ORDINANCE NO. 17579

AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF JOLIET AND AFSCME LOCAL 440 FOR 2016-2019

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF JOLIET AS FOLLOWS:

SECTION 1: The Collective Bargaining Agreement between the City of Joliet and AFSCME Local 440 for 2016-2019 is hereby approved. A copy of the Agreement is attached hereto and hereby incorporated herein. The City Manager is hereby authorized and directed to execute the agreement on behalf of the City of Joliet upon execution of the Agreement by the duly authorized representatives of Local 440. The City Clerk is directed to file a certified copy of the fully executed Agreement with The Illinois State Labor Relations Board if required by law.

SECTION 2: The term of the Agreement shall be calendar years 2016, 2017, 2018, and 2019 and may remain in effect thereafter in the manner provided by law. The City Manager is hereby authorized to take such action as may be required to effectuate the terms of the agreement.

SECTION 3: This Ordinance shall take effect upon the complete and proper execution of the Agreement by the duly authorized representatives of Local 440.

SECTION 4: This Ordinance shall be deemed severable and the invalidity of any portion hereof shall not be deemed so as to invalidate the remainder.

SECTION 5: All Ordinance or parts of Ordinances conflicting with any of the provisions of this Ordinance are hereby repealed.

PASSED this 21st day of February, 2017.

Robert O'Dekirk
MAYOR

Christina M. Desiderio
CITY CLERK

VOTING YES: Councilwomen Hernandez Brewer, Gavin, Councilmen Gerl, Hug, Morris, Mudron, Councilwoman Quillman and Councilman Turk.

VOTING NO: None.

NOT VOTING: Mayor O'Dekirk.

COLLECTIVE BARGAINING AGREEMENT

BETWEEN
CITY OF JOLIET
AND
AFSCME LOCAL 440

JANUARY 1, 2016 to DECEMBER 31, 2019

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PREAMBLE

THIS AGREEMENT is made and entered into this _____ day of _____, 2017 by and between the ***CITY OF JOLIET***, an Illinois municipal corporation (hereinafter referred to as the "City"), and ***LOCAL 440/COUNCIL 31 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,*** AFL-CIO, an Illinois labor organization (hereinafter referred to as the "Union").

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ARTICLE I

UNION RECOGNITION AND SECURITY

SECTION 1

The City recognizes the Union as the sole and exclusive bargaining agent with respect to salaries, wages, hours of work and other conditions of employment for all full-time/part-time permanent, non-probationary employees, regularly classified as indicated in Appendix "A1" of this Agreement.

SECTION 2

In the event that the City creates any new job classification for full-time permanent employees, consisting of a significant part of the duties of an existing bargaining unit classification, the City shall notify the Union thirty (30) days prior to the permanent establishment of said position for the purposes of:

(a) Determining whether or not the classification in question is to be part of the bargaining unit.

(b) Further, establishing pay grades for those classifications determined to be part of the bargaining unit.

(c) Further, when a classification is determined to be a part of the bargaining unit, the filling of said position shall be in accordance with established bidding and seniority provisions of this Agreement.

(d) If no agreement is reached as to whether the classification is appropriately a part of, or not a part of, the bargaining unit, the City shall notify the Union in writing of its intention to establish the classification. The Union shall have ten (10) working days, upon receipt of such written notice to appeal the decision of the City. The appeal shall be made in accordance with Article V, Steps 3 and 4 of this Agreement.

SECTION 3

The City recognizes the integrity of the bargaining unit and will take no action directed at eroding it.

SECTION 4

Employees shall be eligible to join the Union from the first day of employment.

SECTION 5

All newly hired Employees, including rehired Employees and Employees transferred into position classifications represented by this Union, shall be considered as Probationary Employees and must successfully complete a one year Probationary Period before attaining

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permanent status. During the Probationary Period, the Probationary Employee may be disciplined, discharged, laid off, or otherwise dismissed at the sole_discretion of the City and neither the reason for nor the disciplinary action may be the subject of a grievance. However, during the Probationary Period the Employee will accrue seniority and be eligible for all the rights of this Agreement except the grievance procedure as stated above. Eligibility for all other benefits afforded new Employees will not be affected and remain as has been the practice of the parties.

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ARTICLE II

MANAGEMENT RIGHTS

SECTION 1

Except as specifically limited to the express provision of this Agreement, the City retains exclusively the right to manage and direct the affairs of the City in all of its various aspects and to manage and direct its employees, including but not limited to, the following: To plan, direct, control and determine the methods, means, organization and number of personnel by which such operations and services shall be performed; to change or eliminate existing productivity standards, methods, materials, equipment and facilities and/or to introduce new or improved ones; to determine whether goods or services shall be made, performed, or purchased; to determine what services and operations shall be performed by the City or whether they shall otherwise be serviced, operated or performed, and to determine their nature; to establish, schedule and change the hours of work; to assign employees to shifts and determine the amount of work needed; to hire, promote, demote, transfer, suspend, discharge or otherwise discipline employees; to make and enforce work rules, and to layoff or relieve employees due to lack of work or funds or for other legitimate reasons.

SECTION 2

Nothing in this Agreement shall be construed as delegating to others the authority conferred by law on the City, or in any way abridging or reducing such authority.

SECTION 3

The City shall continue to retain and exercise management rights and privileges established and defined by law, except as otherwise provided for in this Agreement. The rights of Employees in the bargaining unit and the Union hereunder are limited to those specifically set forth in this Agreement, and the City retains all prerogatives, functions and rights not specifically limited by the terms of this Agreement. The City shall have no obligation to negotiate with the Union with respect to any such subjects or the exercise of its discretion and decision-making with regard thereto, any subjects covered by the terms of this Agreement and closed to further negotiations for the terms hereof, and any subject which was or might have been raised in the course of collective bargaining, but is closed for the term hereof.

SECTION 4

This Agreement shall be construed as requiring the City to follow the provisions of this Agreement in the exercise of the authority conferred upon the City by law.

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ARTICLE III

DISCRIMINATION

SECTION 1

Neither the City nor the Union shall discriminate against any Employee on account of race, color, religion, national origin, sex, disability, political affiliation, age or marital status.

SECTION 2

The City shall not discriminate against, interfere with, restrain or coerce Employees because of lawful activities on behalf of the Union, or because of their exercise of any rights granted by this Agreement.

SECTION 3

In a community such as ours, there are certain regulations which govern the conduct of Public Employees, just as there are regulations covering citizens in the community in which we live. These regulations have been established to assure uniform administration of discipline and to end political patronage for City jobs which undermines the moral of those Employees who are doing an effective job and which undermines the public confidence as well. Accordingly, Employees shall not be demoted, discharged or otherwise disciplined because of their political affiliation or lack of political affiliation.

SECTION 4

The City agrees to take no action which would discourage an Employee from joining the recognized Union at any time.

SECTION 5

The Union agrees to take no coercive action against an Employee who refuses to join the Union.

SECTION 6

All persons hired on or after February 17, 2016 shall, as a term and condition of employment, reside within the corporate limits of the City of Joliet (City Limits) within eighteen (18) months of initial employment and shall remain in the city until their 20th anniversary. Any employee who attains their 20-year anniversary date of employment with the City shall not thereafter be required to reside within the City Limits.

As previously agreed by the parties, residency within the corporate limits of the City of Joliet shall not be required by City employees covered by this Agreement hired before February 17, 2016.

The foregoing residency requirements shall not be subject to renegotiations prior to December 31, 2030.

