



County Executive  
Joseph T. Parisi

# DANE COUNTY DEPARTMENT OF WASTE AND RENEWABLES

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Director  
John Welch P.E.

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## MEMORANDUM

DATE: May 1, 2019

TO: Personnel and Finance Committee

FROM: John Welch, Director of Waste & Renewables

SUBJECT: Approval to fill vacant Hazardous Waste Coordinator Position #2779

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. Position #2779, Hazardous Waste Coordinator has been vacant for longer than six months.

1.) What is the nature of the work or what is the essential function?

The work involves overseeing the operations of a permanent Clean Sweep (household hazardous waste) facility and direct supervision of Hazardous Waste Technicians. This position is a lead worker position for the program. Coordinates county-wide planning and program implementation for the collection and safe disposal of household, municipally generated, and other hazardous wastes. Assists with servicing customers of the program.

2.) How has the function been fulfilled without this position?

A Hazardous Waste Technician has fulfilled these duties on an interim acting class basis. The program also has 3 LTEs, which have temporarily worked extra hours. This facility is open 6 days a week, which is more than can be covered by one FTE and 3 LTEs. The LTEs do not want to work more hours, which has led to increased LTE turnover. This leads to inefficiencies, with more new employee training, and it is not sustainable for the program.

In addition, the Department was recently created from the former Solid Waste Division. This has led to a series of transitions, which has prompted

management to review staffing at all levels of the Department. The recent and sustained growth in the use of this program requires us to have adequate personnel to serve our customers.

3.) What will be the impact on the Department's function and mission if the position remains vacant?

The program will not have adequate staff to handle the increased program growth. Additionally, we will likely lose some of our experienced LTEs. This turnover will require hiring and training new LTEs, which will create inefficiencies.

Overall, the program will experience lower levels of service to our customers. There may be delays and lines at the building, and new staff may not have the necessary knowledge to help customers without supervisor assistance.

Without an adequately staffed program, environmental safety may ultimately be compromised.