



**Date:** July 9<sup>th</sup>, 2019

**To:** Mayor Andy Mitchell and Council Members

**From:** Kim Berry, HR Coordinator

**Subject:** Staffing Update: Equipment Operator / Labourer

**Status:** For Information

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## **Recommendation**

That the report of the Human Resources Coordinator with regard to the recruitment of Tim Dunford as the new Equipment Operator / Labourer be received for information.

## **Information**

Stacy Chapman has retired from the position of Equipment Operator / Labourer effective June 30<sup>th</sup>, 2019, leaving a vacancy within the Public Works Department.


In response to this vacancy an Internal Posting was conducted as per the Organizational Policy and there were five applications received. After reviewing the applications, three candidates were selected to continue through the process and were invited for an interview based on the qualifications and experience demonstrated through their resumes. The interview committee consisted of myself, Rick Dunford, Manager of Public Works and Scott Shewfelt, Public Works Supervisor. The interview committee was pleased with the quality of candidates involved in this process.

The interview process concluded with Tim Dunford being the successful candidate, starting in the full time role July 2<sup>nd</sup>, 2019. Previous to Tim taking this full time position, he had been working in the Public Works department as an Equipment Operator / Labourer on a contract basis since February of this year. Tim brings with him over 15 years of experience working with and operating heavy equipment, as well as experience as a general contractor. Tim is looking forward to this new opportunity and we look forward to working with him.

## **Financial Impact**

The cost of this position is included in the approved budget for the Public Works Department.

## **Environmental Impact**



No specific environmental impact related to this report.

**Strategic Plan Reference**

Achieve excellence in governance and service delivery.

**Attachment**

None

*Kim Berry*

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**Prepared By: Kim Berry, HR Coordinator**

*Janice Lavalley*

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**Approved By: Janice Lavalley, CAO**