



10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & Human Resources
Tony Randazzo, Director of Technology & Utilities

DATE: May 16, 2023

SUBJECT: New hire for the Building & Grounds, and Department of Public Works departments

In order to fill the current part-time seasonal Building & Grounds vacancy, and the On-call DPW Technician vacancy we have posted and completed interviews for these positions. In addition to posting the positions on the Township website they were also posted on Indeed. We received ample applications, and interviews were conducted with the qualified applicants by the two of us and Duane Hoeppner. We have arrived at a unanimous decision and we would like approval to offer the attached conditional offer of employment to the top candidates.

We would like a **motion to: Approve the conditional offer of employment for the part-time seasonal Building & Grounds position, at a rate of \$17.50 an hour (grade 1, step 5) and the On-call DPW Technician position, at a rate of \$26.27 an hour (grade 5, step 6). Contingent upon all appropriate pre-employment policies and procedures being met with regard to the employment of the applicant.**



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
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Hamburg Township-Conditional Offer of Employment

Job Title: Seasonal Building & Grounds Maintenance
Start Date: N/A
Department: Building & Grounds

Employment Status: Seasonal part-time
Work Schedule: N/A
Wage: \$17.50 (hourly, non-exempt)

Probation Period: 6 months

Job Title: On-call Department of Public Works Technician
Start Date: N/A
Department: Department of Public Works

Employment Status: Part-time on-call
Work Schedule: N/A
Wage: \$26.27 (hourly, non-exempt)

Probation Period: 6 months

Applicant

Michelle DeLancey, Director of Accounting & HR