



10405 Merrill Road  
P.O. Box 157  
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[www.hamburg.mi.us](http://www.hamburg.mi.us)

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**TO: Board of Trustees**

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

**DATE: March 16, 2023**

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

In order to fill two of the current part-time seasonal Building & Grounds vacancies, and two of the On-call DPW Technician vacancies 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 on Friday, March 10<sup>th</sup> and Monday, March 13<sup>th</sup> by the two of us, Ryan Ward and Duane Hoepfner. We have arrived at a unanimous decision and we would like approval to offer the attached conditional offer of employment to the top two candidates.

We would like a **motion to: Approve the two conditional offers 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).**



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### Hamburg Township-Conditional Offer of Employment

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

**Employment Status:** Season part-Time  
**Work Schedule:** N/A  
**Salary:** \$17.50 an hour

**Probation Period:** 6 months

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

**Employment Status:** Season part-Time  
**Work Schedule:** N/A  
**Salary:** \$26.27 an hour

**Probation Period:** 6 months

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Applicant

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Michelle DeLancey, Director of Accounting & HR