



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



DATE: February 5, 2018
TO: Personnel Committee
FROM: Jim Muenzenmeyer
RE: **Maintenance Department Succession Plan**

I am asking permission to allow a two month overlap of a critical staff position.

Maintenance Engineer Pat Simono has given us written notice of his intent to step down from his full time position effective June 8, 2018. Pat was hired in 2000 and has become an integral component of the Buildings & Grounds division. He is part of a two person team who maintains the mechanical, electrical, HVAC and plumbing systems of the largest City owned buildings. The other half of this team recently turned 65 years old; knowledge transfer at this point has become critical.

Pat was one of the three City employees who were trained on the operations of the Aquatic Center from the original installer of the equipment. He has since taken on the maintenance of the pool almost exclusively. The other two employees have peripheral knowledge, but without being there day in and day out, the original training has faded. Our pool has many complicated systems to keep the water moving, clean and to keep the chemicals in balance.

As part of this two month over-lap period, I will ask that a very detailed procedure book be written by the two maintenance individuals so as to memorialize the complex steps necessary to seasonally open the pool and to winterize it. This will help with knowledge transfer going forward.

Our succession plan moving forward is as follows:

- Begin training our new Maintenance Mechanic (newly hired position) to take on the role of Maintenance Engineer upon Pat's retirement
- Offer the Maintenance Mechanic position to another candidate from the recruitment process (a current employee)
- Pat has indicated that he is interested in remaining employed at the City in a lesser capacity role (possibly a bridgetender)
- As we get closer to June, we will request approval to backfill the necessary open positions that this may create.

We have a solution for the budgetary impact that this two month overlap would create within our existing 2018 personnel budget. The timing of this request is perfect to coincide with the normal pool operating maintenance that needs to start in April of each year. I am available if you should have any questions.