

SALARY COMPARABILITY STUDY



Manitowoc Housing Authority

February 6, 2026



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I. INTRODUCTION

The primary goal of the Manitowoc Housing Authority (here in referred to as Agency) is to provide its residents with housing options in the community through promotion of proven methods to deliver affordable, stable, and safe housing solutions. While this is a goal that is worthy and attainable, it does require constant hard work and dedication on the part of each employee of the Agency. The extent to which this primary goal is realized is determined in large part by the effectiveness of Agency management and the productivity and efficiency of the operations staff. Therefore, the Agency must be well organized, well managed, and adequately staffed with competent, well-trained, and dedicated personnel. It follows that the staff must be fairly compensated for the work they perform.

To implement the most effective pay strategies, the Agency needs up-to-date compensation data with supporting analysis and a system to determine what salary to pay their employees. Therefore, the Agency commissioned this study to ascertain equitable pay rates based on Manitowoc, Wisconsin area prevailing wages. This information helps the Agency remain competitive in order to minimize the risk of losing employees to other organizations, prevents bias charges with internal salary ranges that are fair and equitable, and supports the Agency's strategic goals and objectives with a pay system backed up by benchmark classification data.

Positions Included in Analysis

The Salary Comparability Study includes analysis of approximately 4 employees in 5 positions. There are 3 full-time, 2 part-time and 1 vacant positions.

II. OBJECTIVES AND METHODOLOGY

The objectives of this salary and wage study are: (1) to compare the Agency's current pay rates with those of other local employers and other comparable organizations within similar industry codes in the Manitowoc, Wisconsin geographic area; and (2) to develop any constructive recommendations or changes within the Agency's compensation system.

A. Methodology

To achieve the above objectives, the contractor worked with the Executive Director to obtain information essential to conducting the survey such as:

1. Current HUD Maintenance Wage Rate (Form HUD-52158)
2. Current Formal Organizational Chart(s) by department if available
3. Relevant Labor Union Agreements or Contracts
4. Copy of Operating Budget Schedule of Positions and Compensation Form HUD-52725
5. Employee Roster including:
 - a) Employee Name
 - b) Title
 - c) Current Base Salary
 - d) FLSA Classification (Exempt/Non-Exempt)
 - e) Years of Experience in Position
 - f) For Supervisors-number of employees supervised direct & indirect
 - g) For Part-time Employees-Averaged Hours Worked Annually
 - h) For On-site employees – Property each is assigned
 - i) Current Job Descriptions
 - j) Current Compensation Plans (Pay System)
 - k) Job Description Audit Questionnaire to gather essential information for Job Description compliance.

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Discussions with the Executive Director were made to gather the objectives, expectations, ground rules of the project and an approximate time period for implementing tasks. Our HR Analyst took the data that was received and analyzed it to ensure positions complied with the Fair Labor Standards (FLSA) overtime exemption classifications (Exempt/Non-Exempt), reviewed job descriptions for working conditions and environment, job function such as essential and non-essential duties, supervisory controls, job value, and if each position was compliant with ADA, Section 504, Federal OPM, FLSA, Equal Pay, Equal Employment, Title VII and OSHA regulations. We also cross referenced the data to ensure its validity.

Once job positions for the analysis were determined, a comparison was conducted between the Agency's current job description requirements and the database profile job summaries. The position descriptions, current compensation plan, organizational chart and information collected through the database system of comparable salaries were the primary tools used in determining if positions are comparable to those of the immediate geographical area. Primary factors considered in the review of the information were:

1. Overview
 - a) A summary of responsibilities.
2. Essential Functions
 - a) Similarities of duties and the degree of responsibility, such as line versus staff.
 - b) Supervisory tasks and number of employees supervised.
 - c) Types and scopes of programs in which employees participate.
 - d) Difficulty and complexity of the work.
 - e) Education, experience, and skills required.
3. Pay Range
 - a) Similarities in pay range with area agencies.

B. Compliance

The Analyst analyzed the data provided by the Agency to ensure each position and salaries are being classified and paid in compliance with the following regulations:

1. Fair Labor Standards Act (FLSA) Overtime Exemption
2. OMB Circular No. A-87 – Cost Principles Attachment B, Part 8(a)
3. HUD Maintenance Wage Rates – Davis Bacon Act & FLSA
4. HUD’s Executive Salary Cap PIH Notice 2019-21 (2011-48 as amended)
5. C.F.R. § 200.430 Compensation Personal Services *“Local Pertinent Practice”*

C. Current Job Description Review

Well-written job descriptions are important tools of communication and should be updated annually to ensure the Agency stays compliant with federal, state, and local regulations and can stay within budget constraints with salaries. The purpose of job descriptions is:

1. Establish job requirements to set comparable salaries.
2. Meet legal requirements of the job.
3. Ensure proper recruiting & selection is made for the position.
4. Establish job performance standards & maintain performance evaluations.
5. Gauge employee training & development needed in order to meet job requirements.
6. Create concrete job expectations from the Agency.

The risks of outdated or no job descriptions:

1. Imposes serious legal risks (i.e., ADA, FLSA, Equal Pay Act, EEO etc.).
2. Negatively affects recruiting.
3. Detrimental to the employee / employer relationships.
4. Creates inadequate salaries for positions.

After reviewing the current job descriptions provided by the Agency, it is recommended the Agency update the current job descriptions to be compliant with current regulations, and current duties being performed by employees. Ensure that all positions have correct job classifications and properly meet the FLSA overtime exemption status set. Job descriptions should meet the Office of Personnel Management (OPM) standards.

D. Documenting Comparable Positions

Our database provides research for private and public organizations and is updated quarterly to maintain cost-of-living increases, new HR Tax Codes, Laws, and Census Data. The database calculates salary and cost of living differentials between 9,600 cities and 1,200 industries in the U.S. It also provides consensus wage and base salary (mean and median) ranges for 44,600+ different positions and over 10,000 global locations. Salary calculations are adjusted by geographical area, industry, organization size and salary planning date.

The Local Base – Public & Private Sources are as follows:

- Local Chamber of Commerce
- Local Private Industry Counsels
- Local Economic Development Board
- HR Management Associations
- Local Employers Associations
- Local Boards of Trade
- Local City & Personnel Offices
- Various Consulting Firms
- Regional & National Survey
- U.S. Public Sector Administrators
- Local Labor Departments
- Housing Authorities
- Law Enforcement Agencies
- Property Management Companies
- HR professionals
- Local City/County Offices
- Federal Government Pay Administrators
- Hospitals & School Districts
- Military

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An "Individual Position Profile" for each position was provided from our system. Each page shows the "Estimated Survey Mean Annual Base Salaries," Data Specifications and brief summary of duties. There has been an Individual Position Profile pulled from our system for each position included in this study.

All database profiles were compared with Agency job description requirements which includes essential and non-essential duties, minimum education level, experience required, supervisory controls in order to established comparability between positions. Where more than one data analysis profile and accompanying comparable description were required to encompass the responsibilities of an individual classification as defined by the Agency's position description, multiple comparables were assembled and salary ranges were calculated appropriately.

The Agency size and operating budget are also set within the database under the Administrative Government Support Services to ensure comparable size of organization and then compared to three (3) different comparable industry codes:

1. Real Estate and Development
2. Property Management
3. Low-Cost Housing

These industry codes pull local comparable positions from both Private and Public local organizations paid with government funds and are organizations that provide low-cost Housing that build, rehabilitate, manage and/or are lessors of properties to low-income individuals and families, senior citizens, and individuals with disabilities.

Once the database analysis was completed, data was arranged by the individual job titles, department, management level and current annual salary. The analyst compiled the entry, mean and maximum wages from each individual position database profile to evaluate the wage ranges utilized within the data surveyed. The Analyst averaged all comparable position profiles to identify the geographic target range from entry wage to maximum wage and analyzed Agency data compared to local geographic data to see if salaries were within comparable range.

E. Preparation of Pay Schedule

Based on the comparable entry pay rates, a proposed Schedule of Hourly, Bi-Weekly, Monthly, Semi-Monthly and Annual Pay Rates were prepared for the Agency's job classifications. An analysis was made of the pay ranges used by comparable public and private organizations within the immediate geographical area. The analysis indicated that the pay range of the local agencies averaged 63%. The proposed compensation system schedule for the Agency reflects a range of approximately 56%, which is within the acceptable range of the average of other local agencies and sets an equal pay range for all Agency staff. The Agency's Analysis of Nearest Database Comparables (Chart 1) shows the Agency's positions along with the individual database profile utilized for each position and the average local range of 63% (*See the Agency's Analysis of Nearest Database Comparables and Pay Range (Chart 1) Page 12*).

III. SUMMARY OF SURVEY RESULTS

Salary Comparability Analysis

The HR Analyst performed an analysis of surveyed employees and positions for the Agency. Employees were found to be evenly distributed throughout the pay scale. Overall, this leaves ample room for continued growth for most employees.

The following positions fell at a "**Green-Circle**" rate which simply means that their current salary fell **below** the minimum (entry) pay rate for their position. Generally, employees in this situation should be given an increase to get them into at least the minimum pay range as soon as they meet the minimum requirements for the position.

- Executive Directo-Lewis
- Office Manager P/T-Smith

Employees that are within Min.-Max. range but are paid above local market rate:

Position	Years Exp. with Agency	Pay Schedule Step
Maintenance Technician	0.3	Step 9

The Agency may adjust the pay rates of employees to coincide with the minimum step represented in this study on the current pay schedule guide to meet the minimum Time Series (*data point statistics*) percentile range. The Agency could then begin a systematic plan to adjust wages according to accepted pay steps, based on merit and/or cost of living increases, as deemed appropriate by the Executive Director and/or Board of Commissioner.

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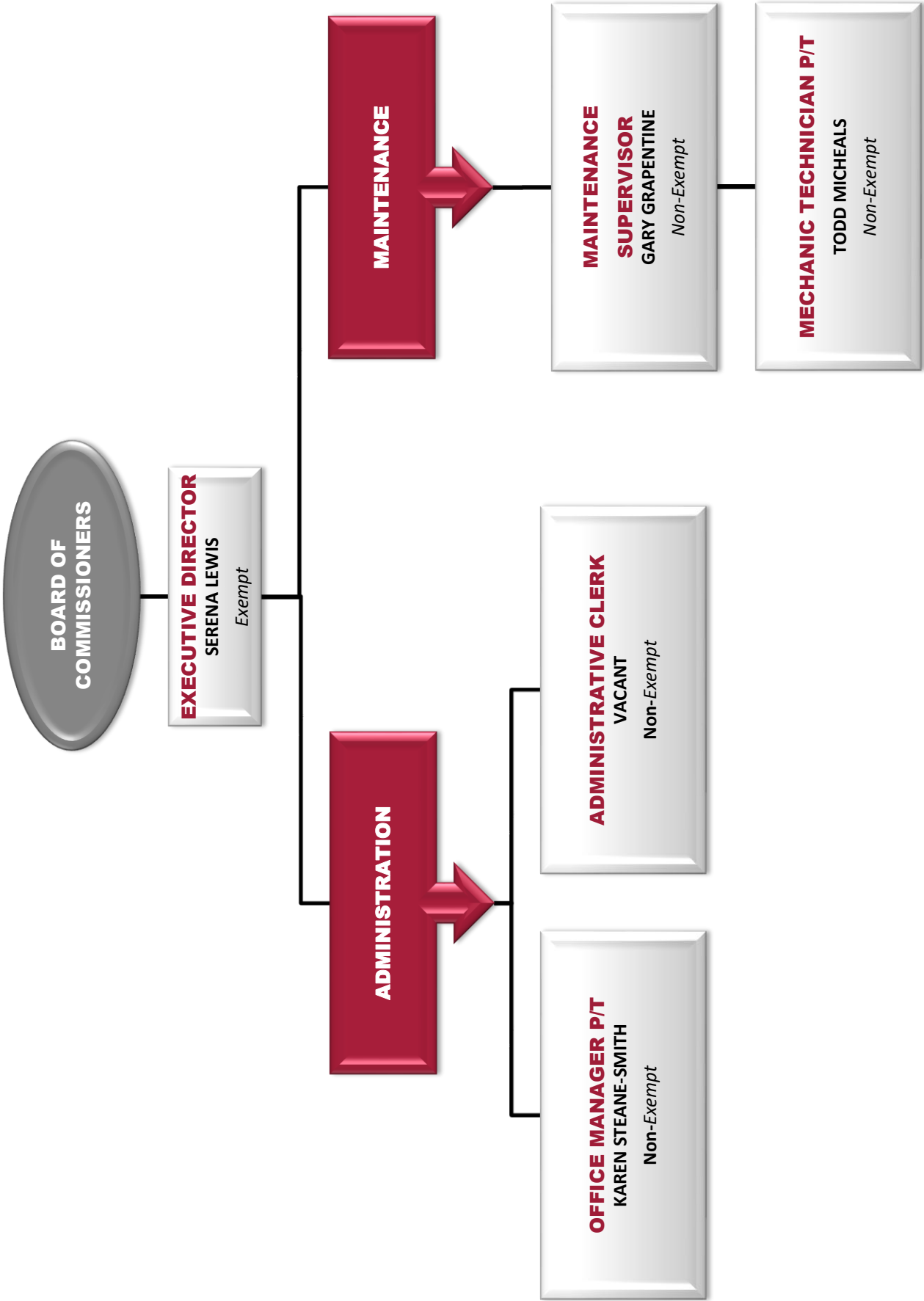
Overall, the new salaries for current employees using the minimum salary based on the formula to credit current experience with the Agency may increase budget needs for the Agency by 2.8%. However, budget impact could be less depending on how salaries are prorated amongst funded programs and adjustment to proper staffing. Budget reductions will be realized by reducing overstaffing levels. **NOTE:** Employee performance and/or duties performed outside respective classifications were not evaluated in the Salary Comparability Study.