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ARTICLE IV

CHECK OFF OF UNION DUES

SECTION 1

The parties agree that the City will check off and withhold the Union dues of Employees covered by the Agreement pursuant to ILCS, Chapter 50, 125/2, Chapter 85 par 472, where the Employee requests such check off in writing. All requests for check off shall be in writing and processed through the President of the Union. Employee requests for cancellation of check off shall also be in writing and also processed through the President of the Union.

SECTION 2

In the event of the death of an Employee, no check off of union dues shall be made from the compensation due the survivors.

SECTION 3

Deductions shall not be made by the City for initiation fees, assessments, fines or other obligations between the Employee and the Union. A Steward of the Union shall assume the obligations in this Section.

SECTION 4

The Union shall indemnify, defend and hold the City harmless against any claim, demand, suit or any form of liability arising out of or by reason of any actions taken in seeking to comply with this Article.

SECTION 5 *Fair Share Agreement*

All Employees covered by this Agreement who are members of the Union shall be required to pay Union dues to the extent required or permitted by law. Employees are not required to join the Union as a condition of employment, but Employees who do not join the Union shall, during the term of this Agreement, pay a service fee in an amount not to exceed the Union dues for purposes authorized by law.

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ARTICLE V

GRIEVANCE AND ARBITRATION PROCEDURES

SECTION 1 *Definition*

Any grievance or dispute which may arise between the City and the Union, including the application, meaning, or interpretation of this Agreement, shall be settled in the following manner:

SECTION 2 *Grievance Step Sequence*

Step 1

The Union Steward, with or without the Employee or group of Employees, shall take up the grievance(s) or dispute(s) with the Employee's or group of Employees' immediate supervisor within ten (10) days of its occurrence or learning of the circumstances or conditions which gave rise to the grievance(s), but in no case more than forty-five (45) working days after the circumstances or conditions which gave rise to the grievance(s). Any grievance regarding a pay dispute must be filed with the Employee's supervisor within one (1) year after its occurrence. The supervisor shall reply to the grievance(s) by the end of five (5) working days after the grievance(s) is (are) presented.

Step 2

If the grievance(s) is (are) not resolved in Step 1, or an answer is not given within the time specified, the grievance(s) shall be presented in writing, by the Union Steward or Grievance Committee, to the Superintendent and/or Director of the Department within five (5) working days after the Supervisor's Step response, or the day such reply was due, whichever occurs first, excluding holidays and the Supervisor's and employee's days off. Within seven (7) days after having received the grievance(s), the Superintendent and/or the Director of the Department shall respond to the Union Steward of the Union Grievance Committee in writing.

Step 3

If the grievance(s) remain(s) unadjusted, the Union Grievance Committee shall, within five (5) working days following receipt of the written response from the Superintendent and/or the Director of the Department, file a written request to meet with the City Manager. The City Manager shall schedule a meeting within five (5) working days upon receipt of the Union's request to meet. At this meeting, the Union shall, if necessary, have legal counsel, State or International Representation, and the Employee(s) on whose behalf the grievance is filed. The City Manager shall, if he/she desires, have legal counsel and/or the supervisory personnel that are involved in the dispute(s), and all previous written grievances, documents, and dispositions of previous meetings. Within ten (10) working days after such meeting is held, the City Manager shall answer the grievance(s) in writing to the Union Steward or the Union Grievance Committee.

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Step 4

If the grievance(s) remain(s) unadjusted, the Union may within thirty (30) business days from the receipt(s) or statement(s) of the City's position(s) following the Step 3 meeting, file a written notice requesting binding arbitration between the Union and the City. Representatives of the Union shall contact the City to attempt to select an arbitrator. If the parties are unable to agree on an arbitrator within ten (10) working days, the parties shall request the Federal Mediation and Conciliation Service to submit a list of seven (7) arbitrators. The parties shall alternately strike the names of three (3) arbitrators, taking turns as to the first strike. The person whose name remains shall be the arbitrator, provided that either party, before striking any names, shall have the right to reject one (1) panel of arbitrators. The arbitrator shall be notified of his/her selection by joint letter from the City and the Union, requesting that he/she set a time and place for the hearing, subject to the availability of the City and Union representatives and shall be notified of the issue where mutually agreed by the parties. No arbitrator shall have the authority to add to, subtract from, or change any terms of the Agreement. If both parties agree in writing, more than one grievance of a different type of subject may be submitted to the same arbitrator, who shall be so advised. The decision of the arbitrator in all cases shall be final and binding on all parties.

SECTION 3 *Expenses of Arbitration*

(a) Meetings involved in the grievances and arbitration procedure shall be held on City property during working hours and without loss of pay.

(b) The fees and expenses of the arbitrator shall be shared equally by the City and the Union.

(c) Each party shall be responsible for compensating its own representatives and witnesses, as well as the costs of transcripts and related expenses incurred as the result of its own request.

SECTION 4 *Time Limit for Filing*

(a) No grievance shall be entertained or processed unless it is submitted within the time frames outlined herein.

(b) If a grievance is not processed by the Union within the time limits, it shall be considered withdrawn without precedent or prejudice.

(c) If the grievance is not answered by the City within the time limits, it shall be considered denied and will automatically go to the next step.

(d) The Union may withdraw a grievance at any step without precedent or prejudice.

(e) The time limits at each step may be extended by mutual agreement of the parties and shall be in writing.

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SECTION 5 *Representatives at Grievance Meetings*

The Union shall not be represented by any more than two (2) representatives, who are City employees, in meetings held in accordance with Step 1 through Step 2; and no more than five (5) representatives who are City employees, in meetings held in accordance with Step 3 through Step 4. This will not limit the number of representatives the Union may have in attendance, who are not City employees. Union representatives and Employees directly involved in the grievance(s) being arbitrated shall be excused from duty.

SECTION 6 *Business Days Defined*

For the purposes of this Article only, business days shall refer to weekdays (Monday through Friday) exclusive of any days for which participants to a particular Step of this procedure shall be on an excused absence, including holidays, scheduled days off, vacations, illness or incapacitation, or official business away from the City.

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ARTICLE VI

GENERAL CONDUCT AND DISCIPLINE

SECTION 1

As members of the public service, public employees must conduct themselves on the job in a manner so as to bring credit upon the service, and shall abide by all rules and regulations of the City of Joliet, the State of Illinois and the United States of America.

SECTION 2

It is the intent of both the City and Union to herein develop a mutually agreed upon method of discipline which recognizes the rights of both the City and the Employee.

SECTION 3

Both the City and the Union agree with the tenets of progressive and corrective discipline imposed for just cause. Formal disciplinary action shall consist of the following measures, a record of which shall become a part of the Employee's official personnel records:

(a) Oral Reprimand, which shall cite, as a minimum:

(1) The date of the offense;
(2) The nature of the offense;
(3) The name of the individual;
(4) The name of the supervisor imposing the discipline; and
(5) The date discipline was imposed.

(b) Written Reprimand, which shall, as a minimum, contain the elements of information listed in Section 3(a) above, expanded to include all necessary elements appropriate to substantiate the discipline imposed.

(c) Suspension shall be recorded as outlined above, and include the duration of the suspension, appropriate to the offense. Suspensions may be imposed up to the maximum indicated below:

(1) Less than eight hours - Immediate Supervisor
(2) Less than five days - Division Superintendent
(3) Less than four weeks - Department Director

(d) Dismissal may follow from:

(1) The result of discipline outlined above; or
(2) Conviction of off-duty felony by a court of competent jurisdiction; or
(3) Substantiation of any on-duty offense, which if tried in a court of competent jurisdiction, would be classified a criminal act under law.

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SECTION 4

The City Manager or his designated representative may suspend an Employee for up to thirty (30) working days pending the decision whether or not charges for discharge shall be filed against the Employee, and such matters shall be spelled out in writing.

