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## MEMO

TO: Mayor McFarland and Finance Committee Members  
FROM: Andrew Beyer, P.E.  
DATE: March 7, 2024  
RE: March 11, 2024 Finance Committee Meeting

Review and take possible action: advertisement for Engineering Division vacancy

### BACKGROUND:

I am writing to update you on the status of our efforts to fill the open Assistant City Engineer position. As you are aware, the position became vacant following the promotion of the former Assistant City Engineer to the Director of Public Works/Assistant City Engineer role. Despite our diligent efforts, we have encountered challenges in finding qualified candidates for this crucial role.

Over the past six weeks, the position has been advertised extensively, however we have not received applications from individuals who meet the necessary qualifications. This presents a pressing concern as we approach the upcoming construction season, during which the assistance of an engineer is vital for the successful execution of our Annual Street and Utility Program and Storm Water Utility activities.

In light of this situation, I propose that we expand our recruitment efforts by advertising for an additional position: Civil Staff Engineer. By doing so, we hope to attract candidates with the requisite skills and expertise to effectively support the Engineering Division's workload.

The most significant differences between the two positions are experience and credentials. A qualified Assistant City Engineer would be licensed as a Professional Engineer in Wisconsin and have experience in project management, contract administration, budget development and administration, and managing personnel. The Assistant City Engineer oversees the day-to-day operations and programs assigned to the Engineering Division and assigns/oversees work accordingly to ensure that program goals are met.

A qualified Civil Staff Engineer would ideally have two years of experience in public works, be certified as an Engineer in Training in Wisconsin, and would have work tasks assigned by the Director of Public Works/City Engineer. Work assigned would include surveying; map preparation; developing plans, specifications, and estimates; as-built collection; contract preparation; bid review; construction inspection; etc. A Civil Staff Engineer would assist in project management and in preparing Committee reports.

It is important to note that only one of these positions would be filled, depending on the qualifications of the applicants. Should we hire a Civil Staff Engineer, the Director of Public Works/City Engineer will take on the responsibility of managing personnel within the division. Moreover, there would be a plan in place to mentor the Civil Staff Engineer for potential advancement into the Assistant City Engineer role over time.

If the Finance Committee agrees with the described approach, I'm requesting that an updated job description for a Civil Staff Engineer be submitted to Carlson Dettman for review and pay grade assignment.