



# Memorandum

October 16, 2013

To: Mark Gorman, Municipal Administrator  
From: Christopher Brewton, Utility Director  
Subject: **Offer of Employment – T&D Manager**

## **Request**

This is to request Assembly approval to authorize the hiring of Mr. Stephen Gordon as Transmission and Distribution Manager for the Electric Department.

## **Analysis:**

On May 31, 2012, our System Engineer, Robert Dryden formally retired. On February 21, 2013, our T&D Manager, David Hawkins resigned. To date both of these positions have remained unfilled.

We subsequently received 3 applications for the T&D Manager position. Two of the applicants did not meet basic job requirements and were not considered. On April 25, 2013, the HR Director and I conducted an interview with Mr. Gordon. Mr. Gordon has the commensurate qualifications for the job and would be a welcome addition to our team. As you can imagine, with 2 of 3 engineer positions vacant the department has an enormous amount of work to be done and I'm excited to have Steve onboard.

## **Fiscal Note:**

Both vacant engineer positions are funded in the existing FY2014 department budget.

## **Recommendation:**

I recommend the Assembly approve the hiring of Mr. Stephen Gordon as the T&D Manager with a starting pay rate of \$52.88 per hour, including a moving allowance of up to \$15,000 subject to submittal of receipts for moving costs, 40 hours of accrued vacation hours, and a vacation accrual rate of 16.67 hours per month.

Cc: Jay Sweeney, Finance Director  
Mark Danielson, HR Director