

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Ray Matchett, Jr.
Mike Blaies
Denise Albers
Dean Pruett
Mathew Trout
Lisa Meehling

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

VILLAGE ADMINISTRATOR
Tony Funderburg

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Michael J. Schutzenhofer

VILLAGE ATTORNEY
Weilmuenster & Keck, P.C.

November 27, 2017

NOTICE
MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE
(Personnel/Police/ESDA/Fire)
(Meehling/Blaies/Matchett/Trout)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, November 29, 2017, at 6:00 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

POLICE COMMITTEE

- A. Old Business
 - 1. Police Department Expansion
- B. New Business
 - 1. Purchase of Patrol Car by the Village of Fayetteville

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of October 25, 2017 Minutes
 - 2. Job Descriptions
- B. New Business
- C. General Concerns
- D. Public Participation
- E. Adjourn

At said Personnel Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 - (c) (3)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 - (c)(1)]; real estate transactions [5 ILCS, 120/2 - (c)(5)], collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2) or discussion of executive session minutes, 5 ILCS, 120/2-(c)(21)]

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING (Meehling/Blaies/Matchett/Trout) Wednesday, October 25, 2017 at 6:00 p.m.

Chairperson Lisa Meehling called the meeting of the Personnel and Public Safety Committee to order on Wednesday, October 25, 2017 at 6:30 p.m. Those present were Chairperson Lisa Meehling, Trustee Mike Blaies, Trustee Ray Matchett, Trustee Matt Trout, Mayor Seth Speiser, Trustee Denise Albers, Trustee Dean Pruet, Village Clerk Jerry Menard (left at 6:43 p.m.), Chief Mike Schutzenhofer, ESDA Coordinator Gene Kramer, Public Works Director John Tolan, Village Administrator Tony Funderburg and Office Manager Julie Polson. Guest present: Janet Baechle.

POLICE:

A. OLD BUSINESS:

1. Police Department Expansion: Village Administrator Tony Funderburg stated we are looking into getting a grant or loan for this project. If we go the grant route, we would need an engineer to draw up plans. He passed out the updated layout which keeps the building at 3000 square feet and gives them everything they need. USDA offers a 20-year loan at 4%. If we pursue the RFQ process, they would be sent in and reviewed, then narrowed down to 3-4 and everyone would interview them. Trustee Meehling stated the engineering cost is typically 6% of the total building costs. Tony believes if we go that route, the engineering costs will be between \$40,000 - \$50,000 and the project cost will be around \$700,000 - \$800,000. Tony will meet with EWR to get a better estimate of the building cost without any contents.

B. NEW BUSINESS:

1. Thank You from Resident: Chief Schutzenhofer said Officer Flynn helped out a lady on her way to a chemo treatment.
2. Omnigo Software Quote: Chief Schutzenhofer advised he and Police Secretary Laura McGarry attended a presentation on the Omnigo software program in O'Fallon. Everything they do would be tied to one system, and also tied in with the CAD system. This gives us the capability to share information with other agencies that Mike deems necessary. He advised many surrounding communities are on this system or are switching to it. Features include accident reporting, citations, running plates and evidence tracking. It has a map feature where you can track problem areas which helps when writing grants. We can eliminate our in-house email. This would be a \$6,000 a year increase. There is no cost for future updates and the system is very secure.

Trustee Matt Trout motioned to recommend to the full Board the Village enter into the Information Technologies, LLC., Contract for the Omnigo Software at a cost of \$4,750.00 and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.

3. Placement of StormReady Sign: The Village of Freeburg has been recertified for 3 years and is recognized for being storm ready. The sign will be placed on the welcome sign by Wiegmanns.
4. Communications Roll Call Net: Gene would like to see the roll call start back up to make sure all of our equipment is working. We will do that the first Tuesday of the month at 10:15 a.m.

5. External Antenna Cable Entry: Gene thanked our electric department personnel who grounded the equipment. They did a fantastic job.
6. Communication Acknowledgement Procedure: Gene said in a severe weather event, he would like an acknowledgement call from the Police Department, and Chief Schutzenhofer suggested using the city wide 800 station for that. John requested a phone call from Gene for this.
7. Executive Session to Discuss Personnel 5 ILCS 120/2-(c)(1): Discussed below.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of September 27, 2017 Minutes: *Trustee Matt Trout motioned to approve the September 27, 2017 Minutes and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.*
2. Job Descriptions: Tony advised there are some changes to his and Julie's job descriptions. Trustee Meehling asked the committee to get any other suggestions to him prior to the next meeting.

B. NEW BUSINESS:

1. Part-Time Public Works Hire, Executive Session for Personnel, 5 ILCS 120/2(c)(1):

EXECUTIVE SESSION

7:34 P.M.

Trustee Matt Trout motioned to enter Executive Session to Discuss Personnel, 5 ILCS 120/2-(c)(1) and Trustee Ray Matchett seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED

7:38 P.M.

Trustee Ray Matchett motioned to recommend to the full Board the hire of Kurt Polson for the part-time public works position and Trustee Mike Blaies seconded the motion. All voting yea, the motion carried.

The committee reconvened at 7:39 p.m.

- C. **GENERAL CONCERNS**: The siren is not sounding at noon and 10:00 p.m. John will look into it.
- D. **PUBLIC PARTICIPATION**: None.
- E. **ADJOURN**: *Trustee Matt Trout motioned to adjourn at 7:40 p.m. and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.*



Julie Polson
Office Manager

JOB TITLE: POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT**DEPARTMENT: Police Department****REPORTS TO: Chief of Police****STATUS: Full-time****FLSA STATUS: Non-exempt****Prepared Date: 11/9/2017 TF****Job Summary:**

- The Police Department Secretary is responsible for typing all police department correspondences, entering daily reports in the computer system and special projects assigned by the Chief of Police.
- This position is a full-time hourly position that requires a forty (40) hour workweek. The position demands the ability to coordinate multiple resources in a professional and efficient manner. The position has frequent interaction with the public and other departments and is responsible to the Chief of Police.

Essential Duties:

- The Police Department Administrative Assistant is responsible for the administrative and support functions of the Police Department and ESDA offices.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to apply common sense understanding to carryout instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Police Department Duties.
 - Provide public assistance and information to the public;
 - Maintain record keeping and file maintenance;
 - Keep the Chief of Police informed of situations as they come in;
 - Prepare the News Release for the local publishing office;
 - Log all citations;
 - Assist with insurance forms to agencies requesting reports and mail;
 - Prepare and provide criminal reports to requesting agencies and/or individuals;
 - Maintain and log 10-50 Illinois Traffic Crash Reports and route to IDOT;
 - Maintain, log and route the Illinois Uniform Crime Reporting data to Illinois State Police;
 - Maintain and update Illinois Law Enforcement Training forms for State of Illinois;

- Maintain Criminal History Files for audit;
- Maintain the Registered Sex Offender files;
- Maintain Racial Profile data;
- Maintain and update Training logs for Officers;
- Radio dispatches Officers on required calls and relays necessary information to the dispatched Officer;
- Assist the Chief and Officer on duty with data base information;
- Inform Officers of upcoming court cases and route hard copy;
- Provide Background checks to agencies and the public as requested;
- Performs various word processing and spreadsheet tasks;
- Processes incoming and outgoing mail and shipping;
- Assist with nuisance violation notices and help maintain files;
- Maintain FPD data bases;
- Update Business listings for officers;
- Maintain and order necessary office supplies, forms and janitorial supplies as needed;
- Prepare purchase orders for A/P and maintain files and route to Administrative office;
- Order officer uniforms and track uniform allowance;
- All other duties as assigned by Chief of Police.
- ESDA Duties.
 - Support the Coordinator with weather alert system;
 - Monitor daily weather and record status when required;
 - Sound the monthly warning system;
 - Be on call to support the ESDA weather alert Monday through Friday and sound the alert sirens as needed;
 - Sort and route mail and route purchase orders to accounting department;
 - All other duties as assigned by ESDA Coordinator subject to approval of the Police Chief.

MINIMUM QUALIFICATIONS

- **Education, Training and Experience**
 - Bachelor's Degree and/or High School diploma and a minimum of **five (5) years** law enforcement related administrative experience at the discretion of the Village Board of Trustees.
- Microsoft Word, Microsoft Excel, Microsoft FrontPage, Adobe Photoshop, Outlook, Police records software experience a plus.
- 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.

SALARY

- The Police Department Administrative Assistant shall receive an hourly rate of pay as provided for by the current union contract.

Working Conditions:

- 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 fundamentals of the job.

PERSONAL ATTRIBUTES

- Must be honest and trustworthy
- Must be respectful
- Must possess cultural awareness and sensitivity
- Must be flexible
- Must demonstrate sound work ethics

RESIDENTIAL REQUIREMENTS

- Must reside in the Village of Freeburg as stated in the Collective Bargaining Agreement negotiated between the Village of Freeburg and the Public Works Department.

