

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DEPARTMENT

MONTH

Hunter Brown

Public Works

January

TASKS COMPLETED

<p>Equipment and Shop:</p> <ul style="list-style-type: none"> - Routine Cleaning and Organization Management - Keep up Yellow Iron: P.M. Sheets, general and annual 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. – Now ordering in bulk to save \$\$\$ - Begin Annual oil and filter change on all equipment <p>Streets:</p> <ul style="list-style-type: none"> - 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 <p>Sewer:</p> <ul style="list-style-type: none"> - Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk) - Maintain WRRF seasonal functions & records – Understand new SCADA System function and operation - 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 <p>Park:</p> <ul style="list-style-type: none"> -Unlock and clean restrooms -Inventory, stock/replace paper and odor control -Manage Holiday lighting and decorative structures 	<p>Water:</p> <ul style="list-style-type: none"> - Understand responsibility for Source Water Facility operation & Shadow Licensed Operator (Kirk) x2 - Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects - Maintain Vigilance for emergencies in all potable water equipment and operations - Attain further involvement with increased communication skills - Attend Relevant Drinking Water Classes. (Online) (IRWA) - Maintain Water Records physically as well as though new SCADA System (Source Well / Water Meter Data) <p>NRWA Apprenticeship Hours:</p> <ul style="list-style-type: none"> - Tools, Equipment, and Workplace safety – 461 - Vehicles and specialized equipment – 759 - System Operations and Maintenance – 1028 - Quality Control – 298.75 - Logistics, Reports, and Supervision – 369.75 - On The Job training hours – 2916.5 of TBD - Related Technical Instruction Hours: – 156 of 229 <p>Fall semester began September 11 and classes are scheduled Wednesdays and Fridays from 1:00 - 4:30. Current course: Collections II</p> <p>Apprenticeship Coordinator: Gary Sievers gsievers@idahoruralwater.com Course Instructor: Tom Romesburg tromesberg@idahoruralwater.com</p>
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PROJECTS IN PROGRESS

<p>Equipment and Shop:</p> <ul style="list-style-type: none"> - Establish Routine Consistency with checklists - Routine Cleaning and Organization Management - Keep up Yellow Iron: P.M. Sheets, general and annual 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. – Now ordering in bulk to save \$\$\$ - Finish Annual oil and filter change on all equipment <p>Streets:</p> <ul style="list-style-type: none"> - 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 - Continue upkeep with snow removal. <p>Sewer:</p> <ul style="list-style-type: none"> - Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk) - Maintain WRRF seasonal functions & records – Understand new SCADA System function and operation - 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 <p>Park:</p> <ul style="list-style-type: none"> -Unlock and clean restrooms -Inventory, stock/replace paper and odor control -Manage Holiday lighting and decorative structures 	<p>Water:</p> <ul style="list-style-type: none"> - Understand responsibility for Source Water Facility operation & Shadow Licensed Operator (Kirk) x2 - Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects - Maintain Vigilance for emergencies in all potable water equipment and operations - Attain further involvement with increased communication skills - Attend Relevant Drinking Water Classes. (Online) (IRWA) - Maintain Water Records physically as well as though new SCADA System (Source Well / Water Meter Data) <p>NRWA Apprenticeship Hours:</p> <ul style="list-style-type: none"> - Tools, Equipment, and Workplace safety – 525 - Vehicles and specialized equipment – 831 - System Operations and Maintenance – 1084 - Quality Control – 322.75 - Logistics, Reports, and Supervision – 409.75 - On The Job training hours – 3172.5 of TBD - Related Technical Instruction Hours: – 174 of 229 <p>Fall semester began September 11 and classes are scheduled Wednesdays and Fridays from 1:00 - 4:30. Current course: Collections II</p> <p>Apprenticeship Coordinator: Gary Sievers gsievers@idahoruralwater.com Course Instructor: Tom Romesburg tromesberg@idahoruralwater.com</p>
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CHALLENGES / ISSUES

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

<p>Streets Status: Yellow</p> <p>Slight complications due to weather, abundance of other time sensitive projects, and extra time consumed by operator-in-training</p> <p>Water: Status: Yellow</p> <p>Changes made to SCADA System and Daily info Logs Will need to learn from Kirk the new functions and Operation</p> <p>Sewer: Status: Green</p> <p>Changes made to SCADA System and Daily info Logs are simple;</p>
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COMMUNITY INPUT & COMMENTS

<p>Community: Snow removal skills are lacking!</p> <p>Response: The Public Works Team will strive to maintain a constant increase in skill progression. The team will not repeat past mistakes for the same reasons.</p>
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