

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 05/16/2024 Weekly Agenda Date: 05/20/2024

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Melissa Thomas HR Director

**WORDING FOR AGENDA ITEM:**

Approval to broaden the scope of the Assistant County Engineer position.

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The Assistant County Engineer has been one of our more difficult positions to hire. Creating different requirements for this position will help bring more applicants and fill the position sooner.

**BACKGROUND:**

The County Engineer would like to include the requirements of a Civil Engineer Intern or a Civil Engineering Technician within the Assistant position. If one of these positions would be hired, it would be on a lower pay scale than an Assistant Civil Engineer and thus save money.

**FINANCIAL IMPACT:**

This position is already budgeted for so there will be no financial impact.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

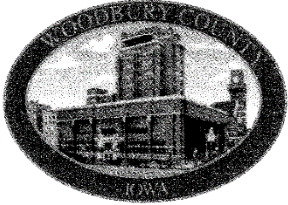
Yes  No

**RECOMMENDATION:**

Approve the motion

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve broadening the scope of the Assistant Engineer position.



# Woodbury County Secondary Roads Department

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

From: Mark J. Nahra, County Engineer

Date: May 16, 2024

Subject: Civil Engineer Intern/Assistant County Engineer Position

The Secondary Road Department currently has a vacancy for the position of Assistant County Engineer. We have been unable to fill the position since first advertising a vacancy back in 2023. We still need another individual to help cover our project work. I would also like to open the position to both engineering graduates with a Bachelors Degree in Civil or Construction Engineering or a civil engineering technician. Our most experienced technician, Virgil Bremer, is not far from being eligible to retire under IPERS and bringing a new technician in now to gain experience before that retirement would be an advantage to the county in the future.

I am asking the Board to concur with my recommendation to hire an employee to fill one position with the county, either an Civil/Construction Engineer Intern or Engineering Technician. This position is already fully budgeted, so no new full-time position is being created. The Civil Engineer Intern is a wage plan position. The Engineering Technician is a CWA union position.

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