

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

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

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

March 27, 2017

VILLAGE ADMINISTRATOR
Tony Funderburg

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Stanley Donald

VILLAGE ATTORNEY
Weilmuenster & Keck, P.C.

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

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

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

POLICE COMMITTEE

- A. Old Business
 - 1. Part-time Police Hire
 - 2. Police Department Expansion
 - 3. Executive Session to Discuss Personnel, 5 ILCS 120/2-(c)(1)
- B. New Business

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of January 25, 2017 Minutes
 - 2. Entry Level Engineer or Project Manager Hire
- B. New Business
 - 1. Sample Emergency Action Plan
 - 2. Hepatitis B Vaccine
- 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)]

PD	PAY RATES 1	PAY RATES 2	PAY RATES 3
Grantfork PD	Untrained Prob: \$14	Prob: \$15	Off Prob: \$16
Christian CO SO	\$23.85	\$23.85	\$23.85
Carlinville PD	\$15	\$15	\$15
Staunton PD	\$19.04	6 mos: \$20.16	\$22.40
Pittsfield PD	\$12	\$12	\$12
Okawville PD	\$16	\$16	\$16.50
Freeburg	\$15	\$15	\$15
Elsah PD	\$16.39	\$16.39	\$16.39
St. Jacob	\$14.50 (days)	\$15.50 (Nts)	\$16.50 (wknd)
Assumption PD	\$15	-	\$16.50 (3+ yrs)
Worden PD	\$15	\$15	\$15

SPARTA - ABOUT 22.50
 SMITHTON - 16.75

N. BADEN
 STARTS AT 18.50 &
 GOES UP
 TRENTON 20
 CARLYLE 20

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING (Trout/Blaies/Meehling/Pruett) Wednesday, February 22, 2017 at 6:00 p.m.

Chairman Matt Trout called the meeting of the Personnel and Public Safety Committee to order on Wednesday, February 22, 2017 at 6:15 p.m. Those present were Chairman Matt Trout, Trustee Mike Blaies, Trustee Lisa Meehling, Trustee Dean Pruett, Mayor Seth Speiser, Trustee Denise Albers, Trustee Ray Matchett, Village Clerk Jerry Menard, Chief Stan Donald, Public Works Director John Tolan, Village Administrator Tony Funderburg and Office Manager Julie Polson.

POLICE:

A. OLD BUSINESS:

1. Part-time Police Hire: Chief Donald has not received any further applications. Trustee Trout advised the BND was \$440 for 4 days. He suggested indeed as an option to advertise for officers. Chief Donald said the part-time officer request has been spread by word of mouth. Our requirement is they need police academy and we won't sponsor it. As far as contacting other chiefs, they don't want their guys working part-time somewhere. Trustee Meehling asked about SWIC's placement program and Stan said most of those graduates are already hired by someone and their departments puts them thru the academy. Administrator Funderburg said our \$15 per hour is competitive for this area. He also commented we are not alone in this situation. Trustee Albers asked about the MPs at the base, and Stan said they are not certified police officers. Tony will check with his administrator contacts from St. Clair and Madison counties, and see if they know of anyone.
2. Police Department Expansion: Mayor Speiser hopes to have something by the next meeting. Tony said we want to do this right, so if it takes a while, that's okay.

B. NEW BUSINESS: Julie received a request today from Officer Boeing to cash out 20 hours of unused vacation time.

Trustee Lisa Meehling motioned to recommend to the full Board Officer Joel Boeing be paid for twenty (20) hours of unused vacation time and Trustee Mike Blaies seconded the motion. All voting yea, the motion carried.

Tony stated we have a new spreadsheet showing the amount of overtime and comp time being worked. He just wants to be able to look at all the extra time as a whole and see how it's being used. Trustee Meehling would like an explanation of why each person is working. Chief stated he has sent out a memo advising the officers that he won't grant time off until 3 days before and will try to make it work at all possible. That doesn't include someone who's taking 2 weeks off for a vacation.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of January 25, 2017 Minutes: *Trustee Lisa Meehling motioned to approve the January 25, 2017 Minutes and Trustee Dean Pruett seconded the motion. All voting yea, the motion carried.*

2. Entry Level Engineer or Project Manager Hire: After a discussion regarding this, it was decided to check surrounding areas to see what position other municipalities utilize for this work. We need to decide what kind of engineer we want, if we want one, and also the level of experience and pay we are willing to expend. Julie will get Scott's job description as well as what other area municipalities have.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Dean Pruett motioned to adjourn at 7:00 p.m. and Trustee Lisa Meehling seconded the motion. All voting yea, the motion carried.*



Julie Polson
Office Manager

Julie Polson

From: Rita Jurgensmeyer <rjurgensmeyer@carlylelake.com>
Sent: Thursday, February 23, 2017 3:00 PM
To: Julie Polson
Subject: RE: Info

Hi Julie,

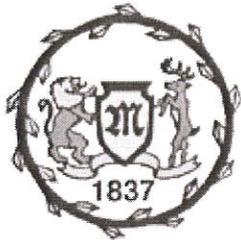
We do not have anyone with those job titles. Our City Administrator does the zoning. We use H. M. & G. Engineering firm for our engineering.

Sorry I couldn't be of any more help.

Rita Jurgensmeyer
Office Supervisor/Deputy City Clerk
City of Carlyle
850 Franklin Street
Carlyle, IL 62231

From: Julie Polson [mailto:JPolson@freeburg.com]
Sent: Thursday, February 23, 2017 2:47 PM
To: Rita Jurgensmeyer <rjurgensmeyer@carlylelake.com>
Subject: Info

Rita: Good afternoon! The Village of Freeburg is looking to establish a project manager/engineer in conjunction with our zoning administrator position. Can you provide job descriptions and salaries for any/all of these positions that Carlyle has? Thank you very much!



