

ORDINANCE NO. 90-3

ORDINANCE ESTABLISHING THE POSITION OF
MAINTENANCE FIELD TECHNICIAN

WHEREAS, the Village of Chatham has demonstrated need to conduct business in the most efficient manner, while ensuring the citizens of the Village of Chatham obtain the desired services;

WHEREAS, Section 1 of an "Ordinance in Reference to Village Employees and Salaries" passed April 11, 1989, Ordinance No. 89-7, is amended to incorporate the position of Maintenance Field Technician;

NOW, THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS AS FOLLOWS:

Section 1: Commencing on the passage of this ordinance the position of Maintenance Field Technician is established. The compensation range shall be a minimum of \$20,000 and a maximum-of \$29,000 annually.

Section 2: This Ordinance shall be in full force and effect after its passage and approval.

PASSED Feb 13, 1989-1990

APPROVED Feb 13, 1989-1990

Carl D. Oblinger
CARL D. OBLINGER
VILLAGE PRESIDENT

ATTEST:
Rose Miller
ROSE MILLER
VILLAGE CLERK

VILLAGE OF CHATHAM PUBLIC WORKS DEPARTMENT

JOB TITLE: MAINTENANCE FIELD TECHNICIAN

PURPOSE:

This position is accountable for providing the technical assistance necessary to accomplish the Village of Chatham Maintenance and Construction Program and the monitoring of program accomplishment to assure the work is done according to accepted engineering practice.

BUDGET IMPACT:

Salary range: \$20,000 - ~~\$29,000~~ ^{25,000 ANNA}

REPORTING RELATIONSHIPS:

This position reports to the Village Administrator. The position provides staff assistance on technical aspects of the maintenance program to the Village Administrator and the Superintendent of Village Operations.

RESPONSIBILITIES:

This position is primarily responsible for:

1. Regular inspection of the Village Street System and signs which are the property of the Village;
2. Inspect and replace malfunctioning water meters;
3. Serve as Zoning Admin, Building Code Inspector and Health and Safety Inspector (work with the Village Engineer and Village Attorney as required);
4. Schedule, supervise and monitor all summer work programs;
5. Develop, Implement and maintain a monitoring system for activities of the parks;
6. Assist the Village Administrator in the preparation of annual budget;
7. Implement and monitor daily the purchase order and work order systems;
8. Assist in writing technical and bid specifications for needed equipment, while ensuring the Village meets all bid requirements;
9. Other duties as assigned.

COMMUNICATIONS:

Internally, this position confers daily with the Village Administrator and the Superintendent of Operations. Also, the Village Engineer and Attorney as required.

Externally, this position confers with: material suppliers and contractors bidding on maintenance work; equipment suppliers concerning equipment purchases or parts; and the general public.