

**HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA**

#6 b

DATE

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Secondary Roads	Temporary Summer Laborers (5)	Wage Plan: \$9.00-\$10.00/hour Based on Experience.		
Secondary Roads	Temporary Engineering Aides (2)	Wage Plan: \$10.00-\$12.50/hour Based on Experience.		
	*Please See Attached Memo of Explanation			

Chairman, Board of Supervisors



Woodbury County Secondary Roads Department

759 E. Frontage Road • Merville, Iowa 51039
Telephone (712) 279-6484 • (712) 873-3215 • Fax (712) 873-3235

COUNTY ENGINEER
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ASSISTANT TO THE COUNTY ENGINEER
Benjamin T. Kusler, E.I.T.
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SECRETARY
Tish Brice
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Date: March 12, 2015

To: Mark Monson, Woodbury County Board of Supervisors Chair
County Supervisors
Woodbury County Human Resources Department

From: Mark J. Naha, P.E.

Re: Summer hire positions

I am requesting the authority to hire five (5) temporary maintenance staff summer positions and two (2) summer engineering aides. We fill these positions annually and appropriately budget for the temporary staff.

We utilize the temporary summer maintenance staff to assist full time maintenance employees with traffic control flagging and with our AMZ pavement patching crew. These positions provide summer work for college students and allow us to use our full time staff members in equipment operation rather than traffic control. This allows us to get more work done each day as skilled full time staff can concentrate on running equipment, not directing traffic.

The engineering aides assist our full time engineering technicians with survey and project inspection work. Our summer project work load will again be heavy this year. We hire two engineering aides each summer.

Please contact me if you have any questions. Thank you for your assistance and attention.