



Meeting Date:	June 8, 2026
Submitter:	Ron Wiedeman, Director of Engineering Ashley Monroe, Assistant City Administrator/HR
Department:	Engineering
Agenda Item:	Assistant City Engineer Position

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.

Staff is seeking direction regarding the position and proposed salary range. The recommended 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.

Tentatively, staff anticipates posting the position from August through September, reviewing applications and interviewing in mid- to late-fall, and starting the candidate after January 1, 2027. This timeline allows plenty of opportunity to advertise the position and seek appropriate candidates, and pay salary for just four months of the fiscal year.

Recommended Council Action: Approve Job Description, salary range, and posting for Assistant Engineer.

Attachments:
Job Description