



Greg Isakson, P.E.
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Goodhue County Public Works Department

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TO: Personnel Committee
Melissa Cushing, HR Director

FROM: Greg Isakson, Public Works Director

RE: 19 April 22 County Board Meeting
Highway Maintenance Worker Position

Date: 19 April 22

Summary

It is requested that the County Board authorize the replacement (backfill) of a Highway Maintenance Worker who recently resigned.

Background

An existing Highway Maintenance Worker has submitted his notice of resignation effective April 7th, 2022.

The determining factor for the size of the highway maintenance crew is the snow and ice removal level of service provided for during the winter season. The number of equipment operators defines the number of routes, which impacts the length of the plow routes and the time it takes to service the system as a whole.

The highway maintenance workers perform highway maintenance functions throughout the year which include crack filling and washing corrosive salt from expensive bridges in the spring, mowing highway shoulders to improve visibility of animals before they dart across the road, clearing intersection site corners so vehicles can see each other, repairing bituminous surface failures, repairing drainage failures in the road ditches, regrading the County's gravel roads, and dozens of other maintenance activities to preserve the large investment made in grading and paving the highway system. They also maintain the county parks and the public works equipment. A preliminary list of maintenance tasks to be performed this summer is attached.

This is a request to replace an existing employee, so there will be no additional funds required to grant this request. The new employee will most likely be hired at a lower starting wage, providing savings for the County.

"To effectively promote the safety, health, and well-being of our residents"

The replacement of this resigning employee will allow the County to continue the current level of service in providing a safe highway system and maintaining the County's assets.

Alternatives

- Authorize hiring a Highway Maintenance Worker to replace the resigned employee.
- Take no action, drop the existing level of service, drop a snow plow route, and allow the backlog of highway maintenance work to continue to grow.

Recommendations

It is the recommendation of staff that the County Board authorize the hiring of a Highway Maintenance Worker to continue the current level of service maintaining the County's roads and bridges, equipment, and parks.

It is further recommended that this Committee and the County Board reevaluate the need to bring the replacement of the Highway Maintenance Worker to this Committee and the County Board since this is the 12th employee replacement that has gone through the process, and all previous requests have been approved.



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: _____ Date: _____

Submitter Name: _____

Position Title: _____ Position Reports To: _____

Has the job description been reviewed by the department head? Yes No

Type of Hire: Replacement (backfill) Replacing Who? _____ New Position

Classification: Full Time Part Time

Status: Permanent Temporary (67 day) Seasonal Intern – paid

How does Goodhue County staff in this position compare to similar sized counties?

BUDGET & SALARY INFORMATION

Budget Impact

For new positions, please indicate whether or not the position has been budgeted for the current year.

- Replacement position in budget
 New position in budget
 New position not in budget

Has this job classification been evaluated by the Hay Group?

Yes No

FLSA Status: Exempt (salaried) Non-Exempt (hourly)

Starting Pay Grade / Step: _____ / _____

Anticipated Benefit Cost: \$ _____

Use this link for help calculating salary & benefits:
[Total Comp & Benefits Calculator](#)

Total Cost*: \$ _____

Total Budgeted: \$ _____

*Salary & Benefits

ADDITIONAL INFORMATION

Please explain all options and alternatives considered including mergers, transfers of duties, position elimination, impacts on county services and overtime, etc.

Job Posting Type: Internal only Internal & External

Advertising Requested:

- | | |
|--|---|
| <input type="checkbox"/> ADP Career Center (includes indeed.com) | <input type="checkbox"/> County website (includes Facebook & Twitter) |
| <input type="checkbox"/> Lake City Shopper/ Graphic | <input type="checkbox"/> Republican Eagle (includes JobsHQ online) |
| <input type="checkbox"/> Cannon Falls Beacon | <input type="checkbox"/> Zumbrota Shopper |
| <input type="checkbox"/> Assoc. MN Counties (AMC) website | <input type="checkbox"/> League of MN Cities (LMC) website |

Other Advertising Requested: _____

Send completed form & job description to Human Resources Director.

REQUEST TO HIRE FORM
APPROVALS PAGE

Department: _____ Date: _____

Submitter Name: _____

Position Title: _____ Position Reports To: _____

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No

Recommendation: Approve Hire Deny Hire

Comments: _____

HR Director Signature: _____ Date: _____

COUNTY ADMINISTRATOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments: _____

County Administrator Signature: _____ Date: _____

After final determination is made, this form should be sent to:

Person/ Department	Date & Initial	Method
<input type="checkbox"/> Human Resources Director	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice
<input type="checkbox"/> Department Head	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice