

# CITY OF BETHLEHEM

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## DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

**TO:** City Council

**FROM:** Mayor Donchez

**RE:** Hiring of Replacement Section Engineer – Bureau of Engineering, Department of Public Works

**DATE:** April 1, 2015

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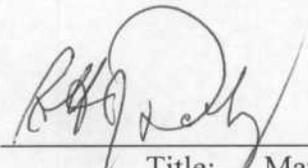
The Section Engineer in the referenced Department has tendered his two (2) week notice and will terminate employment with the City as of April 3<sup>rd</sup>. This is a key management position within the Bureau of Engineering and it is essential that we fill this position as soon as possible. After the Chief of the Engineering, the Section Engineer is the next line of supervision within the Bureau. The Section Engineer is responsible for design work, manages key construction projects, and supervises and assists Project Engineers, our Permitting staff and other staff within the Bureau. Within the past several years, budget cuts have led to the elimination of two (2) of the three (3) Section Engineers within the Bureau of Engineering, making this position the only remaining Section Engineer. It is imperative to the functions of the Bureau of Engineering that this position be replaced as soon as possible, particularly considering that this is the time of year when construction projects are prepared for bidding in order to maintain progress on our currently budgeted projects.

This position is a 29T and is currently budgeted at a yearly salary range of \$52,905.03 - \$74,109.32. We are currently submitting the Vacancy Reporting and Review Form and we ask for your concurrence to fill this position. If you have any further questions, please let me know.

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MA/MD/mob

cc: M. Alkhal  
D. Brong  
M. Dorner  
D. Bachman  
File/xc

By:   
Title: Mayor