Published on *City of Mascoutah IL* (<http://www.mascoutah.org>)

[Home](#) > [Departments](#) > [Engineering](#)

Engineering

Functions of the City Engineer's office: \$ 83,000/yr

- Oversees the management, operation, maintenance, and capital improvement program for the public infrastructure of the city.
- Plans, directs, coordinates, and oversees the functions of the Engineering Department, including engineering responsibilities for streets, water, sewer, Electric power, City's parks, public works construction, and private development construction.
- Coordinates/interacts with other departments and outside agencies (IDOT, MFT program, IEPA, and IDNR/COE).
- Identifies major and minor infrastructure needs, proposes/plans projects and work orders.
- Responds to emergent and/ or major infrastructure damage reports.
- Assists in developing and maintaining City's FAR/ CIP multi-year schedule and contributes expertise to the City's 5-year Capital Improvement Program.
- Reviews and ensures compliance to Federal/ State Environmental Protection Agency (EPA/ IEPA) policies and regulations, initiates and prepares construction and operating permit applications for IEPA approval, reviews and assesses compliance to other government policies and regulations (e.g., ADA), oversees sampling and testing procedures, and maintains files (specifications, drawings) on City's water, wastewater, storm-water, street systems and electric system.
- Responsible for all City-wide construction standards and practices – sewer, water, electric, storm drainage, and streets development standards.
- Oversees department contracts. Prepares plans and specifications, reviews consultant designs, cost estimates and makes modifications. Advertises for contract bids, prepares award recommendation and processes confirmed contracts. Initiates and directs contract work, reviews work estimates and progress payments, chairs pre-construction conference, performs or delegates inspections and inspects contract work quality and progress reports, verifies compliance with all contract requirements. Performs contract close-outs, verifies resolution of liens, reviews final payments, and verifies final documentation and drawings for files.
- Coordinates real estate acquisitions, deeds, easements; coordinates with various constituencies affected by department activities.

- Analyzes reports, maps, drawings, blueprints, tests and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data of plans submitted to the City.
- Researches and applies for Federal, State or other loan documents and grants.
- Reviews private development improvement plans for compliance with City Codes, engineering design and specifications.
- Updates GIS mapping system to capture new infrastructure (streets, storm sewers, sanitary sewers, water mains, electric distribution, fiber optic network, etc.)

Staff Contacts:

Tom Quirk

Source URL: <http://www.mascoutah.org/engineering>

Julie Polson

From: Jolene Henry <treasurer@maryville-il.us>
Sent: Thursday, February 23, 2017 3:59 PM
To: Julie Polson
Subject: RE: Info

The Village only has a Building & Zoning Administrator on staff. His current annual salary is \$59,320.14, he has been w/the Village since 1996. The Mayor appoints a Village Engineer which is a private outside company. We use Juneau Associates. And I'm sorry but we don't have written job descriptions.

Hope this is of some help.

Jolene

Jolene R. Henry
Village Clerk / Treasurer / Mayoral Assistant
Village of Maryville
2520 N. Center St.
Maryville, IL 62062
(618) 345-7028 ext. 6
treasurer@maryville-il.us

From: Julie Polson [mailto:JPolson@freeburg.com]
Sent: Thursday, February 23, 2017 2:54 PM
To: clerk@maryville-il.us
Subject: Info

Ms. Henry: The Village of Freeburg is looking to establish a project manager/engineer in conjunction with our zoning administrator position. Can you provide job descriptions and salaries for any/all of these positions that Maryville has? Thank you very much!

Smithton

Julie Polson

From: Beth Buehlhorn <Bbuehlhorn@smithton-Village.com>
Sent: Monday, February 27, 2017 4:26 PM
To: Julie Polson
Subject: RE: Holidays

Okay, here is what we came up with.

Village Engineer

Duties to include but not limited to the following:

Oversees all engineering design and construction activities involving the Village. Review and inspection of all village improvements, residential subdivisions and commercial developments, storm sewer and detention requirements and water mains. Coordinate street, curb, sidewalk inspection maintenance and replacement. Preparation of grant applications.

Salary \$70,000.00

Sorry for delay.
Beth

Beth Buehlhorn

Village of Smithton
101 S. Main Street
Smithton, IL 62285
618.233.4180

From: Julie Polson [mailto:JPolson@freeburg.com]
Sent: Thursday, February 23, 2017 1:50 PM
To: Beth Buehlhorn
Subject: RE: Holidays

Beth – do you have a job description for Scott Saeger? Can you give me his compensation? Thanks.

From: Beth Buehlhorn [mailto:Bbuehlhorn@smithton-Village.com]
Sent: Tuesday, February 14, 2017 3:39 PM
To: Julie Polson <JPolson@freeburg.com>
Subject: Holidays

Hi Julie,
I'm working with Annette Parker on the employee compensation – you previously sent her salaries for Millstadt employees.

Can you also please tell me what holidays Millstadt receives?

Thanks,
Beth

Julie Polson

From: Lisa Schoeck <lschoeck@highlandil.gov>
Sent: Thursday, February 23, 2017 3:56 PM
To: Julie Polson
Subject: RE: Info
Attachments: Building & Zoning Supervisor 2016.docx; Building Inspector 3-2014.docx; Building Inspector Trainee 2015.docx; Resident Engineer.pdf

All of these positions are Non-Union with the exception of Building Inspector and we have a compensation plan/policy. Thus I have listed the pay ranges for the positions.

- B&Z Supervisor - \$56,406 - \$70,506 - \$86,300
- Building Inspector & Trainee (Again, the actual inspector is union and does not follow our compensation policy - \$39,406 - \$46,360 - \$53,314
- Resident Engineer - \$49,047 - \$61,312 - \$73,573

Let me know if you need anything else.

Lisa

Lisa Schoeck
Director of Human Resources
City of Highland
1115 Broadway, PO Box 218
Highland, IL. 62249
Ph: 618-654-3473
Fax: 618/654-4768
E-mail: lschoeck@highlandil.gov
www.highlandil.gov

Building & Zoning Supervisor
Community Development (Building & Zoning Division)
Community and Economic Development Director
Full-Time
Exempt
Lisa Peck
7/1/16

SUMMARY:

Position is responsible for the City's Building and Zoning Division operations within the Economic and Community Development Department including the administration, supervision and coordination of all planning, property management and building inspections.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinates department work flow; develops standardized dept. policies/procedures/checklists, reviews work progress, conducts staff meetings, allocates resources as needed.

Supervises inspectors in the performance of scheduled building inspections; conducts employee performance appraisals and provides feedback on regular basis; arranges in-house training sessions; reviews completed work to ensure compliance with regulatory standards.

