

**Ordinance 2013-21**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES  
FOR THE VILLAGE OF PECATONICA, ILLINOIS,  
ARTICLE ONE: ADMINISTRATION**

**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 of the Municipal Code should be amended by the addition of Chapter 8: Public Works.

**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:

Chapter Eight            Public Works Job Descriptions

Section 1            Full Time Foreman

- A.    The Public Works Foreman shall assist the Public Works Director in the operations in the Water, Sewer, Streets and Storm Water Divisions.
  
- B.    Duties include, but are not limited to, the following:
  - 1.    Assist in planning, assigning, supervising, inspecting, coordinating and evaluating the construction, maintenance, repair and operations of the Village Water, Sewer, Street and Storm Water systems.
  - 2.    Assist in scheduling and reviewing all aspects of the Public Works Department. Participate in all aspects of the Public Works Department.
  - 3.    Maintain related inventory records, operational records, and maintenance records. Recommend and orders materials.
  - 4.    Conduct educational and information meetings, including appropriate and safe working methods, and compliance with Federal, State, County and Village codes and ordinances.
  - 5.    Make recommendations to Public Works Director for attendance at training programs.
  - 6.    Responsible for recommending promotions, disciplinary action, and recruitment of personnel to the Public Works Director.
  - 7.    Respond to emergency call-outs.

8. Communicate and coordinate with all other Village departments and the Public Works Director.
9. Provides input to the Public Works Director in the preparation of the Street, Water, Sewer and Storm Water budgets.
10. Recommend type of equipment needed and supplies.
11. Assist in performance appraisals for all employees supervised.
12. Maintain all Village owned equipment and buildings.
13. Assist the Public Works Director in maintaining an Emergency and a Safety program.
14. Ensure all Village and IEPA rules and ordinances are followed.
15. Perform all other tasks assigned by the Public Works Director, Village President, Village Board or work order.
16. Make recommendations as to the hiring or firing of employees.
17. Perform duties under the supervision of the Public Works Director or the Village President.
18. Supervise operations of all Public Works employees, except the Public Works Director.
19. Must work and interface well with the citizens of Pecatonica and co – Workers.

C. Minimum Qualifications

1. 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.
2. Must be able to operate heavy equipment.
3. Must be able to operate all public works equipment.
3. High School Education or GED.
4. 6 Years experience in the Water – Wastewater and Public Works field.
5. Be familiar with methods, materials, procedures, ordinances and regulations used in the maintenance, repair, and construction of streets, water, sewer, and storm facilities.

6. It is preferred that the Foreman live within a 15 mile radius of the Village of Pecatonica.
7. Ability to stand, walk, bend, crouch, stoop, pull and push, twist and turn and work in confined spaces.
8. Ability to work in extreme weather conditions including ice, snow, rain, and during hot summer months working with paving materials. Includes working in or near traffic.
9. Ability to work in confined spaces of manholes, catch basins, and trenches during wet conditions.
10. Employees are potentially exposed to vibrations, loud noises, offensive smells, dust, dirt, vicious dogs, water, insect bites, poison ivy, and chemical irritants.
11. Work includes heavy lifting, must be able to lift and carry items up to 100 pounds.

Section 2 Full Time Laborer

- A. A full time Public Works Laborer assists in the operations in the Water, Sewer, Streets and Storm Water Divisions
- B. Duties include, but are not limited to, the following:
  1. Inspect, coordinate and evaluate the construction, maintenance, repair and operations of the Village Water, Sewer, Street and Storm Water systems.
  2. Assist in scheduling and reviewing all aspects of the Public Works Department. Participate in all aspects of the Public Works Department.
  3. Assist in maintaining related inventory records, operational records, and maintenance records.
  4. Attend educational and information meetings, including appropriate and safe working methods, and compliance with Federal, State, County and Village codes and ordinances.
  5. Respond to emergency call-outs.
  6. Communicate and coordinate with all other Village departments.
  7. Recommend type of equipment needed and supplies to the Public Works foreman.
  8. Maintain all Village owned equipment and buildings.
  9. Ensure all Village and IEPA rules and ordinances are followed.
  10. Perform all other tasks assigned by the Public Works Director, Public Works Foreman, Village President, Village Board or by means of work order.

11. Perform duties under the supervision of the Public Works Director, Public Works Foreman or Village President.
12. Supervise work of all Part Time Public Works employees, at the discretion of the Public works Director or Foreman.
13. Must be able to work and interface well with the citizens of Pecatonica and co-workers.

