

ORDINANCE NUMBER: 2720

**AN ORDINANCE OF THE CITY OF SOUTH BELOIT, ILLINOIS
AMENDING CHAPTER 2 -ADMINISTRATION, ARTICLE IV - DEPARTMENTS,
DIVISION 5 – STREETS AND PUBLIC IMPROVEMENTS, SUBDIVISION I – IN
GENERAL OF THE CITY OF SOUTH BELOIT CODE OF ORDINANCES TO
CREATE THE POSITION OF STREETS SUPERVISOR**

WHEREAS, the City of South Beloit, Illinois (“City”) had adopted a City Code of Ordinances (“Code”); and

WHEREAS, Chapter 2 governs Administration; and

WHEREAS, Article IV of said Chapter 2 governs Departments; and

WHEREAS, Division 5 of said Article IV governs Streets and Public Improvements; and

WHEREAS, Subdivision I or said Division 5 governs In General; and

WHEREAS, the City desires to create the position of Streets Supervisor; and

WHEREAS, the City desires to amend the Code to create a new Section 2-374 of the Code to be entitled “Streets Supervisor” as provided for herein; and

WHEREAS; the City has determined it is in the best interest of the City and its citizens to make such amendments.

NOW THEREFORE, be it ordained by the Mayor and City Council of the City of South Beloit, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. That the Code is hereby amended to create a new Section 2-374 to be entitled “Streets Supervisor” and which section shall read as follows (additions shown as **bold and underlined** and deletions as ~~strikethroughs~~) (all other sections not amended shall remain as written):

“Sec. 2-374. – Streets Supervisor.

- (a) **There is hereby created in the city the position of Streets Supervisor. The Streets Supervisor shall be hired by the City Administrator. The Streets Supervisor shall work under the direction of and report to the Streets Superintendent.**
- (b) **The Streets Supervisor shall receive such compensation as the city council may prescribe from time to time.**

(c) The Streets Supervisor will plan, organize and supervise the work of staff engaged in street maintenance activities; storm sewer maintenance activities; building and grounds maintenance activities; provide administrative assistance to the Streets Superintendent; and provide responsive courteous and efficient service to City residents and the general public.

(d) The Streets Supervisor shall have the following essential duties and responsibilities:

1. Recommend and assist in the implementation of goals and objectives; establish and prioritize schedules and methods for maintenance operation; implement policies and procedures;

2. Plan, prioritize, assign, supervise and review the work of staff involved in maintenance and repair operations;

3. Evaluate operations and activities of assigned responsibilities; recommend improvements, and modifications; prepare various reports on operations and activities;

4. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures;

5. Survey streets and determine repair and maintenance needs and priorities;

6. Supervise and participate in snow removal from streets, parking lots and sidewalks; operate a variety of heavy and light equipment associated with street maintenance and snow removal; plow and salt streets and parking lots for snow removal;

7. Conduct safety meeting for staff; oversee safety procedures and the wearing of proper safety equipment and clothing by staff;

8. Answer questions and provide information to the public concerning street and storm sewer repairs. Lighting, traffic signals, and forestry and park maintenance. Investigate complaints and implement corrective action as necessary to resolve complaints;

9. Participate in the full range of operations, maintenance, repair and construction duties including performing the most difficult duties assigned to the work unit;

10. Inspect the work of crews in progress and upon completions; ensure the maintenance and construction procedures are in compliance with city standards and policies; coordinate, develop and implement safety programs;

11. Requisition supplies, and material; communicate with vendors regarding purchases of equipment and supplies and maintain appropriate inventory levels;

12. Interpret plans and work order to determine and confirm appropriate maintenance tasks;

13. Ensure vehicles and equipment are properly maintained;

14. Check facilities and equipment for needed maintenance and repairs;

15. Maintain time, material and equipment use records;

16. Maintain records on appropriate computer programs and GIS;

17. Coordinate work crew maintenance activities with departments as well as outside agencies and contractors;

18. Identify equipment needs for each assigned project; set up and organize work methods and procedures;

19. Respond to after-hours call-backs; prepare for and confront emergency conditions as necessary to maintain efficient and effective city services; and

20. Perform such other related duties as may be assigned.

(e) The Streets Supervisor must possess the minimum qualifications, knowledge, skills and abilities set forth in the job description for the Streets Supervisor (as may be amended by the City from time to time) which shall include, but not be limited to the following:

1. Good working knowledge of computers and their operation, with good working familiarity of word processing, spread sheet and data base programs;

2. Demonstrate significant ability to operate and maintain heavy equipment;

3. Knowledge of Materials, methods, practices and equipment used in street, forestry, and storm sewer maintenance and repair activities;

4. Elements of construction technology as they relate to street, storm sewer and maintenance and repair activities;

5. Knowledge of pertinent federal, state and local laws, codes and regulations;

6. Principals of supervision, training and performance evaluations;

7. Knowledge of occupational hazards and standard safety precautions necessary in the workplace;

8. Ten years of increasingly responsible street, storm sewer and forestry maintenance and repair experience including two years of supervisory or lead responsibility or comparable supervisor training or experience;

9. High School Diploma, supplemented by some college level courses in supervision and specialized training in street maintenance and forestry, construction or a related field;

10. Possession of, or ability to obtain, a valid commercial driver's license (CDL);

11. Participate in the preparation and administration of the budget;

12. Read and interpret engineering drawings and specifications;

13. Establish and maintain effective working relationships with those contacted in the course of work, including city officials and the general public;

14. Perform skilled street maintenance, construction and repair work and operate a variety of vehicles and equipment in a safe and effective manner in various weather conditions including ice, snow and heavy rain; and

15. Climb stairs, lift 100 pounds, climb and work from a ladder, hear phones and alarms, walk one to five miles per day, and perform heavy manual labor."

3. Except as amended in this Ordinance, all other provisions and terms of City Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.
4. This Ordinance shall be in full force and effect from after its passage, approval, and publication in pamphlet form as provided by law.

PASSED UPON MOTION BY Adleman

SECONDED BY Prentice

BY ROLL CALL VOTE THIS 19th DAY OF December, 2022

AS FOLLOWS:

VOTING "AYE": Adleman, Morse, Prentice, Fitzgerald

VOTING "NAY": Hedrington

ABSENT, ABSTAIN, OTHER _____

APPROVED December 19, 2022

ATTEST:
Nancy L. Patrick
CLERK

Thomas Fitzgerald
MAYOR