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Department of Utilities
Wastewater Treatment Facility
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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: September 5, 2019
Re: *Request to Over Hire – Utilities Master Electrician*

The current Utilities Master Electrician is planning on retiring at year's end. The position is critical as the master electrician works independently on all of the utility's electrical systems and equipment. The position is the only electrician in the Utility's table of organization. The incumbent has 25+ years of experience with the Utility, servicing high, medium, and low voltage systems.

This is a Master Electrician position with responsibilities for maintenance and repair of all Wastewater, Water, and other Utility facilities electrical equipment. 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 industrial electrical components which include, electronic monitoring, motors, motor control, starters, valve operators, wiring, lighting, high voltage switchgears, electrical metering systems, security systems and related components.

In order for a successful transition of the position's successor, I feel the City would benefit from having the incumbent transfer his significant institutional knowledge over a twenty day, over hire period.

The financial impact for this proposal is approximately \$5,700. The proposed funding to cover this cost will be to utilize vacant salary dollars. As such, no additional budget will be requested.