

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Jessie Wallace

DEPARTMENT

Public Works

MONTH

January

TASKS COMPLETED

Water

- Meter reading
- Replace meter registers as needed
- Routine water logs
- Thawed and replaced frozen meters
- Plowed well houses
- Plowed fire hydrants

Sewer

- Ensuring screen room is running efficiently
- Sewer logs
- Began discharging
- Weekly sewer samples
- Helping where I can with the QAPP
- Plowed around lagoons
- Changed blower belts and oil. Cleaned blower room

Industrial park/Shop

- Comfort zone got meat shop heater working
- Plowed industrial park
- Some shop clean up in between projects

Park

- Routine cleaning and garbage removal
- Replaced the heaters in the men's room and the middle room.

Streets

- Bladed roads as the weather permitted
- Snow plowing is going well, despite the weather throwing us curveballs.

Equipment

- Routine maintenance.

PROJECTS IN PROGRESS

- Sewer Discharging
- Shop and parts organizing
- Generator maintenance
- Pothole repair as weather permits
- Keep drains functioning
- Continue to plow as needed
- Take christmas lights down at the park

CHALLENGES / ISSUES

The cold weather has caused some meters to freeze. We have thawed them and added extra insulation to the pits.

COMMUNITY INPUT & COMMENTS

Empty box for community input and comments.