The entry wage on Step 1 is set to the minimum job requirements listed in the job description. Management may use the step increases for employee performance-based merit increases. Cost of living increases would need to be adjusted across the board on the pay schedule guide to update all salaries by the cost of living and then the performance-based merits could continue to be utilized. Management and/or the Board of Commissioners can set the standards for the performance evaluation criteria to accomplish a move for a merit increase. For new or vacant positions, if an applicant applied that had more experience or education required on the job description (Step 1), then management may choose to advance to a higher step (Step 2 or 3) for a higher-level entry wage to accommodate the additional education and/or experience.

Individual positions may or may not be eligible for an increase based on performance and/or budget requirements if within comparable range. The HR Analyst is a third-party consultant and conducts analysis based on data. Employee performance, past industry experience and/or higher education levels were not evaluated in this study. Management and/or the Board of Commissioners may want to take each individual's performance and past industry experience into consideration.

IV. ORGANIZATION CHARTS

The organization charts were constructed from the Agency's job descriptions, current organizational charts, data provided by the Agency and discussions with the Executive Director.



V. ANALYSIS OF NEAREST DATABASE COMPARABLES AND PAY RANGE (CHART 1)

Analysis was conducted on Agency employees by reviewing the employee's job description requirements and/or job questionnaire, current compensation plan and organizational structure provided by the Agency. The Contractor analyzed comparable individual profile(s) from the database for each position. The entry wage and maximum wage were documented on this chart and the average pay range (min.-max.) was calculated to establish a local geographical wage range percentage for this Agency which resulted as 63%.

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CHART 1 - Analysis of Ranges

Agency Title		Local Comparable Individual Profile	Profile Min. (Entry) Wage	Profile Max. Wage	% Increase Min.-Max. Range
ADMINISTRATION					
1	Executive Director	EXECUTIVE DIRECTOR	\$ 64,201.67	\$ 175,747.33	174%
2	Office Manager P/T	OFFICE MANAGER	\$ 35,511.50	\$ 50,772.25	43%
3	Administrative Clerk	ADMINISTRATIVE CLERK	\$ 35,625.67	\$ 46,571.00	31%
MAINTENANCE					
4	Maintenance Supervisor	WORKING FOREMAN	\$ 56,301.33	\$ 77,789.00	38%
5	Maintenance Technician P/T	MAINTENANCE SERVICE WORKER	\$ 20.18	\$ 26.16	30%
Average Target Minimum-Maximum Range					63%
NOTE: The increase in pay range for the Agency shown on the following schedule is 3% and has 16 steps including the entry level step. The Agency's average range of 56% is within acceptable range of the 63% of other selected local organizations.					

VI. AVERAGED PAY SCHEDULE GUIDE (CHART 2)

The min.-max. pay range from comparable organizations has been used to establish an accurate and feasible Pay Grade Guideline System. The entry (min) to high (max) pay rate for each position was determined to establish the range percentage of differences. The percentages were then averaged to arrive at a comparable pay range in comparison with the Agency's Hourly, Bi-Weekly, Monthly, Semi-Monthly and Annual pay guideline schedule included in this study. The Averaged Pay Schedule Guide has 16 Steps with 3% increase between steps with a comparable average between min.-max. of 56.

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CHART 2 - Averaged Schedule of Hourly and Annual Pay Rate

Performance Based Step Guide / COLA can be added to Annual Salaries in Formula as Proved by the Board of Commissioners																			
Job		Pay	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	
Classification		Period	(Entry) (Maximum)																
Administration		Pay Schedule Guide - 3% Step Increase																	
1	Executive Director	Hourly		\$30.87	\$31.79	\$32.75	\$33.73	\$34.74	\$35.78	\$36.86	\$37.96	\$39.10	\$40.27	\$41.48	\$42.73	\$44.01	\$45.33	\$46.69	\$48.09
		Weekly	\$1,234.65	\$1,271.69	\$1,309.84	\$1,349.13	\$1,389.61	\$1,431.29	\$1,474.23	\$1,518.46	\$1,564.01	\$1,610.93	\$1,659.26	\$1,709.04	\$1,760.31	\$1,813.12	\$1,867.52	\$1,923.54	
		Bi-Weekly	\$2,469.29	\$2,543.37	\$2,619.67	\$2,698.27	\$2,779.21	\$2,862.59	\$2,948.47	\$3,036.92	\$3,128.03	\$3,221.87	\$3,318.53	\$3,418.08	\$3,520.62	\$3,626.24	\$3,735.03	\$3,847.08	
		Semi-Monthly	\$2,675.07	\$2,755.32	\$2,837.98	\$2,923.12	\$3,010.81	\$3,101.14	\$3,194.17	\$3,290.00	\$3,388.70	\$3,490.36	\$3,595.07	\$3,702.92	\$3,814.01	\$3,928.43	\$4,046.28	\$4,167.67	
		Monthly	\$5,350.14	\$5,510.64	\$5,675.96	\$5,846.24	\$6,021.63	\$6,202.28	\$6,388.35	\$6,580.00	\$6,777.40	\$6,980.72	\$7,190.14	\$7,405.84	\$7,628.02	\$7,856.86	\$8,092.57	\$8,335.34	
		Annual	\$64,201.67	\$66,127.72	\$68,111.55	\$70,154.89	\$72,259.54	\$74,427.33	\$76,660.15	\$78,959.95	\$81,328.75	\$83,768.61	\$86,281.67	\$88,870.12	\$91,536.23	\$94,282.31	\$97,110.78	\$100,024.10	
2	Office Manager P/T	Hourly	\$22.76	\$23.45	\$24.15	\$24.87	\$25.62	\$26.39	\$27.18	\$28.00	\$28.84	\$29.70	\$30.59	\$31.51	\$32.46	\$33.43	\$34.43	\$35.47	
		Weekly	\$882.91	\$703.40	\$724.50	\$746.24	\$768.63	\$791.68	\$815.43	\$839.90	\$865.09	\$891.05	\$917.78	\$945.31	\$973.67	\$1,002.88	\$1,032.97	\$1,063.96	
		Bi-Weekly	\$1,365.83	\$1,406.80	\$1,449.01	\$1,492.48	\$1,537.25	\$1,583.37	\$1,630.87	\$1,679.79	\$1,730.19	\$1,782.09	\$1,835.56	\$1,890.62	\$1,947.34	\$2,005.76	\$2,065.94	\$2,127.91	
		Semi-Monthly	\$1,479.65	\$1,524.04	\$1,569.76	\$1,616.85	\$1,665.35	\$1,715.32	\$1,766.77	\$1,819.78	\$1,874.37	\$1,930.60	\$1,988.52	\$2,048.18	\$2,109.62	\$2,172.91	\$2,238.10	\$2,305.24	
		Monthly	\$2,959.29	\$3,048.07	\$3,139.51	\$3,233.70	\$3,330.71	\$3,430.63	\$3,533.55	\$3,636.56	\$3,748.74	\$3,861.20	\$3,977.04	\$4,096.35	\$4,219.24	\$4,345.82	\$4,476.19	\$4,610.48	
		Annual	\$35,511.50	\$36,576.85	\$37,674.15	\$38,804.37	\$39,968.51	\$41,167.56	\$42,402.59	\$43,674.67	\$44,984.91	\$46,334.45	\$47,724.49	\$49,156.22	\$50,630.91	\$52,149.83	\$53,714.33	\$55,325.76	
3	Administrative Clerk	Hourly	\$17.13	\$17.64	\$18.17	\$18.72	\$19.28	\$19.86	\$20.45	\$21.06	\$21.70	\$22.35	\$23.02	\$23.71	\$24.42	\$25.15	\$25.91	\$26.68	
		Weekly	\$685.11	\$705.66	\$726.83	\$748.64	\$771.10	\$794.23	\$818.06	\$842.60	\$867.88	\$893.91	\$920.73	\$948.35	\$976.80	\$1,006.11	\$1,036.29	\$1,067.38	
		Bi-Weekly	\$1,370.22	\$1,411.32	\$1,453.66	\$1,497.27	\$1,542.19	\$1,588.46	\$1,636.11	\$1,685.20	\$1,735.75	\$1,787.82	\$1,841.46	\$1,896.70	\$1,953.60	\$2,012.21	\$2,072.58	\$2,134.75	
		Semi-Monthly	\$1,484.40	\$1,528.93	\$1,574.80	\$1,622.05	\$1,670.71	\$1,720.83	\$1,772.45	\$1,825.63	\$1,880.40	\$1,936.81	\$1,994.91	\$2,054.76	\$2,116.40	\$2,179.90	\$2,245.29	\$2,312.65	
		Monthly	\$2,968.81	\$3,057.87	\$3,149.61	\$3,244.09	\$3,341.42	\$3,441.66	\$3,544.91	\$3,651.26	\$3,760.79	\$3,873.62	\$3,989.83	\$4,109.52	\$4,232.81	\$4,359.79	\$4,490.58	\$4,625.30	
		Annual	\$35,625.67	\$36,694.44	\$37,795.27	\$38,929.13	\$40,097.00	\$41,299.91	\$42,538.91	\$43,815.08	\$45,129.53	\$46,483.41	\$47,877.92	\$49,314.25	\$50,793.68	\$52,317.49	\$53,887.02	\$55,503.63	
Maintenance		Pay Schedule Guide - 3% Step Increase																	
4	Maintenance Supervisor	Hourly	\$27.07	\$27.88	\$28.72	\$29.58	\$30.47	\$31.38	\$32.32	\$33.29	\$34.29	\$35.32	\$36.38	\$37.47	\$38.59	\$39.75	\$40.94	\$42.17	
		Weekly	\$1,082.72	\$1,115.20	\$1,148.66	\$1,183.12	\$1,218.61	\$1,255.17	\$1,292.82	\$1,331.61	\$1,371.55	\$1,412.70	\$1,455.08	\$1,498.73	\$1,543.70	\$1,590.01	\$1,637.71	\$1,686.84	
		Bi-Weekly	\$2,165.44	\$2,230.40	\$2,297.31	\$2,366.23	\$2,437.22	\$2,510.33	\$2,585.64	\$2,663.21	\$2,743.11	\$2,825.40	\$2,910.16	\$2,997.47	\$3,087.39	\$3,180.02	\$3,275.42	\$3,373.68	
		Semi-Monthly	\$2,345.89	\$2,416.27	\$2,488.75	\$2,563.42	\$2,640.32	\$2,719.53	\$2,801.11	\$2,885.15	\$2,971.70	\$3,060.85	\$3,152.68	\$3,247.26	\$3,344.68	\$3,445.02	\$3,548.37	\$3,654.82	
		Monthly	\$4,691.78	\$4,832.53	\$4,977.51	\$5,126.83	\$5,280.64	\$5,439.06	\$5,602.23	\$5,770.29	\$5,943.40	\$6,121.71	\$6,305.36	\$6,494.52	\$6,689.35	\$6,890.03	\$7,096.73	\$7,309.64	
		Annual	\$56,301.33	\$57,990.37	\$59,730.08	\$61,521.99	\$63,367.65	\$65,268.68	\$67,226.74	\$69,243.54	\$71,320.84	\$73,460.47	\$75,664.28	\$77,934.21	\$80,272.24	\$82,680.41	\$85,160.82	\$87,715.64	
5	Maintenance Technician P/T	Hourly	\$20.18	\$20.79	\$21.41	\$22.05	\$22.71	\$23.40	\$24.10	\$24.82	\$25.56	\$26.33	\$27.12	\$27.94	\$28.77	\$29.64	\$30.53	\$31.44	
		Weekly	\$807.24	\$831.46	\$856.40	\$882.10	\$908.56	\$935.82	\$963.89	\$992.81	\$1,022.59	\$1,053.27	\$1,084.87	\$1,117.41	\$1,150.94	\$1,185.46	\$1,221.03	\$1,257.66	
		Bi-Weekly	\$1,614.49	\$1,662.92	\$1,712.81	\$1,764.19	\$1,817.12	\$1,871.63	\$1,927.78	\$1,985.62	\$2,045.18	\$2,106.54	\$2,169.74	\$2,234.83	\$2,301.87	\$2,370.93	\$2,442.06	\$2,515.32	
		Semi-Monthly	\$1,749.03	\$1,801.50	\$1,855.54	\$1,911.21	\$1,968.55	\$2,027.60	\$2,088.43	\$2,151.08	\$2,215.62	\$2,282.08	\$2,350.55	\$2,421.06	\$2,493.70	\$2,568.51	\$2,645.56	\$2,724.93	
		Monthly	\$3,498.06	\$3,603.00	\$3,711.09	\$3,822.42	\$3,937.09	\$4,055.21	\$4,176.86	\$4,302.17	\$4,431.23	\$4,564.17	\$4,701.09	\$4,842.13	\$4,987.39	\$5,137.01	\$5,291.12	\$5,449.86	
		Annual	\$41,976.67	\$43,235.97	\$44,533.05	\$45,869.04	\$47,245.11	\$48,662.46	\$50,122.34	\$51,626.01	\$53,174.79	\$54,770.03	\$56,413.13	\$58,105.52	\$59,848.69	\$61,644.15	\$63,493.47	\$65,398.28	

