

RESOLUTION

**NEW AND REVISED JOB DESCRIPTIONS:
DEPARTMENT OF PUBLIC WORKS REORGANIZATION**

WHEREAS, as part of the reorganization of the Department of Public Infrastructure, the Department of Public Works has been created; and

WHEREAS, the Human Resources Department has received the attached new and revised job descriptions from the Department of Public Works to be reviewed and considered for approval;

WHEREAS, the Personnel Committee on April 6, 2026, recommended approval of the attached revised and new job descriptions in the Department of Public Works, and to fill the positions of Director of Department of Public Works at Grade T, the newly created Office Manager at Grade J, and Administrative Support Specialists, one full-time, and one part-time, at Grade F; and

WHEREAS, these changes will result in the elimination of Director of Public Infrastructure, Administrative Assistant, and Transit Clerk positions in the Department of Public Infrastructure; and

WHEREAS, to approve filling the newly created positions in the Department of Public Works, organized as shown on the attached organization chart, all according to the Compensation Plan and Employee Policy Manual.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc, to approve the attached new and revised job descriptions in the Department of Public Works: Director of Department of Public Works at Grade T, Office Manager at Grade J, and Administrative Support Specialists, one full-time, and one part-time, at Grade F; and to fill the positions at the discretion of management.

INTRODUCED _____ ADOPTED _____

APPROVED
Justin M. Nickels, Mayor

Fiscal Impact: Anticipated budgetary increase of approximately \$11,200 for fiscal year 2026. Budgetary increase anticipated to be offset with savings from reorganization of Parks & Rec Department. No tax levy or 2026 budget amendments needed.
Funding Source: General Fund – Department of Public Works (1100 – 32000s)
Finance Director Approval: /SMA
Approved as to form: /EGN

This resolution was drafted by Jessica C. Lillibridge, Human Resources Director