*Data cited presented or based on US Military DEPOT operations

- WWTP:**
 Keep up with Samples and Reporting
 Status - Green
 Operator has been in excellent communication with the Public Works Dept and apprentice regarding Samples
- 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.
- Snow Removal**
 Status - White
 Weather is indeterminate but Practicing Safety and striving for perfection "Makes perfect"

COMMUNITY INPUT & COMMENTS

Community:

Snow removal schedule and overlay quality... "Needs Work"

Response:

The Public Works team has ample faith in their Director's ability to detect need, plan accordingly, communicate efficiently, and overall practice SAFE and timely removal of seasonal road hazards. We continue to exude gratitude for the patience of the public and other operators/contractors in the area.