



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



DATE: February 1, 2021
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Request to revise Deputy Fire Chief job description

The current process for revising job descriptions requires that any significant job description changes be brought to Council for approval. The Fire Chief has made revisions to the current Deputy Fire Chief position in preparation for the recruitment process we plan to run to fill this position when Deputy Chief Koch retires in June.

The Chief has recommended revising the title of this position from Deputy Fire Chief to Assistant Chief of Fire Rescue. He has also made some other changes due to the restructuring of the Department that was done after Deputy Chief Kadow retired. This memo is to request approval of the attached changes.

Please note that the current process for backfilling budgeted positions requires that the backfill request be approved by the oversight committee and Council. The backfill request for this position will be brought to the Public Safety Committee on February 8th.

Thank you.