

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL),  
CHAPTER 2.50 (DIRECTOR OF PUBLIC WORKS DEPARTMENT; PUBLIC WORKS  
DEPARTMENT) AND REPEALING CHAPTER 2.52 (STREET DEPARTMENT) AND  
CHAPTER 2.54 (WATER AND WASTEWATER DEPARTMENT) OF THE CREST  
HILL CITY CODE**

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**WHEREAS**, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

**WHEREAS**, pursuant to Section 3.1-30-5(a) of the Illinois Municipal Code (65 ILCS 5/3.1-30-5(a)), the Mayor is authorized to appoint, subject to the advice and consent of the City Council, any and all officers necessary to carry into effect the powers conferred upon the City by the constitution and laws of the State of Illinois; and

**WHEREAS**, the Mayor and City Council previously exercised this grant of authority to create a Department of Public Works, including the office of Director of Public Works, Street Department, and Water & Wastewater Department, as set forth in Title 2 (Administration and Personnel), Chapter 2.50 (Director of Public Works Department; Public Works Department), Chapter 2.52 (Street Department), and 2.54 (Water and Wastewater Department); and

**WHEREAS**, the Corporate Authorities of the City are empowered to amend its Code of Ordinances from time to time, as necessary to further the best interests of the City of Crest Hill and its residents; and

**WHEREAS**, the Corporate Authorities have determined that it is in the best interests of the city and its citizens to reorganize the Public Works Department of the city to establish separate divisions of Administration, Streets, Fleet, Building & Grounds and separate water and wastewater divisions and to establish various supervisory positions within the divisions.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:**

**SECTION 1:** The City Council hereby finds that all the recitals contained in the preamble to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

**SECTION 2:** Chapter 2.52 (Street Department) and Chapter 2.54 (Water and Wastewater Department) are hereby repealed in their entirety. Chapter 2.50 (Director of Public Works Department; Public Works Department) is repealed in its entirety and replaced with the following:

## **CHAPTER 2.50: PUBLIC WORKS DEPARTMENT**

### **Section**

- 2.50.010 Department of Public Works Created; Organizational Structure.
  - 2.50.020 Director of Public Works; Creation and Appointment.
  - 2.50.030 Director of Public Works; Salary.
  - 2.50.040 Director of Public Works; Duties and Responsibilities.
  - 2.50.050 Assistant Director of Public Works; Creation (Reserved).
  - 2.50.060 Assistant Director of Public Works; Salary (Reserved).
  - 2.50.070 Assistant Director of Public Works; Duties (Reserved).
  - 2.50.080 Supervision of Public Works Employees.
  - 2.50.090 Superintendent of Water Division; Creation of Position.
  - 2.50.100 Superintendent of Water Division; Salary
  - 2.50.110 Superintendent of Water Division; Duties and Responsibilities.
  - 2.50.120 Superintendent of Wastewater Division; Creation of Position.
  - 2.50.130 Superintendent of Wastewater Division; Salary
  - 2.50.140 Superintendent of Wastewater Division; Duties and Responsibilities.
  - 2.50.150 Superintendent of Operations; Creation of Position.
  - 2.50.160 Superintendent of Operations; Salary.
  - 2.50.170 Superintendent of Operations; Duties and Responsibilities.
  - 2.50.180 Administrative Assistant (Public Works); Creation of Position.
  - 2.50.190 Administrative Assistant (Public Works); Salary
  - 2.50.200 Administrative Assistant (Public Works); Duties and Responsibilities.
- CHAPTER 2.52 Street Department (Repealed).  
CHAPTER 2.54 Water & Wastewater Department (Repealed).

### **§ 2.50.010 DEPARTMENT OF PUBLIC WORKS CREATED; ORGANIZATIONAL STRUCTURE.**

The Department of Public Works is hereby created and established and shall have such functions and responsibilities as provided generally by this Code. The Department of Public Works shall consist of the Director of Public Works and all secretarial and administrative staff positions authorized by the City Council. The following divisions shall constitute subordinate divisions within the Department of Public Works:

- (A) Administration;
- (B) Water Division;
- (C) Wastewater Division;
- (D) Fleet Division;

- (E) Streets Division
- (F) Building & Grounds Division.

The Fleet, Streets, and Buildings & Grounds Divisions shall together be considered the Operations Division.  
(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; am. Ord. 1702, passed 12-21-15)

**§ 2.50.020 DIRECTOR OF PUBLIC WORKS; CREATION AND APPOINTMENT.**

The Office of Director of Public Works is hereby created. The Director of Public Works shall be appointed by the Mayor with the advice and consent of the City Council.

**§ 2.50.030 DIRECTOR OF PUBLIC WORKS; SALARY**

The Salary of the Director of Public Works shall be fixed by the City Council.

**§ 2.50.040 DIRECTOR OF PUBLIC WORKS; DUTIES AND RESPONSIBILITIES**

The Director of Public Works shall have duties and responsibilities prescribed by law and as described in the current job description approved by the City Council and as amended from time to time.

