



DPW – STREET & SOLID WASTE DIVISION

Stacy Winkelman  
Operations Manager

Matt Willmann  
Asst. Operations Manager

Jane Flanigan  
Admin. Asst.

Christopher Newberry  
Public Works Project Mgr

Tom Nickels  
Foreman

Jason Heller  
Foreman

**TO:** Mayor McFarland & Finance Committee  
**FROM:** Stacy Winkelman  
**RE:** Agenda Item  
**DATE:** April 20, 2023

Mayor McFarland & Committee Members:

I have one item on the agenda for discussion. This is to move an existing employee into the Light Equipment Operator position that is vacant due to re-organization in our division. We did discuss this at the February 13<sup>th</sup> meeting that we would be bringing this forth. Also discussed at the previous meeting was filling the vacant Foreman position in Solid Waste. We have not completed that process yet but are still actively interviewing candidates.

We had three current employees apply for the light equipment operator position. I am happy to say that all three would have been a good choice and that we are lucky to have good employees on staff to make this decision difficult on us! I have attached the candidate selection form for your review.

Please feel free to contact me if you have any questions or concerns.

Respectfully,

Stacy Winkelman  
DPW – Street/Solid Waste Division  
Operations Manager

Enclosures



### Candidate Selection Form

POSITION TITLE Light Equipment Operator Grade H DEPARTMENT DPW - Street/Solid Waste Division

NEW POSITION \_\_\_\_\_ VACANCY \_\_\_\_\_ RECLASS X # OF APPLICANTS: 3

FT X PT \_\_\_\_\_ EXEMPT \_\_\_\_\_ NONEXEMPT X

Reason for opening:

Vacancy due to re-organization within the Division.

Justification to fill:

This position is a skilled position which includes running the Street Sweeper. With MS4 requirements, we will begin running two street sweepers.

Top three responsibilities for position:

Street Sweeping/Catch Basin Clean Out  
Curb & Gutter and Catch Basin Repairs  
Sign Work

CANDIDATE NAME: Adam Quest

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Adam has been with the City for four years and has had the opportunity to be on many different crews, including the storm water crews. He also has a wide level of experience in many areas from previous jobs he has had. He is well liked in the division/City and will do well as he moves up.

Date Available to start:	Immediately	Grade	H	Step	2	Hourly Rate	\$24.13
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FIRST ALTERNATE: Jacob Mueller

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Jake has been with the City for just under four years. In that time Jake has very much expressed interest in learning more and moving up within the division. He hasn't had quite as much exposure as our #1 candidate, therefore he is the second candidate.

Date Available to start:	Immediately	Grade	H	Step	1	Hourly Rate	\$23.46
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SECOND ALTERNATE: Kyle Bernard

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Kyle has been with the City for two years and has been an exemplary employee with a great attitude. He hasn't had as much opportunity/time to learn as much as the other two candidates but Kyle shows great potential both in higher level laborer positions as well as leadership abilities.

Date Available to start:	Immediately	Grade	H	Step	1	Hourly Rate	\$23.46
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Approved Yes \_\_\_\_\_ No \_\_\_\_\_





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**TO:** Mayor McFarland & Finance Committee  
**FROM:** Stacy Winkelman  
**RE:** Agenda Item  
**DATE:** February 7, 2023

Mayor McFarland & Committee Members:

I have one item on the agenda for discussion. This is just an update as to what is coming up in our division with employees and filling positions.

We have basically three levels of employees at our division (not including foremen or mechanics): general laborer, light equipment operator, and heavy equipment operator. Matt Willmann was a light equipment operator before being promoted to Assistant Operations Manager. That position consists of sign work, storm sewer repairs, and sweeping. With Matt moving up we are short one light equipment operator. With that said, we would like to post internally to move someone into this position. This is not a new position or hire; it is moving someone into this grade of pay. We have been covering this work with current employees in this grade, however once construction and sweeping season start, we will be short in this grade; especially when the second sweeper arrives. There will be two employees dedicated to sweeping and catch basin cleaning for the majority of the year due to our MS4 permit requirements.

We also will need to advertise to fill the Solid Waste Foreman position due to the recent retirement of Rob Roe. Rob is on the payroll until March 1 so we would like to start this process soon, so we are ready to go with his replacement in March.

Please feel free to contact me if you have any questions or concerns.

Respectfully,

Stacy Winkelman  
Operations Manager