PHYSICAL REQUIREMENTS

- Ability to climb staircases, ladders, and/or step stools
- Ability to lift and/or move on a regular basis a maximum of 25 pounds.
- Ability to stand, walk or sit for continuous periods of time.
- Requires effective audio-visual discrimination and perception to make quick and accurate observations and ensure the safety of employees and others in response to exposure to the hazards associated with this position
- Specific vision abilities required by this job include close vision, distance vision, limited color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to respond to emergency calls outside of normal shift hours, work irregular shifts on occasion, due to personnel shortage, workload, work in progress and emergency situations.
- Ability to spend long hours sitting and using office equipment and computers, which can cause muscle strain.

MENTAL REQUIREMENTS

- Constant mental alertness and attention to detail to ensure work is performed in compliance with all specifications/regulations and to maintain a safe work environment
- Must possess excellent planning/organizational skills and ability to delegate work in order to ensure completion of all projects within required deadlines

- Must be able to use independent judgment, problem-solving skills, and ability to apply knowledge and experience to all situations.
- Must be able to spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.
- Must also deal with a wide variety of people on various issues.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

- Ability to use tact in dealing with members of the general public
- Knowledge of proper and safe operations of equipment used in the Village of Freeburg.
- Pass a Village of Freeburg drug test and be able to perform essential job functions
- Pass a Village of Freeburg physical examination and be able to perform essential job functions

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities, and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.

JOB TITLE: Finance Clerk

DEPARTMENT: Administration

REPORTS TO: Office Manager/Village Administrator

STATUS: Full-time

FLSA STATUS: Non-exempt

Prepared Date: 12/20/2017 TF

JOB SUMMARY:

- Performs a variety of complex, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems and treasury functions of the Village.
- Serves as Finance Clerk in the Village Office
- Responsible to the Administrative Administrator and Treasurer for accounting duties of the Village Office. Assures compliance of state and federal regulations as relative to programs directed.
- This position is a non-exempt, full-time hourly position that requires a forty (40) hour workweek. The position demands the ability to coordinate multiple resources in a professional and efficient manner. The position has frequent interaction with other departments and is responsible to the Office Manager.

ESSENTIAL DUTIES:

- The Finance Clerk shall perform the bookkeeping duties of the Village, including but not limited to maintaining the General Ledger, accounts payable, accounts receivable, payroll, and all related reports. Recommend course of action to the Village Administrator, which will enhance or increase productivity within feasible financial constraints of the Village.
- The Finance Clerk shall assist the Office Manager and the Village Administrator in preparing the annual Budget, Appropriation and Tax Levy.
- The Finance Clerk shall assist the Village Treasurer in preparing a daily and itemized list of all moneys received and delivering a copy of the same to the Village Board and pay over to the Treasurer all moneys received by him or her and take a receipt therefore.
- The Finance Clerk shall assist the Village Treasurer in keeping an accurate register of the bills paid, specifying the date, to whom payable, the amount, and the particular fund or appropriations to which the same is chargeable.
- The Finance Clerk shall maintain an accurate record of accounts of the Village's funds on hand and as relative to budgetary, appropriation and tax levy amounts. The records shall be available once a month or for inspection at a lesser time period as prescribed by the Village Board.
- The Finance Clerk shall perform other duties as assigned to her or him by the Village Administrator or Office Manager.

- Performs the accounting duties of the Village, including but not limited to, accounts payable, accounts receivable, payroll, and all related reports.
- Assists in the utility billing process, including bill preparation through collection and disconnection process.
- Maintain a general knowledge of federal and state regulations pertaining to the operation of municipal government sufficient to operate the office and reports to the Administrative Assistant.
- Communicates adopted financial plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
- Supervises the collection of taxes, fees, other receipts and monies owed to the Village of Freeburg in accordance with laws and regulations.
- Prepares monthly and annual financial reports.
- Oversees the central computerized financial and management information system of the Village.
- Assists the preparation of state and federal reports, including tax reports.
- Attends regular and special Village Board meetings as needed. Prepares reports for Committee Meetings as directed.

MINIMUM QUALIFICATIONS:

- **EDUCATION, TRAINING AND EXPERIENCE**
 - Bachelor's Degree in accounting and/or High School diploma and a minimum of five (5) years related accounting/bookkeeping experience at the discretion of the Village Board of Trustees.

SUPERVISORY RESPONSIBILITIES

- N/A

PERSONAL ATTRIBUTES

- Must be honest and trustworthy
- Must be respectful
- Must possess cultural awareness and sensitivity
- Must demonstrate sound work ethics

RESIDENTIAL REQUIREMENTS

- Must reside in the area as stated in the Collective Bargaining Agreement negotiated between the Village of Freeburg and the Village Hall Office Workers.

WORKING CONDITIONS:

- 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 ADA disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet.

PHYSICAL REQUIREMENTS

- Ability to climb staircases, ladders, and/or step stools
- Ability to lift and/or move on a regular basis a maximum of 25 pounds.
- Ability to stand, walk and sit for extended or continuous periods of time.
- Ability to spend long hours sitting and using office equipment and computers, which can cause muscle strain.
- 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 ADA disabilities to perform the essential functions.

MENTAL REQUIREMENTS

- Constant mental alertness and attention to detail to ensure work is performed in compliance with all specifications/regulations and to maintain a safe work environment
- Must possess excellent planning/organizational skills and ability to delegate work in order to ensure completion of all projects within required deadlines
- Must be able to use independent judgment, problem-solving skills, and ability to apply knowledge and experience to all situations.
- Must also deal with a wide variety of people on various issues.

SALARY

- The Finance Clerk shall receive a salary as provided for in the union contract.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

- Knowledge of basic electronics.
- Pass a Village of Freeburg drug test and be able to perform essential job functions
- Pass a Village of Freeburg physical examination and be able to perform essential job functions.
- Considerable knowledge of the principles and practices of accounting /bookkeeping.
- Ability to communicate effectively verbally and in writing. Ability to prepare accurate and grammatically correct written reports.
- Ability to prioritize work projects and meet deadlines.
- Ability to provide quality training and clear instructions to other staff members.
- Ability to work effectively with the Village Board and various other Boards and Commissions.
- Ability to understand and follow complex oral and written instructions.

- Thorough knowledge of personal computer applications; ability to operate software applications.
- Ability to maintain confidentiality when situation warrants.
- Ability to work independently, needing little supervision to complete tasks.
- Experience in operations, management, personnel, and risk management.
- Able to develop effective working relationships based upon respect, trust, and confidence.
- Disciplined and persuasive, while fair and poised in relations with fellow employees and the general public.
- Requires ability to independently conduct research, gather data, analyze information, prepare reports, and make recommendations.
- Able to develop effective working relationships based upon respect, trust, and confidence.
- Requires ability to independently conduct research, gather data, analyze information, prepare reports, and make recommendations.
- Requires ability to use tact, judgment, courtesy and initiative.
- Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees and Village officials; ability to communicate effectively orally and in writing.

TOOLS AND EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine.

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities, and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.

JOB TITLE: Utility Billing Clerk
DEPARTMENT: Administration
REPORTS TO: Village Administrator
STATUS: Full-time
FLSA STATUS: Non-exempt
Prepared Date: 12/20/2017 TF

JOB SUMMARY:

- This position responsibility will include but is not limited to water, sewer, and electric billing, accounts receivable and payable entries.

ESSENTIAL DUTIES:

- The duties listed are for illustrative purposes and do not necessarily include all the duties or activities performed by this position. Actual duties performed will vary on a day-to-day basis.
- Prepare water, sewer, and electric and trash billing.
- Enter meter readings.
- Maintain the sewer, water, and electric and trash billing system.
- Records and maintains utility deposits.
- Send monthly Ach file to Citizen's Bank.
- Enters utility payments into utility billing system.
- Maintain list of current utility customers.
- Assists Zoning Administration in the issuance of building permits.
- Notarizes documents.
- Prepares monthly reports for the council regarding the utility bills Utility Billing Clerk
- Coordinates with the Maintenance Department to assure all water meters are in working order.
- Answer phones and handle appropriately.
- Greet and handle resident inquiries.
- Filing
- Other duties as assigned by the office manager or administrator.
- Be able to back-up the office manager or finance clerk in their absence.
- Invoice for water and electric meter supplies.
- Deal with the public.
- Process handheld and manual monthly readings.
- Collect payments from drop box.
- Produce final billings
- Send out late notices
- Prepare disconnect listing
- Input and monitor direct debits
- Monitor suspended trash accounts

- Follow-up on unpaid final bills and submit to Illinois Local Debt Recovery as needed.
- Keep log of occupancy permits.
- Prepare notice of lien and/or release of lien.
- Do meter replacements.
- Coordinate and pick up payments at banks.
- Monitor LIHEAP payments.
- Prepare list of Medical Emergency locations.
- Reconcile FSH accounts at year-end.
- Monitor NSF customers.
- Prepare electric excise tax return monthly.
- Monitor fuel factor.
- Prepare requests for water and/or sewer credits.
- Prepare adjustments/corrections to utility accounts when verified.
- Balance cash register daily.
- Bill trailer parks for unmetered water usage monthly.
- Process refunds to customers on final accounts.

