

Personnel  
12-18-17

17-1265

**RESOLUTION**

**NEW AND REVISED JOB DESCRIPTIONS:  
DEPARTMENT OF PUBLIC INFRASTRUCTURE, HUMAN RESOURCES,  
ATTORNEY AND FIRE RESCUE**

**WHEREAS**, in an effort to ensure all job descriptions are current and up-to-date to accurately reflect essential job duties and responsibilities within each department, the Human Resources Department directed department supervisors to review and update, if necessary, job descriptions from time to time; and

**WHEREAS**, the Human Resources Department has received the attached new and revised job descriptions in Department of Public Infrastructure (Cemetery Team Leader, Fleet Team Leader, Park Team Leader, Forester-Arborist, DPI Laborer and Maintenance Mechanic), Human Resources (Human Resources Generalist), Attorney (Staff Attorney) and Fire Rescue (Housing Enforcement Inspector), to be reviewed and considered for approval; and

**WHEREAS**, the Personnel Committee on December 4<sup>th</sup>, 2017, the Public Infrastructure Committee on December 6<sup>th</sup>, 2017 and the Public Safety Committee on December 11<sup>th</sup>, 2017, all recommended approval of the attached revised job descriptions in the Department of Public Infrastructure, Human Resources, Attorney and Fire Rescue, and approved the new job descriptions and to fill the newly created 2018 positions of Maintenance Mechanic at Grade G, DPI Laborer at Grade F and Housing Enforcement Inspector at Grade I.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Common Council of the City of Manitowoc to approve the attached new and revised job descriptions in Department of Public Infrastructure (Cemetery Team Leader, Fleet Team Leader, Park Team Leader, Forester-Arborist, DPI Laborer – Grade F and Maintenance Mechanic – Grade G), Human Resources (Human Resources Generalist), Attorney (Staff Attorney) and Fire Rescue (Housing Enforcement Inspector – Grade I).

**BE IT FURTHER RESOLVED** to approve filling the newly created position in Department of Public Infrastructure (Maintenance Mechanic – Grade G and DPI Laborer (3) – Grade F) and Fire Rescue (Housing Enforcement Inspector – Grade I), all according to the Compensation Plan and Employee Policy Manual, and to backfill any budgeted vacancies created as a result of filling these positions, all in accordance with the Mayor’s adopted 2018 Executive Budget.

**DEC 18 2017**

INTRODUCED \_\_\_\_\_

ADOPTED \_\_\_\_\_

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact: n/a  
Funding Source: n/a  
Finance Director Approval: /sc  
Approved as to form: /kmm