VII. CURRENT VS. PROPOSED MINIMUM SALARY BASED ON LOCAL COMPARABLES (CHART 3)

The following table lists Agency employees by classification, current salary, and provides guidelines for minimum proposed recommended salary. The recommended salary is derived from the *"Averaged Schedule of Hourly, Bi-Weekly, Monthly, Semi-Monthly and Annual Pay Rates"* (Page 14). Each employee's current salary is placed within the pay schedule according to classification determined by the Salary Study. If an employee's current wage rate does not meet the minimum requirements of the entry wage (Step 1), the employee is placed in Step (1) to get them to at least the minimum local pay rate. If an employee's current salary is above the entry wage, then the employee is placed in the appropriate step relative to current salary. The following pay schedule indicates the total amounts for the current salary and proposed minimum salary as well as the budget increase percentage per employee and Agency wide. The minimum recommended salary is based on data. Employee's performance and past industry experience and/or higher education were not evaluated in this Study.

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CHART 3 - Current vs. Minimum Pay Comparison
Based on Salary Comparability

EMPLOYEE NAME		Agency Title		Current Annual Salary		EXP.	Pay Schedule Entry (Min.)		Pay Schedule Maximum (MEAN)		Pay Schedule Maximum (Max.)		Proposed Salary		Pay Step (Chart 2)		Percent Increase
							Entry - Step 1		Mid - Step 8		Max - Step 16						
ADMINISTRATION																	
1	Serena Lewis	Executive Director		\$	60,378.76	5.0	●	\$64,201.67	\$78,959.95	\$100,024.10	\$64,202	Step 1	●	\$64,202	Step 1	●	6.3%
2	Karen Stebane -Smith	Office Manager P/T		\$	35,318.40	2.2	●	\$35,511.50	\$43,674.67	\$55,325.76	\$35,512	Step 1	●	\$35,512	Step 1	●	0.5%
3	VACANT	Administrative Clerk		\$	35,625.67	0.0		\$35,625.67	\$43,815.08	\$55,503.63	\$35,626	Step 1		\$35,626	Step 1		0.0%
MAINTENANCE																	
4	Gary Grapentine	Maintenance Supervisor		\$	60,091.20	4.3		\$56,301.33	\$69,243.54	\$87,715.64	\$61,522	Step 4		\$61,522	Step 4		2.4%
5	Todd Michaels	Maintenance Technician P/T		\$	25.00	0.3		\$20.18	\$24.82	\$31.44	\$25.56	Step 9		\$25.56	Step 9		2.3%
	AGENCY WIDE		\$	191,439.03				\$191,660.35	\$235,718.05	\$298,600.58	\$196,886			\$196,886			2.8%
Executive Director's Salary is negotiated with the Board of Commissioners.																	
● This position falls at a "GREEN CIRCLE" Rate - which means if falls below the minimum (entry) pay range for it's classification.																	

VIII. JOB DESCRIPTIONS

Job descriptions were prepared utilizing a current job description and a job description questionnaire completed by each employee within the Agency. Draft job descriptions were sent to the Agency for review to make revisions to finalize the new updated version of the Agency's job descriptions. The job descriptions were developed to be compliant with ADA, Section 504, EOE, and OPM regulations.

MANITOWOC HOUSING AUTHORITY

JOB DESCRIPTION

POSITION TITLE:	Executive Director	REPORTS TO:	Board of Commissioners
DEPARTMENT/DIVISION:	Administration	FLSA STATUS:	Exempt
DATE:	February 6, 2026	EMPLOYMENT STATUS:	Full-Time

Position Summary

The Executive Director has total responsibility for administering, managing, maintaining, planning, and directing the Agency's programs. The Executive Director is the Agency's primary liaison with the Board of Commissioners (BOC), HUD, and state and local entities on all aspects of operations, including staffing levels, budgets, needed policies and procedures to maintain efficient operations, capital projects and/or new programs to be undertaken. Responsible for working with the Board of Commissioners for long-range strategic planning and development of a five-year plan to carry out and implement board approved strategies. These tasks are to be performed in compliance with National Standards for the Physical Inspection of Real Estate (NSPIRE), Public Housing Assessment System (PHAS), Section 8 Management Assessment Program (SEMAP) and other HUD required evaluation systems.

Responsibilities

The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

1. The Executive Director plans, develops, organizes, coordinates, delegates, supervises, and directs the implementation of the Agency's Housing programs.
2. Oversees and provides for safekeeping of the Agency's buildings, grounds, facilities, equipment, supplies, monies, files, records, documents, and reporting.
3. Supervises Agency staff, providing ongoing assistance to current staff to support a positive and productive working environment. Makes recommendations for and oversees the selection, training, direction, supervision, utilization, discipline, and termination of Agency employees. Makes recommendations to the BOC for schedule of salary ranges, employee benefits, and periodic revisions. Reviews periodic reports on the accomplishment of assigned goals and objectives.
4. Oversees and ensures accurate preparation of all budgets and revisions. Revises and authorizes Agency expenditures and monitors funds for effective and efficient use.
5. Serves as Secretary/Treasurer to the Board of Commissioners, submitting budgets and informing Board of the status of activities and projects within the Agency; develops and proposes new policies or changes in existing policies; notifies the BOC of changes or proposed changes in federal, state, or local legislation affecting the Agency; provides the BOC with information on evaluations of efficiency and effectiveness of Agency operations and provides recommendations for improvements.
6. Works with the BOC to develop the Agency's long range strategic and operational plan and development of a five-year plan to carry out and implement board approved strategies. Effectively develops organizational structures and plans and implements internal policies, programs, goals, and priorities.
7. Serves as liaison between the BOC and Agency staff. Acts as spokesperson for the BOC when authorized by the BOC chairperson. Responds promptly to other BOC inquiries regarding Agency plans and operations.

MANITOWOC HOUSING AUTHORITY

8. Participates in negotiating contracts with outside agencies and companies for major maintenance services and management services and executes contracts.
9. Establish policy, administrative, and management decisions concerning the daily operations of the Agency. Monitors operations to ensure efficient operations and troubleshoots issues and concerns in order to resolve as soon as feasible.
10. Identifies federal and non-federal funding sources to augment declining subsidy, helping to ensure the viability of housing and associated programs offered by the Agency.
11. Discusses Agency goals, priorities, problems, and concerns with officials, representatives, and members of the local government, news media, social and public service agencies, state government, and federal government.
12. Establish policy, administrative, and management decisions concerning the daily operations of the Agency. Monitors operations to ensure efficient operations and troubleshoots issues and concerns in order to resolve as soon as feasible.
13. Discusses Agency goals, priorities, problems, and concerns with officials, representatives, and members of the local government, news media, social and public service agencies, state government, and federal government.
14. Prepares a Five-year Capital plan for development and improvement of all Agency housing developments including major renovation and new construction.
15. Responsible for procurement of an annual audit. Participates in the year-end audit process, compiles and prepares supporting schedules and reports. Must coordinate and cooperate with outside auditors in providing requested information for audit purposes.
16. Consults as needed with the Agency's legal counsel regarding matters related to the legal operation of programs, personnel matters and any matters presenting a potential liability affecting the Agency.
17. Identifies and seeks additional federal and non-federal funding sources to augment declining subsidy, helping to ensure the viability of housing and associated programs offered by the Agency.
18. Meets with residents concerning complaints and/or grievances after unresolved investigation and negotiations by designated staff and advises them of their rights to hearings according to the Agency's procedures.
19. Monitors, surveys, and inspects various aspects of the Agency's operations on a frequent and continuing basis, to obtain a general idea of conditions, appearance, problems, accomplishments, and results.
20. Monitors the Agency's compliance with federal, state, and local laws and regulations pertaining to the Agency. Prepares and submits reports and statistics required by such entities.
21. Addresses business and civic groups on matters pertaining to the Agency. Successfully maintains a positive Agency image and working relationships with the community and local, state, and federal government officials.
22. Reviews required reports and submissions for accuracy and completeness.
23. Reviews and approves reports and other documents that are required by federal, state, and local jurisdictions.
24. Attends professional meetings, seminars, and conferences to keep abreast of new trends, activities, and concepts in Housing Programs. Supports, assists, and works with other Agencies and affiliated organizations in joint efforts, which are mutually beneficial, by participating in community activities and functions relevant to Agency objectives and by maintaining membership in appropriate community organizations.
25. Volunteer's new ideas, suggestions, and recommendations to HUD as desired. At the request of HUD, or affiliated groups, may assist in planning or development of seminars, conferences, and workshops. Reviews proposed laws or regulations and recommends changes or improvements.

MANITOWOC HOUSING AUTHORITY

26. Receives and reviews bids and executes contracts.
27. Documents in writing appropriate events and activities.
28. Conducts NSPIRE and other inspections as required.
29. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.
30. Serves as Security Administrator and User Administrator for the HUD REAC system.

Education and Experience

A bachelor's degree in public administration, Business Administration or Management or a closely related field from an accredited college or university and five (5) years of responsible managerial experience in public housing or regulatory agency or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

A Certified Management Executive (CME) Certification must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Board of Commissioners.

Knowledge and Skills

1. Thorough knowledge of the relationship of PHA's to other federal, state, and local jurisdictions and their abilities to provide funds or other support to the Agency.
2. Thorough knowledge of housing bond issues, Low Income Housing Tax Credits (LIHTC) conventional loans, or other financing options.
3. Knowledge of community/social services available locally and through state and federal agencies and/or funding sources.
4. Considerable knowledge of HUD budget preparation and administration and reporting requirements for capital projects.
5. Thorough knowledge of Agency operating policies and procedures, pertinent HUD regulations, and federal, state, and local laws and regulations pertaining to housing authorities.
6. Thorough knowledge of the modern principles, practices, and techniques of personnel management, training, and performance evaluation.
7. Thorough knowledge of federal procurement policies, procedures and regulations and other applicable federal, state and local public OSHA requirements.
8. Working knowledge of the laws and regulations governing bonded indebtedness, handling of bids, and the preparation and execution of contracts and agreements.
9. General knowledge of the modern principles, practices, and techniques of maintenance and other functional areas within the Agency.
10. Thorough knowledge of the modern principles, practices, and techniques of project planning budgeting and design, and of the function and operation of the construction process; and project bidding including construction document preparation specifications and process.
11. Considerable knowledge of asset management and materials inventory control.
12. Considerable knowledge of principles and practices of government accounting and audit requirements.
13. Thorough knowledge of financing and development of new properties.

MANITOWOC HOUSING AUTHORITY

14. Skill in addressing the public and other bodies and presenting information in a clear, organized, and convincing manner.
15. Ability to accurately and completely document in writing appropriate events and activities.
16. Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.
17. Ability to read and comprehend complex material.
18. Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
19. Ability to manage complexities and competing proprieties. Ability to coordinate information and activities among groups with differing agendas, across multi-functional areas.
20. Ability to meet aggressive deadlines and effectively manage multiple priorities.
21. Ability to identify operational problems and develop effective solutions.
22. Ability to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Agency.
23. Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
24. Ability to operate appropriate Agency computer equipment and software packages.

Supervision Controls

The Executive Director may receive instructions from the Board of Commissioners (BOC) or other governing or regulatory agency. The Executive Director routinely works without the direction of a supervisor and is free to develop methods, deadlines, priorities, and/or objectives. When instructions are received, they are usually specific and detailed because they apply to unusual and rarely occurring situations. Other instructions are usually in the form of BOC directives or policy statements. Normally the Executive Director makes independent decisions pertaining to situations not covered by specific guidelines, but the BOC or other employees are consulted in serious or unusual circumstances. The Executive Director's work is reviewed for progress and achievement of goals.

Under normal conditions, the Executive Director makes general assignments to subordinates, specifying priorities, deadlines, and objectives. The Executive Director infrequently makes specific assignments to executive office staff. Assignments to executive office staff will include what is to be done, deadlines, quality, quantity, and priority. The Executive Director supervises professional, managerial, and clerical employees and monitors the work of multiple work units that perform related and/or unrelated work.

Guidelines

Guidelines followed by the Executive Director include published laws, regulations, handbooks, notices, contracts, agreements, codes, ordinances, policy directives from the Board of Commissioners, and technical assistance from HUD. Upon personal initiative, the Executive Director obtains informal guidance and assistance from other Agencies, professional organizations, and housing-related groups.

The Executive Director performs duties by applying the basic principles of housing Agency management and uses independent judgment in many decision-making situations. Routine decisions pertaining to the operation of the Agency, handling funds, and personnel matters, are provided with specific guidelines in the form of internal operating policies and procedures, and federal, state, and local laws and regulations. The Executive Director is periodically monitored for compliance with existing guidelines by the BOC and HUD.

MANITOWOC HOUSING AUTHORITY

Complexity

1. The Executive Director performs a wide variety of tasks, which are not always clearly related.
2. The Executive Director makes decisions regarding unusual circumstances, conflicting data, and non-routine situations pertaining to the overall management and operation of the Agency.
3. Some tasks are difficult, such as dealing with life-threatening emergencies (inoperative gas or electric systems and crimes committed against residents).
4. Responding to residents, staff members, the BOC, City officials, news media, Congress, and the public on a continuing basis necessitates great patience, tact, and diplomacy.
5. Ever-changing laws and regulations require frequent updating and promulgation of Agency plans, policies, and procedures, particularly those affecting applicants and residents, such as the admission of aliens, federal selection preferences, and rent computations.

Scope and Effect

The Executive Director's leadership affects the Agency's image in the community, staff throughout the Agency, and the Agency's residents. Effective leadership in managing, operating, and maintaining housing programs has a positive impact on the Agency's overall mission: to provide outstanding affordable housing and redevelopment services to improve the quality of life for our residents and the community. Successful accomplishment of that mission can result in betterment of housing in surrounding communities and provides a positive image in the community.

Personal Contacts

The Executive Director has contact with a broad range of individuals including: the news media; BOC; federal, state, and local government personnel; social service personnel; housing residents; the general public; various special interest groups; and all levels of Agency personnel. Most contacts with people outside the Agency are relatively unstructured and require tact and diplomacy on a routine basis. Regularly, contact requires negotiation and/or handling of controversial matters.

Contact with the public serves multiple purposes including giving or gaining information, planning, coordinating, and advising motivating, influencing, directing persons or groups, and justifying, defending, negotiating, and resolving significant matters. Contact may occur in cooperative, antagonistic, or unresponsive situations.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Work is principally sedentary but may involve some physical exertion during on-site visits with residents or staff members, inspections of Agency developments, sites, dwellings, or facilities, and travel to meetings, conferences, or workshops in other cities.
2. Must be able to sit and/or stand for up to eight (8) hours at a time while performing work duties.
3. Must be able to bend, stoop, push, and pull in the performance of work-related duties (e.g., moving or carrying objects or materials).
4. Must be able to use fingers bilaterally and unilaterally to operate office-related equipment.
5. Must have vision and hearing corrected to be able to perform essential job functions.
6. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.

MANITOWOC HOUSING AUTHORITY

7. Must maintain a professional appearance and portray a positive image for the Agency.
8. Must be able to maintain punctuality and attendance as scheduled.
9. An employee may request reasonable accommodation to mitigate any of the physical requirements listed above.

Medicinal and Recreational Marijuana

Marijuana is a Schedule I controlled substance and is illegal under federal law. The Agency observes the common rule of the **Federal Marijuana Law of the Controlled Substances Act** (CSA) (21 U.S.C. § 811), which does not recognize the difference between medical and recreational use of marijuana and has established the required Drug Free Workplace Policy. Employees are **NOT** permitted to use or possess **any form** of marijuana for medical or recreational purposes. Any applicant for employment who tests positive for marijuana during a pre-employment drug screening shall be ineligible for employment with the Agency. Any applicant for employment who advises the Agency that he/she uses **any form** of marijuana will be ineligible for employment. The Agency is unable to grant a request for reasonable accommodation to use marijuana under any circumstance.

Work Environment

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated. From time to time, it may involve visits to housing developments, sites, dwellings, or facilities.

Other Requirements

1. Must possess a valid Wisconsin driver's license and maintain a good driving record.
2. May be required to work an unusual work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening & criminal background check.

Read and Acknowledge

The Manitowoc Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Board of Commissioners.

Employment with the Manitowoc Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

MANITOWOC HOUSING AUTHORITY

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

READ AND ACKNOWLEDGED			
EMPLOYEE NAME: (printed)			
EMPLOYEE SIGNATURE		DATE	
AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE		DATE	

MANITOWOC HOUSING AUTHORITY

JOB DESCRIPTION

POSITION TITLE:	Office Manager	REPORTS TO:	Executive Director
DEPARTMENT/DIVISION:	Administration	FLSA STATUS:	Non-Exempt
DATE:	February 6, 2026	EMPLOYMENT STATUS:	Full-Time

Position Summary

Responsible for assisting the Executive Director in the day-to-day administrative operations and protecting the assets of the Agency and performing all financial functions in accordance with HUD and by GAAP regulations. This is a highly responsible position that requires a high degree of professional judgment and confidentiality. Within these functional areas this position is responsible for performance that positively contributes to the Agency receiving satisfactory ratings in HUD Agency performance evaluation systems, such as National Standards for the Physical Inspection of Real Estate (NSPIRE) or other future HUD evaluation systems.

Responsibilities

The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

Accounts Receivables Responsibilities:

1. Oversees and monitors Tenant Account Receivable (TAR) report and carries out the accounts receivable/rent review and collection process in a timely manner. Accepts and processes rental payments in accordance with Agency procedures. Follows up on delinquencies by arranging late payment agreements. Maintains an accurate cash drawer and balances daily.
2. Posts various daily transactions including rent adjustments, miscellaneous charges, security deposits and move-outs to resident accounts and makes sure items are posted accurately.
3. Processes all accounts receivable billing (rents, work order charges, misc. charges, lock out charges, etc.).
4. Reviews all remittance for accuracy to identify errors or questionable data.
5. Issues, maintains, and files correspondence regarding returned NSF checks. Implements and ensures collection policies and procedures are followed. Responsible for posting write-off of collection losses for uncollectible receivables, when deemed necessary and approved by Board of Commissioners.
6. Researches and resolves unapplied/unidentified cash receipts, reconciles payments and shortages, and maintain auditable records.
7. Responsible for posting late fees or other fees, posting adjustments, and posting bank drafts to tenant accounts.
8. Assists in preparation and maintaining information required for audits and/or HUD monitoring reviews.
9. Prepares financial monthly and annual reports as required.

Accounts Payable Responsibilities:

1. Opens daily mail and stamps with date received. Verifies vendor number, purchase order number, property, quantity, price, and general ledger account number from the related purchase order. Verifies that purchase order has been received by staff and the date received. Ensures that payments to vendors are timely to take advantage of discounts.

MANITOWOC HOUSING AUTHORITY

2. Enters and posts invoices into the financial accounting system. Splits paid charges out to the site level. Ensures that all invoices balance to the batch total in the computer system and files.
3. Contacts vendors and/or staff to clarify information, requests information or alerts them of problems such as price variance or quantity discrepancy. Researches any past due invoices and/or statements.
4. Processes purchasing card transactions for all employees. Verifies that the receipts match the statement, ensures that there is a purchase order for each item listed on the statement and that procurement requirements are followed. Contacts staff to clarify and/or request information. Enter all statements into the computer system.
5. Maintains vendor information, verifies that non-incorporated vendors are set up for 1099's and verifies vendor addresses. Verifies amount to be reported on 1099's, prints and mails 1099's to vendors; sends 1096 form to IRS by deadline.
6. Selects invoices to be paid, prints, folds, mails checks and direct deposit notices. Sends positive paycheck information to the bank; and sends electronic payment files to the bank.
7. Stops payment, voids and reissues lost or incorrect payments. Research checks information in the bank software. Checks the bank daily for any fraudulent checks.
8. Allocates payments for monthly financial reports. Creates Excel worksheets including properties, amounts, general ledger numbers, dates, and notes to allocate charges to individuals or to properties. Verifies that the correct properties are being charged.
9. Properly make all corrections and/or adjustments through journal entries.
10. Processes and maintains resident vacated accounts and monitoring, restoring, and posting fees for utility disconnects.
11. Runs reports on a daily basis for outstanding balances, deposits, adjustments and documents the adjustments with proper documentation. Assures that everything balances before running the end of day report.

Administrative duties:

1. Assist the Executive Director with administrative and special projects.
2. Assist the Executive Director with functions related to board business and serve as the keeper of the records for the Agency and Board of Commissioners' meetings.
3. Advises employees of any organization or policy changes as directed by the Executive Director or Board of Commissioners (BOC).
4. Assist the Executive Director in the preparation of HUD and other documents and/or reports as required.
5. Attend board meetings, prepare agendas, take meeting minutes, type, prepare and file minutes.
6. Prepare and deliver Board Packages prior to monthly and called Board meetings.
7. Prepare and deliver board communications.
8. Arrange for Board travel to meetings, training, and conferences.
9. Serves in the absence of the Executive Director in his/her absence.
10. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

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Education and Experience

Associate degree in business, Social Work, Human Services, Public Administration, or a closely related field from an accredited college or university and three (3) or more years of experience in property management or low-income housing, community services, social services, or an equivalent combination of education and experience sufficient to fulfill essential position functions.