MINIMUM QUALIFICATIONS:

- **EDUCATION, TRAINING AND EXPERIENCE**
 - High school graduation or equivalent
 - At least two years of billing experience, preferably in the public sector;
- Knowledge of accounts receivable; knowledge of accounts payable;
- Valid driver's license,
- Proficient in the use of Windows based computer programs;
- Ability to effectively communicate verbally and in writing.
- Any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

- Good knowledge of office practices and procedures.
- Skill and proficiency in the operation of window based computer programs.
- Ability to perform general clerical work requiring a high degree of accuracy.
- Ability to efficiently organize work tasks.
- Ability to deal confidently and effectively with members of the public, both in person and on the telephone.
- Ability to communicate effectively in English.
- Have a general understanding of village government.
- Ability to use tact in dealing with members of the general public
- Pass a Village of Freeburg drug test and be able to perform essential job functions
- The incumbent must demonstrate the following skills:
 - Effective verbal and listening communications skills

- Attention to detail and high level of accuracy
- Effective written communications skills
- Computer skills including the spreadsheet and word processing programs, and e-mail at a highly proficient level
- Stress management skills

PERSONAL ATTRIBUTES

- Must be honest and trustworthy
- Must be respectful
- Must possess cultural awareness and sensitivity
- Must demonstrate sound work ethics

RESIDENTIAL REQUIREMENTS

- Must reside in the area as stated in the Collective Bargaining Agreement negotiated between the Village of Freeburg and the Village Hall Office Workers.

SUPERVISORY RESPONSIBILITIES

- N/A

PHYSICAL REQUIREMENTS

- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to lift and/or move on a regular basis a maximum of 25 pounds.
- Ability to stand, walk or sit for extended or continuous periods of time.
- Specific vision abilities required by this job include close vision, distance vision, limited color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to respond to emergency calls outside of normal shift hours, work irregular shifts on occasion, due to personnel shortage, workload, work in progress and emergency situations.

MENTAL REQUIREMENTS

- Constant mental alertness and attention to detail to ensure work is performed in compliance with all specifications/regulations and to maintain a safe work environment
- Must possess excellent planning/organizational skills and ability to delegate work in order to ensure completion of all projects within required deadlines
- Must be able to use independent judgment, problem-solving skills, and ability to apply knowledge and experience to all situations.
- Must also deal with a wide variety of people on various issues.

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities, and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.

JOB TITLE: Office Manager

DEPARTMENT: Administration

REPORTS TO: Village Administrator, Mayor, Board of Trustees

STATUS: Full-time

FLSA STATUS: Non-exempt

Prepared Date: 11/9/2017 TF FK

JOB SUMMARY:

- The Office Manager is responsible for organizing and coordinating the office operations and procedures in order to ensure organizational effectiveness and efficiency.
- This position is a full-time hourly position that requires a minimum forty (40) hour workweek. This position requires the incumbent to be available for evening and weekend meetings. The position demands the ability to coordinate multiple resources in a professional and efficient manner. The position has frequent interaction with other departments, and the general public. The Office Manager will be included in closed sessions.
- Shall assist the Village Clerk in the performance of duties as set forth in Sections 1-2-69, 1-2-72, 1-2-73 of the Village Code of Ordinances.

ESSENTIAL DUTIES:

- Assist the Village Administrator in the day-to-day operations of the Corporate Office. Recommend courses of action to the Village Administrator which will enhance or increase productivity within feasible financial constraints of the Village.
- The Office Manager shall be required to attend all committee meetings and prepare written minutes of said meetings.
- The Office Manager shall maintain a schedule of all meetings and will follow the posting and notification requirements of said meetings.
- The Office Manager shall prepare and distribute the appropriate meeting packets.
- The Office Manager shall post all meeting packets on the website.
- The Office Manager shall be required to maintain audio recordings of all meetings.
- Responsible for filing ordinances, utility liens, easements, and any other such documents at the St. Clair County Recorder's Office.
- The Office Manager shall manage and prepare the Village payroll for all persons who come under appropriation for salaries.
- The Office Manager shall assist the Village Administrator in preparing, on or before the fifteenth (15th) of March in each year, and before the annual appropriation to be made by the Village Board, a report of estimates of monies necessary to defray the expenses of the corporation during the current fiscal year. Such reports shall classify the different objects and branches of expenditures, giving as nearly as may be estimated the amount required for each; and for the purpose of making such a report, he or she is hereby authorized to require of all officers, their statement of the condition and expenses of their respective offices or departments with any proposed improvements and the probable expense thereof, all contracts made and unfinished and the amount of any and all

unexpended appropriations of the preceding year. Such reports shall show the aggregate income of the preceding fiscal year, from all sources, the amount of liabilities outstanding upon which interest is to be paid, the bonds and debts payable during the year, when due and when payable and, in such report, he or she shall give such other information to the Village Board as he or she may deem necessary to the end that the Village Board may fully understand the money

- The Office Manager shall, under the direction of the Committee on Finance, assist the Village Administrator in opening and keeping a complete set of books in which, among other things, shall be set forth the appropriation, budget and tax levy amounts of the fiscal year for which each distinct object and branch of expenditures and also the receipts from each and every source of revenue so far as he or she can ascertain the same.
- The Office Manager shall prepare reports regarding delinquent special assessments as are required by statute and shall assist in making a monthly report to the Board of Trustees showing what money has been received and the source thereof.
- In all cases where the Village requires a license to be obtained for the purpose of engaging in or carrying on any business or occupation and the licensee is required to obtain from the Village a printed license or certificate, it may be the duty of the Office Manager to assist the Administrator in delivering such license or certificate.
- In all cases where the Village requires a liquor license to be obtained, it is the duty of the Office Manager to issue the approved license and keep up-to-date records of liquor licenses issued within the Village.
- In all cases where the Village requires a video gaming license to be obtained, it is the duty of the Office Manager to issue the approved license and keep up-to-date records of video gaming licenses issued within the Village.
- The Office Manager shall assist the Village Administrator in maintaining and filing of various insurance premiums, claims, and records necessary to operate efficiently the Village's insurance programs, which have been accepted and approved for use by the Village Board. Such records shall be maintained within the corporate office of the Village.
- The Office Manager shall keep in his or her office in a book or books kept expressly for that purpose a correct list of all the outstanding bonds of the Village, showing the number and amount of each, for and to whom the bonds are issued; and when the Village bonds are issued, or purchased, or paid, or cancelled, the book or books shall show that fact; [and in the annual report, the Office Manager shall describe particularly the bonds sold during the year and the terms of sale with each and every item of expense thereof]. (See 65 ILCS 5/3.1-35-110)
- The Office Manager shall, on or before the regular meeting in each month, make out and submit to the Village Board a statement or report in writing of all the monies received and warrants drawn during the preceding month, showing therein from or what sources and on what account monies were received, and for what purposes and on what account the warrants were drawn or paid.
- Deputy Registrar for the Village of Freeburg to include handling voter registration for Freeburg residents. Oversee and maintain election files and preparation of election

packets. Responsible for maintaining all election paperwork and filing appropriate paperwork with the St. Clair County Clerk's Office.

- Provide Administrative support to the Combined Planning/Zoning Board. Responsible for preparation of publication notices and packets to the board members and public. Attend meetings and provide written transcription of the minutes and maintain audio recordings.
- Oversees Recycling Center and maintains maintenance schedules. Also responsible to schedule quarterly electronics recycling events held at Village Hall.
- Maintain office services Main Activities:
 - Assist in designing and implementing office policies
 - Assist in establishing standards and procedures
 - Organize office operations and procedures
 - Monitor and record long distance phone calls
 - Prepare time sheets and maintain employee attendance records
 - Prepare and maintain OSHA logs
 - Ensure all Department of Labor/OSHA-required postings are made available to departments and posted as required
 - Oversee and maintain content of the Village of Freeburg website
 - Review and approve supply requisitions
 - Liaise with other agencies, organizations and groups
 - Update organizational memberships
 - Maintain office equipment
 - Maintain the official Ordinance and Resolution record books
 - Maintain Village of Freeburg Website
 - Prepare Quarterly Village of Freeburg Newsletter
 - Assist in orienting and training employees
 - Provide on the job and other training opportunities when requested
- Maintain office records Main Activities:
 - Design filing systems
 - Ensure filing systems are maintained and up to date
 - Define procedures for record retention
 - Ensure protection and security of files and records
 - Ensure effective transfer of files and records
 - Transfer and dispose records according to retention schedules and policies
 - Ensure personnel files are up to date and secure
- Maintain office efficiency Main Activities:
 - Assist in planning and implementing office systems, layout and equipment procurement
 - Maintain and replenish inventory
 - Check stock to determine inventory levels
 - Anticipate needed supplies
 - Verify receipt of supply

- Perform other related duties as required

MINIMUM QUALIFICATIONS:**• EDUCATION, TRAINING AND EXPERIENCE**

- Bachelor's Degree and/or High School diploma and a minimum of five (5) years related human resources experience at the discretion of the Village Board of Trustees.
- Must possess a valid Driver's License within 30 days of hire date.
- The Office Manager shall be hired on the basis of education and professional ability. The selection shall be made without regard to political considerations, race, religion, age, or sex.

• KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge The incumbent must have proficient knowledge in the following areas:
 - Knowledge of office administration
 - Knowledge of human resource management
 - Ability to maintain a high level of accuracy in preparing and entering information
- The incumbent must demonstrate the following skills:
 - Excellent interpersonal skills
 - Team building skills
 - Analytical and problem solving skills
 - Decision making skills
 - Effective verbal and listening communications skills
 - Attention to detail and high level of accuracy
 - Very effective organizational skills
 - Effective written communications skills
 - Computer skills including the spreadsheet and word processing programs, and e-mail at a highly proficient level
 - Stress management skills
 - Time management skills
 - The incumbent must maintain strict confidentiality in performing the duties of the Finance and Administration Officer.

PERSONAL ATTRIBUTES

- Must be honest and trustworthy
- Must be respectful
- Must possess cultural awareness and sensitivity
- Must be flexible
- Must demonstrate sound work ethics

RESIDENTIAL REQUIREMENTS

- Must reside in the area as stated in the Collective Bargaining Agreement negotiated between the Village of Freeburg and the Village Hall Office Workers.

PHYSICAL REQUIREMENTS

- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to lift and/or move on a regular basis a maximum of 25 pounds.
- Ability to stand, walk or sit for continuous periods of time.
- Requires effective audio-visual discrimination and perception to make quick and accurate observations and ensure the safety of employees and others in response to exposure to the hazards associated with this position
- Specific vision abilities required by this job include close vision, distance vision, limited color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to respond to emergency calls outside of normal shift hours, work irregular shifts on occasion, due to personnel shortage, workload, work in progress and emergency situations.
- Ability to spend long hours sitting and using office equipment and computers, which can cause muscle strain.

MENTAL REQUIREMENTS

- Constant mental alertness and attention to detail to ensure work is performed in compliance with all specifications/regulations and to maintain a safe work environment
- Must possess excellent planning/organizational skills and ability to delegate work in order to ensure completion of all projects within required deadlines
- Must be able to use independent judgment, problem-solving skills, and ability to apply knowledge and experience to all situations.
- Must be able to spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.
- Must also deal with a wide variety of people on various issues.

SALARY

- The Office Manager shall receive a salary as provided for in the union contract.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

- Ability to use tact in dealing with members of the general public
- Knowledge of proper and safe operations of equipment used in the Village of Freeburg.
- Pass a Village of Freeburg drug test and be able to perform essential job functions
- Pass a Village of Freeburg physical examination and be able to perform essential job functions

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities, and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.

JOB TITLE: Zoning Administrator

DEPARTMENT: Admin

REPORTS TO: Village Administrator

STATUS: Part-time

FLSA STATUS: Non-Exempt

Prepared Date: 11/9/2017 TF

JOB SUMMARY:

- The Zoning Administrator is responsible for the overall administration and enforcement of the Village of Freeburg Zoning Ordinances.
- Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application.
- Create safe work practices and procedures.
- The Director shall attend all Legal and Ordinance Committee and Board meetings.
- The Director shall be appointed by the Mayor, by and with the advice and consent of the Village Board and shall hold office until a successor is appointed and qualified.

ESSENTIAL DUTIES:

- Must become thoroughly familiar with the zoning ordinances and appropriate forms for the Village of Freeburg.
- Issues the appropriate land-use permit when all provisions of the Ordinance are in compliance and maintains a complete file of permits issued. Notifies applicant, in writing, if the proposed use is not in compliance with ordinance standards, and assists with an appropriate alternative administrative remedies necessary to attain compliance.
- Performs inspection duties to ensure land use changes are in compliance with the Zoning Ordinance. The use of check lists and instruction lists is required.
- Identifies, inventories, and monitors nonconforming uses.
- Attends the Combined Planning Commission and Zoning Board of Appeals meetings, as needed, to report on zoning issues and advise on issues related to zoning administration. Evening meetings can be expected.
- Review, inspect, and approve all property splits (land divisions, platted subdivision splits and combinations, and properties exempt from land division).
- Conducts technical reviews, site inspections, and makes staff reports to the Planning Commission and Zoning Board of Appeals on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances, and appeals.
- Ability to write with clarity, to carry basic communications with permit applicants, related government agencies and other offices as necessary.
- Shall enforce the provisions of this Chapter and make such inspections, measurements, and tests as necessary for that purpose.

- Shall perform such other duties as may be assigned to him by the provisions of this Code or by the Village Board.
- Direct the development of capital improvement plans and the subsequent construction of public works projects; review engineering plans for private developments; inspect construction of public facilities by private developers.
- Direct the planning, preparation and control of department budgets, including operating and capital improvement budgets.
- Control and authorize expenditures in accordance with established limitations.
- Prepare and update short and long range strategic plans to assure the department's contribution to the Village's overall plan and strategies; participate in the development of regional plans.
- Manage the coordination of department activities with other departments and agencies.
- Represent the Village on regional and State committees.
- Communicate and coordinate efforts with a variety of individuals and organizations, including employees and executive staff, local cities, citizens, contractors, employers, boards, committees and public and private sector agencies.
- Participate in the review of municipal engineering and public works plans, drawings and plats submitted by engineering consultants, developers and other engineers or technicians.
- Direct the inspection and review of construction projects; assure compliance with federal, State and local laws, codes and ordinances.
- Oversee the administration of federal and State construction project grants.
- Assist Village Administrator in the preparation of grant applications.
- Coordinate short and long term planning and project reviews with other Village functions to assure consistent efforts to meet the public's needs.
- 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.
- Prepare reports for Mayor, Board of Trustees and others as necessary.
- Provide input to annual 3-5 year plan.
- Identify infrastructure system problems and recommend solutions to prevent extended service interruptions.
- Perform related duties as assigned.

ZONING ENFORCEMENT:

- Investigates alleged violations of the Ordinance and advises landowners/applicants of necessary corrective measures. Keeps an inventory of said violations, including dated photographs and/or other evidence.
- Presents case facts and explains decisions of the Zoning Administrator's office before the Village Board.

- Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; and may propose solutions to any problem encountered in administering the Zoning Ordinance.
- Coordinates the enforcement of the zoning ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.

OFFICE ADMINISTRATION:

- Submits, at least monthly, report of zoning permit fees collected to the Village Board.
- Submits one copy of the zoning permit applications to the tax assessor in a timely manner.
- Administers and follows procedures and policies established for the office.
- Distributes zoning ordinances to Combined Planning Commission and Zoning Board of Appeals members, and to the public.
- Keeps the zoning map, text, and office records up-to-date by recording all amendments and retaining all official documents; and makes copies of the zoning ordinance available to the public.
- Works with the appropriate staff or offices (such as but not limited to, Village Clerk, Combined Plan Commission and Board of Appeals, Office Manager) to prepare, publish, post, send and/or deliver public notices and/or meetings and hearings.
- Turns in written report (each month or frequent) to the legislative body, which itemizes mileage and expenses and hours worked.
- Turns in written (annual, or more frequent) reports which includes: permit issues/denials, appeals, request for amendments, request for variances, and other pertinent zoning administration information.
- Attends meetings of the legislative body, as necessary, usually evening meetings.

PUBLIC RELATIONS, ASSISTANCE, PERSONAL DEVELOPMENT:

- Ability to work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.
- Assists the general public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Directs the individual(s) to the proper agency/agencies for other needed permits.
- Attends professional schools, seminars, and/or conferences as needed to stay up-to-date on laws, zoning trends, and other information pertinent to zoning.
- Be accessible to the public with established hours at Village Hall.

EDUCATION, TRAINING AND EXPERIENCE:

- An employee in this class, upon appointment, should have the equivalent of the following training and experience:
 - Graduation from an accredited high school or GED equivalent with drafting and/or site plan and blueprint reading skills.
 - A deductive, logical system of thought common in reading and interpreting legal documents.
 - An ability to read legal descriptions and similar pertinent documents to zoning administration.
 - Optionally, an associate's or higher degree in planning, geography, economics, or a related field.
- Some basic computer skills and knowledge in use of word processing, data base, and computer operating systems.
- Prefer individuals who have working knowledge of zoning law or past experience as a zoning administrator.
- Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).
- Telephone etiquette and skills.
- Ability to speak before groups and organizations.
- Knowledge of construction and construction terms as appropriate to zoning reviews.
- Ability to pay close attention to details.
- Must possess good organizational skills.
 - Prioritize and schedule work load appropriately.
 - Be able to work independently with little supervision.
 - Meet deadlines.
- Must have current, valid Illinois vehicle operator's license and provide own transportation.
- Driving record acceptable to the Village.
- Must reside in the Village of Freeburg within 180 days of taking office unless waived by the board.