C. Minimum Qualifications

1. 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.
2. Must be able to operate heavy equipment.
3. High School Education or GED.
4. 3 Years' experience in the Water – Wastewater and Public Works field.
5. Be familiar with methods, materials, procedures, ordinances and regulations used in the maintenance, repair, and construction of streets, water, sewer, and storm facilities.
6. Preferred to live within a 15 mile radius of the Village of Pecatonica.
7. Ability to stand, walk, bend, crouch, stoop, pull and push, twist and turn and work in confined spaces.
8. Ability to work in extreme weather conditions including ice, snow, rain, and during hot summer months working with paving materials. Includes working in or near traffic.
9. Ability to work in confined spaces of manholes, catch basins, and trenches during wet conditions.
10. Employees are potentially exposed to vibrations, loud noises, offensive smells, dust, dirt, vicious dogs, water, insect bites, poison ivy, and chemical irritants .
11. Work includes heavy lifting, must be able to lift and carry items up to 100 pounds.
12. Must be able to operate all Public Works equipment.

Section 3 Part Time Laborer

- A. A part-time Public Works Laborer assists in the operations in the Water, Sewer, Streets and Storm Water Divisions.
- B. Duties include, but are not limited to, the following:
  1. Inspect, coordinate and evaluate the construction, maintenance, repair and operations of the Village Water, Sewer, Street and Storm Water systems.

2. Assists preparing and maintaining related inventory records, operational records, maintenance records.
3. Attend educational and information meetings, including appropriate and safe working methods, and compliance with Federal, State, County and Village codes and ordinances.
4. Respond to emergency call-outs.
5. Communicate and coordinate with all other Village departments.
6. Maintain all Village owned equipment and buildings.
7. Ensure all Village and IEPA rules and ordinances are followed.
8. Perform all other tasks assigned by the Public Works Director, Public Works Foreman, Public Works Laborer, Village President, Village Board or by means of work order.
9. Perform duties under the supervision of the Public Works Director, Village President, the Public Works Foreman or the Public Works Laborer.
10. Must be able to work and interface well with citizens of Pecatonica and co-workers.

C. Minimum Qualifications

1. 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.
2. Must be able to operate heavy equipment.
3. High School Education or GED.
4. 3 months experience in the Water – Wastewater and Public Works field.
5. Be familiar with methods, materials, procedures, ordinances and regulations used in the maintenance, repair, and construction of streets, water, sewer, and storm facilities.
6. Preferred to live within a 15 mile radius of the Village of Pecatonica.
7. Ability to stand, walk, bend, crouch, stoop, pull and push, twist and turn and work in confined spaces.
8. Ability to work in extreme weather conditions including ice, snow, rain, and during hot summer months working with paving materials. Includes working in or near traffic.
9. Ability to work in confined spaces of manholes, catch basins, and trenches during wet conditions.
10. Employees are potentially exposed to vibrations, loud noises, offensive smells, dust, dirt, vicious dogs, water, insect bites, poison ivy, and chemical irritants.

11. Work includes heavy lifting, must be able to lift and carry items up to 100 pounds.
12. Must be able to operate all Public Works equipment.

#### Section 4 Part Time Seasonal Laborer

- A. A part-time Seasonal Laborer of the Public Works Department assists in the operations of the Water, Sewer, Streets and Storm Water Divisions.
- B. Duties include, but are not limited to, the following:
  1. Inspect, coordinate and evaluate the construction, maintenance, repair and operations of the Village Water, Sewer, Street and Storm Water systems.
  2. Assist in preparing and maintaining related inventory records, operational records, and maintenance records.
  3. Attend educational and information meetings, including appropriate and safe working methods, and compliance with Federal, State, County and Village codes and ordinances.
  4. Respond to emergency call-outs.
  5. Communicate and coordinate with all other Village departments.
  6. Maintain all Village owned equipment and buildings.
  7. Ensure all Village and IEPA rules and ordinances are followed.
  8. Perform all other tasks assigned by the Public Works Director, Public Works Foreman, Public Works Laborer, Village President, Village Board or by means of work order.
  9. Perform duties under the supervision of the Public Works Director, Village President, the Public Works Foreman or the Public Works Laborer.
  10. Must be able to work and interface well with citizens of Pecatonica and co-workers.
- C. Minimum Qualifications
  1. 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.
  2. Must be able to operate heavy equipment.
  3. High School Education or GED.
  4. 3 months experience in the Water – Wastewater and Public Works field.

5. Be familiar with methods, materials, procedures, ordinances and regulations used in the maintenance, repair, and construction of streets, water, sewer, and storm facilities.
6. Preferred to live within a 15 mile radius of the Village of Pecatonica.
7. Ability to stand, walk, bend, crouch, stoop, pull and push, twist and turn and work in confined spaces.
8. Field work consists of working in extreme weather conditions including ice, snow, rain, and during hot summer months working with paving materials. Includes working in or near traffic.
9. Work includes working in confined spaces of manholes, catch basins, and trenches during wet conditions.
10. Employees are potentially exposed to vibrations, loud noises, offensive smells, dust, dirt, vicious dogs, water, insect bites, poison ivy, and chemical irritants.
11. Work includes heavy lifting, must be able to lift and carry items up to 100 pounds.
12. Must be able to operate all Public Works equipment.

**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: \_\_\_\_\_