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Department of Utilities
Water Treatment Facility
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TO: Chairperson Denise Fenton and members of the Human Resources Committee
cc: Chairperson Vered Meltzer and members of the Utilities Committee
FROM: Chris Shaw, Utilities Director
DATE: August 30, 2021
RE: *Request to Over Hire – Water Plant Instrumentation Technician*

The incumbent water plant Instrumentation Technician is planning on retiring in January 2022. The position is critical as the instrumentation technician works independently on all of the water plant electronic instruments. This would include flow meters, level indicators, pressure and temperature sensors, analyzers, etc. Maintenance and calibration of the utility's instruments is a requirement under administrative code so that process systems produce reliable data to produce and report out to the State of Wisconsin.

The position is also responsible for several pieces of computer hardware as well as software programs that are used for the plant's Supervisory Control and Data Acquisition (SCADA) system. The current inventory of input/output is ~4500 items. Being able to read and write programming code is an important part of water plant operations and maintenance initiatives.

The incumbent has 15+ years of experience with the water 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 key institutional knowledge over a four week over hire period.

The financial impact is approximately \$5,400 in wages and will be funded with current vacant salary dollars with the remainder or balance from a budget adjustment. Should you have questions or if you would like to discuss this matter further, please contact Chris Shaw at ph: 920-832-2362.