Supervises and performs enforcement of City Codes and Regulations regarding buildings/property maintenance, zoning, flood plain, subdivisions, nuisance and other City regulations. Determines final decisions on issues. Prepares and sends reports to Director of Economic & Community Development.

Reviews construction plans to ensure compliance with accepted building codes and regulations; reviews building permit applications, processes and issues permits. Performs on-site rough-in, utility, finishing, and final inspections when necessary; advises contractor/owner of changes required for compliance; performs follow-up inspections and may issue citations for non-compliance. Ensures permit information is provided to other agencies.

Provides technical assistance and information on interpretation of City zoning codes and subdivision ordinances, variances, special use permits and rezoning. Consults with developers and contractors in subdivision design and compliance. Prepares and disseminates and educate staff and public on new ordinances and zoning regulations, codes, etc. Assists the combined Planning and Zoning Board in the interpretation of codes; attends meetings and presents information.

Responds to employee, citizen, contractor and staff inquiries as needed.

Performs administrative tasks and assists Department Director as needed with economic development projects, budget preparation, etc.

Assists and interprets Flood Plain Map and determines flood plains over wet lands.

Assists in preparing Economic Development packages.

Provides supervision to Administration Assistant and Building Inspectors.

Performs other duties and functions as required or assigned within area of expertise and scope of the position.

QUALIFICATIONS

Knowledge of State, County, and City Building & Safety Codes and general construction practices. Knowledge of city zoning, property maintenance, subdivision, floodplain and nuisance regulations.

Ability to operate office equipment, radio and computer equipment, code enforcement equipment. Ability to operate computer, telephone, printer, cell phone. Ability to operate motor vehicles. Ability to use hand tools such as screw driver, hammer, tape measure, etc.

Must be knowledgeable in MS Office software, GIS, Adobe, Permit software/manuals, internet, and performance software.

Must have demonstrated leadership capabilities.

EDUCATION and/or EXPERIENCE

Associates Degree in Construction, Public Administration or related field; at least 5-7 years of related work and supervisory experience including State, County, City Building Codes, Nuisance code enforcement and background knowledge in general construction.

LANGUAGE, CUSTOMER SERVICE & ORGANIZATION SKILLS

Effective interpersonal skills in dealing effectively with City Officials, Staff, Regulatory Agencies, Business Owners, Contractors, Developers and General Public.

Must possess excellent written and oral communication and listening skills.

Strong commitment to customer service.

Ability to prioritize, plan and organize work load. Demonstrated ability to develop working relationships and solve problems. Organized, self-motivated, detail orientated and able to shift priority as needed.

MATHEMATICAL SKILLS

Basic math aptitude, make arithmetical computations rapidly and accurately. Must have the ability to assist in budget preparation.

REASONING ABILITY

Ability to exercise judgement, decisiveness and creativity require din situations involving the direction, control and planning of dept. functions and programs.

Read a tape measure. Read and interpret blue prints and maps.

Must be able to look at issues from many ways and determine what best fits the situation.

CERTIFICATES, LICENSES, REGISTRATIONS

ICC Certifications such as Residential Inspector, Commercial Inspector, Mechanical, Plumbing, Plan Review and Fire Code Certification required.

Valid Driver's License.

PHYSICAL DEMANDS

Ability to traverse building/property sites. Ability to operate various hand tools and automobiles.

Position requires prolonged walking, sitting, climbing, and balancing; occasional climbing, reaching, grasping and feeling; minimal standing, stooping and crouching, kneeling, crawling, and pushing in the performance of daily activities. Additionally, the position requires concentrated attention as well as near, far, depth and color vision, accommodation and field of vision in reading reports, reviewing plans and blueprints, and using the computer. Hearing is required when providing phone service. Must be able to handle up to and over 60 pounds of material by hand rarely, and up to 25 pounds of material by hand occasionally, and up to 5 pound of material by hand frequently, and up to 1 pound continuously. Must be able to move materials by hand continuously, and by hand truck, tow motor, forklift, and crane hoist rarely.

Lifting and moving of file boxes with files, maps, packages no higher than shoulder height (85%) is required.

Must traverse uneven ground, multiple soil conditions and weather conditions.

Pulling records requires lifting boxes (heavy files).

Sometimes must move construction material to access site for requested inspection.

WORK ENVIRONMENT

Employee is subjected to both inside and outside conditions, extreme cold, noise, vibration, and hazards which may include a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, explosives, exposure to high heat or exposure to chemicals.

Employee may be exposed to atmospheric conditions such as one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mist, gases, or poor ventilation. Three of these conditions are present and may be disagreeable.

Employee is exposed to oils as follows: There is air and skin exposure to oils and other cutting fluids. Exposure is not strong enough to be disagreeable.

Travel may be required up to 1.5 mile each way (80%)

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not Mentioned that are of similar kind or level of difficulty.

Job Title: Building Inspector
Department/Group: Community Development (Building & Zoning Division)
Reports To: Chief Building & Zoning Official
Status: Full-Time
FLSA Status: Non-exempt
Prepared By: Kevin Limestall/Lisa Schoeck
Prepared Date: December 2014

SUMMARY:

Responsible for the inspection, enforcement, and interpretation of City Codes and Regulations. Such codes include building, zoning, nuisance, land development, flood plain and property maintenance. Duties include inspecting buildings/properties, referencing compliance, issuing violations/citations, assuring that the codes, regulations, policies and ordinance are effectively and equitably enforced throughout the municipal boundaries, assisting citizens and other city departments, and performing office duties. The position involves strong interaction with the citizens and property owners.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Reviews construction plans to ensure compliance with accepted building codes and regulations, reviews building permit applications, processes and issues building permits; performs on-site rough-in, utility, framing, finishing, and final inspections; advises contractor/owner of changes required for compliance; performs follow-up inspections and may issue citations for non-compliance; enters information into computer database for documentation, relay to census bureau, Dodge Construction Statistics, and County Tax Assessor; completes related forms/reports.

Performs enforcement of City Codes and Regulations regarding buildings, property maintenance, zoning, subdivisions, flood plains, erosion, nuisance, signage and other City regulations.

