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Department of Utilities
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To: Chairperson Katie Van Zeeland and members of the Human Resources Committee
CC: Chairperson Vered Meltzer and members of the Utilities Committee
From: Chris Shaw, Utilities Director
Date: November 8, 2019
Re: *Request to Over Hire – Wastewater Instrumentation Technician*

The current Utilities Instrumentation Technician is planning on retiring January 10, 2020. The position is critical as the instrumentation technician works independently on all of the wastewater electronic instruments. This would include flow meters, level indicators, pressure and temperature sensors, etc. Maintenance and calibration of the utility's instruments is a requirement under administrative code so that process systems produce reliable data to report to the State of Wisconsin.

The position is also responsible for a number of hardware and software programs that are used for the plant's Supervisory Control and Data Acquisition (SCADA). The current inventory of input/output is ~2700 items. Being able to read and write programming code is an important part of wastewater operations and maintenance programs.

The incumbent has 25+ years of experience with the wastewater utility servicing all of the aforementioned equipment and software. This is a technically skilled position that requires the incumbent to be fully competent to install, maintain, troubleshoot, document, and repair a wide variety of electronic equipment as well as computer hardware and software. In order for a successful transition to the position's successor, I believe the Utility would benefit from having the incumbent transfer his institutional knowledge over a twenty day over hire period.

The financial impact is approximately \$7,000 and will be funded with current vacant salary dollars with the remainder or balance from a budget adjustment.