SECTION 5

In the event an Employee is disciplined, and is subsequently exonerated of the offense, any information related to the offense shall be removed from all City records, and the Employee shall be reimbursed for any pay or fringe benefits lost as the result of such action.

SECTION 6

The City, if it intends to suspend or dismiss an Employee, shall inform the Employee of its intention to do so, in writing, within thirty (30) working days after the occurrence of the offense or after the City becomes aware of the offense, except for those instances outlined in Section 3(d)(2) and (3) above. Oral or Written reprimands shall be issued within ten (10) working days of the occurrence or of the Supervisor becoming aware of such occurrence. In cases of Oral or Written reprimands, the Supervisor must inform the Employee that he/she is receiving an Oral or Written reprimand and of their right to Union representation which shall be provided if so requested. The Employee shall also be given reasons for such discipline, including any names of witnesses and copies of pertinent documents.

SECTION 7

If the City has reason to discipline an Employee, it shall do so as expeditiously as possible and in a manner which shall not belittle the Employee before other Employees or the public.

SECTION 8

Prior to notifying the Employee of the contemplated measures of discipline to be imposed, the City shall meet with the Employee involved, and Union representative if the Employee desires, and inform the Employee as to the reasons for such contemplated action, including the names of witnesses and copies of pertinent documents, if any. The Employee and/or the Union on the Employee's behalf shall have the opportunity to rebut or clarify the accusations or allegations, before the disciplinary measures are imposed.

SECTION 9

In the event disciplinary action is taken against an Employee, the City shall promptly furnish the Employee and the Union in writing a clear and concise statement of the reasons therefor. The measure of discipline and the statement of reasons may be modified, especially in cases involving suspension pending discharge, after the investigation of the total facts and circumstances.

SECTION 10

Once discipline has been imposed for a given offense, the City may lessen but shall not increase any related measures.

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SECTION 11

The Employee shall be entitled to the presence of a Union representative at a disciplinary interview or investigation, if the Employee has reasonable grounds to believe that the interview or investigation may result in the imposition of disciplinary measures.

SECTION 12

No disciplinary action shall become a formal part of an Employee's official personnel file, unless the Employee and the Union have been furnished a written copy of such action, which shall bear the Employee's signature. If the Employee refuses to sign such acknowledgment of discipline, such refusal shall be noted on the document and attested to by both the City and the Union.

SECTION 13

If eighteen (18) months or more for oral or written reprimands, or three (3) years or more for suspensions, have elapsed between disciplinary actions against an Employee, the previous actions, while still remaining recorded in the Employee's file, shall have no effective influence in future consideration of disciplinary actions by the City, and the formal disciplinary cycle shall begin again for the Employee.

SECTION 14

No Employee shall be required to undergo a polygraph examination as a condition for retaining employment with the City in non-criminal matters, nor shall the Employee be subject to discipline for the refusal to take such examination in non-criminal matters.

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ARTICLE VII

UNION REPRESENTATION

SECTION 1

Employees, union stewards and Local Union Executive Board members shall be allowed reasonable time off with pay during working hours to file, investigate and process grievances, provided that such activity does not substantially interfere with the City's operations. No Employee or Union representative shall leave his/her work to file, investigate or process grievances without first receiving permission from his/her supervisor which permission will not be unreasonably withheld. In addition, Employees shall, after giving appropriate notice to their supervisor, be allowed reasonable time off with pay during working hours to attend grievance hearings, labor/management meetings or meetings called (or agreed to) by the City, if such Employees are entitled or required to attend such meetings by virtue of being Union representatives, stewards, witnesses, or grievants and if such attendance does not substantially interfere with the City's operations. Time off with pay shall not include time spent during non-working hours of the Employee or Union representatives.

SECTION 2

Authorized staff representatives of AFSCME shall have reasonable access to facilities of the City for the purpose of participating in labor/management meetings, investigating grievances, attending grievance hearings and for other reasons related to the administration of this Agreement, provided that such staff representatives shall provide notice to the department head or his/her designee before arriving at a facility.

SECTION 3

In the event of confirmed operational emergencies which preclude the attendance of Union representatives at scheduled meetings, the Union shall contact the City on the next working day to reschedule the meeting for a time mutually agreed upon by both parties.

SECTION 4

Each newly hired bargaining unit employee shall, during the employee's first or second day of employment, be scheduled at a time mutually agreeable to the parties for an orientation which shall be provided by the Union. The Union orientation period shall be thirty (30) minutes, and shall take place during the employee's regular working hours with no loss of pay to the employees involved. A maximum of one (1) Union representative shall be released from duty, with no loss of pay, in order to conduct the orientation.

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ARTICLE VIII

OFFICIAL INDIVIDUAL EMPLOYEE RECORDS

SECTION 1

Human Resources shall keep and maintain an official personnel file for Employees, which shall be the sole basis for formal actions undertaken by the City with regard to the Employee. The Employee and, with the Employee's written consent, a Union representative may examine the personnel file so maintained. Such examination may be conducted during the working time of the Employee provided the Employee obtains the permission of his/her immediate supervisor to leave the work assignment. Such permission shall not be unreasonably withheld.

SECTION 2

Detrimental information concerning non-merit factors not related to the performance of job duties shall not be placed in an Employee's personnel file, nor be placed in a supervisor's working file so maintained for the Employee.

SECTION 3

Human Resources shall keep and maintain an official finance record for Employees. An Employee shall have the right to review his/her time and pay records on file with the Employer, after arranging for such review with Human Resources.

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ARTICLE IX

VACATIONS

SECTION 1

Each Full-Time Employee shall accrue Vacation Leave on a monthly basis up to a maximum of one and one-half (1½) times the Employee's annualized rate as follows:

MONTHLY VACATION LEAVE ACCRUAL RATE	
City Seniority	***Hours of Vacation Leave***
Date of Hire to 5th Anniversary	**6.67**
5th Anniversary to 12th Anniversary	**10.00**
12th Anniversary to 20th Anniversary	**13.33**
After 20th Anniversary	**16.67**

The maximum limit on vacation accrual shall be in effect on January 1, 1985.

SECTION 2

Each Employee who exceeds the maximum limit on vacation accrual due to operational necessities of the City and/or proven personal emergencies shall not be required to forfeit the monthly vacation accrual above the maximum limit.

SECTION 3

If Employees retire, resign, are discharged or take a leave of absence, they shall receive their accrued Vacation Leave in either:

(a) Total time off with pay; or,

(b) Total lump sum payment; or,

(c) A combination of time off and payment for their unused vacation balance from previous years, at the Employee's discretion. Payments under this clause shall be at the Employee's current rate of pay.

SECTION 4

A vacation schedule for all Employees of the Union shall be posted on all bulletin boards, as of January 1st of each year.

SECTION 5

Vacations shall be drawn by seniority, with the exception that those Employees who have not signed for their vacations by March 15th, shall not be allowed to "bump" those of less seniority who have signed for their vacation by February 15th each year, for that period of days which they have designated.

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SECTION 6

Vacation Leave shall be taken on days that would be the Employee's normal work days.

ARTICLE X

HOLIDAYS

SECTION 1

Holidays with pay at the regular rate of pay shall be:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
Presidents Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving Day
Memorial Day	Election Day
Independence Day	Christmas Day
Labor Day	

SECTION 2

Should any of these holidays fall on a Sunday, Monday will be considered to be the holiday. Should any fall on a Saturday, Friday shall be considered to be the holiday.

SECTION 3

Whenever an Employee is required to work on a holiday in accordance with his or her regular schedule, the Employee shall be paid an additional rate of double time during those hours worked during his normal scheduled work day (total compensation equals regular pay for the day plus double time). If the Employee works hours outside of his/her normal scheduled work day (before or after shift), those hours shall be paid at triple time.

