

Meeting Date: November 20, 2023
Department: Human Resources
Report No.: HR-2023-17
Submitted by: Doug Payne, Director of Human Resources
Approved by: Trisha McKibbin, Chief Administrative Officer
SUBJECT: **Hiring Report-Public Works Operator & Communications Assistant**

RECOMMENDATION: THAT: Report HR-2023-17, Hiring Report – Public Works Operator & Communications Assistant, be received for information.

BACKGROUND:

In September of 2023, the Municipality began recruiting for two Public Works Operators as previously approved by Council. These two positions were filled internally, however, a third position became available due to a resignation, leading to an expanded search to fill this unexpected vacancy.

In addition, Council approved the hiring of a full-time Communications Assistant in October of 2023.

COMMENTS:

Following an extensive interview process with multiple candidates, an offer of employment was extended to Jordan Lofthouse for the position of Public Works Operator. Mr. Lofthouse joins the Municipality from his current role as Public Works Operator in the Township of Brooke-Alvinston and previous to this at the City of Markham as a Roads and Operations Labourer.

Mr. Lofthouse brings over 10 years of experience in operating heavy machinery, including tandem and tri-axel trucks as well winter snow removal and summer road maintenance for Municipalities of various sizes. As a resident of Strathroy-Caradoc, Mr. Lofthouse also possesses a diploma in Fire Protection and Engineering Technology from Seneca College.

Mr. Lofthouse has joined the team on November 20, 2023.

In addition, the full-time Communications Assistant position was posted and an Offer of Employment was made to Jessy Van der Vaart for the Communications Assistant position. Mr. Van der Vaart has accepted our offer and joins the Municipality from his current role as the Temporary Communications Assistant.

Mr. Van der Vaart brings strong communication skills including being part of updating the Corporate website and social media channels as well as integrating into the business community helping with their digital presence.

Mr. Van der Vaart has started his full-time employment on November 13, 2023.

CONSULTATION:

Public Works Operator:

Manager of Public Works
Human Resources Student
Director of Human Resources

Communications Assistant:

Chief Administrative Officer
Human Resources Generalist / Payroll

FINANCIAL IMPLICATIONS:

The Public Works Operator is a replacement budgeted position.

The Communications Assistant full-time position was approved to be added to the remainder of the 2023 operating budget and subsequent budget years

STRATEGIC PLAN ALIGNMENT:

This matter is in accord with the following strategic priorities:

1. Economic Development: Support a strong local workforce.

ATTACHMENTS: N/A