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For statutory provisions authorizing the appointment of a Director of Public Works, see ILCS Ch. 65, Act 5, § 3.1-30-5 et seq.  
(Ord. 1637, passed 8-5-13)

**§ 2.50.050 ASSISTANT DIRECTOR OF PUBLIC WORKS (RESERVED)**

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1874, passed 9-7-21)

**§ 2.50.060 ASSISTANT DIRECTOR OF PUBLIC WORKS; SALARY (RESERVED)**

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; am. Ord. 1874, passed 9-7-21)

**§ 2.50.070 ASSISTANT DIRECTOR OF PUBLIC WORKS; DUTIES (RESERVED)**

**§ 2.50.080 SUPERVISION OF PUBLIC WORKS EMPLOYEES.**

(A) The Director of Public Works through the authority of the Mayor and City Council shall have the responsibility to oversee and direct all Public Works

employees and equipment to carry out the projects and job assignments as these projects and assignments are scheduled.

(B) The following employees shall also report to the Director of Public Works: Administrative Assistant (Public Works), Superintendent of Water Division, Superintendent of Wastewater Division, and Superintendent of Operations) (Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1702, passed 12-21-15)

**§ 2.50.090 SUPERINTENDENT OF WATER DIVISION; CREATION OF POSITION.**

The position of Superintendent of Water Division is hereby created. The Superintendent of Water Division shall be hired by the Director of Public Works. The Position of Superintendent of Water Division shall be an exempt, non-union position which reports to and is directly supervised by the Director of Public Works. (Ord. 1677, passed 12-1-14)

**§ 2.50.100 SUPERINTENDENT OF WATER DIVISION; SALARY.**

The salary of the Superintendent of Water Division shall be determined by the City Council. (Ord. 1677, passed 12-1-14; Am. Ord. 1702, passed 12-21-15; Am. Ord. 2003, passed 11-4-24)

**§ 2.50.110 SUPERINTENDENT OF WATER DIVISION; DUTIES AND RESPONSIBILITIES.**

The Superintendent of Water Division shall have the duties and responsibilities as described in the current job description approved by the City Council and as amended from time to time.

**§ 2.50.120 SUPERINTENDENT OF WASTEWATER DIVISION; CREATION OF POSITION.**

The position of Superintendent of Wastewater Division is hereby created. The Superintendent of Wastewater Division shall be hired by the Director of Public Works. The Position of Superintendent of Wastewater Division shall be an exempt, non-union position which reports to and is directly supervised by the Director of Public Works. (Ord. 1677, passed 12-1-14)

**§ 2.50.130 SUPERINTENDENT OF WASTEWATER DIVISION; SALARY.**

The salary of the Superintendent of Wastewater Division shall be determined by the City Council (Ord. 1677, passed 12-1-14)

**§ 2.50.140 SUPERINTENDENT OF WASTEWATER DIVISION; DUTIES AND RESPONSIBILITIES.**

The Superintendent of Wastewater Division shall have the duties and responsibilities as described in the current job description approved by the City Council and as amended from time to time.

**§ 2.50.150 SUPERINTENDENT OF OPERATIONS; CREATION OF POSITION.**

The position of Superintendent of Operations is hereby created. The Superintendent of Operations shall be hired by the Director of Public Works. The Position of Superintendent of Operations shall be an exempt, non-union position which reports to and is directly supervised by the Director of Public Works.

**§ 2.50.160 SUPERINTENDENT OF OPERATIONS; SALARY.**

The salary of the Superintendent of Water Division shall be determined by the City Council.

**§ 2.50.170 SUPERINTENDENT OF OPERATIONS; DUTIES AND RESPONSIBILITIES.**

The Superintendent of Operations shall directly oversee and supervise the Public Works Employees in the Fleet Division, Streets Division, and Buildings & Grounds Division and shall have the duties and responsibilities as described in the current job description approved by the City Council and as amended from time to time.

**§ 2.50.180 ADMINISTRATIVE ASSISTANT (PUBLIC WORKS); CREATION OF POSITION.**

The position of Administrative Assistant (Public Works) is hereby created. The Administrative Assistant (Public Works) shall be hired by the Director of Public Works. The Position of Administrative Assistant (Public Works) shall be an exempt, non-union position which reports to and is directly supervised by the Director of Public Works.

**§ 2.50.190 ADMINISTRATIVE ASSISTANT (PUBLIC WORKS); SALARY.**

The salary of the Administrative Assistant (Public Works) shall be determined by the City Council.

**§ 2.50.200 ADMINISTRATIVE ASSISTANT (PUBLIC WORKS); DUTIES AND RESPONSIBILITIES.**

The Administrative Assistant (Public Works) shall directly oversee and supervise the Administrative Clerk and any other administrative Public Works employees and shall have the duties and responsibilities as described in the current job description approved by the City Council and as amended from time to time.

**CHAPTER 2.52: (Repealed)**

.(’78 Code, § 2.52.060) (Ord. 70, passed - -62; Am. Ord. 1637, passed 8-5-13)

**CHAPTER 2.54: (Repealed)**

(Ord. 1637, passed 8-5-13)

**SECTION 3:** In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

**SECTION 4:** That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

**SECTION 5:** That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

**SECTION 6:** That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

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PASSED THIS 2<sup>ND</sup> DAY OF MARCH, 2026.

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
Alderman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

APPROVED THIS 2<sup>ND</sup> DAY OF MARCH, 2026.

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Raymond R. Soliman, Mayor

ATTEST:

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Christine Vershay-Hall, City Clerk