

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, Deputy Administrator-City Clerk
SUBJECT: Conditional Offer of Employment – Facility Technician
DATE: November 4, 2024

OVERVIEW:

On September 16, 2024, the City Council approved posting of the Facility Technician position. The position was posted from September 18, 2024, through October 7, 2024. The candidate pool was small and after scheduling interviews and having some candidates withdraw we decided to open the job posting again and conduct more interviews. The job posting was opened again from October 16, 2024 through October 27, 2024.

During the hiring process, it's been determined that Trevor Turner is the top candidate for the position. On October 30, 2024, a conditional offer of employment was extended to Trevor which is contingent upon City Council approval and a thorough background investigation. Trevor was offered to start at grade 3, step 4 of the city pay scale which was based on prior experience and qualifications. The conditional offer was accepted by Trevor on October 30, 2024. His start date will be November 19, 2024.

ACTION TO BE CONSIDERED:

Motion to authorize hiring Facility Technician Trevor Turner at grade 3, step 4 of the City pay scale contingent upon the successful completion of a background check.

BUDGET IMPLICATION:

The Facility Technician position is replacing the budgeted contract for cleaning services.