The following Certifications must be obtained within six (6) – twenty-four (24) months of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- Public Housing Manager
- Rent Calculation
- National Standards for the Physical Inspection of Real Estate (NSPIRE)
- Fair Housing
- Enterprise Income Verification System (EIV)

Knowledge and Skills

1. Working knowledge of federal, state, and local laws, rules and regulations and Agency policies and procedures pertaining to Public Housing Program eligibility requirements and the substance of applicable programs.
2. Working knowledge of state and local building codes and HUD's NSPIRE. Ability to understand and facilitate Agency compliance with NSPIRE for REAC inspections.
3. Good knowledge of GAAP, basic bookkeeping principles, recordkeeping procedures, budgeting, cost allocation, auditing, and financial reporting.
4. Knowledge of community resources available to low-income residents.
5. Knowledge of rules and regulations governing the landlord/tenant relationship.
6. Principles and practices of handling tenant contract obligations.
7. Thorough knowledge of interviewing techniques and record maintenance.
8. Ability to meet and deal tactfully and courteously with the public.
9. Ability to understand and follow moderately complex written and oral instructions, communicate and relate to persons of diverse backgrounds and abilities.
10. Ability to make routine decisions in accordance with established administrative rules, regulations, and policies, to explain the re-examination process to tenants in an objective and impartial manner.
11. Working knowledge of the operation of the Agency's computer system (i.e., Microsoft Word, Excel, PowerPoint, etc.) and applicable software.
12. Knowledge of mathematics sufficient to perform calculation required for the position.
13. Ability to effectively interview and gather, record, and correctly evaluate data.
14. Ability to prepare clear, concise reports and make appropriate recommendations within scope of responsibility.
15. Ability to communicate clearly, concisely, verbally and in writing.
16. Skilled in communicating on the level of the listener, recognizing when information has been misunderstood, and determining how to remedy the misunderstanding as needed to explain policies and procedures and to provide and exchange information to persons with varying levels of education, cultural backgrounds, and ages.
17. Ability to establish and maintain an effective working relationship with other employees.
18. Ability to deal effectively with situations requiring patience, tact, and diplomacy.

MANITOWOC HOUSING AUTHORITY

Supervision Controls

The employee receives instructions from the Executive Director. Courses of action, deadlines and priorities are established by policy, procedure, rules, or regulations, depending upon the assignment. Routine duties are initiated by the employee without direct supervision. The employee has no supervisory duties.

Guidelines

The employee performs routine duties by following established HUD and Agency policies and procedures. These guidelines cover most job-related situations, and the employee may use independent judgment in making decisions within established parameters and area of expertise. If guidelines do not cover a situation, the employee normally consults the supervisor. Guidelines are generally specific and clear.

Complexity

The employee performs a variety of related, routine, and generally repetitive tasks. The course of action is determined by the supervisor and by established procedures. The employee may coordinate, integrate, and/or prioritize tasks.

Scope and Effect

The employees' work affects the Agency's credit standing and budget. Successful accomplishment of tasks by the employee can enhance the Agency's ability to provide housing that is decent, safe, and sanitary, and to render adequate services for its tenants.

Personal Contacts

The employee's work affects resident families, other agencies, and other Agency personnel. The employee's efforts can enhance the Agency's continuing efforts to provide adequate low-rent housing to families on a timely basis and at reasonable rates.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to simultaneously sit and/or stand for up to eight (8) hours at a time while performing work duties.
2. Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment.
3. Must be able to bend, stoop, push, and pull in the performance of office-related duties.
4. Must be able to use fingers bilaterally and unilaterally to operate office equipment.
5. Must have vision and hearing corrected to be able to perform essential job function.
6. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
7. Must maintain a professional appearance and portray a positive image for the Agency.
8. Must be able to maintain punctuality and attendance as scheduled.
9. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
10. An employee may request reasonable accommodation to mitigate any of the physical requirements listed above.

MANITOWOC HOUSING AUTHORITY

Medicinal and Recreational Marijuana

Marijuana is a Schedule I controlled substance and is illegal under federal law. The Agency observes the common rule of the **Federal Marijuana Law of the Controlled Substances Act** (CSA) (21 U.S.C. § 811), which does not recognize the difference between medical and recreational use of marijuana and has established the required Drug Free Workplace Policy. Employees are **NOT** permitted to use or possess **any form** of marijuana for medical or recreational purposes. Any applicant for employment who tests positive for marijuana during a pre-employment drug screening shall be ineligible for employment with the Agency. Any applicant for employment who advises the Agency that he/she uses **any form** of marijuana will be ineligible for employment. The Agency is unable to grant a request for reasonable accommodation to use marijuana under any circumstance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is principally sedentary but may involve some physical exertion during on-site visits with residents or staff members and inspections of units and/or facilities.

Other Requirements

1. Must possess a valid Wisconsin driver's license and maintain a good driving record.
2. Must be available for occasional overnight travel for training.
3. Must pass employment drug screening.
4. Must pass criminal background check.
5. Must work with the highest degree of confidentiality.

Read and Acknowledge

The Manitowoc Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Manitowoc Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

MANITOWOC HOUSING AUTHORITY

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

READ AND ACKNOWLEDGED			
EMPLOYEE NAME: (printed)			
EMPLOYEE SIGNATURE		DATE	
AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE		DATE	

MANITOWOC HOUSING AUTHORITY

JOB DESCRIPTION

POSITION TITLE:	Administrative Clerk	REPORTS TO:	Executive Director
DEPARTMENT/DIVISION:	Administration	FLSA STATUS:	Non-Exempt
DATE:	February 6, 2026	EMPLOYMENT STATUS:	Full-Time

Position Summary

The employee is responsible for greeting clients via telephone or in person and provides administrative support to the department and staff. The employee performs general office work and various administrative support functions. These tasks are to be performed in compliance with National Standards for the Physical Inspection of Real Estate (NSPIRE) and other HUD evaluation systems.

Responsibilities

The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

1. Answers multi-line phones, takes messages, transfers calls, and directs inquiries to the appropriate staff.
2. Receives communications via phone, internet, fax, and in person; gathers necessary details and provides information within scope, referring complex inquiries as needed.
3. Greets and assists on-site visitors and notifies appropriate personnel.
4. Receives customer documents, provides copies/receipts, and routes items to the correct employee.
5. Reviews applications for completeness, logs them, and enters data into the system.
6. Enters and updates waiting list information, ensuring accurate coding and fair placement.
7. Processes criminal background checks, reviews and evaluates criminal offender record information.
8. Determines whether applicants meet program eligibility requirements. Contacts and interviews references to determine whether applicants meet the Agency's suitability standards and ranks applications according to successful compliance with eligibility requirements and established policies.
9. Requests additional documentation, conducts field or residence visits when appropriate, and ensures timely verification.
10. Reviews and updates resident/applicant files, ensuring accuracy, completeness, and current emergency contact information.
11. Ensure the proper archival of records and, ultimately, the proper destruction of obsolete records.
12. Receives maintenance requests from residents, vendors, and staff and responds promptly and courteously.
13. Enters work orders, provides tracking numbers, and communicates with maintenance or property staff.
14. Maintains daily logs of work orders, updates statuses, and records pest control issues.
15. Confers with maintenance department to determine and track vacant unit turnaround time and to ensure the Agency meets or exceeds HUD standards.
16. Assists with conducting move-in/move out and housekeeping inspections.

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17. Acts as liaison between residents and Agency staff, addressing issues and escalating major concerns to the Executive Director.
18. Maintains updated records of pets and ensures compliance with housing policies.
19. Manages and updates tenant vehicle information.
20. Issues and maintains unit keys.
21. Uses word processing and related software to produce and revise documents.
22. Follows instructions regarding document formatting, copying needs, and priorities.
23. Maintains confidentiality of sensitive materials.
24. Adheres to Agency standards for the ethical and responsible use of resources.
25. Process incoming and outgoing mail.
26. Prepares monthly newsletters.
27. Sorts, logs, and distributes mail and incoming shipments.
28. Maintains security of confidential materials.
29. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

Education and Experience

High school diploma or possession of a certificate of equivalence of High School Achievement (GED) and at least two (2) years experience as a receptionist, secretary, or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

The Fair Housing certification must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

Knowledge and Skills

1. Good knowledge of general office practices and procedures, including business English and arithmetic.
2. Knowledge of operation of a multi-line telephone system and usage of correct telephone etiquette.
3. Comprehensive knowledge of Housing rules, regulations, HUD procedures and policies.
4. Ability to treat callers, customers and visitors with unfailing courtesy, attentiveness and have a professional attitude.
5. Considerable knowledge of the Housing Authority's Admissions and Continued Occupancy Policies (ACOP).
6. Ability to meet and deal tactfully and courteously with the public and to establish and maintain effective working relationships with other employees.
7. Considerable skills in operating computer equipment, software packages, and general office machines.
8. Ability to communicate clearly and concisely orally and in writing.
9. Proper English grammar and usage, vocabulary, arithmetic, punctuation, and spelling.
10. Ability to accurately and completely document in writing appropriate events and activities.

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Supervision Controls

The employee receives assignments and instructions from the Executive Director. Course of action, deadlines, and priorities may be established by procedure, the supervisor, or the employee, depending on the assignment. The employee initiates routine activities without supervisory direction. Problems or situations not covered by instructions are normally referred to the supervisor for resolution. The employee's work is reviewed for accuracy, completion, and compliance with policies and procedures. The employee has no supervisory responsibilities.

Guidelines

The employee performs routine duties by following established HUD and Agency policies and procedures. These guidelines cover most job-related situations, and the employee occasionally is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee normally consults the supervisor.

Complexity

The employee performs a variety of related, routine, and generally repetitive tasks. The course of action is determined by the supervisor and by established procedures. The employee may coordinate, integrate, and/or prioritize tasks.

Scope and Effect

The employee's work affects other employees and clients. Successful accomplishment of administrative and managerial tasks by the employee can enhance the Housing Agency's ability to provide quality service to its clients.

Personal Contacts

Most of the employee's contacts are with Agency employees, residents, and landlords. The purpose of the contacts is to give or exchange information, provide services, make decisions, negotiate, and resolve problems. Most contacts are structured or confidential in nature and the employee is expected to use normal tact and courtesy.

At times, contacts may be skeptical, uncooperative, unreceptive, hostile, or willing to express different viewpoints and objectives.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment.
2. Must be able to sit and/or stand for up to eight (8) hours at a time while performing work duties.
3. Must be able to bend, stoop, push, and pull in the performance of work-related duties.
4. Must be able to use fingers bilaterally and unilaterally to operate office equipment.
5. Must have vision and hearing corrected to be able to perform essential job functions.
6. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
7. Must maintain a professional appearance and portray a positive image for the Agency.
8. Must maintain punctuality and attendance as scheduled.
9. An employee may request reasonable accommodation to mitigate any of the physical requirements listed above.

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Medicinal and Recreational Marijuana

Marijuana is a Schedule I controlled substance and is illegal under federal law. The Agency observes the common rule of the **Federal Marijuana Law of the Controlled Substances Act** (CSA) (21 U.S.C. § 811), which does not recognize the difference between medical and recreational use of marijuana and has established the required Drug Free Workplace Policy. Employees are **NOT** permitted to use or possess **any form** of marijuana for medical or recreational purposes. Any applicant for employment who tests positive for marijuana during a pre-employment drug screening shall be ineligible for employment with the Agency. Any applicant for employment who advises the Agency that he/she uses **any form** of marijuana will be ineligible for employment. The Agency is unable to grant a request for reasonable accommodation to use marijuana under any circumstance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated.

Other Requirements

1. Must possess a valid Wisconsin driver's license and maintain a good driving record.
2. Must pass employment drug screening and criminal background check.
3. Must work with the highest degree of confidentiality.

Read and Acknowledge

The Manitowoc Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Manitowoc Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

READ AND ACKNOWLEDGED			
EMPLOYEE NAME: (printed)			
EMPLOYEE SIGNATURE		DATE	
AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE		DATE	

MANITOWOC HOUSING AUTHORITY

JOB DESCRIPTION

POSITION TITLE:	Maintenance Supervisor	REPORTS TO:	Executive Director
DEPARTMENT/DIVISION:	Maintenance	FLSA STATUS:	Non-Exempt
DATE:	February 6, 2026	EMPLOYMENT STATUS:	Full-Time

Position Summary

Responsible for supervising, and coordinating maintenance operations to provide timely and cost-effective maintenance services for the Agency, ensuring work is performed in accordance with HUD standards and general policies and objectives outlined by the Executive Director. These tasks are to be performed in compliance with National Standards for the Physical Inspection of Real Estate (NSPIRE) and other HUD evaluation systems.

