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TO: Personnel Committee  
Mary Priebe, HR Manager

FROM: Jess L. Greenwood, Deputy Director / Assistant Engineer

RE: 18 Apr 23 Personnel Committee Meeting  
**Authorize Engineering Technician and Parks & Trails Manager**

Date: 11 Apr 23

#### Summary

Requesting authorization to add an Engineering Technician position for fourth quarter of 2023 and a Parks & Trails Manager position for 2024.

#### Background

Public Works staff presented 'Public Works Structure & Staffing' to the Goodhue County Board of Commissioners at their March 7, 2023 workshop in Goodhue, MN.

The presentation examined and highlighted areas of the Public Works Department that need to be bolstered with either new or additional positions to provide a level of service commensurate with efficient operations. The Public Work's Department has grown in funding and work but lagged in staffing over several years. These positions further assist in providing for the department head to have more availability to work on Director related activities.

The attached proposed organizational chart that was presented shows a progressive approach to hiring needed positions over a three-year period from 2023-2025. The current request focuses on the engineering and parks divisions with the addition of an Engineering Technician position in the fourth quarter of 2023 and a Parks & Trails Manager position beginning in 2024. As discussed with the Board, the Engineering Technician position would require two new job descriptions to be created. These descriptions would be for a 'Graduate Engineer' and 'Engineering Apprentice' or something similarly titled. These additions will allow staff to post several different job descriptions simultaneously with the intent of broadening our recruitment efforts. A Parks & Trails Manager position description will also need to be developed, graded, and budgeted for prior to advertising.

The ability to hire for the engineering technician position in the fourth quarter of 2023 would be possible given numerous personnel budget savings that have been realized with numerous vacancies in the Department. Positions not filled thus far in 2023 include but are not limited to the following:

Design Manager: Budgeted for 12 months Not filled until March

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

Eng. Tech.	Budgeted for 12 months	Not filled until March
Maint. Worker x 2	Budgeted for 12 months	Both open from Jan. – Present
Hwy. Sup.	Budgeted for 12 months	Open from Jan. – Apr 10.

A conservative approach to available personnel funding shows approximately \$100,000 in salary and benefits that have not been paid in 2023 due to the vacancies. These available funds more than offset the potential 2023 salary and benefits of adding the engineering position in 2023. Moving forward with the retirement of the current PW Director an additional position will available that is currently being budgeted for, and those dollars could easily be shifted to offset future expenses for both positions without having to add additional levy dollars to the Public Works personnel budget. Furthermore, adding engineering staff will decrease the need to hire consulting firms to provide services that full-time staff will be able to do. A quick look at just a few recent consultant design & right-of-way contracts shows expenses of over \$750k. The contracts for just 2 grading projects are enough to support a Sr. Engineering Technician position with salary and benefits for over 6 years. Goodhue County’s Road & Bridge program continues to pursue grading and safety improvement projects that demand increased staffing levels or major adjustments to annual budgets to account for the cost of consultants. Severely reduced consulting needs moving into the future should further offset needed dollars for these requested positions.

Options:

- Authorize staff to add an Engineering Technician position to be hired during the fourth quarter of 2023 and to add a Parks & Trails Manager position to be hired in 2024.
- Authorize staff to add either an Engineering Technician or Parks & Trails Manager position during the fourth quarter of 2023 and consider adding the other position at a future time.
- Do nothing.

Recommendation:

Authorize staff to add an Engineering Technician position to be hired during the fourth quarter of 2023 and to add a Parks & Trails Manager position to be hired in 2024.

# Proposed Organizational Chart



**Public Works Director**  
County Engineer (1)

**Deputy Director**  
Asst. County Engineer (2)

**Hwy / Bldg. Superintendent**  
(1)

**Office Manager / Accountant**  
(1)

**Parks & Trails Manager**  
+1

**Road Foreman**  
(1)

**Recycling Center Coordinator**  
(1)

**Design Manager**  
(1)

**Construction Manager**  
(1)

**Administrative Accounting Assistant**  
(1)

**Hwy Maint. & Mech**  
(17) +2

**Hwy Maint. Apprentice**  
+1

**Recycling Center Operators**  
(4)

**Solid Waste Official**  
(1)

• Hire an additional engineering level staff position.

**Engineering Technicians**  
(4)

**Graduate Engineer**

**Engineering Apprentice**

**Administrative Support Specialist**  
(1)

→ PHASE 1  
2023/2024

→ PHASE 2  
2024/2025