

DPW – Street/Solid Waste Division

To: Mayor McFarland and Finance Committee Members
From: Stacy Winkelman
Date: March 5, 2025
Subject: Agenda Item – 2

Background

Inter-Departmental Promotion – an employee who was a heavy equipment operator got promoted into the Assistant Operations Manager position.

Budget Goal

01-54-31-10 Street Maintenance Payroll Account

Financial Impact

An employee that was at Grade I Step 7 was in the 2025 budget and was promoted to the Assistant Operations Manager Position. The current employee we would like to promote will be at a lower step so there will be some payroll savings with this move.

Recommendation

We had six street division team members apply for this position, which makes me excited for the future of our division. I would like to recommend promoting Daniel Kuehl into the position of Heavy Equipment Operator. Dan is a 26-year employee with the city; nearly 8 of those years with the Street/Solid Waste Division. He is a talented equipment operator, gaining experience while working on the Forestry Crew of the Parks Department and often subbing in on this work over the past eight years with the Street Division. Dan is a careful operator, aware of his surroundings and the employees who are on the ground near him. Crew members trust him in the machine and that is very important in our work. I am confident he will do a great job in this position. Following our Employee Handbook, I am recommending Dan be placed at Grade I Step 4. (Currently a G7 \$25.96 – 8% increase for two grade movement in pay table = \$2.08 increase or \$28.04. The nearest step is I4 at \$28.43)

2025 Operational Goals

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

Present a budget that (in no particular order):

1. Invests in the strategic planning and maintenance of our city buildings
2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
3. Supports employee retention and growth, while also evaluating operations and the associated staffing
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends



Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Heavy Equipment Operator DEPARTMENT DPW - Street/Solid Waste Division # OF APPLICANTS: 6

FT ☒ PT ☐ SALARY ☐ HOURLY ☐ Days Posted: 16 Incumbent: Mark Pitterle

☐ NEW POSITION ☒ REPLACEMENT OPENING FINANCE COMMITTEE APPROVAL REQUIRED: ☒ Y / ☐ N
(See Recruitment Policy)

Reason for Opening:

Incumbent promoted to Assistant Operations Manager Position

Justification for fill:

This Division needs to have four heavy equipment operators on staff to accommodate the work load and responsibilities of this Division.

Top Candidate Name: Dan Kuehl Recommended Grade/Step/\$ 28.43 I4 (per Policy 8%)

Qualifications:

Dan is a 17 year employee of the Park and Forestry Department and an eight year employee for the Street/Solid Waste Division. In that time he has ran many different types of heavy equipment as well as led crews. Dan's experience and leadership qualities make him a good candidate.

First Alternate Name: Keith Rein Recommended Grade/Step/\$ 29.18 I5 (per Policy 5%)

Qualifications:

Keith currently leads most of the catch basin/storm water repairs and concrete work. He has stepped in to run equipment on these jobs. Keith is a nine year employee and extremely talented and precise in every role he takes on. Keith exhibits strong leadership skills.

Second Alternate Name: _____ Recommended Grade/Step/\$ _____

Qualifications:

Comments:

Stacy Winkelman 02/24/25

Andrew Beyer 2/25/25

Supervisor Signature/Date

Department Head Signature/Date

Human Resources

- ☒ References Completed
☒ Background Check Completed
☒ Permission for Screening Received I4
☐ Grade, Step, and Years of Service 28.43 I2 / Vac
☒ Contingent Offer Drafted

Rian Schwarz 3/4/2025
HR Signature Date

Mark Pitterle 3/4/25
Finance Director Signature Date

Final Approval

Grade ____ Step ____ Vacation ____

Finance Committee(as required) ____

Effective Date: _____

Mayor Signature Date