SECTION 4

For purposes of Holiday compensation, Employees engaged in continuous operations shall observe the holidays on their calendar dates. Should any of these days fall while these Employees are on their vacation or during their scheduled days off, they shall receive compensation according to one of three methods:

(a) The first method of compensation is payment of eight (8) hours straight time pay to the Employee during the pay period when the holiday occurs; or

(b) The Employee may receive an additional eight (8) hours paid time off, which may be added to the Employee's Vacation Leave. This compensatory day shall be taken during the calendar year in which it is earned; or

(c) The Employee may elect to treat this compensatory day as a Personal Leave day as indicated in Article XVII, Section 8 of this Agreement. The Employee must meet the criteria for being granted a Personal Leave Day. However, the compensatory time would be used in lieu of accrued Sick Leave. In no case may the Employee be granted more than two (2) Personal Leave Days in a calendar year.

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If an Employee desires to change the method of being compensated for compensatory time prior to the time that paid time off has been granted or cash payment has been made to the Employee, the method may be changed with the approval of the Employee's supervisor. This approval may only be withheld for operational reasons.

SECTION 5

For purposes of Holiday compensation, Part-time Employees who work on any of the holidays listed in Section 1 above, shall be compensated at a rate of one and one-half times their normal hourly rate.

ARTICLE XI

HOURS OF WORK

SECTION 1

The regular hours of work each day shall be consecutive except for interruptions for lunch periods. References to consecutive hours of work in the balance of this Article shall be interpreted generally to exclude lunch periods. Lunch periods shall be thirty (30) minutes in duration except for clerical Employees in City Hall who shall receive a sixty (60) minute lunch period. Employees will receive no pay for lunch periods. Shift workers (Employees involved in continuous operations) shall eat at a time convenient for them within their eight (8) hour work shift.

In the office of Customer Services, there will be two alternate shifts created with each shift being staffed by two (2) Clerk Typists. The first shift will be from 7:30 a.m. – 4:00 p.m. The second shift will be from 8:30 – 5:00 p.m. Shifts will be offered first to those Clerk Typists holding the most seniority within the Division. If any shift is not fully allocated, then shifts will be assigned by the manager in reverse seniority within the Division. After the initial implementation of shifts, shifts will be reset annually each April 1st. If someone on an alternate shift leaves throughout a year, then those most senior will have the first opportunity to fill that shift. If no one fills that vacated shift, then it will be assigned to the least senior Clerk Typist not currently on an alternate shift as per Article XVI Section 22. Any shift trades must be approved in advance with the manager in charge.

SECTION 2

The work week shall consist of five consecutive eight hour days, Monday through Friday, inclusively except for Employees in continuous operations discussed below.

SECTION 3

Eight (8) consecutive hours of work within a single twenty-four (24) hour period, beginning at 8:00 a.m. for all Employees except continuous shift Employees, shall constitute the regular work day (duty day). The regular work day shall end at 4:30 p.m. for City Hall Employees. Seasonal adjustments to these times, for specified periods to meet operational requirements, shall be mutually agreed upon by the Union and the Departmental management concerned.

SECTION 4

Employees engaged in continuous operations are defined as being any Employee or group of Employees engaged in an operation for which there is regularly scheduled employment for twenty-four hours a day, seven days a week.

SECTION 5

Employees' work schedules shall be posted on the department/division bulletin board at the Employees' main work location at all times. Schedule changes for continuous operation Employees shall be jointly worked out by the City and the Union before changes are made. If,

after reasonable efforts, the City and the Union cannot reach agreement and the City, if forced because of service to the public, the change may be made but also may be grieved. Every effort shall be made on the part of the City Manager and the Union to have uniform scheduling of continuous operation Employees within the same department/division.

SECTION 6

Employees called back to work between their normal quitting time and the time four hours prior to their normal starting time shall receive four hours pay at the rate of time and one-half. If employees are called back to work during the period of time between four hours prior to their regular starting time, they shall receive pay at the rate of time and one-half for the hours between the call back time and their normal starting time. Employees called back to work at any time prior to the period of time two hours prior to their regular starting time, shall be guaranteed two hours of overtime pay. If employees work beyond their regular work day (i.e. not called back), they shall receive time and one-half for all hours worked.

For the purposes of this provision, an Employee shall not be deemed to be actually working until the Employee physically reports to the job site or the City facility or location designated by the person making the callout. Provided, however, a Foreman that is directed to assemble a crew shall be deemed to commence actual work upon accepting the callout assignment and begins making calls to assemble a crew. Provided, further, that the Employee's entitlement to either two hours or four hours of minimum Callout Pay as set forth in the preceding paragraph shall continue to be controlled by the time of the Callout to the Employee and not the time the Employee actually commences work.

SECTION 7

All Employees' work days or shift days shall include two fifteen minute rest periods—one in each half work day or shift day. The rest period shall be observed as close to the middle of each half work day or shift day as possible; however, worksite supervisors shall determine when it shall be taken so as not to interrupt an ongoing operation. If the break cannot be taken because of an ongoing operation, the Employee shall take the break after the operation is complete. Employees who, for any reason, work beyond their regular quitting time into the next shift shall receive a fifteen (15) minute rest period before they start to work on such next shift. In addition, they shall be granted the regular rest periods that occur during the shift.

SECTION 8

(a) *Meal Periods* Each Employee shall be granted a meal period during each work shift or regular workday. The Employee's meal period shall be scheduled as near as possible to the middle of the employee's shift or work day.

(b) *Overtime Meal Reimbursement* The City shall reimburse each Employee who works overtime the price of a meal, up to a maximum of $15.00 per meal, as specified below:

(1) When the Employee is called out and works at least two (2) hours immediately preceding the employee's regularly scheduled shift.

(2) When the Employee is held over and works at least two (2) hours

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immediately following the Employee's scheduled quitting time and for each additional four (4) hours of overtime work performed thereafter.

(3) When the Employee works a minimum of four (4) hours callout overtime.

(4) When the Employee is scheduled to and works eight (8) hours of overtime on the Employee's regularly scheduled day off work. The employee shall receive one (1) meal reimbursement for the first eight (8) hours and a meal reimbursement for two (2) additional hours and another meal reimbursement for each four (4) hours worked thereafter.

(c) *Overtime Meals* Meal amounts shall be included on the paycheck as a taxable item with no receipts required. Each Employee who is eligible for meal reimbursement under this Section and who is not able to leave the work site may have the meal delivered to the work site.

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ARTICLE XII

OVERTIME

SECTION 1

Eight (8) hours shall constitute a regular work day and forty (40) hours a regular work week.

SECTION 2

Time and one-half the regular rate shall be paid for all work in excess of eight (8) hours in any twenty-four (24) hours and/or in excess of forty (40) hours in any week.

SECTION 3

Time and one-half will be paid for all non-scheduled work performed on a Saturday or Sunday. All Employees called in to work on a holiday, who are not scheduled to work on a holiday, shall be paid three times their regular straight time salary ("triple time").

