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<b>Meeting Date:</b>	June 15, 2026
<b>Submitter:</b>	Ron Wiedeman, Director of Engineering Ashley Monroe, Assistant City Administrator/HR
<b>Department:</b>	Engineering
<b>Agenda Item:</b>	A Resolution Approving the Job Description for the Position of Assistant City Engineer and Authorizing the Advertising, Selection, and Hiring of an Assistant City Engineer at a Salary Not To Exceed \$125,000.00 Annually

**Summary:** During the FY26 budget process, an Assistant City Engineer position received preliminary approval to include in the budget for approximately six months of salary. This position would assist the Director of Engineering with review, analysis, and execution of capital projects as well as the transition to Lake Michigan water.

As outlined in the attached job description, the Assistant City Engineer will perform a variety of engineering, project management, and development review functions and will serve as the primary Engineering Department contact in the absence of the Director of Engineering. The recommended salary range is intended to provide flexibility to attract qualified candidates, with starting compensation dependent upon experience, professional licensure, certifications, and successful completion of applicable engineering examinations.

At the June 8, 2026, staff sought direction regarding the position and proposed salary range and by a majority consensus, was directed to proceed.

**Recommended Council Action:** A Resolution Approving the Job Description for the Position of Assistant City Engineer and Authorizing the Advertising, Selection, and Hiring of an Assistant City Engineer at a Salary Not To Exceed \$125,000.00 Annually.

**Attachments:**

- Resolution
- Job Description