

Facility & Support Services

600 West Fourth Street

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~ Our Promise: Professional People, Solving Problems, High Performance

December 6, 2016

TO: Mary Thee, Assistant County Administrator
FROM: Tammy Speidel, Director Facility & Support Services
RE: Request to overfill - Maintenance Specialist Position

Mary,

As we have discussed, Facility & Support Services has received notification from a Maintenance Specialist that he will be moving and leaving the county near the end of the year.

Additionally, another Maintenance Specialist is on long term FML. There is a very real possibility he may not be able to be able to return to work at all.

Facility & Support Services has four Maintenance Specialists who have a highly specialized skill set which eliminates the need to rely on outside resources to complete work in our facilities. In addition, these positions are routinely called in after hours to work on emergency repair issues, primarily in the jail, and assist with snow removal duties.

By having 50% of our staff unavailable, we are severely hampered with the amount of work we can accomplish, we look at an increased response and completion time for completing both emergency and routine work orders, and we are forced to look at turning to outside vendors at an increased cost in some cases to accomplish work tasks.

For these reasons we are asking that we be allowed to overfill one Maintenance Specialist position at this time, with a potential start date in late December, which would allow them the ability to "shadow" current staff for a brief period before one of our Maintenance Specialist leaves. The anticipated costs are approximately \$2,393.00.

If you should need any other information for this request, please do not hesitate to contact me.

CC: Chris Still, Maintenance Coordinator