



CITY OF  
**LONG LAKE**

## **City Council Agenda Report**

### **City of Long Lake**

450 Virginia Avenue, PO Box 606  
Long Lake, MN 55356

**MEETING DATE / October 21, 2025**

---

**SUBJECT:** Authorize Staff to Advertise for a Full-Time Public Works Maintenance Worker II Position

**Prepared By:** Jeanette Moeller, City Clerk

**Report Date:** 10/15/2025

---

### **Recommended City Council Action**

Staff recommends the following:

Motion to approve the job description for the Public Works Maintenance Worker II position, revised October 15, 2025, and to authorize staff to advertise and solicit applications for the position.

### **Overview / Background**

The City's Public Works Department currently has a vacancy due to the recent resignation of Public Works Maintenance Worker I Matt Fahrman.

Rather than posting to hire another Maintenance Worker I to fill the opening, staff recommends the Council authorize soliciting applications for a Maintenance Worker II level employee. At this time, our Public Works Director's team consists of two Maintenance Worker I probationary status employees who are working towards earning their water/sewer certifications while essentially learning on the job daily. Staff recognizes that the Public Works Director needs the support and assistance of an employee with more Public Works background and experience. The Maintenance Worker II position description requires an employee have a minimum of two years' experience in the water/wastewater field; and have already obtained both their Class D drinking water treatment license issued by the Minnesota Department of Health, and a SD sanitary sewer collections license issued by the Minnesota Pollution Control Agency.

The 2025 pay plan includes a salary range for a Maintenance Worker II employee beginning at \$32.04 per hour at Step One, and up to \$37.25 per hour at the maximum step, plus benefits. Pending receipt of Council authorization to post the position announcement, staff's intent would be to begin soliciting applications promptly in order to be conducting interviews and recommending a final candidate for appointment by the City Council in November or December.

Please note that staff is also requesting approval of a revised job description for the Public Works Maintenance Worker II position due primarily to significant formatting and minor content updates made during a review of the document.

### **Supporting Information**

- Position Description for Public Works Maintenance Worker II (updated October 15, 2025)