

**CITY OF NOKOMIS**

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**ORDINANCE NO. 2050**

**AN ORDINANCE AMENDING EXHIBIT "A", CHAPTER 1 ADMINISTRATION,  
ARTICLE II – CITY OFFICIALS, DIVISION II CITY ADMINISTRATION,  
ADDING SECTION 1-2-25 TO ESTABLISH THE POSITION OF PUBLIC WORKS  
DIRECTOR OF THE REVISED CODE OF ORDINANCES OF THE CITY OF  
NOKOMIS, ILLINOIS**

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**PASSED BY THE CITY COUNCIL  
OF THE  
CITY OF NOKOMIS**

**THIS 29<sup>th</sup> DAY OF MAY 2018**

**FILED**  
JUN 27 2018  
*Sandy Leithuser* COUNTY CLERK

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**Published in pamphlet form by authority of the City Council of the City of  
Nokomis, Montgomery County, Illinois, this 1<sup>st</sup> day of June 2018.**

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WHEREAS, it is deemed to be in the best interest of the residents of the City of Nokomis, Montgomery County, Illinois to establish Section 1-2-25 Duties as Public Works Director in the code;

WHEREAS, upon Motion duly made and seconded, the following is adopted by the City Council:

BE IT ORDAINED that the following shall establish Section 1-2-25 of the Revised Code of Ordinances of the City of Nokomis as follows:

**1-2-25 DUTIES AS PUBLIC WORKS DIRECTOR.**

(A) **General Purpose.** Under guidelines set by policy and at the direction of the City Council, plans, organizes, directs, manages and oversees day-to-day and long term operations of the City's public works activities, projects and functions; to include municipal water, wastewater, street maintenance and construction and contract administration. The employee further is responsible for participation in the selection, placement, evaluation, discipline and safety of all public works employees. This position also coordinates assigned activities with other City departments and outside agencies and provides highly responsible and complex administration support to the City Council. The Director is also responsible for the operation and maintenance of all City-owned parks. The Public Works Director analyzes, prepares and oversees the budget of each public works department. The Public Works Director further oversees professional development of Superintendents to assure that employees are properly trained and appropriately licensed or certified to complete assigned duties and responsibilities.

(B) **Distinguishing Characteristics.** An incumbent of this class is an at-will, non-union supervisor with responsibility for policy development, program planning, fiscal and budget management, administration, and operational direction of the City's public works, water distribution and wastewater collection system maintenance functions. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Council. Incumbent must demonstrate a high level of integrity, a strong work ethic and cultivate positive and productive relationships with the City Council, staff and community members. Must be a strong team leader; be passionate about providing public services and demonstrate experience leading and managing in a local government setting.

(C) **Essential Duties and Responsibilities.** Manage and oversee the City's maintenance of City streets and rights-of-way, snow and ice removal, street sweeping, sidewalk repair and replacement, curb and gutter repair and replacement, asphalt patching and concrete repair. Oversee all public works projects, coordinating with engineers and reporting to the City Council. Oversee the Motor Fuel Tax Program. Monitor and evaluate the efficiency and effectiveness of methods and procedures and

allocate resources accordingly. Plan, direct and coordinate the public works departments' work plan; assign projects and responsibility accordingly. Meet with City staff and contractors to identify and resolve problems. Assess and monitor work load. Identify opportunities for improvement; direct and implement changes to ensure efficiency. Represent the public works department to other City departments, elected officials and outside agencies. Attend various meetings and represent the City of Nokomis as requested by the City Council. Oversee and participate in the development and administration of the Public Works Department budgets; forecast funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary. Plan equipment replacements, assess equipment needs, and develop specifications and research costs. Develop and evaluate programs and policies for implementation of departmental and City needs and goals. Assess needs and condition of the City's infrastructure and receive input from subordinate supervisors and the City Council and develop plans for upgrade, repair and replacement and calculate related costs for projects. Ensure adequate storm drainage for the City; coordinating storm water maintenance activities as needed. Examine roads to ensure safe transit. Audit the services provided and strive to improve efficiency and effectiveness. Provide leadership and guidance as required. Identify staffing requirements. Evaluate performance. Meet with citizens to evaluate city performance and resolve problems. Attend City Council meetings as requested; prepare and present monthly work and staff reports at regular and special meetings as requested. Ensure safety rules and regulations are enforced. Assist in the preparation of new City ordinances and the revision of existing ordinances. Respond to and resolve difficult and sensitive citizen inquiries and complaints. Provide general customer service (phone calls, emails, walk-in customers). Follow up on citizen questions and respond to requests regarding City related business. Ensure that street and City storm water systems are operated in compliance with City, State and Federal laws. Investigate and respond to complaints by the public regarding conditions of streets, storm drainage, parks and building maintenance. Possess knowledge of safety principles and practices.

