

*Per M. Suggested Revisions/deletions
from a Community Development Department
perspective*

CHAPTER 2.50: DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT¹

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§ 2.50.010 DEPARTMENT OF PUBLIC WORKS; CREATED.

The Department of Public Works is hereby created and established. 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 departments shall constitute the subordinate departments of the Department of Public Works:

(A) Water and Wastewater Department.

(B) Street Department.

~~(C) Building Department.~~

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1702, passed 12-21-15)

§ 2.50.020 DEPARTMENT OF PUBLIC WORKS; FUNCTIONS; RESPONSIBILITIES.

The Department of Public Works shall have such functions and responsibilities as are provided generally by this code.

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

§ 2.50.030 DIRECTOR OF PUBLIC WORKS; DUTIES.

(A) The Director of Public Works shall have those powers prescribed by law and by ordinance of the city.

For statutory provisions authorizing the appointment of a Director of Public Works, see ILCS Ch. 65, Act 5, § 3.1-30-5 et seq.

(B) The Director of Public Works shall exercise control over all subordinate departments as set forth in the creation of the Department of Public Works.

(C) The Director of Public Works shall have all charge and supervision over all property, buildings and equipment assigned to the Department of Public Works and its subordinate departments. Except as otherwise provided, the Director of Public Works shall be deemed the head of all principal subordinate departments.

(D) The Director of Public Works shall have charge of all public works and public improvements unless otherwise designated by ordinance.

(E) The Director of Public Works shall undertake the construction, reconstruction and repair of all city streets, alleys, sidewalks, bridges and sewer unless otherwise designated by ordinance.

(F) The Director of Public Works shall review and make recommendations to the Council on matters pertaining to subdivision regulations and annexations.

(G) The Director of Public Works shall administer traffic regulatory functions of the city.

~~(H) The Director of Public Works, or his designee, shall administer the city's planning and zoning activities and enforce all codes relating hereto.~~

~~(I) The Director of Public Works shall administer the city's building code activities.~~

(J) The Director of Public Works shall have the authority to administer all tickets relating to all violations as described in the city Code of Ordinances and the city Zoning Ordinance.

(K) The Director of Public Works shall have the authority to full access to all financial information and financial programs relating to the Department of Public Works and all subordinate departments.

(L) The Director of Public Works shall perform all duties required in connection with the annual motor fuel tax budget and projects.

(M) The Director of Public Works shall supervise and issue all permits that are related to the Public Works Department and projects of the Public Works Department.

(N) The Director may at his discretion assign employees to such duties and responsibilities within the above named departments as are required.

(O) The Director of Public Works shall formulate and develop ordinances focused on the needs of the office and its programs; provide management direction in the implementation of agency policies and rules; approve development or revision of operational methods and procedures.

(P) The Director of Public Works shall define organizational areas of research, information and data required to aid various managerial decision-making processes.

(Q) The Director of Public Works shall direct budget preparation and expenditure of agency appropriations; make recommendations to the director regarding changes in funding and human resource allocations.

(R) The Director of Public Works shall represent the office at City Council and committee meetings and at various professional and community functions.

(S) Such other duties as may be assigned by the Mayor and/or City Administrator.
(Ord. 1637, passed 8-5-13)

§ 2.50.040 APPOINTMENT AND SALARY OF DIRECTOR.

(A) The Department of Public Works shall be appointed by the Mayor, with the majority consent of the City Council.

(B) The Director's salary shall be as determined by the City Council from time to time.
(Ord. 1637, passed 8-5-13)

§ 2.50.050 ASSISTANT DIRECTOR OF PUBLIC WORKS; DUTIES.

Under general direction from the Director of Public Works, the Assistant Director shall have the following duties:

(A) Assists to plan, organize, and direct the programs and operations of the Department including the management and maintenance of two wastewater treatment plants, well houses, stormwater and sanitary sewers, street, sign and infrastructure construction and maintenance, snow and ice removal, city forestry, maintenance and repair of city-owned vehicles and equipment.

(B) Establishes and maintains inventory control system and accurate record keeping procedures.

(C) Creates and executes a safety training program, promoting safe work practices and compliance with the Occupational Safety and Health Administration regulations.

(D) Provides input on strategic planning for the Department's management, staffing, organization, budget, and capital improvements including goal setting, forecasting, and planning for extreme weather events.

(E) Administers Department policies and procedures, including overseeing the direction, training, supervision, evaluation, and discipline of union and non-union personnel.

(F) Interacts with and provides direction to engineers, contractors, consultants, and developers as necessary.

(G) Responds to public inquiries and interacts with the public regarding Public Works activities, projects, policies, and procedures.

(H) Provides support and assistance to the Director of Public Works and other departments advising on projects, programs, and developments.

(I) Assists in coordinating the Department budget process, evaluating needs, making purchase recommendations, and controlling for expenditures within the Departmental budget, manages projects to remain within the budget and make recommendations for budget revisions.

(J) Prepares and submits reports maintaining compliance with state and federal agencies.

(K) Prepares memorandums for Council consideration.

(L) Performs other duties as assigned.

(M) Attend and present material at City Council meetings and work sessions when necessary or in the absence of the Director of Public Works.

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

§ 2.50.060 APPOINTMENT AND SALARY OF ASSISTANT DIRECTOR.

(A) The Assistant Director of Public Works shall be appointed by the Mayor upon recommendation by the Director of Public Works, with the majority consent of the City Council.

(B) The Assistant Director's salary shall be determined by the City Council from time to time.

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

§ 2.50.070 SUPERVISION OF EMPLOYEES.

(A) The Director of Public Works through the authority of the Mayor and City Council shall have the responsibility to oversee and direct the Public Works employees and equipment in order 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: Director of City Services, Director of Water and Wastewater, ~~Building Commissioner and Building Inspector~~.

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1702, passed 12-21-15)

§ 2.50.080 DIRECTOR OF CITY SERVICES; CREATION OF OFFICE; APPOINTMENT; SALARY.

The office of Director of City Services is hereby created. The Director of City Services shall be appointed by the Mayor with the confirmation of the City Council by a majority vote thereof and shall report directly to the Director of Public Works. The salary of the Director of City Services shall be determined by Council.

(Ord. 1677, passed 12-1-14)

§ 2.50.090 DIRECTOR OF CITY SERVICES; DUTIES.

Under general direction from the Director of Public Works, the Director of City services shall assist in planning, organizing, directing and supervising the activities of the Public Works Department. The Director of City Services shall be the head of the Street Department and the ~~Building Department~~. The Director of City Services shall provide expert professional assistance to the Director and other Departments in areas of expertise, including but not limited to, construction engineering, building/development reviews, garbage collection, utility billing and such other duties as may be assigned by the Mayor, City Administrator and/or Director of Public Works.

(Ord. 1677, passed 12-1-14; Am. Ord. 1702, passed 12-21-15)

§ 2.50.100 DIRECTOR OF WATER AND WASTEWATER; CREATION OF OFFICE; APPOINTMENT; SALARY.

The office of Director of Water and Wastewater is hereby created. The Director of Water and Wastewater shall be appointed by the Mayor with the confirmation of the City Council by a majority vote