

Employee Status Report

Employee: Hunter Brown

Department: Public Works

Month: September

Tasks:

Equipment and Shop:

- 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.
- Maintain Industrial Park in accordance with nearby construction projects

Streets:

- 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
- Retain awareness of Ziple Fiber operations (Comms with John Stone)
- Ensure other tasks, e.g. Hydrant Flushing, do not compromise gravel streets
- Winter Prep snow removal equipment and install reflective barriers, markers, and other damage prevention

Sewer:

- Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Ki
- Maintain WRRF seasonal functions & records
- Proctor Finite Solutions contractor while tapping into City Sewer Main on Peterson Memorial Ave.
- Maintain Headworks Unit and associated labors e.g. changing strained solids collection
- Attend Relevant Wastewater Classes. (Online) (IRWA)
- Fully winterize WRRF and surrounding components.
- Fully winterize Land Application site, facilities and specialized equipment.

Water:

- Understand responsibility for Source Water Facility operation & Shadow Licensed Operator (Kirk) x2
- **Assess Leaking Valve - Cedric / S.Miller**
- Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects
- Train new hire from McCall - Note differences in operation and strive to accommodate.
- Maintain Vigilance for emergencies
- Attain further involvement by increasing communication
- Attend Relevant Drinking Water Classes.
- Maintain Water Records (Source Well / Water Meter Data / Diamond Maps)
- Exercise hydrants and valves whenever possible
- Perform System Chlorination to prepare for sampling
- Assist operator to collect drinking water Samples
- Hydrant Flushing, Seal check, Greasing, and annual maintenance

Challenges / Issues

Equipment and Shop:

Overhauling existing Organisational structure due to inability to adhere to outdated practices.

Note: Michael has great ideas and has been exceedingly quick witted and helpful regarding this issue

Sewer:

Continuing to hold until allotted discharge date as per discharge permit.

Water:

Currently battling a faulted isolation valve on Cedric / S. Miller - Is under control and awaiting replacement parts. Will prove to be a grand learning opportunity and an excellent introduction for the new hire

Community Comments / Input

“Will the continued storm drainage issues persist?”

Response: The Public Works Dept. and City Mayor are working closely to obtain contact with the needed intellect and equipment necessary to resolve one of our City’s most relentless issues. Location, grade, and soil makeup basing our town combined with the naturally high water table creates a difficulty in directing spring thaw, and annual over run towards removal though the Little Salmond river.