

CITY OF BETHLEHEM

DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

TO: J. William Reynolds, President of Council
FROM: Mayor Robert J. Donchez
RE: Bureau of Streets – Maintenance Worker I Vacancy Filling Request
DATE: October 15, 2014

We have interviewed candidates and preliminarily selected one to fill the referenced position and are requesting the approval of Council prior to extending the offer of employment. Over the past several months, a higher position in the bureau became vacant, the posting process was conducted, and eventually the referenced position became open. Even though this bureau is understaffed, we have maintained this position open for as long as possible, but with the impending Leaf Collection and Winter Operations we now want to move forward with filling it.

If you have any questions, please let us know.

RD/MA/mob

cc: M. Alkhal
D. Brong
M. Sivak
File/xc

By: 
Title: Mayor