

# CITY OF BETHLEHEM

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## DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

**TO:** City Council  
**FROM:** Mayor Donchez  
**RE:** Hiring of Replacement Electronic Technician – Bureau of Electrical Maintenance, Department of Public Works  
**DATE:** May 28, 2015

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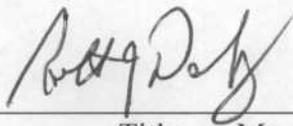
One (1) of the two (2) Electronic Technicians in the referenced Department has retired from his position with the City as of May 1st. The Electronics Technician I is responsible for daily operation/troubleshooting/maintenance of the Trunking Radio System, all portable and mobile radios, telephone system, 911 Dispatch Center, assisting the Water Department with their telemetry (S.C.A.D.A.) System, PA-1 Call markings, building data wiring, U.P.S. Systems, Public Address Systems, and other duties as assigned. The Bureau of Electrical Maintenance is a small bureau providing numerous functions/services and it is important to the operations of the bureau that this position be replaced as soon as possible.

This position is a 24T and is currently budgeted at a yearly salary range of \$41,483.29 - \$58,024.95. We are currently submitting the Vacancy Reporting and Review Form and we ask for your concurrence to fill this position. If you have any further questions, please let me know.

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MA/GC/mob

cc: M. Alkhal  
D. Brong  
G. Cryder  
D. Bachman  
File/xc

By: 

Title: Mayor