Responsibilities

The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

1. Plans and oversees daily activities of maintenance and establishes objectives and priorities for the department.
2. Reviews, evaluates, and schedules daily maintenance work orders and assignments with maintenance personnel, provides guidance and assistance to employees as needed to perform assigned work, and monitors progress of completion of work orders and staff assignments.
3. As necessary, participates in the day-to-day work assignments and activities when daily workloads and activities are beyond the capacity of available staff.
4. Reviews and approves department staff timesheets to address discrepancies and/or verify accuracy of time spent relative to assignments.
5. Oversees all phases of housing maintenance, risk controls, and materials management.
6. Responsible for timely vacant unit turnaround make ready.
7. Assists the Executive Director in the decision process of future maintenance priorities and the coordination between private contractors and maintenance crew. Develops, schedules, and manages a preventive maintenance program designed to retain Agency properties in safe operating condition.
8. Provides departmental input concerning the Agency's overall operating budget.
9. Ensures departmental performance is in compliance with federal assessment programs.
10. Develops effective plans and procedures to improve maintenance operations.
11. Identifies and resolves unsafe or unsatisfactory conditions requiring maintenance, assists in code enforcement, and works to provide resolution to REAC issues to ensure a consistently acceptable score from HUD. This involves performing annual inspections using REAC criteria, and may involve appropriate communications with residents, informing them of the serious nature of these matters.
12. Solicits competitive quotes from vendors and requisitions equipment and parts when needed, ensuring compliance with Agency procurement policies and procedures. Recommends maintenance and materials management economy measures consistent with Agency objectives.

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13. Meets with contractors during preparation of assessment reports, schematic designs, etc. to ensure achievement of Agency maintenance objectives. Reviews reports, studies, and bid documents to ensure conformity to Agency criteria and HUD requirements as appropriate. Monitors work performed for quality assurance.
14. Monitors special programs and coordinates the preparation of regular activities and status reports. Analyzes program effectiveness and recommends program changes to Executive Director.
15. Works with housing management and reviews schedules, reports, and requests to determine maintenance needs.
16. Attends meetings as needed to discuss matters concerning overall maintenance operations, ongoing projects, and performance of maintenance personnel. Serves as policy and program advisor to the Executive Director regarding Agency effectiveness in implementation of its maintenance program and HUD standards, and other department wide standards.
17. Prepares reports, statistical data, and records of general maintenance information in an accurate and timely manner as required.
18. Responds to and provides after-hours emergency assistance until a problem is resolved and monitors all on-call and stand-by activity.
19. Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.

Education and Experience

High school diploma or possession of a certificate of equivalence of High School Achievement (GED) with additional vocational training preferred and five (5) years' experience in maintenance and repair with three (3) years' experience supervising maintenance personnel equivalent combination of education and experience.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- Fair Housing
- Certified Maintenance Manager (CMM)
- Renovations, Repair or Painting (RRP) Lead
- National Standards for the Physical Inspection of Real Estate (NSPIRE)

Knowledge and Skills

1. Thorough knowledge of the trade skills, methods, materials, tools, and equipment used in maintaining dwelling and non-dwelling facilities.
2. Thorough knowledge of state and local building codes and HUD's NSPIRE. Ability to understand and facilitate Agency compliance with NSPIRE for REAC inspections.
3. Thorough knowledge of federal, state, and local laws, regulations, regulations pertaining to public housing authorities as they relate to maintenance of Agency properties.
4. Working knowledge of mathematical calculations and the principles, practices, and techniques of cost estimating and budgeting.
5. Ability to plan, organize and implement a facilities maintenance program.
6. Ability to interpret complex laws, codes, and regulations.
7. Ability to read and interpret blueprints/shop drawings, plans, and specifications.

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8. Must be able to establish and maintain effective working relationships with other Agency employees, subordinates, residents, contractors, vendors, and other persons outside the Agency.
9. Ability to maintain adequate records and prepare clear and concise narrative and statistical reports.
10. Thorough knowledge of Agency procurement policies and procedures.
11. Ability to identify operational problems and develop effective solutions.
12. Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.
13. Ability to present information in a clear, organized, and convincing manner.
14. Ability to accurately and completely document in writing appropriate events and activities.
15. Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
16. Ability to operate appropriate Agency computer equipment and software packages.

Supervisory Controls

The Maintenance Supervisor receives instructions from the Executive Director on a daily basis regarding assignments, priorities, deadlines, and project parameters. The Maintenance Supervisor is generally free to develop methods, priorities, and/or objectives and make modifications within boundaries set by the supervisor. Normally, the employee makes independent decisions pertaining to situations not covered by specific guidelines, but the supervisor is consulted in serious or unusual circumstances. The Maintenance Foreman's finished work project is reviewed closely for compliance with procedures and achievement of goals.

The Maintenance Supervisor gives assignments to maintenance personnel, specifying priorities, deadlines, and objectives. Assignments to staff will include what is to be done, deadlines, quality, quantity, and priority. The Maintenance Supervisor instructs, assigns, plans, and reviews work of staff and recommends solutions, discipline, evaluations, hiring, and discharge of employees.

Guidelines

Guidelines followed by the Maintenance Supervisor include handbooks and reference materials, established policies and procedures, traditional practices, applicable laws, regulations, and building ordinances/codes. Upon personal initiative, the employee may perform independent research and/or obtain informal guidance and assistance from other applicable sources.

Complexity

The Maintenance Supervisor performs a wide variety of non-routine tasks in the overall performance of essential job functions. The course of action is determined by established procedure, the Executive Director, or the employee. Tasks frequently have to be coordinated, integrated, and/or prioritized. Usually, the employee determines what needs to be done and how to accomplish it through creative thinking and methodologies. The employee must coordinate costs, resources, and timing throughout the overall process. A thorough knowledge of all aspects of maintenance issues is required to successfully achieve Housing Agency objectives.

Scope and Effect

The employee's work affects the Agency's total housing program and the residents assisted by the Agency. Effective and efficient accomplishment of work and management goals by the employee is essential to the Agency's ability to achieve its basic mission to provide housing that is decent, safe, and sanitary.

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Personal Contacts

The Maintenance Supervisor has contact with coworkers and management staff, residents, and contractors. Personal contacts serve multiple purposes including giving or gaining information, planning, coordinating, advising, motivating, providing services, and making decisions. At times, it may be difficult to reach agreement with contacts. Ensuring accurate information is readily available and encouraging cooperation among individuals promotes attainment of common goals.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Work is performed both indoors and outdoors, and involves physical exertion common to the construction, rehabilitation, and maintenance industries, such as long periods of standing and walking on rough terrain.
2. Normal physical activity can be tedious and require heavy lifting, carrying, and prolonged standing, walking, reaching, bending, pushing, pulling, kneeling, crouching, stooping, climbing, balancing, and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders, and jointers.
3. Work sometimes involves moderate risks and discomfort common to architects, engineers, and contractors; and may require occasional use of personal protective equipment.
4. Must be able to sit or stand for up to eight (8) hours at a time while performing work duties.
5. Must be able to bend, stoop, push, pull, carry, lift, climb, kneel, or crawl in the performance of work-related duties.
6. Must have a sense of balance sufficient for standing on a ladder of at least six (6) feet in height for an extended time period of time.
7. Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
8. Must be able to operate hand tools, power tools, and equipment (e.g., drills, wrenches, hammers, pliers, electrical [Ohm] meters, saws, threaders, plumbing snakes, etc.)
9. Work requires spatial perception, finger and manual dexterity.
10. Must have normal color perception to differentiate colors of electrical wiring, etc.
11. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
12. Must have vision and hearing corrected to be able to legally operate a vehicle in various environmental and traffic conditions and perform essential job functions.
13. Must maintain a professional appearance and portray a positive image for the Agency.
14. Must maintain punctuality and attendance as scheduled.
15. An employee may request reasonable accommodation to mitigate any of the physical requirements listed above.

Medicinal and Recreational Marijuana

Marijuana is a Schedule I controlled substance and is illegal under federal law. The Agency observes the common rule of the **Federal Marijuana Law of the Controlled Substances Act** (CSA) (21 U.S.C. § 811), which does not recognize the difference between medical and recreational use of marijuana and has established the required Drug Free Workplace Policy. Employees are **NOT** permitted to use or possess **any form** of marijuana for medical or recreational purposes. Any applicant for employment who tests positive for marijuana during a pre-employment drug screening shall be ineligible for employment with the Agency. Any applicant for employment who advises the Agency that he/she uses **any form** of

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marijuana will be ineligible for employment. The Agency is unable to grant a request for reasonable accommodation to use marijuana under any circumstance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. During outdoor work, the employee is subjected to various weather and temperature extremes as well as occasional exposure to mechanical or electrical shock hazards, dusts, and mists. The employee may be required to use goggles, gloves, masks, safety boots, or other personal protective equipment. Work indoors involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated.

Other Requirements

1. Must possess a valid Wisconsin driver's license and maintain a good driving record.
2. May be required to work an unusual work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening & criminal background check.

Read and Acknowledge

The Manitowoc Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time.

The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with Manitowoc Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

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READ AND ACKNOWLEDGED

EMPLOYEE NAME:
(printed)

EMPLOYEE SIGNATURE

DATE

AUTHORIZED AGENCY
REPRESENTATIVE SIGNATURE

DATE

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JOB DESCRIPTION

POSITION TITLE:	Maintenance Technician	REPORTS TO:	Maintenance Supervisor
DEPARTMENT/DIVISION:	Maintenance	FLSA STATUS:	Non-Exempt
DATE:	February 6, 2026	EMPLOYMENT STATUS:	Full-Time/Part-time

Position Summary

Responsible for semi-skilled to skilled maintenance of buildings, facilities, grounds, and light equipment. Performs carpentry, electrical, plumbing, welding, and general repairs and maintenance on mechanical equipment or machinery in response to service requests. These tasks are to be performed in compliance with National Standards for the Physical Inspection of Real Estate (NSPIRE) and other HUD evaluation systems.

Responsibilities

The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

1. Performs rough carpentry work including installation/repair of entry doors, sliding doors, interior doors, interior framing and/or repair of wall partitions, installation of wall gypsum board and building insulation.
2. Performs finish carpentry including window and door trims and repair, replacement of wood/vinyl base trim, installation of wood trim millwork, installation and/or replacement of new kitchen and bathroom cabinetry, repair of cabinets, preparation and installation of new flooring, and preparation and installation/repair of wall/floor tile.
3. Performs electrical work including new wiring, troubleshooting and replacement of existing switches and outlets, replacement of circuit breakers, replacement of light fixtures, and other electrical repairs.
4. Repairs and maintains plumbing systems by performing general work including rough piping for domestic water and sanitary sewer, repair/replacement/installation of plumbing fixtures such as sinks and bathtubs, installation of valves for shower, kitchen, and bath, replacing washers, mending burst pipes, repairing leaks, opening clogged drains, and performing other appropriate repairs/installations to meet or exceed housing quality standards.
5. Makes repairs and adjustments to various gas and electric appliances and equipment (e.g., furnaces, dishwashers, stoves, water heaters, refrigerators, electric motors, smoke detectors, etc.) and replaces appliances and equipment when necessary.
6. Performs general interior and exterior repairs including structural components (e.g., stairways, floor joists, and rafters), roof repairs (e.g., replacement, flashing repair, etc.), foundation waterproofing, masonry, and concrete replacement/repair (e.g., walks, brick, paving, steps, curbing), repair/replacement of gutters, downspouts, garage doors, fences, gates, doors, windows, doorbells, peepholes, signs, fans, belts, and insulation. Changes the lock(s) in accordance with Agency procedures and makes or has made any necessary keys.
7. Starts, operates, and checks for safety and appropriate maintenance on a wide variety of small engines, hand tools, pumps, chain saws, and Agency maintenance vehicles.
8. May maintain and make general repairs to power tools and equipment such as chain saws, pumps, and vehicles, which includes checking and maintaining lubricant levels, timing, replacing, and adjusting worn or damaged parts.