Provides assistance and information for the interpretation of City Land Department, Zoning and Nuisance Ordinances. Coordinates with developers, contractors and city staff in subdivision design and compliance. Disseminates new ordinances and zoning regulations, codes, etc. Updates zoning map; floodplain map, census map, boundary map and other miscellaneous maps as necessary. Prepares documents for the combined Planning and Zoning Board meetings; attends meetings, may present information.

Responds to various citizen inquiries and complaints in a timely manner and provide other assistance as required. Monitor the community to detect and enforce violations of the city codes.

Research, coordinate and implement community public education and awareness programs.

Performs Life Safety Code inspections upon request, documentation and follow-up services.

Performs various office duties; answers/responds to telephone/electronic inquiries; research information; copies, types, files, retrieves, documents information; moves equipment; provides photographic documentation services to City departments, etc. Utilize the City's computer network applications to intake, prepare and maintain necessary records, generate reports and provide updated information on complaints and/or violations.

Provides assistance to other agencies with floodplain and erosion control concerns.

Provides assistance to the general public concerning floodplains, sidewalks, driveways and GIS maps.

Establish and maintain effective working relationships with co-workers, notably in Building and Zoning, Police Department, Fire Department, Public Works, City Hall and other outside agencies to resolve violations or complaints.

Performs other duties and functions as required or assigned within area of expertise or scope of the position.

QUALIFICATIONS

Knowledge of Federal, State, County, and City Building Codes and general construction practices.

Knowledge of city health and safety, building and zoning, subdivision, erosion, floodplain, property maintenance and nuisance regulations.

Ability to read, write, operate office equipment, computers, printers, copier, telephone, cell phone, radios, tape measure, engineer and architectural rules and measuring wheel.

Must be proficient in MS Office software and Internet. Must be experienced with other code enforcement software, permit software and mapping software such as GIS and FilePro. Must be able to read and interpret drawings, plans and maps.

Must be able to operate a truck or car.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent, and additional vocation construction training required as well as 2 years related work experience required. Associated Degree in Building Construction preferred.

LANGUAGE, CUSTOMER SERVICE & ORGANIZATION SKILLS

Effective interpersonal skills, tact and diplomacy, in dealing effectively with the public. Must have excellent listening and communication skills (both oral and written). Must be able to express or exchange ideas continuously.

MATHEMATICAL SKILLS

Mathematical and cash handling skills are required. Ability to understand and use a tape measure proficiently.

REASONING ABILITY

Must be able to read and interpret maps, city codes, understand and be able to look at things from many ways and determine what best fits the situations. Must be able to make independent decisions regarding regulation or ordinance interpretations.

CERTIFICATES, LICENSES, REGISTRATIONS

ICC International Property Maintenance Code Certification, Residential & Commercial Building Inspection certification and International Building Codes Certification are required.

Must possess a Valid State of Illinois Driver's License.

CPR Certification is required or must be able to obtain.

PHYSICAL DEMANDS

Ability to operate various hand tools and office equipment. Ability to traverse ladders, building, and property sites, bend and twist into awkward positions.

Position requires prolonged walking, balancing, stooping or crouching, kneeling, crawling, reaching, grasping, and feeling; occasional pushing; minimal standing, sitting, and climbing in the performance of daily activities. Additionally, the position requires concentrated attention as well as near, far, depth and color vision, accommodation and field of vision in reading reports, reviewing plans and blueprints, and using the computer. Adequate hearing is required as verbal communication in position is imperative. Must be able to move materials by hand continuously and by hand truck, tow motor, forklift and crane hoist rarely. Must be able to handle over 60 pounds of material rarely and up to 60 pounds of material occasionally, and up to 25 pound of material by hand occasionally, and up to 5 pounds of material by hand continuously.

Distance and materials moved varies. Site conditions vary due to weather conditions (i.e. mud, snow, ice, rain, etc). May have to move construction material out of the way when conducting inspections. Move heavy boxes when conducting research for information.

WORK ENVIRONMENT

Employee is subjected to both inside and outside conditions, extreme cold, noise, vibration, and hazards which may include a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, explosives, exposure to high heat or exposure to chemicals. Employee is exposed to three of the following atmospheric conditions but not to the extent of being disagreeable. These include the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mist, gases, or poor ventilation.

Employee is exposed to oils as follows: There is air and skin exposure to oils and other cutting fluids. Exposure is not strong enough to be disagreeable.

Employee may be required to travel to and from job site. 80% at 2 miles each way.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not Mentioned that are of similar kind or level of difficulty.

Job Title: Building Inspector (Trainee)
Department/Group: Community Development (Building & Zoning Division)
Reports To: Chief Building & Zoning Official
Status: Full-Time
FLSA Status: Non-exempt
Prepared By: Kevin Limestall/Lisa Schoeck
Prepared Date: December 2014

SUMMARY:

Primary responsibilities include assisting the Building Inspector-Code Enforcement Officer in the inspection, interpretation and enforcement of the city codes and regulations. Such codes include building, zoning, nuisance, land development, flood plain and property maintenance. Duties include inspecting building/properties, referencing compliance, issuing violations/citations, assuring that the codes, regulations, policies and ordinances are effectively and equitably enforced throughout the municipal boundaries, assisting citizens and other city departments, and performing office duties. This job will involve strong interaction with the citizens and property owners.

Trainee Program – This program is a 2 year program. Successful completion requires the ability to step in and assume inspections on their own interpret and enforce city codes correctly and independently; ability to provide input and guidance on the operations of department; and have all certifications completed.

Completion of Trainee Program does not guarantee permanent full-time employment with the City.

Wage Rates for Trainee:

Starting Rate – 60% of Midpoint Building Inspector Wage (Based on City Compensation Plan)

Completion of Probationary Period – 70% of Midpoint Building Inspector Wage (Based on City Compensation Plan)

After Completion of 1 year - 80% of Midpoint Building Inspector Wage (Based on City Compensation Plan)

After Completion of 18 months - 90% of Midpoint Building Inspector Wage (Based on City Compensation Plan)

After Completion of 2 years - 100% of Midpoint Building Inspector Wage (Based on City Compensation Plan)

All increases subject to supervisor evaluation and City Manager approval.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists in reviewing construction plans to ensure compliance with accepted building codes and regulations, reviews and building permit applications and assists in the processing and issuance of building permits. Accompanies inspectors for on-site rough-in, utility, finishing, and final inspections; advises contractor/owner of changes required for compliance; performs follow-up inspections and may issue citations for non-compliance; enters information into computer database for relay to census bureau, Dodge Construction Statistics, and County Tax Assessor; completes related forms/reports.

