



Personnel Requisition Form

Open positions are not automatically approved and must be reviewed before the position can be posted. This form will assist the hiring manager in explaining why it is necessary to fill the position. Please secure the hiring manager and department head signatures and forward the completed form to Human Resources for consideration at the next Personnel Meeting.

Date of Request: March 5, 2014

Date New Hire Needed: April 1, 2014 or ASAP

Job Title: Rotating Operator

Department: WWTF

Suggested Wage: \$19.95 at \$23.73 after 180 days

Job Description Updated: Yes No

Number of hours to be worked per week: 40 Full-Time (Full-Time) or (Part-Time)

Is this position allocated in the current budget? Yes No

If "no", are there funds available to cover the position? _____

Is this a new position or replacement position? New Replacement

If "replacement", replacement for whom? Retiring operator Leonard Reimer

Please provide a brief narrative as to why it is critical to fill this position. This request is for the planned retirement of a WWTF operator and refilling his slot at the WWTF. Included in the 2014 WWTF budget was funding for a two-month overlap which allows time to recruit, hire, and train the new employee so that he/she can seamlessly move into the Operator shift rotation. The position is critical as the WWTF is staffed 24/7/365 and is not technologically able to operate unmanned.

Approvals:

1) _____ Date

Hiring Manager

2) Brian Helmreich _____ Date

Department Head

3) _____ Date Approved by Personnel

Human Resources

4) _____ Date Approved by Council

Human Resources

Decision:

____ Approved

____ Not Approved

____ On Hold