

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** Facility Technician Job Posting  
**DATE:** September 16, 2024

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**OVERVIEW:**

In 2025, with the new building coming online, contracts, building services and facility maintenance were reviewed. Staff provided feasible options to Council on ways to address not only the new building, but existing facility needs.

Increases are expected in both contract and staff commitments with cleaning and snow removal. It is anticipated that the cleaning contract will double in cost by adding the new building in 2025. This does not account for the time and cost of existing staff.

The Facility Technician Job opening was discussed and approved on the August 12<sup>th</sup> Work Session.

Position will be posted in October to have a November start date as we enter the new building and prepare for adverse weather needs.

**ACTION TO BE CONSIDERED:**

Council to review and approve the proposed job description and authorize staff to fill the position of Facilities Technician.

**BUDGET IMPLICATION:**

The Facility Technician position is budgeted for 2025.

Attachments:

- Facility Technician Job Posting