WORKING CONDITIONS/ENVIRONMENTAL FACTORS:

- Office environment; travel to a variety of locations for site visits or to attend meetings.
- Exposure to outdoor weather conditions, despite weather conditions, and exposure to environmental allergens (grasses, weeds, pollens, trees) due to little flexibility for scheduling.
- Regularly travel to locations throughout municipality.
- Subject to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible.
- Subject to work related calls after hours.

PHYSICAL REQUIREMENTS:

- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Must be able to communicate effectively with others and be able to see to the degree necessary to read and analyze complex data.
- Must be able to sit and stand for extended periods of time.
- Ability to traverse rough and/or uneven surfaces to conduct project inspections.
- Ability to climb staircases, ladders, and/or step stools
- Ability to lift and/or move on a regular basis a maximum of 25 pounds.
- While performing duties of this position, employee will regularly be required to use hands to handle, feel or operate objects, tools or controls and reach with hands and arms.
- Ability to stand, walk, sit, climb, balance, stoop, kneel, crouch and crawl for extended or continuous periods of time.
- Sitting at a desk to operate computers, review applications and site plans, and meet with public.
- Prolonged walking over uneven terrain, on stairs, hand grip to pull one's self over obstacles in order to conduct site inspections, perform site inspections, specific studies, and evaluations.
- Operating a vehicle (including at night) to attend various meetings, site inspections, and other functions.

MENTAL REQUIREMENTS:

- Constant mental alertness and attention to detail to ensure work is performed in compliance with all specifications/regulations and to maintain a safe work environment
- Must possess excellent planning/organizational skills and ability to delegate work in order to ensure completion of all projects within required deadlines
- Must be able to use independent judgment, problem-solving skills, and ability to apply knowledge and experience to all situations.
- Must be able to read and understand technical information, manuals, policies, procedures, work orders, blueprints, diagrams and Material Safety Data Sheet guidelines
- Must have excellent problem-solving skills

SALARY:

- The Zoning Administrator shall receive such salary as may be provided by the annual budget of the Village Board at the time of the appointment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS:

- Experience with federal, state and local laws, ordinances, rules and regulations relating to projects and activities.
- Experience with federal and state-wide environmental concerns and regulations.

- Experience with contract law and developing, reviewing, negotiating and enforcing construction contracts.
- Experience with federal and state grant applications and administration procedures.
- Experience with laws, rules and regulations related to assigned duties.
- Experience with Village organization, operations, policies and objectives.
- Experience with of a computer terminal and word processing software.
- Experience directing the operation of a diverse work force.
- Ability to plan, organize, control and direct the activities, services, operations, budgets and policy formulation of Village public works.
- Ability to analyze complex issues and impacts and provide clear and concise recommendations and alternative solutions.
- Ability to develop a vision for the future and set up the steps to reach specific goals.
- Ability to direct the maintenance of complex, detailed and official records, files and reports.
- Ability to maintain current knowledge of technological advances in the field of public works.
- Ability to effectively and persuasively communicate, both verbally and in writing.
- Ability to physically perform the essential job functions.
- Ability to use tact in dealing with members of the general public
- Knowledge of basic electronics.
- Pass a Village of Freeburg drug test and be able to perform essential job functions
- Pass a Village of Freeburg physical examination and be able to perform essential job functions

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities, and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.

JOB TITLE: Village Administrator

DEPARTMENT: Administration

REPORTS TO: Mayor and Village Board of Trustees

STATUS: Full-time

FLSA STATUS: Exempt

Prepared Date: 11/9/2017 TF

JOB SUMMARY:

- The Village Administrator shall be appointed by the Mayor, said appointment being subject to confirmation by the Board of Trustees.
- The Village Administrator shall serve at the pleasure of the Mayor and the Board of Trustees.
- The Village Administrator shall be appointed on the basis of education and professional ability. The appointment shall be made without regard to political considerations, race, religion, age, or sex. The successful candidate need not be a resident of the village at the time of appointment, but shall become a resident of the village within 180 days of assuming office, unless the residency requirement is waived by the Board of Trustees.

ESSENTIAL DUTIES:

- Supervise and coordinate the administrative functions of all departments, offices and agencies of the Village.
- Oversee the day to day operations of the corporate office and directs all clerical staff and Zoning Administrator to perform task which provide for the effective and efficient operations of the department.
- Prepare the agenda for regular meetings of the Board of Trustees.
- Keep the Village President and Board of Trustees informed of the activities of the various departments.
- Act as purchasing agent for the village within limitations and under conditions as established from time-to-time by the Board of Trustees.
- Effectively and efficiently administer the policies adopted by the Board of Trustees.
- Recommend various courses of actions to the Board of Trustees along with possible alternatives.
- Promote good relations with other governmental agencies and the public.
- Coordinate the enforcement of ordinances and the codes of the Village of Freeburg.
- Recommend personnel actions to the Village President and Board of Trustees, including original appointment, salary and wage adjustments, promotions, demotions, lay-offs, suspensions, discharges, and other disciplinary actions.
- Attend all Village Board meetings and committee meetings, and participate, as required, in all discussions. Participation does not include the right to vote.
- Assist the Mayor and Board of Trustees as the Chief administrative officer of the Village and perform such duties as may be directed by the Mayor and the Board of Trustees.

Village of Freeburg

Job Description

Village Administrator

- Coordinate activities between the departments through the department heads to ensure efficient utilization of resources and maximize interdepartmental coordination.
- Prepare the Village's annual budget, Tax Levy and Appropriation Ordinance With the assistance of the Office manager and Finance Clerk.
- Make such reports to the Mayor and Board of Trustees as may be required concerning the operations of the Village departments and offices.
- Propose and recommend to the Village Board of Trustees such personnel rules and regulations as may be useful for management of policies, handbooks, manuals and collective bargaining.
- Prepare an annual report at the end of the fiscal year on the workings of the various village departments.
- Serve as facilitator in the collective bargaining process of the Village.
- Oversee the operations of the Village departments.
- Oversee the investigation of and responses to resident inquiries and complaints related to the operations of the Village based upon reports of directors.
- Participate in the development and implementation of economic development programs for the Village, including business retention, expansion and recruitment.
- Serve as a liaison to Chamber of Commerce and various civic organizations.
- Research and apply for governmental grants as appropriate.
- Complete annual 3-5 year plan with the assistance of Public Works Director and review with Mayor and Board of Trustees.
- Perform such other duties which may be required of him or her from time-to-time by the Village President and Board of Trustees.
- Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the Village to assure the fiscal wellbeing of the Village.
- Assures the investment of Village funds, consistent with law and best practices in municipal government.

MINIMUM QUALIFICATIONS:

- **EDUCATION, TRAINING AND EXPERIENCE**
 - Bachelor's Degree in Public Administration or related field of study acceptable to the Board of Trustees.
 - Accounting experience.
 - Excellent working knowledge of the principles of municipal government.
 - Good communication skills.
 - Valid Illinois driver's license.
 - Driving record acceptable to the Village.
- **LICENSURE, CERTIFICATION, OR OTHER QUALIFICATIONS**
 - Must reside in the Village of Freeburg within 180 days of taking office unless waived by the board.

WORKING CONDITIONS:

- Exposure to outdoor weather conditions
- Exposure to fumes or dust
- Office environment and travel to multiple locations to attend meetings.

OTHER JOB REQUIREMENTS

- Position requires time outside of normal working hours for events and meetings.

SUPERVISORY RESPONSIBILITIES

- Supervise and coordinate the administrative functions of all departments, offices and agencies of the Village.

PHYSICAL REQUIREMENTS

- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to lift and/or move on a regular basis a maximum of 50 pounds.
- Requires effective audio-visual discrimination and perception to make quick and accurate observations and ensure the safety of employees and others in response to exposure to the hazards associated with this position
- Specific vision abilities required by this job include close vision, distance vision, limited color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to respond to emergency calls outside of normal shift hours, work irregular shifts on occasion, due to personnel shortage, workload, work in progress and emergency situations.
- Tolerance for working in adverse weather conditions or other unusual conditions such as, but not limited to, cold, heat, rain, snow, wind, dark, dusty and noisy surroundings.
- Must be able to communicate effectively with others.
- Must be able to see to the degree necessary to read and analyze complex data.
- Manual dexterity necessary to operate office machinery, computer keyboard, telephones, etc.