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9. Keeps HVAC equipment and systems ready for use by performing preventive maintenance and, consistent with skill level, restoring and repairing faulty or inoperative systems and associated equipment in accordance with blueprints, piping/wiring diagrams, and manufacturers' specifications.
10. Prepares all interior/exterior wall surfaces for painting by removing electrical outlets and lighting fixtures, spreading drop cloths, scraping peeled paint, patching holes, taping, and floating drywall, and/or sanding. Removes closet and bedroom doors and any graffiti on surfaces.
11. Sands wood surfaces to prepare for painting, varnishing and/or staining.
12. Mixes paints as needed to match previously painted surfaces and paints all prepared surfaces with a brush, roller, or spray equipment.
13. Performs thorough clean-up of work area including removing drop cloths, masking paper and tape, and replacing fixtures, covers, and plates.
14. Cleans and maintains Agency-owned materials, tools, and equipment in a neat and orderly manner at all times. Maintains a neat and organized workshop area free of clutter and debris. Upon completion of maintenance task, all tools and excess supplies must be cleaned up and stored appropriately.
15. May perform general road maintenance by clearing drainage areas, spreading road surface material, filling potholes, repairing fences, removing obstacles, and ensuring placement of appropriate signs as directed.
16. Carries away trash and debris for eventual disposal as directed. Mows and fertilizes lawns when needed and prunes trees and shrubbery to maintain a neat and healthy condition and enhances the Agency's curb appeal.
17. May perform pest control to eliminate and/or or keep in check rodents, cockroaches, fleas, silverfish, ants wasps, hornets, and bees, (unless the nest is too large and presents a danger to the staff and/or tenant). Each situation should be assessed and the need for a professional pest control vendor reported to management.
18. Performs welding, brazing, and cutting using gas and/or electric welding equipment, using appropriate welding techniques and equipment to ensure precision, control, and care to avoid damage and to prevent injury to oneself and others.
19. May operate any of the following types of equipment: graders, backhoes, tractors, lawn equipment and other equipment necessary to maintain and repair Agency grounds, parking lots, drives, drainage structures, and other Agency property.
20. May perform Quality Control inspections on Public Housing units to ascertain whether housing units are compliant with HUD specifications and to ensure REAC inspection readiness.
21. Reports any lease violations and unsafe, unsanitary, or hazardous conditions encountered or observed on or in any Agency property or building to the supervisor. May make determinations regarding tenant responsibility for repairs and may assess tenant charges according to Agency protocol and/or provide relevant information to supervisor.
22. Submits requisitions for needed maintenance supplies and equipment.
23. Removes and disposes of discarded appliances and related items in an appropriate manner in accordance with Agency and city standards.
24. Distributes notices to residents as needed.
25. Performs emergency and after-hours work as necessary and/or required.
26. Maintenance responsibilities may also include, but are not limited to, pressure-washing of exterior surfaces as needed, painting and maintenance of all building systems such as gutters and downspouts, roof drainage systems,

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French drain systems, surface water management systems, fire alarm systems, fire extinguishers, fire sprinkler systems, signage, laundry centers, playgrounds, and any other common areas.

27. Performs "make-ready" duties on vacant units and may clean office building, learning center, bathrooms, hallways, community rooms, laundry facilities, and community room kitchens, in accordance with Agency standards.
28. Cultivates and/or mulches, flower beds, shrubs, grass, and trees, including planting, trimming, pruning, weeding, mowing, edging, laying sod, applying herbicides, and fertilizing where appropriate. Trims and/or removes trees or bushes that are safety hazards.
29. Maintains grounds, including parking areas, by routinely picking up litter to include the removal of all glass, cans, litter, debris, and dog fouling, raking leaves, and depositing such wastes into disposable sacks and/or other designated receptacle as instructed and removing in an appropriate manner.
30. Keeps walks, entryways, and other assigned areas cleared of mud, dirt, ice, snow, and debris.
31. May assist in setup for special events.
32. Accountable for consistent adherence to Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

Education and Experience

High school graduate (or GED) or possess a vocational technician certification beyond high school, with (3) years' experience or training in building construction or maintenance, or in the repair or maintenance of mechanical equipment or an equivalent combination of technical training and experience.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee.

- Fair Housing
- National Standards for the Physical Inspection of Real Estate (NSPIRE)
- Certified Apartment Maintenance Technician (CAMT)

Knowledge and Skills

1. Good knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, HVAC, and electrical repairs, and household appliances.
2. Knowledge of local codes applicable to the specialty that may include building codes, electrical codes, or requirements of Americans with Disabilities Act of Section 504 of the Housing and Rehabilitation Act (accessibility requirements).
3. Knowledge of the NSPIRE and ability to apply standards to maximize the score of assigned properties and the agency as a whole.
4. Thorough knowledge of agency policy, OSHA standards, building maintenance, basic computer knowledge, and ability to read and write clearly.
5. Working knowledge of state and local building codes and HUD's standards.
6. Semi-skilled to skilled in one or more trade crafts and general knowledge of all maintenance crafts.
7. Math skills sufficient to perform essential job functions.
8. Skilled in the use of various hand tools, power tools, and test equipment.
9. Thorough knowledge of occupational hazards and applicable safety precautions of the assigned work.

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10. Ability to write service requests and maintenance reports.
11. Ability to read shop drawings, specifications, schematics, and technical documents as appropriate.
12. Ability to understand and ensure Agency compliance with HUD for REAC inspections and Boiler and Domestic Water system checkups.
13. Ability to establish and maintain effective working relationships with other Agency employees and residents.
14. Ability to communicate both orally and in writing.
15. Ability to follow oral and written instructions.

Supervisory Controls

The employee receives instructions from the Maintenance Supervisor, or his/her designee as assigned. Generally, methods of accomplishing assignments are at the discretion of the employee within established procedures. Deadlines, priorities, necessary guidelines, and scope of work are generally set by the supervisor and the employee's progress is monitored regularly for adherence to instructions, compliance with established procedures, quality, and completeness. The employee has no supervisory responsibilities.

Guidelines

The employee follows established maintenance procedures, practices good judgment, and uses service manuals, shop drawings, and scope of work as needed and as applicable in performing assigned tasks. If a situation not covered by these guidelines arises, the employee consults the supervisor for guidance.

Complexity

Work performed by the employee may be routine or non-routine in nature depending on the situation and assignment. General troubleshooting, repair, unscheduled maintenance, and preventative maintenance tasks are generally routine and repetitive in nature, while the nature of some repairs may be highly complex. Occasionally, some tasks may require the exercise of personal judgment in making decisions on accomplishing assigned work.

Scope and Effect

The employee's work primarily affects other employees and the residents in the Agency. It also impacts the readiness and adequacy of total low-rent housing provided by the Agency. Through successful accomplishment of maintenance tasks, the Agency is able to continue providing decent, safe, and sanitary housing.

Personal Contacts

The employee's personal contacts are primarily with residents, other employees, vendors, city employees, and contractors. Contact with residents is particularly important. The purpose of this is to give and obtain information necessary to do maintenance tasks efficiently, safely, and to document all actions. Conditions under which contacts occur can range from a normal environment to a stressful emergency circumstance, such as a gas leak or power failure.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Normal physical activity can be tedious and require heavy lifting, carrying, and prolonged standing, walking, reaching, bending, pushing, pulling, kneeling, crouching, stooping, climbing, balancing, and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders, and jointers etc.
2. Must be able to lift up to fifty (50) pounds without assistance.

MANITOWOC HOUSING AUTHORITY

3. Must have a sense of balance sufficient for standing on a ladder of at least six (6) feet in height for an extended time period of time.
4. Must be able to operate hand tools, power tools, and equipment (e.g., drills, wrenches, hammers, pliers, electrical [Ohm] meters, saws, threaders, plumbing snakes, etc.)
5. Work requires spatial perception, finger and manual dexterity.
6. Must be able to establish and maintain effective working relationships with co-workers, residents, and persons outside the Agency and perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
7. Must be able to sit and/or stand for up to eight (8) hours at a time while performing work duties.
8. Must be able to use fingers bilaterally and unilaterally to utilize job-related tools and equipment.
9. Must have vision and hearing corrected to be able to legally operate a vehicle in various environmental and traffic conditions and perform essential job functions.
10. Must have normal color perception to differentiate colors of electrical wiring, etc.
11. Must maintain a professional appearance and portray a positive image for the Agency.
12. Must maintain punctuality and attendance as scheduled.
13. An employee may request reasonable accommodation to mitigate any of the physical requirements listed above.

Medicinal and Recreational Marijuana

Marijuana is a Schedule I controlled substance and is illegal under federal law. The Agency observes the common rule of the **Federal Marijuana Law of the Controlled Substances Act** (CSA) (21 U.S.C. § 811), which does not recognize the difference between medical and recreational use of marijuana and has established the required Drug Free Workplace Policy. Employees are **NOT** permitted to use or possess **any form** of marijuana for medical or recreational purposes. Any applicant for employment who tests positive for marijuana during a pre-employment drug screening shall be ineligible for employment with the Agency. Any applicant for employment who advises the Agency that he/she uses **any form** of marijuana will be ineligible for employment. The Agency is unable to grant a request for reasonable accommodation to use marijuana under any circumstance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee works indoors and outdoors and is exposed to extreme weather conditions. The employee may occasionally be subjected to electrical shock hazards, dangerous heights, dangerous chemicals (e.g., cleaning solutions, solvents, insecticides), and skin irritants. The employee may be required to use goggles, gloves, masks, lumbar support belts, safety boots, and other personal protective equipment.

Other Requirements

1. Must possess a valid Wisconsin driver's license and maintain a good driving record.
2. May be required to work after office hours on the on-call work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.

MANITOWOC HOUSING AUTHORITY

- 5. Must pass employment drug screening and criminal background check.

Read and Acknowledge

The Manitowoc Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Manitowoc Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

READ AND ACKNOWLEDGED			
EMPLOYEE NAME: (printed)			
EMPLOYEE SIGNATURE		DATE	
AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE		DATE	

IX. ANALYSIS OF NEAREST DATABASE COMPARABLES

This section includes database profiles of comparable positions within the local geographic area of Manitowoc, Wisconsin. The profiles were carefully selected and assembled by our HR Analyst utilizing the Comprehensive Wage Survey Database System. An individual position database profile was identified for each position included in this Study.

The position database profiles include pay range and a general position description. These comparable profiles show the entry, mid/mean, and maximum salaries, which are typically represented as 10th percentile, Mean, and 90th percentile. We routinely use the low Mean, or low midrange, to ensure the Agency stays within the median or average range of pay rates for its local geographic area.

Profiles for Executive level employees within the database are generally based on organization size (e.g., budget or number of employees in the organization). Non-Executive position profiles are based on years of experience. If a supervisory level position profile is not available within a specific category, the years of experience may be adjusted appropriately to conform to the position requirements of the Agency.

Example: Should the Agency have a position for an Inspections Supervisor and the nearest Database comparable is that of a Building Inspector, then the years of experience may be adjusted to a higher experience level to meet a supervisory level requirement. The pay rate will be automatically recalculated and reflect a more appropriate salary consistent with experience and capability for the local area.

Our HR Analyst utilizes information within the local area of the Agency and accesses organizations meeting Agency position requirements.

Definitions for Mean and Percentile

Example: 10th **Percentile = (Low or Entry Wage)**. The pay rates fell at or below 10% of the average of all employees reported within the database for the local Agency area.

Example: Mean/**Median Percentile = (Mid. Wage)**. The pay rates fell at approximately 50% of the average of all employees reported within the database for the local Agency area.

Note: Depending on the application within the database system used, the mean can be switched to median, and vice versa. Mean is the average of all survey data available for a particular position, industry, organization's size, and geographic area derived from analyses of multiple data sources projecting real time data. The Median is the value at which half of all incumbents earn more, and half of all incumbents earn less than the calculated salary.

Example: 90th **Percentile = (High Wage)**. The pay rates fell at or above 90% of the average of all employees reported within the database for the local Agency area.

The following are individual comparable profiles by department.