Aids in the enforcement of the City Codes and Regulations regarding buildings, property maintenance, zoning, subdivisions, flood plains, erosion, nuisance, signage and other City regulations as directed.

Provides assistance and information for the interpretation of City Land Department, Zoning and Nuisance Ordinances. Coordinates with developers, contractors and City staff in subdivision design and compliance. Disseminates new ordinances and zoning regulations, codes, etc. Updates zoning map; floodplain map, census map, boundary map and other miscellaneous maps as necessary. Aids in the research and preparation documents for the

Combined Planning and Zoning Board meetings; attend meetings, may present information.

Respond to citizen complaints and inquiries in a timely manner and provide other assistance as required. Monitor the community to detect and enforce violations of the city codes.

Assist in research, and coordination and implementation of public awareness and public education programs.

Aids in the performance of Life Safety Code inspections upon request, documentation and follow-up services.

Performs various office duties; answers/responds to telephone/electronic inquiries; research information; copies, types, files, retrieves, documents information; moves equipment; provides photographic documentation services to City departments, etc. Utilize the City's computer network applications to intake, prepare and maintain necessary records, generate reports and provide updated information on complaints and/or violations.

Provides assistance to other agencies with floodplain and erosion control concerns. Provides assistance to the general public concerning floodplains, sidewalks, driveways and GIS maps.

Establish and maintain effective working relationships with co-workers, notably in Building and Zoning, Police Department, Fire Department, Public Works, City Hall and other outside agencies to resolve violations or complaints.

Performs other duties and responsibilities as required or assigned within area of expertise or scope of the position.

QUALIFICATIONS

Must be knowledgeable of and/or be able to locate Federal, State, County and City Codes. Must have basic knowledge of general construction practices.

Basic knowledge of (or ability to learn) city health and safety, zoning, nuisance, property maintenance, erosion, building, subdivision and floodplain regulations.

Ability to read, write, operate office equipment, computers, printers, copier, telephone/cell phone, radios tape measure, engineer and architectural rules and measuring wheel.

Must be proficient in MS Office and have knowledge of or ability to learn Permit software, GIS and FilePro software. Ability to utilize the internet as needed. Must be able to read and interpret drawings, plans and maps.

Must be able to operate a truck or car.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent and additional vocational construction training required as well as related work experience. Associates Degree in Building Construction preferred.

LANGUAGE, CUSTOMER SERVICE & ORGANIZATION SKILLS

Must have excellent interpersonal skills, tact and diplomacy in dealing effectively with the public. Must possess excellent communication and listening skills. Must be able to express or exchange ideas frequently and be able to communicate effectively orally and in writing.

MATHEMATICAL SKILLS

Mathematical and cash handling skills required. Ability to understand and use a tape measure proficiently.

REASONING ABILITY

Must be able to read and interpret maps, city codes, and be able to look at things from many ways and determine what best fits the situations. Must be able to make independent decisions regarding regulation or ordinance interpretations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid State of Illinois Driver's License.

CPR Certification is required (or must be able to obtain).

Must be able to obtain International Code Council (ICC) certifications. Should be able to obtain the ICC International Property Maintenance Code Certification and attend the ICC Legal Aspects of Code Enforcement Class within 9 months of employment. Must be able to obtain ICC Residential Building Inspector, Commercial Building Inspector and Plans Examiner Certifications within 18 months of employment.

PHYSICAL DEMANDS

Ability to operate various hand tools and office equipment. Ability to traverse ladders, building, and property sites, bend and twist into awkward positions.

Position requires prolonged walking, balancing, stooping or crouching, kneeling, crawling, reaching, grasping, and feeling; occasional pushing; minimal standing, sitting, and climbing in the performance of daily activities. Additionally, the position requires concentrated attention as well as near, far, depth and color vision, accommodation and field of vision in reading reports, reviewing plans and blueprints, and using the computer. Adequate hearing is required as verbal communication in position is imperative. Must be able to move materials by hand continuously and by hand truck, tow motor, forklift and crane hoist rarely. Must be able to handle over 60 pounds of material rarely and up to 60 pounds of material occasionally, and up to 25 pound of material by hand occasionally, and up to 5 pounds of material by hand continuously.

Distance and materials moved varies. Site conditions vary due to weather conditions (i.e. mud, snow, ice, rain, etc). May have to move construction material out of the way when conducting inspections. Move heavy boxes when conducting research for information.

WORK ENVIRONMENT

Employee is subjected to both inside and outside conditions, extreme cold, noise, vibration, and hazards which may include a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, explosives, exposure to high heat or exposure to chemicals. Employee is exposed to three of the following atmospheric conditions but not to the extent of being disagreeable. These include the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mist, gases, or poor ventilation.

Employee is exposed to oils as follows: There is air and skin exposure to oils and other cutting fluids. Exposure is not strong enough to be disagreeable.

Employee may be required to travel (80% of time) to and from job sites up to 2 miles each way.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not Mentioned that are of similar kind or level of difficulty.

City of Highland Job Description

Job Title: Resident Engineer
Department/Group: ~~General Administration~~ Public Works
Reports To: City Manager Dir. of Public Works
Status: Full-Time
FLSA Status: Non-exempt
Prepared By: Mark Latham
Prepared Date: 1/1/2009

SUMMARY:

Performs a variety of administrative, supervisory, and construction management work directed toward planning and directing City construction projects such as roadways, sanitary sewer systems, storm water sewer systems, water systems, or other City facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

The Resident Engineer is responsible for the administration, documentation and satisfactory completion of all assigned capital construction project. The Resident Engineer shall have the authority to reject defective work or materials.

The Resident Engineer will coordinate with the Director of Public Works and provide professional and technical assistance as requested by the City Manager and other division heads.

