




## UTILITIES DEPARTMENT


WATER ♦ WASTEWATER ♦ RECLAIMED WATER ♦ ENGINEERING ♦ CUSTOMER SERVICE

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### MEMORANDUM

TO: Danielle Archuleta, Human Resources Manager

THRU: Gordon Onderdonk, PE, LEED AP, Utilities Director 

FROM: Brad Smith, Utilities Capital Program Manager 

DATE: February 13, 2025

RE: Requisition for an additional Utilities Construction Coordinator Position

The additional Utilities Construction Coordinator position is needed to bring us back on track to efficiently inspect and document all capital improvement projects along with private development projects. These require inspection services daily. The department's three current Construction Coordinators are stretched thin due to the large number of ongoing and proposed construction projects. The projected workload of the coordinators has been increasing each month and is going to increase based on private development applications, FDEP grants, and the projected department CIP.

I respectfully request to fill this position.