SECTION 4

Overtime hours shall be distributed as equally as possible to Employees working within the same division and within the same classification, job title, or description of duties, as listed in the Public Administration Services (PAS) report of 1963, or as subsequently amended and/or approved by the City Council. Employees in the higher classifications shall not be called out to perform work normally considered the duties of lower classifications unless there are not enough lower classified Employees willing to perform the work. On each occasion, the opportunity to work overtime shall be offered to the Employee within the division as stated in Section 6 of this Article, who has the least number of overtime credit hours tabulated at that time. Charged but un-worked overtime shall be listed separate from worked overtime with pay on the overtime credit sheet but shall be totaled as one. If Employees do not accept the assignment, they will be credited with the unpaid time and this time will be charged as worked overtime on the posted overtime sheet each month with the stipulation that on each occasion the opportunity to work overtime shall be offered to the employee with the least number of overtime hours to their credit. Personnel making calls for Employees to work under this Article shall be required to let the phone ring ten (10) times counted as buzzed in the receiver or until the call enters voicemail or other automated answering system, whichever occurs first. If there is no answer, they may go to the next Employee with the least amount of overtime hours. The Employee or the Employee's representative called must refuse or accept overtime before worked or un-worked hours can be charged against the Employee. If the Employee called was reported to be ill or injured at the time of call-out, the time credited to that Employee as un-worked overtime shall be removed from the Employee's credit upon presentation of medical verification of such incapacity, i.e. prescription or physician's statement. A record of overtime hours, worked or un-worked, by each Employee shall be posted each month on all division bulletin boards, with the exception of those divisions in Section 5 of this Article. Callout overtime work only shall be voluntary and there shall be no discrimination against any Employee who declines to be called out to work overtime.

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Each Employee may be required to perform holdover overtime work at the end of the Employee's shift under emergency conditions, i.e. required work that cannot be performed during the regular shift, when required by the City to do so.

SECTION 4A

Overtime Callout When determining the amount of overtime a new hire or an Employee transferring into a division has for the purpose of determining where the Employee is placed on the overtime call-out list, the average overtime of the Employees in the concerned job classification within that division shall be utilized to place the concerned Employee in the appropriate position on the call-out list.

SECTION 5

Overtime for Sewage Treatment Plant, Water Division, and Iron Removal Plant only, because of their twenty-four (24) hour operation shall be as follows: Employees not relieved at the end of their shift will have the option to split the shift, (four hours each) with another Employee of the same job classification to work the eight hour shift. Overtime, as stipulated in Section 4 of this Article, shall not apply to the Employees in this Section. An Operator I at a Sewage Treatment Plant may fill in as Operator II during Operator II vacations, leaves or when Operator II is not available to work.

SECTION 6

Divisions of Departments under this Article are as follows:

Water Distribution
Water Production
Sewage/Wastewater Treatment
Sewage/Wastewater Collection
Roadways
Engineering
Traffic & Parking
Customer Service
Accounting
Purchasing
Police Records, Communications, Administration, Investigation and Operations
Building and Grounds
Information Technology
Neighborhood Services
Inspection Services
Planning
Fleet Services

If Division or Department titles change, or if some are deleted, they shall be automatically included in this Section.

SECTION 7

The City shall not be required to call out Employees low on the overtime lists to work overtime

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hours that are required because of an ongoing work project. Employees working on the project as part of their regular work day or work shift have the option to continue on overtime regardless of their position on the overtime list.

SECTION 8

Any Employee who has worked more than sixteen (16) consecutive hours may be relieved from duty or required to remain on duty by the Employee's supervisor. Any Employee who is relieved from duty by the Employee's supervisor after working more than sixteen (16) consecutive hours, during those hours which comprise an Employee's normal shift assignment, shall be placed on standby status for the balance of their normal shift schedule. Employees on standby status must be available for duty and must report to duty when contacted to do so by their supervisor. Employees on standby, as defined herein, shall receive straight time compensation during the time from which they were relieved from duty until either the end of their normal shift or until they report for additional duty as a result of a call out by their supervisor prior to the end of their normal shift. Employees working beyond their normal shift under emergency conditions shall be compensated at the rate of time and one-half for all hours worked until relieved by their supervisor.

SECTION 9

Emergency work schedules shall be based upon the practice of distributing overtime as equally as possible to Employees in the same job classification and division as outlined elsewhere in this Article.

SECTION 10

Employees may accrue a maximum of two hundred fifty (250) hours of compensatory time. Seventy-two (72) hours may be accrued at the Employee's option and the remaining one hundred seventy-eight (178) hours shall only be accrued after mutual agreement between the Department or Division Head and the Employee.

ARTICLE XIII

WAGES AND LONGEVITY

SECTION 1 *Base Salary Schedule*

(a) For calendar year 2016, Employees shall be compensated on an annual basis in accordance with Exhibit "B".

(b) For calendar year 2017, Employees shall be compensated on an annual basis in accordance with Exhibit "B".

(c) For calendar year 2018, Employees shall be compensated on an annual basis in accordance with Exhibit "B".

(d) For calendar year 2019, Employees shall be compensated on an annual basis in accordance with Exhibit "B".

SECTION 2: *Longevity Pay*

The wage increase package effective January 1, 1991, is agreed to as a method to solve questions of longevity differentials by making longevity a part of the pay plan and to secure the employees against the rises or changes in economic conditions that did occur during the period of July 1, 1987, through June 30, 1990.

SECTION 3 *Seniority Step Plan*

Employees shall progress through the Seniority Step Plan as follows:

SENIORITY STEP PLAN			
From Step	***To Step***	***Months in Step***	***Condition of Graduation***
A	B	18	Merit
B	C	6	Automatic
C	D	6	Automatic
D	E	18	Automatic
E	F	96	Automatic
F	G	96	Automatic

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ARTICLE XIV

POSITION CLASSIFICATION

SECTION 1

Job duties, descriptions, and responsibilities shall be adhered to, as outlined under the Public Administration Service Report of 1963, Job Classification and Title Description, and subsequent job classifications and title descriptions as approved and/or amended by the City Council.

SECTION 2

If either party to this Agreement requests, a meeting shall be scheduled to discuss whether or not position classifications need to be revised or whether new ones need to be created or old ones deleted.

SECTION 3

Employees displaced by the elimination of jobs through job consolidation (combining the duties of two or more jobs) the installation of new equipment or machinery, the curtailment or replacement of existing facilities, the development of new facilities, or any other reason, shall be permitted to exercise their seniority to bump to any other job in which the Employee must be able to demonstrate satisfactory performance within thirty (30) days. The City shall provide a reasonable amount of training to such Employees as an aid to qualifying for positions assumed under the provisions of this Article.

SECTION 4

Any vacancy which occurs due to a promotion, transfer, separation from employment or creation of a new position may be filled initially by the City on the basis of a temporary appointment. During the period of temporary appointment, the position shall be posted on all bulletin boards and a copy of all postings shall be sent to the President of the Union. Employees desiring to transfer to the position shall submit an application in writing to Human Resources.

SECTION 5

The City shall fill the new position classification or the vacant position within twenty (20) days following the expiration date of the posting. The position shall be filled as outlined in Article XVI, but during the ten (10) day period of job posting, Employees who are on vacation shall have the right to bid and be equally considered for the posted position(s) upon their return, if they so desire. If the City decides not to fill the position vacancy subsequent to the expiration date of the posting, the City shall inform both the Union and all applicants of its decision as soon as possible. If the City later decides to fill the position vacancy, it shall be re-post and bid. The City shall inform the President of the Union of the name of the successful applicant after a vacancy has been posted and filled.

SECTION 6

It shall be the policy of the City to promote to supervisory positions of Foreman from the ranks

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of Employees.

SECTION 7

Promoted Employees shall upon their request at any time up to a maximum of ten (10) days return to their former position, except newly promoted foreman, who shall have a maximum of eighty-nine (89) days to reach such a decision. At the Employee's request, this decision period shall be extended a maximum of five (5) working days. The request to return to the former position shall be made in writing to Human Resources and shall state the reason for the request.

SECTION 8

Employees have the right to request voluntary demotion through the job posting process as stated in this Article.

SECTION 9

Employees desiring to transfer laterally to other vacant or new positions of an equal title or pay scale shall submit an appropriate application in writing to Human Resources. The application shall state the reason for the requested transfer.