The Resident Engineer will perform or supervise inspections on all City infrastructure maintenance, repair, and improvement projects - including roadways, sidewalks, sanitary sewer and storm water collection systems, water distribution systems, water, and sewage treatment plants, or other City facilities.

The Resident Engineer will direct permit and plan review processes for all developments - to assure conformance and compliance with City development codes, City policies, zoning ordinances, and approved plans.

The Resident Engineer will analyze reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data of plans submitted to the City.

The Resident Engineer will serve as Project Manager for all city construction projects and inspects and/or directs inspection activities of construction sites to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards.

The Resident Engineer will perform and document a final inspection of all developments to (insure) acceptance by City Council.

The Resident Engineer will perform or review/check staking and material tests for accuracy or compliance.

City of Highland Job Description

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

Bachelor of Science degree from an accredited college or university with a major in Construction Management, Engineering or equivalent with a minimum of 1 year of experience in municipal construction.

LANGUAGE, CUSTOMER SERVICE & ORGANIZATION SKILLS

Must possess strong organization, customer service and communication skills. Must have the ability to communicate effectively in English both verbally and in writing. Ability to conduct public hearings and make presentations to the City Council and other groups. Must be able to express and exchange ideas occasionally.

MATHEMATICAL SKILLS

Capable of performing advanced (algebra, geometry, trigonometry) mathematical calculations. Basic understanding of municipal governmental budgeting and accounting practices.

REASONING ABILITY

Uses sound judgment in determining limits of authority and responsibility in the performance of the duties required by this position.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid (or Class D) Illinois Driver's License at time of appointment. Must possess and or obtain MOT Certificates of Proficiency for "Documentation of Contract Quantities" and "Construction Material Inspection Documentation". IDOT Certification Required.

PHYSICAL DEMANDS

Position requires prolonged standing and walking; minimal sitting, reaching, kneeling, climbing, stooping and crouching, and balancing in the performance of daily activities. The position also requires repetitive hand movement, and some coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer key board. Additionally, the position requires concentrated attention as well as near, far, and color vision in reading reports, reviewing plans and blueprints, and using the computer. Hearing is required when providing phone service. Must be able to handle up to 60 pounds of material by hand occasionally.

WORK ENVIRONMENT

When visiting constructions sites, the employee may be required to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, and mechanical hazards such as construction equipment. Employee may be subjected to both inside and outside conditions, extreme cold, noise and vibration.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not Mentioned that are of similar kind or level of difficulty.

Julie Polson

From: Hausmann, Jackie <jackie@columbiaillinois.com>
Sent: Thursday, February 23, 2017 4:18 PM
To: Julie Polson
Subject: RE: Info
Attachments: Building Official Job Description 2016 04 18.docx

We have a "Building Official" – he makes \$27.89 an hour. I hope this helps.

Jackie Hausmann
618/281-7144 Ext. 106

1. City Eng
2. Zoning

From: Julie Polson [mailto:JPolson@freeburg.com]
Sent: Thursday, February 23, 2017 2:40 PM
To: Hausmann, Jackie
Subject: Info

3. Com Dev

PT person

Jackie: Hi there! We are looking at different positions to see what might fit Freeburg best. Can you get me a job description for the building inspector. Does that position handle everything for the Zoning Dept? Can you give me the salary for that position? Thanks!

4. P/T Zoning (Jerry Green)

Real Eng

POSITION: Building Official
CLASSIFICATION: Full-Time / Non-Exempt
REPORTS TO: Director of Community Development
DIRECT REPORTS: Building and Zoning Assistant

SUMMARY OF RESPONSIBILITIES

Under the general direction of the Director of Community Development, this position involves planning, coordinating, and supervising all aspects of the Building and Zoning Division, including inspections, plan review, issuance of building permits, and general code enforcement duties. Supervises the administrative functions of the Building and Zoning Division.

ESSENTIAL FUNCTIONS

- Enforces the City's building-related codes, including the Building Code, Property Maintenance Code, and Zoning Code; issues building permits, correction notices, citations, and stop work orders.
- Serves as Deputy Zoning Administrator, ensuring projects are in compliance with zoning and land use regulations.
- Reviews plans, plats, and drawings, working with other applicable staff/departments to ensure requirements are met. Maintains necessary communication during the plan review process and when revisions are made. Ensures necessary inspections are made.
- Provides technical information regarding the required procedures and applicable codes, ordinances, laws, and regulation, and assists when these procedures when necessary. Recommends code updates when necessary and provides guidance on corrective action and enforcement.
- Serves as primary staff liaison to the Zoning Board of Appeals, Street Graphics Advisory Committee, and Architectural Review Board. Provides administrative support to Plan Commission when necessary. Oversees preparation of agenda and notices for meetings.
- Prepares reports on activities of Building and Zoning Division. Attends City Council meetings and committee meetings as required.
- Prepares and administers the budget of the Building and Zoning Division.
- Keeps appropriate records of applications received, permits and certificates issued, fees collected, reports of inspections and notices/orders issued.
- Maintains working relationships with various governmental agencies, such as the Environmental Protection Agency and Monroe and St. Clair County offices.
- Performs other duties as assigned by the Director of Community Development.

SKILLS, KNOWLEDGE, AND ABILITIES

- Thorough knowledge of modern building construction principals, practices, methods, and techniques.
- Considerable knowledge of the regulatory and enforcement provisions of the City of Columbia Municipal Code and accepted professional and trade practices.

- Working knowledge of the International Building and Residential Codes and other codes and regulations adopted thereby.
- Knowledge of the legal procedures utilized in the enforcement of the City's building, zoning, and subdivision codes.
- Ability to read and understand blueprints, construction plans, and other technical drawings.
- Ability to locate and detect defects encountered through regulatory inspections.
- Ability to objectively enforce regulations with consistency, firmness, impartiality, and tact.
- Ability to communicate clearly, concisely, and tactfully in oral and written form.
- Ability to establish effective working relationships with developers, property owners, contractors, engineers, architects, city employees, and the general public.
- Must possess strength and dexterity to operate basic office equipment and be proficient in Microsoft Office Suite (i.e. Word, Excel, Outlook).

