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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M TETZLAFF, CITY ADMINISTRATOR  
**FROM:** MATT RYNDA, PUBLIC WORKS DIRECTOR  
**SUBJECT:** HIRE JOSHUA SMITH FOR WASTEWATER TREATMENT PLANT OPERATOR POSITION  
**DATE:** MARCH 21, 2024

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On December 20, 2023, we started to advertise for the Wastewater Treatment Plant Operator position in the New Prague Times and the Times Extra for four (4) weeks each. We also advertised in several related organizations that offer free employment sites to their members. We received 12 applications and interviewed 9 applicants.

Based on the application and interview review process, staff recommends the hiring of Joshua Smith for the Wastewater Treatment Plant Operator position with an effective start date of Tuesday, April 16, 2024, and that his wage be placed at Pay Grade 10 Step 11 on the City's Compensation Plan at \$39.39/hr.

**Recommendation**

Mayor and Council approval of the hiring of Joshua Smith to the Wastewater Department per the recommendations listed above.