

SANGAMON COUNTY, ILLINOIS

ORDINANCE
NUMBER 18-42

**AN ORDINANCE AMENDING THE VILLAGE CODE TO CREATE THE POSITION
OF GENERAL FOREMAN WATER & PARKS AND ADOPTING A JOB
DESCRIPTION FOR THE POSITION**

DAVE KIMSEY, Village President
AMY DAHLKAMP, Village Clerk

TERRY FOUNTAIN
BRETT GERGER
NINA LINDHORST
RYAN MANN
MATT MAU
PAUL SCHERSCHEL
Village Trustees

Published in pamphlet form by authority of the President and Board of Trustees of the Village of
Chatham

on July 24th, 2018

Sorling Northrup – 1 N. Old State Capitol Plaza, Suite 200, Springfield, IL 62705

ORDINANCE NO. 18- 42

AN ORDINANCE AMENDING THE VILLAGE CODE TO CREATE THE POSITION OF GENERAL FOREMAN WATER & PARKS AND ADOPTING A JOB DESCRIPTION FOR THE POSITION

WHEREAS, the Village of Chatham (“Village”) is an Illinois Municipal Corporation existing and operating under the Illinois Municipal Code and the laws of the State of Illinois; and

WHEREAS, the President and Board of Trustees of the Village have determined it to be in the best interest of the Village to create the position of General Foreman Water & Parks as set forth in this Ordinance.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Chatham, Sangamon County, Illinois, as follows:

Section 1. Recitals. The foregoing recitals shall be and are hereby incorporated into and made a part of this Ordinance as if fully set forth in this Section 1.

Section 2. Amendment to Chapter 31. Title III, Chapter 31 is amended by adding a new Section 31.57 as follows:

§31.57 GENERAL FOREMAN WATER & PARKS

There is hereby established the position of General Foreman Water & Parks, who shall be a full-time employee of the village. The General Foreman Water & Parks shall have the duties set forth in a job description approved by the Village Board, together with such other duties as are assigned by the Village Administrator.

Section 3. Job Description – General Foreman Water & Parks. The Village Board hereby approves and adopts the job description, attached as Exhibit A, for the General Foreman Water & Parks position.

Section 5. Severability. In the event that any section, clause, provision, or part of this Ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect.

Section 6. Repeal and Savings Clause. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, action, or causes of action which shall have accrued to the Village of Chatham prior to the effective date of this Ordinance.

Section 7. Effectiveness. This Ordinance is effective upon its passage and publication. The Clerk shall publish this Ordinance in pamphlet form, and shall see to its inclusion in the next update of the Village Code of Ordinances.

PASSED this 24 day of July, 2018.

	YES	NO	ABSENT	PRESENT
TERRY FOUNTAIN	X			
BRETT GERGER	X			
NINA LINDHORST			X	
RYAN MANN	X			
MATT MAU	X			
PAUL SCHERSCHEL	X			
DAVE KIMSEY				
TOTAL				

APPROVED by the President of the Village of Chatham, Illinois this 24 day of

July, 2018.


Dave Kimsey, Village President

Attest:

Amy Dahlkamp
Amy Dahlkamp, Village Clerk

EXHIBIT A
JOB DESCRIPTION

Village of Chatham Job Description

Job Title: General Foreman Water & Parks
Reports To: Village Manager
Prepared By: Village Manager (06/14/2018)
Approved By: Village Manager

Department: Administration
FLSA Status: Exempt
Updated Date: 00/00/0000
Approved Date: 00/00/0000

Summary Delegates and supervises functional activities to workers and establishes supervisory schedules and responsibilities to ensure quality and timeliness of independent decisions required to provide continuous service to the community and safety of water, parks, and other assigned employees.

Essential Duties and Responsibilities include the following. Other duties may be assigned

- Reviews all proposed and installation of new water/sewer department equipment and fixtures such as mains, valves, hydrants and taps to our water/sewer system.
- Oversees maintenance of existing water SCADA, Pumps, Water Towers, Tanks, and Sanitary Sewer Systems.
- Manage the GIS technician with the mapping of all Village data.
- Direct maintenance of the Village's water / sewer system to ensure continuous operation in order to provide professional and efficient service to the community
- Provide direction and guidance to village employees that ensure safe working conditions within compliance of local, state and federal safety regulations
- Supervises and assists employees in resolving department related issues
- Maintains time and production records
- Conducts and assists in performance evaluation for your assigned staff, as required by the Village Manager.
- Manage and purchases vehicles, supplies and equipment within the departmental budget according to the community's needs
- Interprets company policies and develops specific operating procedures for the water/sewer, parks, and GIS departments
- Studies and adjust production schedules to meet deadlines and estimates work hour requirements for completion of job assignment
- Interprets job specifications, blueprints, job orders and assigns duties to employees.
- Suggests changes in work procedures and use of equipment to increase efficiency of the water/sewer departments.
- Responsibilities of the General Foreman Water & Parks may be assigned to all subordinate positions within the water/sewer department.
- Communicate with, respond to and resolve complaints, conflicts, concerns and questions from citizens, contractors, customers, developers and public and private agencies regarding department services, activities and programs

Supervisory Responsibilities

Supervises the activities of all employees in the Water/Sewer Department. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Key Relationships

Internal relationships would include Village President, Village Board, Village Manager, General Foreman Electric and Streets, Human Resources, Village CFO, Chief of Police, departmental heads, and village employees.

External relationships would include village vendors and suppliers, IMUA, CEMA, City Water Light and Power, Village Engineers, and all village residents

Key Challenges

Challenges for the General Foreman Water & Parks include developing strong working relationships with both village unions and Village Manager, developing strong working relationships with supervisory personnel and subordinates, managing employee and labor relations, and enforcement of village policies, practices and programs. Responsible for safety compliance in the water/sewer and parks departments. Must be able to work with the Illinois Department of Labor. Responsible for inspecting personal protective equipment for department employees.

Decision Making

Responsible for making recommendations to Village Manager regarding employee related issues, departmental budget, vendor selections, and bids and specifications.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; Keeps commitments; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Min. Class D Drinking Water Operator License, Lead & Copper – Water Treatment & Corrosion Control, Utility Locating Training, Arc Flash Training, and CPR Training, Flagger Training, and Supervisory experience is a plus.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports/service orders/job tickets. Ability to speak to customers or other employees on a one-to-one basis. Ability to read system maps.

Mathematical Skills

Ability to calculate figures and apply concepts of basic algebra and geometry related to the electric and water fields

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Excel Spreadsheet software, Microsoft Word Processing software, and Microsoft Outlook. Ability to operate a PC/laptop. Ability to operate various in-house software programs, including mapping software.

Certificates, Licenses, Registrations, and Other Qualifications

Must have current valid CDL, must have drug and alcohol awareness/safety training. Must have completed CPR and First Aid training. Must complete monthly safety trainings specific to the job.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate around traffic and obstructions. Extensive travel driving to customer locations. Must be available for unscheduled work and be available for "on call" all the time.