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**Gary Wall**  
Township Supervisor

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DATE: August 21, 2023  
TO: Honorable Charter Township of Waterford Board of Trustees  
FROM: Gary Wall, Township Supervisor *GW*  
RE: Department of Public Works Engineering Assistant

Through the passage of time and the addition of programs and activities, my office has taken on some extra roles due to the limited staff in other departments. Most notably, the designated single residential waste hauler and the required coordination work with the township and the third-party service provider, as well as the neighborhood road special assessment district program have added work and time. Additionally, the township also has the need for a centralized coordinator for its public streetlight program. This program has bounced around to various departments through the years and a comprehensive review is now needed, and for this to be a success, ownership of such a program is desirable.

At the same time, the DPW (Water and Sewer Branch) needs administrative support with its plan reviews and help within the Engineering Division. The current DPW Engineer spends time on some tasks that would be a better fit in an administrative role. In addition, the current volume of work has increased, and assistance in this area will help the overall efficiency of operations.

I have met with various Department Heads, Budget Staff, and Human Resources and we jointly believe that adding a position at this time is warranted. I believe there is an opportunity to fill one position and have that position render relief in both the DPW as well as the General Fund.

Therefore, it is my recommendation that the Township Board approve the creation of the DPW Engineering Assistant position (job description attached) and split the funding on a 70% Water/Sewer General Administrative side, and 30% to the Developmental Services side to incorporate the General Fund component in the proposed position.

The items in the proposed position that reside in my office currently should lie outside an elected position to permit the ongoing provision of services. Additionally, moving on this position now permits the transition of institutional knowledge and training in a more proactive manner from both my office and the DPW.

**With us there are no boundaries**

**Board Recommendations:**

Approve the proposed job description of DPW Engineering Assistant.

Approve the Budget Adjustment necessary for a Grade 4 Step 5 (Max) with an initial breakdown of 70% Water-Sewer and 30% Development Services. The current salary is \$61,515.00 + Benefits.

Thank you for your time and careful consideration of this matter. Should you have any questions please contact my office.

- cc. Justin Westlake, DPW Director
- cc. Derek Diederich, DPW Admin. Superintendent and Twp. Budget Director
- cc. Kristin Goetze, DPW Engineer
- cc. Mark Simlar, Human Resources Director
- cc. Jeffery Polkowski, Development Services Director