

# Memorandum

To: Demetris Pressley - CAO  
From: Valerie Mundy, P.E. - Public Works Director  
Date: June 25, 2025  
Re: Public Works Utility Tech 1 – Reclassification of Position

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Please find attached the job description for the reclassified position entitled Utility Tech 1. This position has more responsibilities than Worker 2 and requires more education and training.

Our Public Works Worker 2 employee has achieved two levels of certification since he started with the Town of Eatonville in September 2024. He became certified as Wastewater Collections Level III on 2/6/2025 and Level II on 4/24/2025. I am recommending his promotion to the newly created position of Utility Tech 1.

Because the town is undergoing a major capital improvements program to the water and sewer infrastructure, it is important that our employees are well qualified to plan and operate the new equipment. I hope the staff's enthusiasm is encouragement for the other public works employees to gain additional training.

On May 28, 2025, I recommended that this employee receive a starting rate of pay of \$23.75. That pay should be retroactive to May 1, 2025.

Please let me know if you have any questions.

Thank you.