

Personnel
3-3-14

086

RESOLUTION

DEPARTMENT OF PUBLIC INFRASTRUCTURE JOB DESCRIPTIONS

WHEREAS, as a result of the City's reorganization in 2011, essential job duties and responsibilities have changed within each department; and

WHEREAS, it is a best practice to ensure all job descriptions are current and up-to-date to accurately reflect essential job duties and responsibilities within each department; and

WHEREAS, the Personnel Committee recommended acceptance of the attached revised job descriptions within the Department of Public Infrastructure (Building Custodian, Maintenance Engineer II, Cemetery Foreman, Administrative Assistant, City Surveyor Technician, Clerk Typist II, Engineering/Stormwater Technician, Engineering Team Leader, Engineering Technician I, Engineering Technician II, Engineering Technician III, Bridgetender, Operations Clerk II, Operations Clerk III, Operations Co-Team Leader (Parks-Cemetery-Bridges-Electrician), Operations Co-Team Leader (Streets and Sanitation) Electrician, Parks Worker I, Senior Center Clerk Typist II, Operations Business Manager, Transit/Buildings and Grounds Team Leader and Recreation, Zoo and Senior Center Team Leader) at a meeting held on Monday, February 10, 2014.

NOW THEREFORE, BE IT RESOLVED BY Mayor Justin M. Nickels and the Common Council of the City of Manitowoc to approve the attached revised job descriptions within the Department of Public Infrastructure (Building Custodian, Maintenance Engineer II, Cemetery Foreman, Administrative Assistant, City Surveyor Technician, Clerk Typist II, Engineering/Stormwater Technician, Engineering Team Leader, Engineering Technician I, Engineering Technician II, Engineering Technician III, Bridgetender, Operations Clerk II, Operations Clerk III, Operations Co-Team Leader (Parks-Cemetery-Bridges-Electrician), Operations Co-Team Leader (Streets and Sanitation) Electrician, Parks Worker I, Senior Center Clerk Typist II, Operations Business Manager, Transit/Buildings and Grounds Team Leader and Recreation, Zoo and Senior Center Team Leader).

Introduced MAR 3 2014 _____

Adopted _____

Approved _____

Justin M. Nickels, Mayor

This Resolution was drafted by Jeri Johnson, Human Resources Generalist