



# Memorandum

February 3<sup>rd</sup>, 2020

To: City and Borough of Sitka Assembly  
Through Hugh Bevan, Interim Municipal Administrator

*HB 2-18-20*

From: Jeff Wheeler, Interim Utility Director

Subject: Hire of Relay/Control Technician

## **Request**

The City and Borough of Sitka Electric Department requests the hire of a Relay/Control Technician to provide for a succession plan that addresses the replacement of experienced personnel and to assist with the installation, commissioning, and maintenance of Marine Street Substation and all other Electric Department facilities associated with the job title.

## **Purpose:**

This request addresses the needs of the Electric Department by insuring that our system will have the necessary personnel available on a continuing basis to maintain all of our electric system components in planning now for upcoming retirements. This request also strengthens our ability to provide for the enduring reliable supply of hydroelectric energy to our community.

## **Background:**

The Electric Department currently has two Relay/Control Technicians to install and maintain electrical components that control the operation of infrastructure assets worth in excess of well over 300 million dollars and growing. The two current employees have over forty years of combined electric system knowledge and are permitted under Alaska Department of Labor law to assist our other critical skills employees (Line Crew) during the installation and maintenance of energized or de-energized system infrastructure. A succession plan was talked about for several years by the past Director but was never implemented. Hugh and I have discussed the need for a succession plan as well as a reorganization in the department to accomplish this goal without additional operating costs. Retirement date for current employee: July 1, 2022

## **Recommendation:**

Recommend Assembly approve the hire of a Relay/Control Technician to support and improve system reliability and to assure a steadfast succession plan that will include the efficient transfer of system knowledge to the next generation of critical skills employees.