MENTAL REQUIREMENTS

- Constant mental alertness and attention to detail to ensure work is performed in compliance with all specifications/regulations and to maintain a safe work environment
- Must possess excellent planning/organizational skills and ability to delegate work in order to ensure completion of all projects within required deadlines
- Must be able to use independent judgment, problem-solving skills, and ability to apply knowledge and experience to all situations in order to determine materials, parts, and equipment requirements
- Must be able to read and understand technical information, manuals, policies, procedures, work orders, blueprints, diagrams and Material Safety Data Sheet guidelines
- Must have excellent problem-solving skills.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

- Experience with federal, state and local laws, ordinances, rules and regulations relating to municipal government.
- Experience with federal, state, regional and county programs, procedures and funding sources related to municipal government.
- Experience with planning, developing and controlling large budgets.
- Experience with principles and practices of administration, supervision and training.
- Experience with contract law and developing, reviewing, negotiating and enforcing contracts.
- Experience with federal and state grant applications and administration procedures.
- Experience with Village organization, operations, policies and objectives.
- Experience with language, grammar, spelling, punctuation and vocabulary interpersonal skills.
- Experience directing the operation of a diverse workforce.
- Ability to plan, organize, control and direct the activities, services, operations, budgets and policy formulation of a Village.
- Ability to represent and promote the Village.
- Ability to negotiate and administer contracts with outside vendors and service providers.
- Ability to provide clear and concise recommendations and alternative solutions.
- Ability to develop a vision for the future and set up the steps to reach specific goals.
- Ability to effectively and persuasively communicate, both verbally and in writing.
- Experience with laws, rules and regulations related to assigned duties.
- Ability to use tact in dealing with members of the general public
- Pass a Village of Freeburg drug test and be able to perform essential job functions

SALARY

- The salary of the Village Administrator shall be as determined by the Board of Trustees from time to time.

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities, and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.

JOB TITLE: Journeyman Lineman
DEPARTMENT: Public Works
REPORTS TO: Head Lineman/Public Works Director
STATUS: Full-time
FLSA STATUS: Non-exempt
Prepared Date: 12/21/2017 TF

JOB SUMMARY:

- To facilitate construction, operation, and maintenance of the services for transmitting power from distribution points to consumers within the Village of Freeburg. Work is frequently performed in close proximity to high tension and high voltage wires requiring skill and safe work practices and procedures.

ESSENTIAL DUTIES:

- Installs, maintains, and operates the electrical system facilities, including distribution systems and substations.
- Operates utility vehicles, including boom truck, service trucks, and other specialized equipment and machinery used in the electric industry.
- Installs and maintains wood poles and steel towers, involving setting, framing, and installing hardware, guys, and other related materials.
- Installs and removes transformers, capacitors, switches, conductors, and other similar equipment.
- Installs and maintains underground conductors, conduits, vaults, transformers, high voltage elbows, terminators, splices, and secondary voltage conductors and connections.
- Performs the electric utility connections, disconnections, and the more hazardous electrical work concerning customer service activity, as required.
- Flags traffic, as necessary.
- Performs rubber glove work on energized lines per applicable Safety rules.

MINIMUM QUALIFICATIONS:

- **EDUCATION, TRAINING AND EXPERIENCE**
 - Graduation from high school or GED.
 - Completion of the Village of Freeburg's 4 year journeyman lineman apprentice program
- **LICENSURE, CERTIFICATION, OR OTHER QUALIFICATIONS**
 - Must possess a valid Illinois Class B Commercial Driver's License (CDL) within 30 days of hire date.
 - Must reside in the Village of Freeburg as stated in the Collective Bargaining Agreement negotiated between the Village of Freeburg and the Public Works Department.
 - Must have valid First Aid card with Cardiopulmonary Resuscitation (CPR) endorsement

WORKING CONDITIONS:

- Exposure to outdoor weather conditions
- Exposure to fumes or dust
- Exposure to hazardous conditions (e.g., traffic, heavy machinery, high voltage electricity)
- Work performed above or below ground level

SUPERVISORY RESPONSIBILITIES

- May direct crew in absence of Head Lineman as directed by Public Works Director.

PHYSICAL REQUIREMENTS

- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to climb poles, structures and ladders; to climb on, off and around trucks and other equipment and to work in elevated positions up to 70 feet.
- Ability to lift and/or move on a regular basis a maximum of 50 pounds.
- While performing duties of this position, employee will regularly be required to use hands to handle, feel or operate objects, tools or controls and reach with hands and arms.
- Ability to stand, walk, sit, climb, balance, stoop, kneel, crouch and crawl for extended or continuous periods of time.
- Requires effective audio-visual discrimination and perception to make quick and accurate observations and ensure the safety of employees and others in response to exposure to the hazards associated with this position
- Specific vision abilities required by this job include close vision, distance vision, limited color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to respond to emergency calls outside of normal shift hours, work irregular shifts on occasion, due to personnel shortage, workload, work in progress and emergency situations.
- Tolerance for working in adverse weather conditions or other unusual conditions such as, but not limited to, cold, heat, rain, snow, wind, dark, dusty, noisy and cramped surroundings.
- Ability to access difficult to enter spaces (e.g., roofs, basements, cramped quarters)
- Ability to operate applicable hand tools, power tools, equipment, vehicles and machinery
- Ability to tolerate heights while working

MENTAL REQUIREMENTS

- Constant mental alertness and attention to detail to ensure work is performed in compliance with all specifications/regulations and to maintain a safe work environment
- Must possess excellent planning/organizational skills and ability to delegate work in order to ensure completion of all projects within required deadlines

- Must be able to use independent judgment, problem-solving skills, and ability to apply knowledge and experience to all situations in order to determine materials, parts, and equipment requirements
- Must be able to read and understand technical information, manuals, policies, procedures, work orders, blueprints, diagrams and Material Safety Data Sheet guidelines
- Must have excellent problem-solving skills and be able to troubleshoot malfunctions in power lines and transformers and other power equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

- Worker is substantially subject to hazards while working with, or near electrical current.
- First aid, CPR, AED operations, pole top and bucket rescue training.
- Ability to use tact in dealing with members of the general public
- Knowledge of basic electronics.
- Knowledge of proper and safe operations of equipment used in the Village of Freeburg including, but not limited to, the following: bucket trucks, digger-derrick trucks, trailers, trenchers, backhoes, fault-finding equipment, test equipment and computers.
- Pass a Village of Freeburg drug test and be able to perform essential job functions
- Pass a Village of Freeburg physical examination and be able to perform essential job functions

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities, and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.

JOB TITLE: Crew Worker
DEPARTMENT: Public Works
REPORTS TO: Public Works Director
STATUS: Full-time
FLSA STATUS: Non-exempt
Prepared Date: 11/9/2017 TF

JOB SUMMARY:

- To facilitate construction, operation, and maintenance of village services.
- Performs any combination of following duties to maintain and repair property of municipality, using variety of machines, tools, and equipment: Receives written work orders or verbal instructions from Public Works Director.

ESSENTIAL DUTIES:

- Cuts grass and trims weeds on town property and parks, using lawn mower and weed trimmer.
- Paints interior and exterior walls and trim, using paint and painting tools.
- Operates backhoe to dig trenches for water and sewer pipe.
- Drives truck and loads fallen tree limbs and roadside trash onto truck, and delivers refuse to landfill.
- Repairs streets and sidewalks with asphalt, cold patching materials, and concrete, using shovel, hand roller, trowel, level, and long-handled tamp.
- Removes and replaces damaged parking meters and traffic signs.
- Operates snow removal equipment to maintain streets, sidewalks, and driveways.
- Reads water meters and records reading in logbook.
- Maintains and repairs municipal buildings' plumbing and electrical systems, including replacing worn or defective parts, such as switches and fuses.
- Repairs or replaces building brick, stone, and concrete.
- Maintains and repairs wood parts of buildings, using carpenter tools.
- Replaces worn or damaged parts, such as hoses, wiring, and belts, in machines and equipment, such as truck, street sweeper, and riding mower.
- Operates utility vehicles, including boom truck, service trucks, and other specialized equipment and machinery.
- Assist with Leaf Collection Program – operates the leaf machine, rakes leaves to the machine, provides traffic control and drives the truck pulling the leaf machine.
- Assist with the overall maintenance of the water distribution system to include water main install, water main repair, water service install and repair.
- Assist with overall maintenance of Village streets and roads to include culverts, ditching and storm water control.
- Assist with operation and maintenance of the municipal pool.
- Assist with maintenance of all Village own properties to include the Village Park.
- Assist with overall maintenance of Village vehicles and equipment.

- Assist with overall maintenance of the Village sewer collection system to include operation of sewer machine, installation of backflow valves and maintenance of lift stations.
- Assist with operation and maintenance of Village wastewater treatment plants.
- Assist with traffic control to include flagging and safe traffic control.
- Operate utility vehicles, backhoes, service trucks, leaf machine, roller, tractor, mowers and any other specialized equipment and machinery in a safe manner.

