

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Facilities Technician – Update Job Description
DATE: December 1, 2025

OVERVIEW:

When the City created the position for Facilities Technician in the fall of 2024, we were also working through a full compensation study. The Technician job description was not included in the review, and the city made no adjustments to the scale when the study was finalized. These decisions were made as this was a newly created position, and we knew the job description would change as the employee further understood what buildings and responsibilities they were to be undertaking.

With a full year of that position existing and all buildings in place, staff created a better-defined job description and requested that Abdo review the scoring that was originally put in place. Based on the updated job description, it was identified that the position was working out of class. The following changes were recommended:

Move position from Grade 2 to Grade 4 on the salary scale.

The employee in that position is currently scheduled to move to Grade 2 – Step 4 and the updated compensation would adjust them to Grade 4 – Step 3 to follow the corrective action that was taken for other positions.

ACTION TO BE CONSIDERED:

Council requested to review and adopt the updated job description and authorize the compensation correction.

Attachments:

- Updated Job Description