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**TO:** Hamburg Township Board of Trustees

**FROM:** Tony Randazzo, Director of Technical & Utility Services

**DATE:** May, 14, 2026

**AGENDA ITEM** Buildings and Grounds Superintendent Classification

**TOPIC:**

Number of Supporting Documents: **01**

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### **Requested Action**

- Approve the reclassification of the Buildings and Grounds Superintendent position from Grade 4 to Grade 5. Also, place the current Superintendent in Grade 6, step 4 on the salary scale, effective July 1<sup>st</sup>.

### **Background**

I seek approval to reclassify the Buildings and Grounds Superintendent position to Grade 6 from the current spot in Grade 4. The primary reason for this request is that the position has grown in scope since it was originally classified. The number of maintenance tasks, especially related to the parks, has increased over the years, which has led to more part-time employees in this department as well as a new full-timer starting this week. No other position in Grade 4 oversees the day-to-day activities of any employees, let alone two full-timers, two permanent part-timers, and three seasonal workers.

I then recommend that the current Buildings and Grounds Superintendent, Duane Hoepfner, be placed in Grade 6, at step 4 (\$31.69 per hour), which is a 4.3% increase from his current rate of \$30.37 per hour. This change would take place with the new fiscal year on July 1<sup>st</sup>. Furthermore, the projected increase is already included in the draft budget.

### **Fiscal Considerations**

Does the agenda item require the expenditure of funds? Yes  No

Are funds budgeted? Yes  \*draft No

Fiscal year affected: 2026/2027

Is a budget amendment required? Yes  No

General Ledger numbers affected: 101.265.000-702.000

## Personnel Committee Recommendation

The Personnel Committee met on Wednesday, May 13, 2026, to discuss the reclassification of the Buildings and Grounds Superintendent, as requested by Tony Randazzo, Director of Technical & Utility Services.

The Personnel Committee formally recommends reclassifying the Buildings and Grounds Superintendent from Grade 4 to Grade 6, as this position has grown into more responsibility over the years. Furthermore, we recommend this employee to be placed at Step 4 of Grade 6 on July 1, 2026. Tony has already included this change in his draft budget for the 2026/2027 budget year.

Thank you,

Jennifer Daniels  
Joanna Hardesty  
Nick Miller