

Human Resources



Hiring Journal

Req #	Hiring Journal - October										Updated on 10/11/2023
		Date opened:	Date closed:	# of days position is/was open:	total applicants:	# of disqualified apps:	# withdrawn apps:	# of interviews:	# of declined offers:		
Position											Hired:
314 Accountant		9/13/2023	9/24/2023	11	3			3			on-hold; re-evaluate the level of position
316 Police Officer (5 openings)		9/19/2023	until filled								
306 Police Officer (5 Openings)		8/7/2023	9/19/2023		9	1	3	5			Hired Ken Finlayson, Chandler Wanner
317 Lateral Police Officer		9/19/2023	until filled								
312 Corporal Police Officer (Internal Only)		8/28/2023	9/12/2023	15	9						Interview stage
303 Police Lieutenant (Internal Only)		7/11/2023	7/21/2023	10	4	0	0	4			0 Promoted Travis Leintz
310 Street Maintenance Operator (3 Openings)		8/29/2023	Until Filled		1						
309 Street Maintenance Foreman		8/22/2023	9/5/2023	14							
311 Solid Waste Operator (4 Openings)		8/29/2023	9/27/2023		8	1	0	3			Hired Morgan Mattheis; interview stage
318 Fleet Shop Technician		9/27/2023	10/15/2023								
308 Bailiff (PT)		8/22/2023	9/5/2023	14	5	1	0	3			0 re-open until filled
316 Bailiff (PT)		10/10/2023	until filled								
Public Works Director											
Fire Lieutenant (Internal Only)											



PROJECT ENGINEER

Education and Experience:

- Bachelor's Degree in Civil Engineering;
- One to five years' experience in a professional Civil Engineering preferred.
- Or an equivalent combination of training and experience that would be expected to lead to registration as a Civil Engineer in the State of North Dakota.

Special Requirements:

- Valid North Dakota Driver's License;
- Registration as an Engineer-in-Training in the State of ND- at hire.
- Must be a licensed Professional Engineer in the State of ND within 5 years of meeting the requirements defined in the ND Century Code for examination and licensure to take the Professional Engineer exam.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

Classification: Grade 18

FLSA: Exempt

