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PUBLIC WORKS

Danielle Block, Director

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TO: Human Resources Committee

FROM: Danielle Block, Director of Public Works

DATE: March 1, 2023

RE: Action: Request for over hire of Residential Building Inspector Position

In preparation of a retirement by our current Residential Building Inspector on March 24, 2023, I am requesting to proactively fill this vacancy to allow one (1) week for an over hire to allow for adequate training of essential job responsibilities and to provide time for a transfer of critical data to successfully perform the job.

Allowing the new employee to work with the veteran employee is beneficial for training and fostering a seamless transition, particularly with the interaction with contractors. Consistency is very important to home buildings and contractors.

A vacancy in the HVAC Building Inspector position in the Inspection Division will offset the costs of the overhire.

Please contact Kurt Craanen at 832-6413 or kurt.craanen@appleton.org with any questions.