

**REQUEST TO FILL POSITION**

Position requests must be completed to fill positions. Requests will be initiated by the department manager, approved by the Mayor and then sent to the human resource (HR) department for processing. An internal request number will be assigned in HR upon receipt of the completed form.

NEW POSITION \_\_\_\_\_ FILLING A VACANCY X RECLASSIFICATION: \_\_\_\_\_POSITION TITLE Collections System SpecialistINCUMBENT: Nate Butterbrodt GRADE: H STEP: 4 NON-EXEMPTFT X PT \_\_\_\_\_ TEMP/SEASONAL/INTERN(Please list) \_\_\_\_\_DEPARTMENT Wastewater Department 1<sup>st</sup> SHIFT (flexible start time)WORK SCHEDULE 6 am – 2 pm (or 8 hours / day)Account# to charge recruitment fees: 02-85-00-44REASON FOR OPENING Nate Butterbrodt took the same job in Beaver Dam for more money, it is also his hometown.JUSTIFICATION TO FILL This is an approved and budgeted position for the sewer department – this person assists the sewer collections crew leader and other team members in day-to-day maintenance and operations of the wastewater collections and treatment system.

ESSENTIAL JOB FUNCTIONS AND QUALIFICATIONS ( Job description may be attached)

Job description attached.

SPECIFIC RECRUITMENT ADVERTISING INSTRUCTIONS (where to post, how long, etc. If paid advertising is necessary, please include the appropriate account line information)

Posted immediately to all the normal sites used for water and wastewater job openings.DEPT HEAD SIGNATURE Peter Hartz DATE September 20, 2023

MAYOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

HR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

HR USE ONLY RTF Number \_\_\_\_\_ - \_\_\_\_\_

DATE POSITION FILLED \_\_\_\_\_ PERSON FILLING POSITION \_\_\_\_\_