The Nelrod Company
Individual Position Profile

EXECUTIVE LEVEL POSITION

Nearest Comparable Position for

ADMINISTRATION		EXECUTIVE DIRECTOR	
Title: EXECUTIVE DIRECTOR			
Estimated Survey Mean Annual Base Salaries			
REAL ESTATE & DEVELOPMENT Industry Codes Utilized : eSIC Code: 6500 NAICS:530000			
# Employees	10th Percentile	Survey Mean	70th Percentile
34 Database Minimum	\$61,717	\$131,569	\$168,876
PROPERTY MANAGEMENT Industry Codes Utilized : eSIC Code: 6510 NAICS:531310			
# Employees	10th Percentile	Survey Mean	70th Percentile
34 Database Minimum	\$62,264	\$132,771	\$170,403
ADMINISTRATION OF HOUSING PROGRAMS Industry Codes Utilized : eSIC Code: 1900 NAICS:925110			
# Employees	10th Percentile	Survey Mean	70th Percentile
15	\$68,624	\$147,310	\$187,963
AVERAGE ANNUAL TOTAL			
AVERAGE HOURLY TOTAL			

		EXECUTIVE DIRECTOR
Data Specifications		Survey Description
Prepared for:	Manitowoc Housing Authority	Plans, develops, establishes, and oversees interpretation and implementation of policies and objectives of organization in accordance with board directives and corporation charter. Responsible for the profitability of the entire organization. Holds position of the top executive and principal organization leader in the organization. This position is distinguished from others in that it is the top ranking executive and, in most cases, is the highest paid executive in the organization. Confers with organization officials to plan business objectives, to develop organizational policies to coordinate functions and operations between divisions and departments, and to establish responsibilities and procedures for attaining objectives. Reviews activity reports and financial statements to determine progress and status in attaining objectives and revises objectives and plans in accordance with current conditions. Directs and coordinates formulation of financial programs to provide funding for new or continuing operations to maximize returns on investments, and to increase productivity. Plans and develops industrial, labor, and public relations policies designed to improve company's image and relations with customers, employees, stockholders, and public. Evaluates performance of executives for compliance with established policies and objectives of firm and contributions in attaining objectives. May preside over Board of Directors.
Closest Matching Area:	Manitowoc, Wisconsin	
Post Office City Name:	Manitowoc, Wisconsin	
Planning Date:	2/6/2026	
Database update as of:	7/1/2025	
Printout Date:	2/6/2026	

Questions Contact:
Mellany D. Gaston, PHR/SHRM-CP, AccuWage Director
(817) 922-9000 ext. 105, FAX (817) 922-9100 Email: Mellany@nelrod.com
The Nelrod Company, 3301 West Freeway, Fort Worth, TX 76107-5709

The Nelrod Company
Individual Position Profile

Nearest Comparable Position for

ADMINISTRATION		Office Manager P/T	
Title: OFFICE MANAGER			
Estimated Survey Mean Annual Base Salaries			
REAL ESTATE & DEVELOPMENT Industry Codes Utilized : eSIC Code: 6500 NAICS:530000			
Years Experience	10th Percentile	Survey Mean	90th Percentile
3	\$47,946	\$58,049	\$69,552
PROPERTY MANAGEMENT Industry Codes Utilized : eSIC Code: 6510 NAICS:531310			
Years Experience	10th Percentile	Survey Mean	90th Percentile
3	\$48,044	\$58,242	\$69,858
ADMINISTRATION OF HOUSING PROGRAMS Industry Codes Utilized : eSIC Code: 1900 NAICS:925110			
Years Experience	10th Percentile	Survey Mean	90th Percentile
3	\$46,056	\$54,317	\$63,679
AVERAGE ANNUAL TOTAL			
	\$47,349	\$56,869	\$67,696
AVERAGE HOURLY TOTAL			
	\$22.76	\$27.34	\$32.55
ADJUSTED TO 30 HRS. WEEK/1560 ANNUALLY			
	\$35,511.50	\$42,652.00	\$50,772.25
		OFFICE MANAGER	
Data Specifications		Survey Description	
Prepared for:	Manitowoc Housing Authority	Manages and organizes office operations and procedures, such as word processing, bookkeeping, preparation of payrolls, flow of correspondence, filing, requisition of supplies, and other clerical services. Coordinates activities of various clerical departments or workers within department. Evaluates office production, updates procedures, or devises new forms to improve efficiency of workflow. Establishes uniform correspondence procedures and style practices. Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records. This position is similar to an Office Supervisor, but scope of unit supervised typically involves a larger number of employees and more varied office activities. Position requires experience in the classifications managed. Plans office layouts and initiates cost reduction programs. Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness. Prepares activities reports for guidance of management. Prepares employee ratings and conducts employee benefit and insurance programs. May prepare organizational budget and monthly financial reports. May hire and train clerical staff. May compile, store, and retrieve managerial data.	
Closest Matching Area:	Manitowoc, Wisconsin		
Post Office City Name:	Manitowoc, Wisconsin		
Planning Date:	2/6/2026		
Database update as of:	7/1/2025		
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The Nelrod Company
Individual Position Profile

Nearest Comparable Position for

ADMINISTRATION		Administrative Clerk	
Title: ADMINISTRATIVE CLERK			
Estimated Survey Mean Annual Base Salaries			
REAL ESTATE & DEVELOPMENT Industry Codes Utilized : eSIC Code: 6500 NAICS:530000			
Years Experience	10th Percentile	Survey Mean	90th Percentile
2	\$35,864	\$41,339	\$47,008
PROPERTY MANAGEMENT Industry Codes Utilized : eSIC Code: 6510 NAICS:531310			
Years Experience	10th Percentile	Survey Mean	90th Percentile
2	\$35,902	\$41,393	\$47,080
ADMINISTRATION OF HOUSING PROGRAMS Industry Codes Utilized : eSIC Code: 1900 NAICS:925110			
Years Experience	10th Percentile	Survey Mean	90th Percentile
2	\$35,111	\$40,289	\$45,625
AVERAGE ANNUAL TOTAL			
	\$35,626	\$41,007	\$46,571
AVERAGE HOURLY TOTAL			
	\$17.13	\$19.71	\$22.39

		ADMINISTRATIVE CLERK
Data Specifications		Survey Description
Prepared for:	Manitowoc Housing Authority	Compiles and keeps records of business transactions and office activities of establishment, and performs a variety of other administrative duties, utilizing knowledge of systems or procedures. Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics. Types agendas for meetings, manuscripts, letters, and other documents. Reads and routes correspondence and initiates telecommunications. Collects information; copies, tabulates, and posts data; and prepares records and reports. Computes wages, taxes, premiums, commissions, and payments. Orders and records orders for services. Maintains office supplies inventory by checking stock to determine inventory level, anticipates needed supplies, places and expedites orders for supplies, and verifies receipt of supplies. Gives information to and interviews customers, claimants, employees, and sales personnel. Receives, counts, and pays out cash. Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks. Operates office machines, and keeps equipment operational by following manufacturer instructions and established procedures. Opens and routes incoming mail, answers correspondence, and prepares outgoing mail.
Closest Matching Area:	Manitowoc, Wisconsin	
Post Office City Name:	Manitowoc, Wisconsin	
Planning Date:	2/6/2026	
Database update as of:	7/1/2025	
Printout Date:	2/6/2026	

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The Nelrod Company, 3301 West Freeway, Fort Worth, TX 76107-5709

The Nelrod Company
Individual Position Profile

Nearest Comparable Position for

MAINTENANCE

Maintenance Supervisor

Title:

WORKING FOREMAN

Estimated Survey Mean Annual Base Salaries

REAL ESTATE & DEVELOPMENT *Industry Codes Utilized : eSIC Code: 6500 | NAICS:530000*

Years Experience	10th Percentile	Survey Mean	90th Percentile
5	\$56,402	\$67,562	\$80,218

PROPERTY MANAGEMENT *Industry Codes Utilized : eSIC Code: 6510 | NAICS:531310*

Years Experience	10th Percentile	Survey Mean	90th Percentile
5	\$56,571	\$67,838	\$80,618

ADMINISTRATION OF HOUSING PROGRAMS *Industry Codes Utilized : eSIC Code: 1900 | NAICS:925110*

Years Experience	10th Percentile	Survey Mean	90th Percentile
5	\$55,931	\$62,246	\$72,531

AVERAGE ANNUAL TOTAL	\$56,301	\$65,882	\$77,789
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AVERAGE HOURLY TOTAL	\$27.07	\$31.67	\$37.40
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		WORKING FOREMAN
Data Specifications		Survey Description
Prepared for:	Manitowoc Housing Authority	Assists supervisor in coordinating activities of workers engaged in manufacturing processes, utilizing knowledge of equipment, procedures, and specifications. Talks with supervisor and checks schedules, specifications, and priorities to plan departmental work assignments. Designates duties to workers and leads department activities. Revises work assignments as required by priorities and work availability. Explains and demonstrates procedures and techniques to workers. Interprets specifications and work orders for workers. Requisitions, obtains, and distributes supplies and materials. Assists workers in resolving problems and advises supervisor of complex problems. Reads, prepares, collects, and maintains reports, such as employee time and attendance records. May substitute for workers during worker absence or to relieve bottlenecks in work congested areas.
Closest Matching Area:	Manitowoc, Wisconsin	
Post Office City Name:	Manitowoc, Wisconsin	
Planning Date:	2/6/2026	
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The Nelrod Company
Individual Position Profile

Nearest Comparable Position for

MAINTENANCE

Maintenance Technician P/T

Title:

MAINTENANCE SERVICE WORKER

Estimated Survey Mean Annual Base Salaries

REAL ESTATE & DEVELOPMENT Industry Codes Utilized : eSIC Code: 6500 | NAICS:530000

Years Experience	10th Percentile	Survey Mean	90th Percentile
3	\$42,212	\$48,609	\$55,400

PROPERTY MANAGEMENT Industry Codes Utilized : eSIC Code: 6510 | NAICS:531310

Years Experience	10th Percentile	Survey Mean	90th Percentile
3	\$42,250	\$48,707	\$55,562

ADMINISTRATION OF HOUSING PROGRAMS Industry Codes Utilized : eSIC Code: 1900 | NAICS:925110

Years Experience	10th Percentile	Survey Mean	90th Percentile
3	\$41,468	\$46,724	\$52,273

AVERAGE ANNUAL TOTAL \$41,977 \$48,013 \$54,412

AVERAGE HOURLY TOTAL \$20.18 \$23.08 \$26.16

		MAINTENANCE SERVICE WORKER
Data Specifications		Survey Description
Prepared for:	Manitowoc Housing Authority	Keeps an organization's facilities and equipment maintained, performing a variety of duties. Performs moderately difficult work in two or more trades, such as electrician, carpenter, machinist, millwright, painter, mason, etc. This position is typically semiskilled in several trades. Wires, builds, repairs, paints, installs, dismantles, etc., equipment and buildings relating to skilled trade. May perform janitorial duties.
Closest Matching Area:	Manitowoc, Wisconsin	
Post Office City Name:	Manitowoc, Wisconsin	
Planning Date:	2/6/2026	
Database update as of:	7/1/2025	
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X. SUMMARY OF COMPREHENSIVE WAGE SURVEY DATABASE SYSTEM

The Nelrod Company utilizes a third-party Comprehensive Wage Survey Database System to assist with Organizational & Salary Comparability Studies. Professional researchers and analysts conduct on-going research of private and public organizations in the form of published reports and software database products. All data are employer provided and come from a variety of sources. Survey data are collected through internally conducted salary surveys and the purchase of third-party salary surveys. Additional data are gathered through the digitization of Proxy and 10-K data and the Freedom of Information Act Requests in the US. Copyrighted private conducted surveys are not reproduced nor reported. This database is updated quarterly to maintain cost-of-living increases, new HR Tax Codes, Laws, and Census data. It also serves as a gateway to additional free data available via the Internet. All survey data is evaluated for validity and reliability.

SYSTEM CAPABILITIES INCLUDE:

- 1) Calculates salary and cost-of-living differentials between any of over 9,600 areas and 1,200 industries in the U.S. It can summarize both percentage and dollar differentials between any base city and up to 99 comparison cities at a time. Focuses on the presentation of wage and salary structures for each geographic area based upon consensus regression analysis of salary surveys and also incorporates summary cost-of-living data.
- 2) Provides "consensus" wage and base salary (mean and median) ranges for 18,000+ different positions as compiled from available published survey sources. Estimates may be adjusted for salary planning date, metro area, industry, and company size. The data also includes position descriptions for job matching. Benchmark listings for jobs by industry, as well as multiple area listings for a single job in up to 500 metro areas (with market-ratio calculations) provided.

SALARY COMPARABILITY STUDY

- 3) Provides cost-of-living comparisons and reports between any of 8,600+ U.S. cities and neighborhoods and an additional 9,600+ international locations. The system provides necessary information to determine the financial impact to an employee of a permanent transfer or to calculate temporary COL allowances between any of 10,000 locations worldwide.
- 4) Provides proxy data of at least 500 top management positions as defined from over 14,000 companies per year, analyzed by organization size, geographic location, and industry.

Local Base –Public & Private Sources

- Local Chamber of Commerce
- Local Private Industry Counsels
- Local Economic Development Boards
- HR Management Associations
- Local Employers Associations
- Local Boards of Trade
- Local City & Personnel Offices
- Various Consulting Firms
- Regional & National Survey
- Military
- U.S. Public Sector Administrators
- Local Labor Departments
- Public Housing Authorities
- Law Enforcement Agencies
- Property Management Companies
- HR professionals
- Local City/County Offices
- Federal Government Pay Administrators
- Hospitals & School Districts

Manitowoc
Housing
Authority

Salary Comparability Study

ACCUWAGE DIVISION

February 6, 2026