MINIMUM QUALIFICATIONS:

- **EDUCATION, TRAINING AND EXPERIENCE**
 - Graduation from high school or GED.
- **LICENSURE, CERTIFICATION, OR OTHER QUALIFICATIONS**
 - Must possess a valid Illinois Class B Commercial Driver's License (CDL) within 30 days of hire date.
 - Must reside in the Village of Freeburg as stated in the Collective Bargaining Agreement negotiated between the Village of Freeburg and the Public Works Department.
 - Must have valid First Aid card with Cardiopulmonary Resuscitation (CPR) endorsement

WORKING CONDITIONS:

- Exposure to outdoor weather conditions
- Exposure to fumes or dust
- Exposure to hazardous conditions (e.g., traffic, heavy machinery, high voltage electricity)
- Work performed above or below ground level

SUPERVISORY RESPONSIBILITIES

- N/A

PHYSICAL REQUIREMENTS

- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to lift and/or move on a regular basis a maximum of 50 pounds.
- While performing duties of this position, employee will regularly be required to use hands to handle, feel or operate objects, tools or controls and reach with hands and arms.
- Ability to stand, walk, sit, climb, balance, stoop, kneel, crouch and crawl for extended or continuous periods of time.
- Requires effective audio-visual discrimination and perception to make quick and accurate observations and ensure the safety of employees and others in response to exposure to the hazards associated with this position
- Specific vision abilities required by this job include close vision, distance vision, limited color vision, peripheral vision, depth perception, and the ability to adjust focus.

- Ability to respond to emergency calls outside of normal shift hours, work irregular shifts on occasion, due to personnel shortage, workload, work in progress and emergency situations.
- Tolerance for working in adverse weather conditions or other unusual conditions such as, but not limited to, cold, heat, rain, snow, wind, dark, dusty, noisy and cramped surroundings.
- Ability to access difficult to enter spaces (e.g., roofs, basements, cramped quarters)
- Ability to operate applicable hand tools, power tools, equipment, vehicles and machinery
- Ability to tolerate heights while working

MENTAL REQUIREMENTS

- Constant mental alertness and attention to detail to ensure work is performed in compliance with all specifications/regulations and to maintain a safe work environment
- Must possess excellent planning/organizational skills and ability to delegate work in order to ensure completion of all projects within required deadlines
- Must be able to use independent judgment, problem-solving skills, and ability to apply knowledge and experience to all situations in order to determine materials, parts, and equipment requirements
- Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results
- Must be able to read and understand technical information, manuals, policies, procedures, work orders, blueprints, diagrams and Material Safety Data Sheet guidelines
- Must have excellent problem-solving skills and be able to troubleshoot malfunctions in power lines and transformers and other power equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

- First aid, CPR, AED operations, pole top and bucket rescue training.
- Ability to use tact in dealing with members of the general public
- Knowledge of basic electronics.
- Knowledge of proper and safe operations of equipment used in the Village of Freeburg including, but not limited to, the following: trucks, digger-derrick trucks, trailers, trenchers, backhoes, fault-finding equipment, test equipment and computers.
- Pass a Village of Freeburg drug test and be able to perform essential job functions
- Pass a Village of Freeburg physical examination and be able to perform essential job functions

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities, and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.

Village of Freeburg

Job Description

Head Lineman

JOB TITLE: Head Lineman

DEPARTMENT: Public Works

REPORTS TO: Public Works Director

STATUS: Full-time

FLSA STATUS: Non-exempt

Prepared Date:11/21/2017 TF

JOB SUMMARY:

- To facilitate construction, operation, and maintenance of the services for transmitting power from distribution points to consumers within the Village of Freeburg. Work is frequently performed in close proximity to high tension and high voltage wires requiring skill and safe work practices and procedures.
- The Head Lineman Position shall coordinate with the Public Works Director the day-to-day operation and long range plans of the Village Electric Department

ESSENTIAL DUTIES:

- Installs, maintains, and operates the electrical system facilities, including distribution systems and substations.
- Operates utility vehicles, including boom truck, service trucks, and other specialized equipment and machinery used in the electric industry.
- Installs and maintains wood poles and steel towers, involving setting, framing, and installing hardware, guys, and other related materials.
- Installs and removes transformers, capacitors, switches, conductors, and other similar equipment.
- Installs and maintains underground conductors, conduits, vaults, transformers, high voltage elbows, terminators, splices, and secondary voltage conductors and connections.
- Performs the electric utility connections, disconnections, and the more hazardous electrical work concerning customer service activity, as required.
- Flags traffic, as necessary.
- Performs rubber glove work on energized lines per applicable Safety rules.
- Will have supervisory responsibilities of the Electric Dept., work force on a daily basis.
- Will assist the Public Works Director with supervisory responsibilities in his absence.
- Will coordinate and direct the Electric Dept., in emergency situations to include emergency generation.
- Will oversee the electric generation (power plant and North sub) to include exercising the units on a monthly basis, maintenance of the generators and all equipment associated with the power plants.
- Will supervise and coordinate with the Village's electrical engineer compliance and maintenance issues.
- Supervise and evaluate the performance of the Electric Dept., employees; assist in interviewing and make recommendations to the Village Board for hiring purposes, transfers, promotions, reassignment, termination and/or disciplinary actions.
- Assist in the planning, preparation and control of the Electric Dept., budget including operating and capital improvements.

Village of Freeburg	Job Description	Head Lineman
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- Assist in controlling and authorizing expenditures in the Electric Dept., within the established limitations, to include monitoring and documenting department expenditures.
- Coordinate with the Public Works Director the Electric Dept.'s work duties with other departments.
- Attend Electric Committee meetings, Board meetings and all other meetings as deemed necessary.
- Attend IMEA meetings and functions as deemed necessary.
- Communicate with outside vendors, IMEA and administration via a village email account.
- Monitor and schedule training for apprenticeship programs and safety training for the Electric Dept.
- Purchase materials, supplies and equipment needed for the Electric Dept.
- Monitor tools, supply inventory, equipment and condition and maintenance of the Electric Dept., buildings to insure adequate and safe working conditions.
- Develop, implement, or evaluate maintenance policies and procedures.
- Determine work schedules, overtime assignments, daily work activities based on priority, availability of personnel, equipment and skill of personnel.

MINIMUM QUALIFICATIONS:

- **EDUCATION, TRAINING AND EXPERIENCE**
 - 5 year's experience in line work. Power Plant experience would be preferred, along with a general knowledge of municipal public works.
 - Completion of the Village of Freeburg's 4 year journeyman lineman apprentice program
- **LICENSURE, CERTIFICATION, OR OTHER QUALIFICATIONS**
 - Must possess a valid Illinois Class B Commercial Driver's License (CDL) within 30 days of hire date.
 - Must reside in the Village of Freeburg as stated in the Collective Bargaining Agreement negotiated between the Village of Freeburg and the Public Works Department.
 - Must have valid First Aid card with Cardiopulmonary Resuscitation (CPR) endorsement

WORKING CONDITIONS:

- Exposure to outdoor weather conditions
- Exposure to fumes or dust
- Exposure to hazardous conditions (e.g., traffic, heavy machinery, high voltage electricity)
- Work performed above or below ground level

SUPERVISORY RESPONSIBILITIES

- May direct all crews in absence of Public Works Director.
- Directs Electric Crew

PHYSICAL REQUIREMENTS

- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs

Village of Freeburg

Job Description

Head Lineman

- Ability to climb staircases, ladders, and/or step stools
- Ability to climb poles, structures and ladders; to climb on, off and around trucks and other equipment and to work in elevated positions up to 70 feet.
- Ability to lift and/or move on a regular basis a maximum of 50 pounds.
- While performing duties of this position, employee will regularly be required to use hands to handle, feel or operate objects, tools or controls and reach with hands and arms.
- Ability to stand, walk, sit, climb, balance, stoop, kneel, crouch and crawl for extended or continuous periods of time.
- Requires effective audio-visual discrimination and perception to make quick and accurate observations and ensure the safety of employees and others in response to exposure to the hazards associated with this position
- Specific vision abilities required by this job include close vision, distance vision, limited color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to respond to emergency calls outside of normal shift hours, work irregular shifts on occasion, due to personnel shortage, workload, work in progress and emergency situations.
- Tolerance for working in adverse weather conditions or other unusual conditions such as, but not limited to, cold, heat, rain, snow, wind, dark, dusty, noisy and cramped surroundings.
- Ability to access difficult to enter spaces (e.g., roofs, basements, cramped quarters)
- Ability to operate applicable hand tools, power tools, equipment, vehicles and machinery
- Ability to tolerate heights while working

MENTAL REQUIREMENTS

- Constant mental alertness and attention to detail to ensure work is performed in compliance with all specifications/regulations and to maintain a safe work environment
- Must possess excellent planning/organizational skills and ability to delegate work in order to ensure completion of all projects within required deadlines
- Must be able to use independent judgment, problem-solving skills, and ability to apply knowledge and experience to all situations in order to determine materials, parts, and equipment requirements
- Must be able to read and understand technical information, manuals, policies, procedures, work orders, blueprints, diagrams and Material Safety Data Sheet guidelines
- Must have excellent problem-solving skills and be able to troubleshoot malfunctions in power lines and transformers and other power equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

- Worker is substantially subject to hazards while working with, or near electrical current.
- First aid, CPR, AED operations, pole top and bucket rescue training.
- Ability to use tact in dealing with members of the general public
- Knowledge of basic electronics.
- Knowledge of proper and safe operations of equipment used in the Village of Freeburg including, but not limited to, the following: bucket trucks, digger-derrick trucks, trailers, trenchers, backhoes, fault-finding equipment, test equipment and computers.