(D) **Minimum Requirements.** Bachelor's degree from an accredited college or university with major coursework in civil engineering/technology, public or business administration or related field with at least five years of progressive municipal public works management and technical experience including familiarity with managing municipal utilities (water, wastewater, storm water). Significant public works management experience may be considered in lieu of education requirement. Must possess a valid Illinois Driver's License. Water Quality testing certificate and wastewater license must be obtained within twelve months of hire. Good knowledge of and experience with municipal government operations. High degree of professionalism in appearance and conduct, including strong interpersonal skills and the ability to consider and respond to differing viewpoints in a professional manner, utilizing negotiation and positive communication methods. Good management skills including the ability to plan, organize and coordinate diverse activities, supervisory ability, and department level budgeting experience. Ability to express oneself clearly and concisely, both orally and in writing. Ability to engage effectively with the public and present to various groups. Candidate must be willing to relocate within 35 miles of the City of Nokomis. A criminal record check and alcohol/drug screening test may be required as condition of employment.

(E) **Physical Demands.** While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle

feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to climb, balance, stoop, twist, kneel, crouch, crawl, walk, carry, and push and pull. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. The employee is regularly required to operate standard office equipment including the ability to type and operate a personal computer. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to extreme temperatures, including extreme heat and cold. The noise level in the employee's environment is occasionally loud. This position requires frequent interaction with other employees and members of the public. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A signed contract will be required if the City pays for Water and Wastewater licensing.

BE IT ORDAINED, this Ordinance shall be published in pamphlet form and take effect thereafter.

Passed by the City Council of the City of Nokomis, Illinois this **29th** day of **May, 2018**.

YEAS: Commissioners: Voyles, Brookshire, and Hard

NAYS: Mayor Hill

ABSTAINED: Commissioner Voils

ABSENT: None

  
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**Jeanne Voyles, Commissioner of Finance**

  
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**Alan Hard, Commissioner of Public Health & Safety**

(CORPORATE SEAL)

ATTEST:

  
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**Angela Keagy, City Clerk**

STATE OF ILLINOIS  
COUNTY OF MONTGOMERY  
CITY OF NOKOMIS

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I, Angela Keagy, certify that I am the duly appointed and acting City Clerk of the City of Nokomis, Montgomery County, Illinois.

I further certify that on May 29, 2018 the City Council of such municipality passed and approved **ORDINANCE NO. 2050, AN ORDINANCE AMENDING EXHIBIT "A", CHAPTER 1 ADMINISTRATION, ARTICLE II – CITY OFFICIALS, DIVISION II CITY ADMINISTRATION, ADDING SECTION 1-2-25 TO ESTABLISH THE POSITION OF PUBLIC WORKS DIRECTOR OF THE REVISED CODE OF ORDINANCES OF THE CITY OF NOKOMIS, ILLINOIS**, which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2050 including the Ordinance and a cover sheet thereof, was prepared and posted in the Municipal Complex commencing on June 1, 2018 and continuing for a least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request to the City Clerk.

DATED at Nokomis, Illinois, this 31st day of May, 2018.

(SEAL)



  
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ANGELA KEAGY, CITY CLERK