SECTION 10

If an Employee of Local 440 covered by this Agreement is appointed to an exempt position with the City, that Employee shall retain the following rights:

(a) If the City eliminates the Employee's exempt position, the Employee shall have the right to return to any vacant position covered by this Agreement which the Employee can perform and for which the Employee has the appropriate bargaining unit seniority to receive.

(b) If the Employer terminates the Employee for unsatisfactory job performance within six (6) months of the Employee's promotion to the exempt position, the City Manager may allow the Employee to return to a bargaining unit position if the City Manager, with the concurrence of the Union President, determines it is in the best interest of the City of Joliet.

(c) If an Employee returns to a bargaining unit position covered by this Agreement pursuant to this Section, the Employee may recover lost Union seniority while holding the exempt position, on a month by month basis.

(d) If an Employee is appointed to a second exempt position, this Section will become null and void for that Employee.

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ARTICLE XV

TRAINING

SECTION 1

The City shall make every possible effort to provide opportunities for in-service training with departments and the type of training listed below with the objective of furthering the qualifications of Employees. The Union, in turn, agrees that it shall be the responsibility of the Employees to take advantage of this incentive training. The City shall make available to Employees at least annually, in-service training in at least the following areas: basic grader operations, truck driving, back hoe operation, flushing, sweeping, snow plowing, cindering, oiling roller operations, Vac-all operations, tapping methods of sewer and water mains, hydrant installation, boom truck operations, operation of pumps, basic sewer system principles, basic water system principles, water treatment processes, sewer treatment processes, sewer and water treatment plant operations, jet machine operations, air hammer operations, basic principles of automotive and heavy equipment mechanical repair and maintenance. The City reserves the right to limit the number of Employees who might be involved at any one time in in-service training. The Union agrees to encourage Employees to take advantage of this training. The intent of this program of in-service training for Employees is designed to improve their performance and to assist them in qualifying for promotion. The City will not be expected to provide training in one work division for Employees in another work division.

SECTION 2

The City agrees to compensate all Local 440 Employees at a rate of pay equivalent to one and one-half times their straight time hourly rate as computed on a 40-hour week, for all training, school and courses which any such Employees are required to attend during their off-duty hours, including all time traveling to and from the schooling or courses in an area located over a twenty (20) mile radius from City Hall. Also, the City will reimburse the Employee for all travel expense and room expenses incurred attending such courses or schools.

SECTION 3

(a) Any Employee who holds the position of Wastewater Plant Operator I or II will be compensated on an annual basis for holding a Sewage Plant Operator License according to the following schedule:

Position	***License Class***			
	Class 4	***Class 3***	***Class 2***	***Class 1***
Operator I	**$831**	**$831**	**$831**	**$831**
Operator II	**$1,834**	**$1,834**	**$1,834**	**$1,834**

(b) Any Employee who holds the position of Wastewater Plant Operator I must hold at least a Class 4 Sewage Plant Operator License.

(c) Any Employee who holds the position of Wastewater Plant Operator II must hold at least a Class 3 Sewage Plant Operator License.

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ARTICLE XVI

SENIORITY

SECTION 1

Seniority, according to this agreement, shall consist of continuous paid service with the City of Joliet in a position covered by this bargaining unit represented by AFSCME Local 440 as provided under this agreement, provided, however, that an Employee's earned Seniority shall not be lost because of absence due to illness or injury as long as they remain in the service of the City in a position covered under this Agreement while on authorized leaves of absence or temporary layoffs. Provided, however, that if Employees sever their service with the City to accept a disability pension and their disability pension is later terminated, and they return to the City's active service, they shall be entitled to their accumulated Seniority which existed at the time they were placed on the disability pension, but they shall not be entitled to seniority credit for the time they were on a disability pension. Provided further, that the seniority credit for the temporary layoff shall be given for one year if Employees do not withdraw their contributions to the Illinois Municipal Retirement Fund. And provided finally, that any Employee who resigns or is dismissed for cause from the City's service shall lose all seniority credit.

SECTION 2

Seniority shall be computed from the date of appointment in a position covered by this Agreement. Employees hired prior to the signing of this Agreement shall have their seniority calculated from their hire date with the City. If more than one person is hired on the same day, then the City Manager and the Chairperson of Executive Board shall establish seniority preference for those so hired by drawing names from a hat containing the names of those persons hired. The first name drawn shall have first seniority preference over the others in the hat; the second name drawn shall have second preference over the others in the hat, and so on. The draw shall be made at the time of hire and their personnel records so noted.

SECTION 3

Only permanent Employees will be eligible for seniority credit. Part-time Employees will be eligible for seniority under the part-time seniority agreement only. If a part-time Employee transfers to a permanent position, their seniority will start over in the permanent position.

SECTION 4

Every six months, July 1st and January 1st, the City shall provide Seniority Lists showing the continuous service of each full-time Employee and each part-time Employee to the Union President.

SECTION 5

An Employee's continuous service record, for those Employees covered under this Agreement, shall be broken by voluntary resignation, discharge for just cause, and retirement. However, if Employees return to work in any capacity within one year, the break in continuous service shall be removed from their record. There shall be no deduction from continuous service for any time lost which does not constitute a break in continuous service. Employees rehired shall receive

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all fringe benefits in accordance with their seniority total including the period they were gone. To be eligible to claim these fringes, employees must have returned within a year from their severance. Employees may exercise their privilege to claim the fringes only once, that is, an Employee who is rehired a second or third time, and who has already on a previous rehiring, requested fringes on the basis of seniority based on uninterrupted service, will be ineligible to do so again.

SECTION 6

The term promotion, as used in this provision, means the advancement of an Employee to a higher paying position or the reassignment of an Employee, at the Employee's request, to a position the Employee considers to be in his/her best interest regardless of the rate of pay.

SECTION 7

Whenever a position opening occurs, other than a temporary opening as defined below, in any existing position classification or as the result of the development or establishment of a new position classification, a notice of such openings shall be posted on all bulletin boards for ten (10) working days. During this period, Employees who wish to apply for this open position (including Employees on layoff) may do so. The application shall be in writing, and it shall be submitted to Human Resources.

SECTION 8

The City shall fill the opening by promoting from among the applicants the Employee with the longest seniority who is able to satisfactorily perform the position. The City shall consider seniority as major criteria, but must always consider other factors and promote the applicant whose overall ability is best for providing service to the City. The Employee who qualifies for the position shall not be required by the City to have more ability than is required for the position in the pay classification and job description, as adopted and/or amended by the City Council.

SECTION 9

Temporary position openings are defined as vacancies that may periodically develop in any position classification for the following reasons that do not exceed the time limits specified below:

(a) Unlimited while the incumbent is absent on Vacation Leave, Sick Leave, Temporary Disability Leave (workers' compensation), Maternity Leave, or unpaid Disability Leave.

(b) Up to six (6) months while the incumbent is absent on any other unpaid Leave of Absence.

(c) Unlimited while the incumbent is absent to attend training classes.

(d) Up to thirty (30) calendar days after the incumbent has either been separated from employment with the City or promoted to another position.

(e) Up to thirty (30) calendar days due to an increase in workload.

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(f) These limits may be extended by mutual agreement of the City and the Union.

SECTION 10

Temporary position openings may be filled by City assignment or reassignment, and the assignment or reassignment shall be made in terms of a promotion based upon seniority and ability to perform the position satisfactorily. Division seniority and ability shall be honored for temporary job appointments only. The order for these appointments shall be Division, then Department and then City-wide within the Union. For purposes of this Section, overall seniority of those Employees in the division will be considered along with ability for temporary job appointments. Employees new to the division must serve a six month qualifying period before they are able to exercise their seniority rights for the temporary vacancy. This six month qualifying period will not apply if the Employee has previously qualified himself/herself in the position where the vacancy occurs.

SECTION 11

Temporary assignments may be considered as training assignments by which Employees may obtain experience that will enable them to qualify for future promotions.

SECTION 12

It is the intent of these provisions to prevent the repeated assignments of Employees to job vacancies designated as temporary position openings, when such an opening could be filled in another manner.

SECTION 13

Each Employee who is temporarily assigned by his/her supervisor to perform the duties of a higher paying position classification for at least four hours of actual work in the higher paying position in a single work day shall receive as additional compensation the salary level of the higher position at the same corresponding step (A, B, C, D, E, F, G) as he/she has in the lower position, unless the non-Union supervisor and the Employee agree otherwise.

The parties agree that Temporary Upgrade Pay is not intended to be paid in cases where the Employee's non-Union supervisor is away for incidental periods of time, such as lunch breaks.

In addition, temporary upgrades to an exempt position shall receive Temporary Upgrade Pay equivalent to 5% of the Employee's straight time hourly rate.

SECTION 14

Employees assigned to temporary positions, and who are later promoted to that position classification, shall receive credit, after they serve their promotional probationary period, for all temporary appointment time worked in that position for purposes of determining their review date for a step increase. Total time worked in the position as temporary appointment shall be subtracted from the time needed to receive the next Seniority Step, and the step shall be given earlier, in accordance with the time worked in the position as a temporary appointment.

SECTION 15

The term demotion, as used in this provision, means the reassignment—not requested by the Employee—of an Employee from a position in one classification to a lower paying position in the same classification or in another position classification. Demotions shall be made only to avoid layoff of Employees. In any case involving demotion, Employees involved shall have the right to select which alternative they will take, the demotion or the layoff. No demotion shall be made for disciplinary reasons.

SECTION 16

The City will not layoff existing bargaining unit employees during the period January 1, 2016 through and including December 31, 2019. The City will not outsource work currently performed by existing bargaining unit employees where such outsourcing would result in the layoff of such employees. Nothing herein shall preclude the City from reducing the workforce by attrition, or subcontracting bargaining unit work to: 1) supplement work performed by bargaining unit employees; or 2) emergency or unforeseen circumstances. In the event it becomes necessary to lay off Employees for any reason, Employees shall be laid off in the inverse order of their seniority; i.e., the last hired shall be the first laid off. The City shall provide each Employee who will be placed on layoff status with at least thirty (30) days notice prior to the commencement of the layoff.

SECTION 16A

Part-time Employees will have a separate track for Seniority. Part-time Employees accrue seniority from his/her date of hire into their part-time position. Part-time Employees may bid on Local 440 full-time positions with the understanding that full-time Employees have priority over part-time Employees in the bidding process and that Part-Time Employees have priority over non-440 union employees. Part-time Employees who successfully bid into a full-time position shall begin to accrue seniority as a full-time member from the date of appointment to a full-time bargaining unit position. In the event it becomes necessary to layoff Employees, part-time Employees shall be laid off prior to any full-time Employees being laid off. Part-time Employees shall be laid off in the inverse order of their seniority as part-time Employees. If the duties performed by the part-time Employees continue to be necessary, any full-time Employees that are designated for lay-off (at their option) can bump into a position in lieu of layoff. Full-time Employees who choose not to bump, and accept layoff shall not have their unemployment benefits challenged by the City.

SECTION 17

Employees shall be recalled from layoff according to their seniority. No new Employees shall be hired until all Employees on layoff status, desiring to return to work, have been recalled, except as restricted hereafter. Each Employee on layoff status who, after receiving proper notification, fails to apply for any position vacancy which is of equal or greater pay status as the last permanent position held by the Employee, and for which the Employee is qualified, shall waive all right to be recalled from layoff status.

SECTION 18

When Employees are laid off due to a reduction in the work force, they shall be permitted to

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exercise their seniority rights to "bump" i.e. replace an Employee with less seniority. Such Employees may, if they so desire, "bump" any Employee to an equal or lower position classification, provided the "bumping" Employee has greater seniority than the Employee "bumped". A thirty (30) day qualifying period shall be in effect to prove the Employee who is bumping can perform the duties satisfactorily.

SECTION 19

Employees who are on their initial hire probationary period of one year shall not be given preferential treatment when responding to a position posting. Such Employees shall be treated in the same manner as other members of the bargaining unit.

SECTION 20

Employees who are on promotional, transfer or voluntary demotion probationary periods shall be allowed to transfer or be promoted during their probationary periods. Promoted Employees shall, if they request, return to their former position as provided for in accordance with Article XIV, Section 7.

SECTION 21

Probationary periods referred to in this Article shall be for thirty (30) working days, unless otherwise indicated herein.

SECTION 22

When the City determines that additional shifts are required or the need for certain shifts are no longer required and the required number of Employees do not volunteer for reassignment, Employees shall be assigned or reassigned on the basis of inverse seniority in the position classifications within the division in which the shift changes are made. This Section shall only apply to assignment or reassignment of Employees to shifts. Employees assigned to these shifts shall work within their position classifications.

SECTION 23

Notwithstanding the provisions of Section 8 of this Article, the parties agree to the following provisions for selecting Foreman positions in this agreement:

(a) There will be both written and oral examinations in the testing process. These examinations will be prepared and administered by the Department or Division in which the vacancy exists. Questions on the written and oral examination shall be directly related to the Foreman vacancy being tested for. Immediately prior to administration of the examination, a Union representative may review the exam. The Union representative may also be present during the examination if he or she so chooses to be. This presence is for observation purposes only, and such representative will not participate in any manner during the administration of the examination.

(b) Employees taking the examination must score at least 75% in total for both the written and oral examination, with a minimum, with a minimum score of 70% on both the oral and written exams. Candidates not scoring at least 70% on either the written or oral exams will

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not be considered as passing the exam. Seniority will be the determining factor for all applicants having an overall score of 75% or more on the written and oral examinations. I f no candidate scores 75% or more the candidate with the highest overall score between 74.999% and 70% will be selected for the position without regard to their seniority. If no candidate has an overall score of at least 70% on the examinations, the City may choose from among any of the candidates without regard to seniority. In this case the chosen candidate will serve a six month trial period. The City may opt not to retain this candidate in the position at any time during this six month trial period. If the chosen candidate is not retained then the City will re-bid the position and test candidates according to this provision. The City may also opt to not fill the position if no candidates have an overall score of at least 70% on the examination. In such case the City will then re-bid the position and re-test according to these provisions.

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ARTICLE XVII

SICK / INCAPACITATION LEAVE

SECTION 1

All full-time Employees of this bargaining unit represented by AFSCME Local 440 shall receive eight (8) hours with pay per month of continuous service credited to his sick leave accumulated record. Once a member of this bargaining unit earns 400 hours or more accumulated Sick Leave, they shall receive ten (10) hours with pay per month of continuous service credited to their Sick leave accumulated record. This benefit will become effective on January 1, 2006.Temporary and seasonal Employees do not accumulate sick leave credit. There shall be no maximum limit on the accumulation of Sick Leave. An Employee who is disabled or ill shall be entitled to deplete his or her entire accrued Sick Leave prior to being required by the City to apply for disability pension or to be separated from the City's employment.

SECTION 2 *Sick Leave Use*

(a) Sick Leave may be used for illness, injury or off-the-job incurred disability. One (1) day/hour of sick leave credit with pay shall be deducted from an Employee's Sick Leave accrual, for each duty day/hour not worked due to illness, injury or off-the-job incurred disability.

