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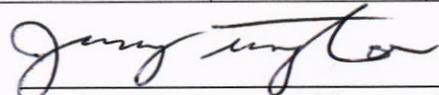
**HUMAN RESOURCES DEPARTMENT**  
**WOODBURY COUNTY, IOWA**

**DATE:** March 15, 2016

**AUTHORIZATION TO INITIATE HIRING PROCESS**

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Building Services	Maintenance Technician	AFSCME Courthouse: \$16.77-\$18.17/hour	X	
Secondary Roads	Temporary Summer Laborers (5)	Wage Plan: \$9.00-\$10.50/hour  Based on Experience.	X	
Secondary Roads	Temporary Engineering Aides (3)	Wage Plan: \$10.00-\$13.00/hour  Based on Experience.	X	
	*Please See Attached Memo of Explanation			

PATRICK F. GILL  
WOODBURY COUNTY  
AUDITOR & RECORDER &  
COMM. OF ELECTIONS  
2016 MAR 16 PM 1 21

  
Chairman, Board of Supervisors



Woodbury County Building Services  
401 8<sup>th</sup> Street  
Sioux City, IA. 51101  
Kenny Schmitz, Building Services Director  
[kschmitz@woodburycountyiowa.gov](mailto:kschmitz@woodburycountyiowa.gov)  
712-253-3745

March 11th, 2016

**TO:** Human Resources  
**FROM:** Kenny Schmitz; Building Services Director  
**SUBJECT:** Authorization to hire Building Services Maintenance Technician

This memo to the Human Resources Department is asking to initiate the hiring process and the authorization to fill a full time Building Services Maintenance Technician position that will be open as of March 25, 2016.

The open position will be for Maintenance Technician.

Respectfully,

Kenny Schmitz



# 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  
Mark J. Nahra, P.E.  
mnhara@sioux-city.org

ASSISTANT TO THE COUNTY ENGINEER  
Benjamin T. Kusler, E.I.T.  
bkusler@sioux-city.org

SECRETARY  
Tish Brice  
tbrice@sioux-city.org

To: Woodbury County Board of Supervisors  
Woodbury County Human Resources Department

From: Mark J. Nahra, County Engineer

Date: March 7, 2016

Subject: Summer hire positions

I am requesting the authority to hire five (5) temporary maintenance staff summer positions and three (3) 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 most summers. With the extra project work load created this year with the RISE project at AGP and the City of Salix project, one additional staff member would be useful.

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