

**TO: Mayor and City Council**

**FROM: Jed Petersen, Public Works Director**

**SUBJECT: Seasonal Public Works Position**

**MEETING DATE: Tuesday, March 17, 2026**

### **Background**

I am requesting approval to begin the hiring process and advertising for two Seasonal Part-Time Public Works employees to assist with the increased workload during the upcoming summer season.

These positions are critical to maintaining the expected level of service across our parks, streets, and public facilities during peak months. Seasonal staff provide valuable support to full-time employees and help ensure routine maintenance tasks are completed efficiently and on schedule.

Typical duties for these positions will include, but are not limited to:

- Park and trail groundskeeping
- Mowing, trimming, and landscaping
- Trash and debris removal
- General facility and equipment upkeep
- Assistance with light maintenance

The anticipated work schedule will generally be Monday through Friday, approximately 7:00 a.m. to 3:00 p.m., as needed, with employment not to exceed 180 days per calendar year.

Upon approval, staff will move forward with advertising the positions and preparing for recruitment so candidates can be in place prior to the busiest portion of the maintenance season.

### **Requested Council Action**

I respectfully request a motion and approval to move forward with the advertising for and hiring of two seasonal employees.