



STAFF REPORT

DATE: December 4, 2018
CONSENT
ITEM #: 13

AGENDA ITEM: Hiring Public Works Operator
SUBMITTED BY: Jake Foster, Assistant City Administrator

BACKGROUND:

The City advertised for applications for the Public Works Operator position from July 9th to July 25th, 2018. On August 14th, staff interviewed four applicants. The application materials for these applicants will be retained for one year.

From the application materials that have been retained. A hiring pool was created. As stated in the City's personnel policy handbook, "The city administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis." As this is a position that has been posted several times in the last year, and several interviews have taken place, the City Administrator elected to use the candidate pool that has been created to hire for this position. An offer of employment contingent upon Council approval and passing pre-employment medical and physical evaluations and drug screen was made to Jason Monroe.

This is an additional FTE which was created and budgeted based on the recommendations of a 2016 TKDA Utility Operations study.

ISSUE BEFORE COUNCIL:

Should Jason Monroe be hired as the Public Works Operator at the terms described below?

PROPOSAL DETAILS/ANALYSIS:

Staff recommends hiring Jason Monroe as the Public Works Operator contingent upon a satisfactory medical/physical evaluation and drug screen. Staff is further recommending a starting wage of \$23.97/hour which is the pay rate offered for a probationary Public Works Operator III per the union contract in 2019. His proposed start date will be early in 2019.

Mr. Monroe has experience with operating heavy equipment including snow plows, dump trucks, front end loaders, and skid steers. He has also welding and equipment care and maintenance experience. Additionally he has a class A Commercial Driver's License with air break endorsement.

Mr. Monroe has already passed a criminal background check and a check of the Minnesota Predatory Offender Registry.

FISCAL IMPACT:

The total cost to the City for the hiring the Public Work Operator at this wage would be approximately \$75,000 including wages, taxes, and benefits. This cost has been budgeted for 2019.

RECOMMENDATION:

If removed from the consent agenda:

“Move to hire Jason Monroe as the Public Works Operator at a starting wage of \$23.97/hour contingent upon passing pre-employment medical and physical evaluations and drug screen.”

ATTACHMENTS: None