

Ordinance 2013-20

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES
FOR THE VILLAGE OF PECATONICA, ILLINOIS,
ARTICLE ONE: ADMINISTRATION, CHAPTER THREE: APPOINTED OFFICERS,
SECTION 8: SUPERINTENDENT OF PUBLIC WORKS**

WHEREAS, the Village from time to time reviews, evaluates and updates its Code of Ordinances; and

WHEREAS, the Village Board has determined that Article One, Chapter Three of the Municipal Code should be replaced with an amendment thereto to update the matters covered thereby.

NOW, WHEREFORE, be it ordained by the President and Board of Trustees for the Village of Pecatonica, Illinois, as follows:

SECTION 1: The Code of Ordinances for the Village of Pecatonica, Illinois, shall be and hereby is amended as follows:

Article One: Administration, Chapter Three: Appointed Officers, Section 8: Superintendent of Public Works, is hereby amended by adding Sections 8B, 8C and 8D to read as follows:

- B. The Superintendent of Public Works supervises and directs all operations concerning the Villages Water, Wastewater, Streets and Storm sewer divisions.
- C. Duties of the Superintendent of Public Works include, but are not limited to:
 - 1. Plans, assigns, supervises, inspects, coordinates and evaluates the construction, maintenance, repair and operations of the Villages Water, Wastewater, Street and Storm Sewer systems, with the assistance of the Village Engineer where appropriate.
 - 2. Schedules, reviews and participates in all aspects of the Public Works Department, including but not limited to budgeting, record keeping, hiring and firing of employees.
 - 3. Maintains related inventory records, operational records, maintenance records, required permits. Works with the Village engineer in obtaining all required operational and construction permits.
 - 4. Conducts educational and informational meetings to include but not limited to appropriate and safe working methods and procedures.
 - 5. Ensures the Village is in compliance with all Federal, State, County and Village codes and ordinances concerning Public Works.
 - 6. Responsible for recommending raises, disciplinary actions and recruitment of personnel for the Public Works department to the Village President and Village Board.

7. Compiles and submits expenditure and operating reports to the appropriate Village committee and Village President.
8. Communicates and coordinates with all other Village Departments and the Village Board.
9. Provides input to the Public Works Committee for the preparation of the Public Works budget.
10. Makes recommendations and helps in the specifications for all Public Works equipment and supplies.
11. Prepares employee performance evaluations.
12. Plans, directs and coordinates a comprehensive plan for Village streets, water system, wastewater system, storm sewer system, sidewalks, curbs, tree care and general maintenance, so as to ensure the highest level of maintenance at the most favorable cost within the budget.
13. Maintains all Village owned equipment and buildings assigned to Public Works.
14. Is responsible to submit all required IEPA or EPA paperwork, sampling and test results.
15. Is responsible to maintain an Emergency operations and Safety program for the Public Works department.
16. Ensures all Village and IEPA / EPA regulations are within compliance.
17. Performs all other tasks and duties assigned by the Village President or Village Board.
18. Submits reports to the Public Works committee and Village Board pertaining to Public Works operations on a monthly or requested basis.
19. Attends all Village Board and Public Works Committee meetings, unless excused by the Village President.
20. Ensures all work orders issued by the Village Clerk are satisfactorily completed.

D. Minimum Qualifications of the Superintendent of Public Works are:

1. Must be able to operate all Public Works equipment.
2. Knowledge of Public Works activities, including water, sewer, street and storm repair and maintenance; equipment capabilities and tools used in repair work and in routine maintenance work; possesses a valid Illinois State Driver's License and Commercial Driver's License (CDL) class B with air brake endorsement.

3. Must be able to operate heavy equipment.
4. High School Education or GED.
5. 8 Years experience in the Water — Wastewater and Public Works field.
6. Maintain a class C Illinois water License and a Class 2 Illinois Wastewater license.
7. Be familiar with methods, materials, procedures, ordinances and regulations used in the maintenance, repair, and construction of streets, water, sewer, and storm facilities.
8. It is preferred and may at the time of hire be requested that the Director live within a 15 mile radius of the Village of Pecatonica.

SECTION 2: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law. This Ordinance shall be published in pamphlet form.

PASSED by the Village Board this _____ day of _____, 2013.

APPROVED by the President of the Village Board this _____ day of _____, 2013.

Daniel J. Barber, Village President

ATTEST:

Dana Ryall, Village Clerk

Ayes: ____ Nays: ____ Absent: ____ Abstain: ____

Metz: ____ Smull: ____ Foster: ____

Heister: ____ Deppe: ____ Eytalis: ____