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HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

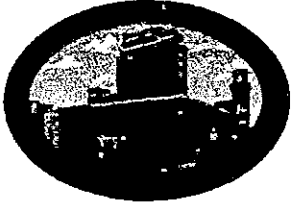
DATE: February 28, 2023

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Treasurer	Clerk II	AFSCME Courthouse: \$18.22/hour	✓	
Secondary Roads	(3) Temporary Engineering Aides	Wage Plan: \$15.00- \$18.50/hour	✓	
Secondary Roads	(5) Temporary Summer Laborers	Wage Plan: \$14.00- \$16.00/hour	✓	



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
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SECRETARY
Tish Brice
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To: Woodbury County Board of Supervisors
Woodbury County Human Resources Department

From: Mark J. Nahra, County Engineer

Date: February 6, 2023

Subject: Summer hire positions

I am requesting the authority to hire up to 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. Just as in recent prior years, with a heavy project workload again this year, we would like to hire three summer engineering aides.

I would propose the following pay rates. The summer laborers would be at a pay scale of \$14.00 - \$16.00/hour and the Engineering Aides were \$15.00 - \$18.50/hour, depending on experience.

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