Village of Freeburg

Job Description

Head Lineman

- Pass a Village of Freeburg drug test and be able to perform essential job functions
- Pass a Village of Freeburg physical examination and be able to perform essential job functions

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities, and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.

MINIMUM QUALIFICATIONS:

- **EDUCATION, TRAINING AND EXPERIENCE**
 - Bachelor's degree in Engineering or extensive prior experience in Public Works management acceptable to the Board of Trustees.
 - Seven years of progressive experience in management of public works in a public sector setting.
- Valid Illinois driver's license.
- Driving record acceptable to the Village.
- Residency in Freeburg.
- **LICENSURE, CERTIFICATION, OR OTHER QUALIFICATIONS**
 - Must possess a valid Illinois Class B Commercial Driver's License (CDL) within 30 days of hire date.
 - Must have valid First Aid card with Cardiopulmonary Resuscitation (CPR) endorsement

WORKING CONDITIONS:

- Exposure to outdoor weather conditions
- Office environment; travel to a variety of locations for site visits or to attend meetings.
- Exposure to fumes or dust
- Exposure to hazardous conditions (e.g., traffic, heavy machinery, high voltage electricity)
- Work performed above or below ground level

SUPERVISORY RESPONSIBILITIES

- Responsible for the Public Works and Electric Departments personnel.

PHYSICAL REQUIREMENTS

- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Must be able to communicate effectively with others and be able to see to the degree necessary to read and analyze complex data.
- Must be able to sit and stand for extended periods of time.
- Ability to traverse rough and/or uneven surfaces to conduct project inspections.
- Ability to climb staircases, ladders, and/or step stools
- Ability to climb poles, structures and ladders; to climb on, off and around trucks and other equipment and to work in elevated positions up to 150 feet.
- Ability to lift and/or move on a regular basis a maximum of 50 pounds.
- While performing duties of this position, employee will regularly be required to use hands to handle, feel or operate objects, tools or controls and reach with hands and arms.
- Ability to stand, walk, sit, climb, balance, stoop, kneel, crouch and crawl for extended or continuous periods of time.

- Ability to respond to emergency calls outside of normal shift hours, work irregular shifts on occasion, due to personnel shortage, workload, work in progress and emergency situations.
- Tolerance for working in adverse weather conditions or other unusual conditions such as, but not limited to, cold, heat, rain, snow, wind, dark, dusty, noisy and cramped surroundings.
- Ability to access difficult to enter spaces (e.g., roofs, basements, cramped quarters)
- Ability to operate applicable hand tools, power tools, equipment, vehicles and machinery
- Ability to tolerate heights while working

MENTAL REQUIREMENTS

- Constant mental alertness and attention to detail to ensure work is performed in compliance with all specifications/regulations and to maintain a safe work environment
- Must possess excellent planning/organizational skills and ability to delegate work in order to ensure completion of all projects within required deadlines
- Must be able to use independent judgment, problem-solving skills, and ability to apply knowledge and experience to all situations in order to determine materials, parts, and equipment requirements
- Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results
- Must be able to read and understand technical information, manuals, policies, procedures, work orders, blueprints, diagrams and Material Safety Data Sheet guidelines
- Must have excellent problem-solving skills

SALARY

- The Director shall receive such salary as may be provided by the annual budget of the Village Board at the time of the appointment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

- Experience with federal, state and local laws, ordinances, rules and regulations relating to municipal public works projects and activities.
- Experience with federal and state-wide environmental concerns and regulations.
- Experience with technical aspects of electric systems, street maintenance, water distribution systems and wastewater systems.
- Experience with federal, state, regional and county programs, procedures and funding sources related to assigned duties.
- Experience with planning, developing and controlling large budgets.
- Experience with principles and practices of administration, supervision and training.
- Experience with contract law and developing, reviewing, negotiating and enforcing construction contracts.

- Experience with federal and state grant applications and administration procedures.
- Experience with laws, rules and regulations related to assigned duties.
- Experience with Village organization, operations, policies and objectives.
- Experience with of a computer terminal and word processing software.
- Experience with technical record-keeping techniques and requirements.
- Interpersonal skills.
- Experience directing the operation of a diverse work force.
- Ability to plan, organize, control and direct the activities, services, operations, budgets and policy formulation of Village public works.
- Ability to represent the Village and attend various board, commission and committee meetings.
- Ability to negotiate and administer contracts with outside vendors and service providers.
- Ability to analyze complex issues and impacts and provide clear and concise recommendations and alternative solutions.
- Ability to develop a vision for the future and set up the steps to reach specific goals.
- Ability to develop schedules, personnel assignments, work programs and cost estimations for assigned tasks.
- Ability to direct the maintenance of complex, detailed and official records, files and reports.
- Ability to maintain current knowledge of technological advances in the field of public works.
- Ability to effectively and persuasively communicate, both verbally and in writing.
- Ability to promote the plans and programs of the public works department and Village administration to managers, supervisors and employees.
- Ability to physically perform the essential job functions.
- First aid, CPR, AED operations, pole top and bucket rescue training.
- Ability to use tact in dealing with members of the general public
- Knowledge of basic electronics.
- Knowledge of proper and safe operations of equipment used in the Village of Freeburg including, but not limited to, the following: trucks, trailers, trenchers, backhoes, fault-finding equipment, test equipment and computers.
- Pass a Village of Freeburg drug test and be able to perform essential job functions
- Pass a Village of Freeburg physical examination and be able to perform essential job functions

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities, and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.

JOB TITLE: Public Works Director

DEPARTMENT: Public Works

REPORTS TO: Head Lineman/Public Works Director

STATUS: Full-time

FLSA STATUS: Exempt

Prepared Date: 11/9/2017 TF

JOB SUMMARY:

- The Director of Public Works shall plan, organize, direct and evaluate the activities of the Public Works Department; administer Village public works activities, construction, maintenance and testing, including building maintenance, vehicle maintenance, street construction and maintenance and electric generation and distribution system construction, maintenance and repair.
- Create safe work practices and procedures.
- The Director shall attend all Committee and Board meetings.
- The Director shall be appointed by the Mayor, by and with the advice and consent of the Village Board and shall hold office until a successor is appointed and qualified.

ESSENTIAL DUTIES:

- Plan, organize, direct and evaluate the village's public works functions; oversee village electric department, street maintenance and construction, storm sewers and drainage, equipment, pool and building maintenance.
- The Director shall exercise general management and control over the respective department and
- Shall supervise over and be responsible for the conduct and performance of all employees of the departments as a Department Head in accordance with the Employee Code, if any.
- Shall be responsible for the operation and maintenance of the Village's water system and sewer system as provided in this Code.
- Shall be the custodian of all vehicles, equipment, structures, and property provided by the Village for the use of his department.
- Shall enforce the provisions of this Chapter and make such inspections, measurements, and tests as necessary for that purpose.
- Shall perform such other duties as may be assigned to him by the provisions of this Code or by the Village Board.
- Direct the development of capital improvement plans and the subsequent construction of public works projects; review engineering plans for private developments; inspect construction of public facilities by private developers.
- Direct, coordinate and encourage the development of strategies to resolve Village issues related to public works.
- Supervise and evaluate the performance of assigned staff; interview and make recommendations to the Village Board for the selection of employees, transfers, promotions, reassignment, termination and/or disciplinary actions.

Village of Freeburg

Job Description

Public Works Director

- Direct the planning, preparation and control of department budgets, including operating and capital improvement budgets.
- Control and authorize expenditures in accordance with established limitations.
- Prepare and update short and long range strategic plans to assure the department's contribution to the Village's overall plan and strategies; participate in the development of regional plans.
- Manage the coordination of department activities with other departments and agencies.
- Represent the Village on regional and State committees.
- Serve as a member of the management team, participating in the Village's strategic planning efforts and addressing Village-wide policy and management issues.
- Present departmental issues and recommendations requiring policy direction to the Mayor.
- Communicate and coordinate efforts with a variety of individuals and organizations, including employees and executive staff, local cities, citizens, contractors, employers, boards, committees and public and private sector agencies.
- Make available Public Works services to the public and others.
- Take an active part in planning and scheduling construction and maintenance projects to meet with Village's infrastructure needs.
- Participate in the review of municipal engineering and public works plans, drawings and plats submitted by engineering consultants, developers and other engineers or technicians.
- Direct the inspection and review of construction projects; assure compliance with federal, State and local laws, codes and ordinances.
- Oversee the administration of federal and State construction project grants.
- Assist Village Administrator in the preparation of grant applications.
- Coordinate short and long term planning and project reviews with other Village functions to assure consistent efforts to meet the public's needs.
- Direct procedures for the replacement of Village vehicles and equipment as necessary.
- 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.
- Prepare reports for Mayor, Board of Trustees and others as necessary.
- Provide input to annual 3-5 year plan.
- Identify infrastructure system problems and recommend solutions to prevent extended service interruptions.
- Assist with operation and maintenance of Village wastewater treatment plants.
- Perform related duties as assigned.