

Ordinance No. 91- 61

AN ORDINANCE ESTABLISHING THE POSITION OF
PROPERTY MAINTENANCE TECHNICIAN

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: There is hereby established the job position
of Property Maintenance Technician. The Property Maintenance
Technician shall be an employee of the Village of Chatham and
shall have the job description set forth in Exhibit A hereto.

SECTION 2: The initial salary for the Property
Maintenance Technician shall be \$ _____ per annum. On and after
May 1, 1992, the salary shall be set annually according to the
Village's annual salary ordinance.

SECTION 3: This Ordinance is effectively immediately.

PASSED this 10 day of DECEMBER, 1991.

Carl Oblinger
CARL OBLINGER, VILLAGE PRESIDENT

ATTEST:

Pat School
Village Clerk

AYES: 4
NAYS: 0
PASSED: 12-10-91
APPROVED: 12-10-91
ABSENT: 2

ORDINANCE CERTIFICATE

STATE OF ILLINOIS)
) SS.
COUNTY OF SANGAMON)

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Chatham, Sangamon County, Illinois.

I do further certify that the ordinance attached hereto is a full, true, and exact copy of Ordinance No. 91-____, adopted by the President and Board of Trustees of said Village on the _____ day of _____, 1991, said Ordinance being entitled:

**AN ORDINANCE ESTABLISHING THE POSITION OF
PROPERTY MAINTENANCE TECHNICIAN**

I do further certify that prior to the making of this certificate, the said Ordinance was spread at length upon the permanent records of said Village, where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Village this ____ day of _____, 1991.

Village Clerk

VILLAGE OF CHATHAM

POSITION DESCRIPTION

POSITION TITLE: PROPERTY MAINTENANCE TECHNICIAN

SALARY: \$15,000 - \$20,000 ANNUALLY

PURPOSE:

The Property Maintenance Technician shall perform and supervise the daily activities necessary for beautification maintenance of all public properties.

DIMENSIONS:

Personnel: N/A
Annual Budget: \$50K - 100K
Subordinates: 4 -6
Consultants: Varies with annual program

RESPONSIBILITIES:

Under the direction of the Public Works Director the Property Maintenance Technician shall perform and manage the construction and maintenance programs within village property. The duties and responsibilities defined herein shall include but need not be limited to the following:

1. Perform lawn maintenance and beautification projects within village property and supervise employees as required;
2. Assist by providing input for the preparation of both the operating and capital improvement budgets and the annual and long range work plan for responsible area.
3. Implement and monitor park safety programs to ensure compliance with village ordinances.

4. Assist in writing technical and bid specifications for needed equipment and materials for park construction and maintenance programs.
5. Develop park safety checklist and perform regular inspection of all park equipment with regards to safety and maintenance requirements.
6. Maintain scheduling and monitoring system for park activities.
7. Implement and monitor approved beautification programs.
8. Work with service groups to enhance their efforts with assisting the village in the development of parks and grounds.
9. Other duties as assigned.

COLLATERAL RESPONSIBILITIES: