

**VILLAGE OF ROSCOE
RESOLUTION NO. 2023-R57**

A RESOLUTION OF THE VILLAGE OF ROSCOE ADOPTING REVISED JOB DESCRIPTIONS, CLASSIFICATION SCHEDULES, AND UPDATED WAGE SCALES FOR FULL-TIME EMPLOYEES OF THE VILLAGE OF ROSCOE PUBLIC WORKS DEPARTMENT

WHEREAS, there is a need to maintain accurate job descriptions for the employees of the Village as part of the Village's personnel policies and handbook; and

WHEREAS, currently, all full-time Employees of the Village's Public Works Department (excluding the Public Works Superintendent), are grouped into six job classifications and pay scales; and

WHEREAS, the current system of classification both restricts employees' opportunities to move upward within the department, and limits the Village's ability to fairly compensate and incentivize employees seeking to grow professionally in their positions as they acquire additional skills and responsibilities; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe believe it to be in the best interest of the residents and citizens of the Village of Roscoe to adjust and simplify compensation scale for full-time employees Village of Roscoe Public Works Department;

WHEREAS, the President and Board of Trustees of the Village of Roscoe wish to amend sections of the Village's personnel handbook pertaining to the job descriptions and duties of the full-time employees of the public works department, to modify the current tiered employee classifications and related pay scales, and simplify the classifications to provide for more flexibility in the assignment of job descriptions while still recognizing the need to acknowledge and provide equitable compensation for progressively increasing skills, responsibilities, and supervisory duties; and

NOW THEREFORE, be it resolved by the President and Board of Trustees of the Village of Roscoe, Illinois, as follows:

SECTION 1: That the Village Employee Handbook is hereby amended to adopt the section entitled "**Public Works Department – Job Classifications (Full-Time)**", which shall be substantially similar in substance to those attached hereto as **Exhibit "A"**.

SECTION 2: That such handbook section shall become effective upon the passage of this resolution, and its inclusion into the Village's handbook.

Exhibit “A”
(Resolution 2023-R57)

Public Works Department – Job Classifications (Full-Time)

Full Time Classifications

PW 1:

0-3 years' experience

High school diploma or equivalent

Valid Illinois commercial driver's license (CDL) class B with air brake endorsement

Basic knowledge of building trades

Basic maintenance (mowing, trimming, mechanical)

Basic snow removal

\$20.00 - \$25.00

PW 2:

Everything with PW 1 plus:

4-8 years' experience or superintendent's recommendation

Advanced knowledge of building trades

Advanced knowledge of vehicles (gas and diesel), equipment (mowers, loaders, backhoes, skid steers, chainsaws, etc.)

Operate efficiently all Village owned equipment

Perform road repairs on asphalt or concrete

Ability to train new hires

Able to lead a crew of 1 to 2 public works personal

\$25.01 - \$30.00

PW 3:

Everything with PW 1 & 2 plus:

Over 8 years' experience or superintendent's recommendation

Skilled in welding

Skilled in electrical systems

Ability to lead a crew of 3 or more employees

Ability to be on call supervisor in absence of superintendent

Ability to attend board meetings if necessary

Ability to lead a snow emergency (from call outs to assigning plow routes) in absence of superintendent

Ability to distribute work orders

Ability to meet with Village residents and problem solve

Ability to prepare time sheets for a pay period

\$30.01 and up