PHYSICAL AND PSYCHOLOGICAL DEMANDS

Must be able to perform the essential functions of the position, with or without reasonable accommodation. This includes, by way of example only, the ability to stand, walk, and sit for extended periods of time, run, climb, lift, and bend, reach, drive a vehicle, communicate and interact effectively, work in environments that may include exposure to chemicals and/or smoke, handle stress, work independently, maintain regular and punctual attendance, remain awake and alert, work overtime and work varying shifts. Generally, be able to perform the essential functions, the individual must not have any substantial loss or deficiencies in visual acuity, peripheral vision, night vision, color differentiation, depth perception, hearing, speaking, breathing, thinking, concentrating, or mental stability that is not correctable.

EDUCATION AND EXPERIENCE

Graduation from a general or technical high school or equivalent; five years experience in construction inspection, general construction, or related fields; or, any equivalent combination of education and experience. Supplemental coursework, training, and experience in electrical inspection. Must pass all required certification exams.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

Julie Polson

From: mayorhilmes@breese.org
Sent: Friday, February 24, 2017 3:00 PM
To: Julie Polson
Subject: RE: Info

Julie, we don't have a position of project manager. Our supervisors still do that as part of thier job or we have to have an engineer do it.

Charlie HIlmes
Mayor-Breese

----- Original Message -----

Subject: Info
From: Julie Polson <JPolson@freeburg.com>
Date: Thu, February 23, 2017 2:44 pm
To: "mayorhilmes@breese.org" <mayorhilmes@breese.org>

Mayor Hilmes: Good afternoon! We are looking into the position of an engineer for the Village of Freeburg. Could you please pass this request along to whomever could provide me with Breese's Zoning Administrator's job description and pay, as well as one for an engineer or project manager if Breese has one. Thank you!

Sample Emergency Action Plan

This plan was enacted on this date _____

An emergency action plan describes the actions employees should take in case of fire or other emergency situations. Most workplaces must have an emergency action plan. For workplaces with more than 10 employees, the plan must be in writing.

I. POLICY

It is the policy of this employer to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

II. EMERGENCY PLAN COORDINATOR

_____ (name of person or title) is responsible for making sure this emergency action plan is kept up to date, practiced, and reviewed periodically.

The Emergency Plan Coordinator can be reached at _____
(location and phone number).

III. REPORTING PROCEDURES

In the event of the following emergencies, the discovering employee will verbally alert all other employees present to evacuate & call the numbers posted below to report the emergency to the appropriate authorities.

Type of Emergency	Phone Number
Fire	
Explosion	
Weather/Tornado	
Bomb threat	
Chemical Spill/Leak	
Violence	
Medical	
Other (list)	

Reporting procedures are posted _____ (locations).

IV. EVACUATION PROCEDURES

A. Emergency Escape Procedures and Routes

All employees shall be familiar with the emergency escape routes in the event of an emergency. There shall be a primary and a secondary exit or escape route in the event urgent evacuation is necessary. The Emergency Plan Coordinator is to insure all employees are familiar with this plan & the location of all emergency exits.

B. Employee Accountability Procedures after Evacuations

When an evacuation alarm/signal is given, employees will proceed to the nearest designated exit. The emergency plan coordinator or designee will insure all employees are evacuated and will provide assistance to employees requiring same.

Once evacuated, all employees will then proceed to the designated assembly area to be accounted for by the emergency plan coordinator or designee. The emergency plan coordinator or designee will then report their department's status to the responding emergency services. No employee is to re-enter the building for any reason until the fire department or other responsible agency has notified us the building is safe for re-entry.

The designated accounting area is _____.

C. Alarm System

The alarm/signal system shall provide warning for necessary emergency action. The alarm shall be capable of being perceived above ambient noise or light levels of noise. The alarms used for different actions should be distinctive and might include verbal commands, audio/visual devices, or even public address systems.

Alarm systems for notifying all employees in case of an emergency are:

Alarm System	Action to be taken
Monitored Fire Alarm System (Evacuate)	Evacuation of building
Emergency Alert System (EAS)	Seek cover - take refuge

D. Fire

When a fire is announced, all employees shall immediately go to the nearest & safest designated exit to evacuate the building. Employees shall proceed to the accounting area to be accounted for. The emergency plan coordinator or designee shall call emergency services. When emergency service responders arrive all important information shall be communicated to them, e.g., any employees unaccounted for, hazardous materials present at the location, downed power lines, gas line leaks, location of fuel tanks, etc.

E. Severe Weather/Tornado

When a hazardous weather alert is announced, all employees shall immediately go to the designated tornado refuge area & stay in that area until given the all clear signal. After the all clear signal is given, the emergency plan coordinator or designee shall examine the work place for damage or hazardous conditions. If there is no damage or hazardous conditions, employees will continue with their assigned work duties. If the building has sustained damage or a hazardous condition exists, then all employees shall immediately go to the nearest & safest designated exit to evacuate the building. Employees shall proceed to the accounting area to be accounted for. The emergency plan coordinator or designee shall call emergency services. When emergency service responders arrive all important information shall be communicated to them, e.g., any employees unaccounted for, hazardous materials present at the location, downed power lines, gas line leaks, location of fuel tanks, etc.

The designated tornado refuge area is _____.

V. FIRE EXTINGUISHERS

Fire extinguishers are located throughout the building for emergency responders use only. Employees shall not use fire extinguishers. Use of fire extinguishers requires additional training and procedures. Fire extinguishers are located throughout the building for emergency responders use only.

VI. EMPLOYEE TRAINING

Training shall be provided to employees:

- When the plan is initiated
- When employee's required actions and responsibilities change
- When there are any changes to the plan
- When new employees are hired
- Refresher training shall be conducted annually

Items reviewed during training include:

- Urgent evacuation procedures and exit locations
- Fire extinguisher locations
- Procedures to account for employees
- Fire hazards and prevention practices
- Means of reporting fire and other emergencies
- Alarm/signal system
- Proper housekeeping
- Emergency Action Plan availability
- Hazardous Weather Procedures
- Medical Emergencies
- Location of posted emergency numbers

Emergency drills for fire, evacuation, tornado, medical, etc., shall be conducted approximately every six months. All employees shall participate to ensure they know exactly what to do should an emergency situation arise.

VII. RESCUE AND MEDICAL DUTIES

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties shall be properly trained and equipped to carry out their assigned responsibilities properly and safely.

