



Yamhill County
Public Works Department
2060 Lafayette Avenue, McMinnville, OR 97128
Ph. 503.434.7515 Fax 503.472.4068 E-mail pubwork@co.yamhill.or.us

John Phelan
Director

Roy Panschow
Road Supervisor

Russ Heath
Shop Supervisor

MEMORANDUM

April 4, 2016

To: Administrator Laura Tschabold
Commissioner Stan Primozich
Ken Huffer

From: John F. Phelan, Public Works Director

Re: Request for additional FTE for immediate temporary hire

Laura, Ken and Commissioner Primozich:

I would like to request consideration of the following personnel action item:

I would like to add one additional FTE for a temporary full-time (non-benefited) position, effective immediately, to continue through the end of this fiscal year (June 30, 2016). The individual will be hired in the \$13-\$17/hour range of the other Laborer I and Laborer II positions.

I realize this requires approval by the Board of Commissioners. The reason for this request is that the Public Works currently has a long-term, full-time Heavy Equipment Operator out on medical leave due to surgery. It is anticipated he will not return until the end of April. We also have three employees (two Medium Equipment Operators and one Laborer II) currently working on light duty.

Additionally, two long-term, Heavy Equipment Operators have given notice that they will retire in May (the 23rd and the 31st). We are embarking on our contract paving season, and will hire seasonal, temporary workers and I feel that the addition of one more Laborer I or Laborer II position will make it possible to fulfill our road maintenance obligations for this next month and a half (before the two employees retire).

Interviews have been conducted and there is adequate funding which will not exceed what was budgeted for Public Works personnel.

John F. Phelan
Director, Yamhill County Public Works

Accepted by Yamhill County
Board of Commissioners on

4-7-16 by Board Order
16-128