(Most workplaces rely on local resources such as emergency first responders to provide rescue and medical services. Where that is the case, list those resources.)

Name	Emergency Service Assignment	Training Provided

Special Instructions and Procedures

All personnel performing emergency rescue and medical duties must follow these instructions:

- 1.
- 2.
- 3.
- 4.
- 5.

Chain of Command and Emergency Phone Numbers

VIII. CONTACTS

For more information about this plan, contact the Emergency Action Coordinator.

The following people should be contacted during off-hours emergencies (names and phone numbers):

- 1.
- 2.
- 3.

Meredosia-Bluffs Rescue Squad

Emergency Action Plan

This plan was enacted on this date JULY 22, 2015

An emergency action plan describes the actions employees should take in case of fire or other emergency situations. Most workplaces must have an emergency action plan. For workplaces with more than 10 employees, the plan must be in writing.

I. POLICY

It is the policy of this employer to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

II. EMERGENCY PLAN COORDINATOR

The President of the Meredosia-Bluffs Rescue Squad is responsible for making sure this emergency action plan is kept up to date, practiced, and reviewed periodically.

The Emergency Plan Coordinator can be reached at (217) 584-1808 119 S. Washington Meredosia, IL 62665

III. REPORTING PROCEDURES

In the event of the following emergencies, the discovering employee will verbally alert all other employees present to evacuate & call the numbers posted below to report the emergency to the appropriate authorities.

Type of Emergency	Phone Number
Fire	911
Explosion	911
Weather/Tornado	911
Bomb threat	911
Chemical Spill/Leak	911
Violence	911
Medical – Passavant Memorial Hospital	(217) 245-9541 1600 W. Walnut Jacksonville, IL 62650

Reporting procedures are posted at 1st floor office bulletin board.

IV. EVACUATION PROCEDURES

A. Emergency Escape Procedures and Routes

All employees shall be familiar with the emergency escape routes in the event of an emergency. There shall be a primary and a secondary exit or escape route in the event emergency evacuation is necessary. The Emergency Plan Coordinator is to insure all employees are familiar with this plan & the location of all emergency exits.

B. Employee Accountability Procedures after Evacuations

When an evacuation alarm/signal is given, employees will proceed to the nearest designated exit. The emergency plan coordinator or designee will insure all employees are evacuated and will provide assistance to employees requiring same.

Once evacuated, all employees will then proceed to the designated accounting area for a head count by the emergency plan coordinator or designee. The emergency plan coordinator or designee will then report their department's status to the responding emergency services. No employee is to re-enter the building for any reason until the fire department or other responsible agency has notified us the building is safe for re-entry.

The designated accounting area is the flagpoles located in the employee parking lot.

C. Alarm System

The alarm/signal system shall provide warning for necessary emergency action. The alarm shall be capable of being perceived above ambient noise or light levels of noise. The alarms used for different actions should be distinctive and might include verbal commands, audio/visual devices, or even public address systems.

Alarm systems for notifying all employees in case of an emergency are:

Alarm System	Action to be taken
Verbal alert (Evacuate)	Evacuation of building
Emergency Alert System (EAS)	Seek cover - take refuge

D. Fire

When a fire is announced, all employees shall immediately go to the nearest & safest designated exit to evacuate the building. Employees shall proceed to the accounting area to be accounted for. The emergency plan coordinator or designee shall call emergency services. When emergency service responders arrive all important information shall be communicated to them, e.g., any

employees unaccounted for, hazardous materials present at the location, downed power lines, gas line leaks, location of fuel tanks, etc.

E. Severe Weather/Tornado

When a hazardous weather alert is announced, all employees shall immediately go to the designated tornado refuge area & stay in that area until given the all clear signal. After the all clear signal is given, the emergency plan coordinator or designee shall examine the work place for damage or hazardous conditions. If there is no damage or hazardous conditions, employees will continue with their assigned work duties. If the building has sustained damage or a hazardous condition exists, then all employees shall immediately go to the nearest & safest designated exit to evacuate the building. Employees shall proceed to the accounting area to be accounted for. The emergency plan coordinator or designee shall call emergency services. When emergency service responders arrive all important information shall be communicated to them, e.g., any employees unaccounted for, hazardous materials present at the location, downed power lines, gas line leaks, location of fuel tanks, etc.

The designated tornado refuge area is 1st floor office area.

V. FIRE EXTINGUISHERS

Employees shall not use fire extinguishers. Use of fire extinguishers requires additional training and procedures.

VI. EMPLOYEE TRAINING

Training shall be provided to employees:

- When the plan is initiated
- When employee's required actions and responsibilities change
- When there are any changes to the plan
- When new employees are hired
- Refresher training shall be conducted annually

Items reviewed during training include:

- Emergency escape procedures and exit locations
- Fire extinguisher locations
- Procedures to account for employees
- Fire hazards and prevention practices
- Means of reporting fire and other emergencies
- Alarm/signal system
- Proper housekeeping

- Emergency Action Plan availability
- Hazardous Weather Procedures
- Medical Emergencies
- Location of posted emergency numbers

Emergency drills for fire, evacuation, tornado, medical, etc., shall be conducted approximately every six months. All employees shall participate to ensure they know exactly what to do should an emergency situation arise.

Chain of Command and Emergency Phone Numbers

VIII. CONTACTS

For more information about this plan, contact the Emergency Action Coordinator.

The following people should be contacted during off-hours emergencies (names and phone numbers):

1. Lyndell Huseman (217) 491-2112
2. Bill Vannier (217) 322-7305
3. Vern Dunaway (217) 461-0378

Hepatitis B Vaccine Declination Form

The following statement of declination of the hepatitis B vaccine must be signed by an employee who:

- Chooses **not** to accept the vaccine.
- Has had appropriate training regarding hepatitis B, hepatitis B vaccination, the efficacy, safety, method of administration and benefits of vaccination, given free of charge to the employee.

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee

Signature: _____ **Date:** _____

- This statement is not a waiver; employees can request and receive the hepatitis B vaccination at a later date if they remain occupationally at risk for hepatitis B.

An employer can not require:

- Employees to waive liability in order to receive the vaccine
- Participation in pre-screening as a prerequisite for receiving the vaccine.