(b) If a holiday occurs during a period when an employee is on authorized Sick Leave, the Employee shall receive pay for the holiday and the holiday shall not be deducted from the Employee's Sick Leave accrual.

(c) Sick Leave is a privilege which can only be authorized by the Department Head, Acting Department Head, City Manager or their authorized representatives.

(d) Employees shall give the City reasonably timely notice of their intention to utilize Sick Leave. Unless otherwise agreed by an authorized supervisor, this notice shall be given to the Employee's supervisor at least thirty (30) minutes in advance of the Employee's regular starting time by telephone or such other medium specifically approved by the Employee's supervisor for this purpose. The City shall designate in writing the specific supervisor an Employee must call to provide notice of Sick Leave utilization.

SECTION 3

A physician's statement may be required of any Employee before sick leave pay is given. However, in all cases where five (5) consecutive duty days are missed by an Employee due to illness, injury, or disability, a physician's statement will be required before Sick leave pay is given. Such statements will become a part of the Employee's personnel record. Physician statements may be used in determining from time to time whether or not an Employee is able to continue the performance of duties and responsibilities.

SECTION 4

An Employee (or his or her authorized representative) who becomes ill, injured or disabled shall report to his supervisor as soon as possible. In case of an on-the-job injury, illness or disability,

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the City will pay the difference between any payments received by the Employee from a public employee pension fund and/or provisions under Workers' Compensation or Occupational Diseases Acts and the Employee's regular salary or wages for a maximum of six (6) months. Time lost as pertains to this Section shall not be deducted from the employee's accrued Sick Leave, except as follows:

(a) In cases where such disability exceeds six (6) months, and the Employee desires to continue receiving such pay differential, it shall be deducted from accrued but unused Sick Leave, at the rate of one (1) hour for each three (3) working hours the employee is absent due to such status.

(b) Employees who exhaust Sick Leave, but remain disabled and wish to continue receiving pay differential, shall be able to do so by deducting such pay from accrued but unused Vacation Leave and/or Compensatory Leave at the rate of one (1) day for each three (3) working days the Employee is absent due to such status.

SECTION 5

Each Employee who terminates employment with the City shall receive no compensation for accrued unused Sick Leave unless at the effective date of termination the Employee is at least fifty-five (55) years of age and has at least eight (8) years of service with the City in a position covered by this Agreement. Said qualifying Employee shall receive compensation for up to 1,012 hours of accrued unused Sick Leave multiplied by an amount equal to forty percent (40%) of the Employee's Base Hourly Wage. An employee may choose to receive this compensation up to six (6) months prior to their retirement separation with the City. In order to receive payment of this benefit prior to separation, the employee must submit an irrevocable letter of resignation to the City. This benefit also applies to the payout of vacation and compensatory time subject to the same conditions as shown above. In the event an employee, who has chosen to retire and chooses to be compensated for the benefits as described above, has a hardship case and requests to rescind his/her retirement/resignation letter, the City of Joliet has the sole discretion as to whether or not to allow such employee to rescind their letter of retirement/resignation. In the case where the City of Joliet allows the employee not to retire, the employee will be required to re-pay the City of Joliet the entire amount of compensation that was advanced to them under this section, and repayment of such monies will be made by the employee in a manner to be determined by the City of Joliet. Repayment may be required in a like manner and time as the employee received the benefits.

SECTION 6

Each Employee who terminates employment with the City due to the Employee's death shall receive no compensation for accrued but unused Sick Leave unless at the date of death the Employee has at least eight (8) years of service to the City in a position covered by this Agreement. The beneficiary of the deceased Employee shall receive compensation for up to 1,012 hours of accrued unused Sick Leave multiplied by an amount equal to forty percent (40%) of the Employee's Base Hourly Wage.

If an Employee is killed on the job, the spouse will continue to receive health insurance benefits until such time as the spouse re-marries. Eligible dependents will continue to receive health insurance benefits until such time as they are no longer eligible for benefits under the age provisions of the City's Health Plan.

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SECTION 7

Sick leave accrual balances shall be made available to each employee through the City's payroll system. Monthly reports will be available to the Union.

SECTION 8

Employees may draw a maximum of two (2) Personal Leave days each calendar year from accrued but unused Sick Leave. Personal Leave does not accrue, nor may it be carried over from year to year. Personal Leave may be taken at the Employee's discretion, subject to:

(a) Notification of intent to take such by the Employee, at least twenty-four (24) hours in advance; and

(b) Approval by the Department Head or his or her designated representative. Such approval shall only be withheld for operational reasons or to avoid overtime.

(c) Once granted, the City shall not rescind its approval of an Employee's request to take Personal Leave.

SECTION 9

The City, or its authorized agent, shall have the right to request a separate medical evaluation and/or opinion from a specialist, if necessary, concerning the status of an Employee's ability to return to duty, when incapacitated in accordance with this Article. The City and/or its agent shall bear any and all cost of such inquiry. If the evaluations and/or opinions of the Employee's and the City's physicians are contradictory and/or inconclusive, either party shall have the right to request a third separate medical evaluation and/or opinion from a physician who shall be an appropriate specialist, but not in practice with either physician's rendering the previous evaluations and/or opinions. The party requesting the third examination shall bear any and all related costs. If both parties request a third medical evaluation and/or opinion, the third physician shall be selected by the previous attending physicians, as outlined above, and the costs shall be borne equally by the City and the Employee. When appropriate, reference shall be made in all cases to physicians approved by the respective Pension Boards. Both the City and the Employees shall abide by the majority medical evaluations and/or opinions. Such evaluations and/or opinions may be required of the Employee by the City and/or its agent monthly, while an employee is in such status.

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ARTICLE XVIII

LEAVES OF ABSENCE

SECTION 1 *Maternity Leave*

(a) Female Employees who wish to take Disability Leave as a result of pregnancy may exercise one of the two following options:

(1) A paid Disability Leave with complete fringe benefits and appropriate deductions made from the Employee's accrued Sick Leave while the Employee is off work; or,

(2) An unpaid Disability Leave with complete fringe benefits while the Employee is off work.

(b) Before an Employee may exercise either option, the employee must:

(1) Notify the Human Resources Director two (2) months in advance of the Employee's intent to take Disability Leave.

(2) Produce a doctor's certificate which indicates the Employee will be unable to perform her duties as of a certain date. The doctor's certificate must include the following information:

(a) A statement that the Employee is physically unable to perform her regular duties after a certain date.
(b) The expected date of delivery.
(c) In the event that the Employee is incapacitated prior to the expected date of disability due to complications arising from the pregnancy, the Employee will be allowed to submit a doctor's certificate after beginning a disability leave of absence.

(c) Six (6) weeks after the birth of the baby, the Employee must be examined by her physician to determine if she is capable of returning to work.

(d) If her physician determines that she is unable to return to work at that time, her Disability Leave may be extended and she may be required to submit to another examination two (2) weeks later to determine if she is capable of returning to work. She may be required to submit to a physical examination every two weeks thereafter, at the City's option, until she returns to work.

(e) When her physician determines that she is able to return to work, she may exercise one of the three following options:

(1) Return from Disability Leave to her former position.
(2) Begin a Maternity Leave of Absence.
(3) Begin a personal leave of absence not to exceed four (4) weeks.

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(f) Employees wishing to exercise option (e)(2) above, may do so only if the health and safety of the Employee's baby requires the Employee's attention.

(g) Employees who elect to take a Maternity Leave of Absence will cease to receive all fringe benefits.

(h) Employees on Maternity Leave must return to work within three (3) months after the date they are released for work by their doctor. Failure to do so will nullify any right of the Employee to return to the position she held prior to her Disability Leave.

(i) Employees on Maternity Leave must return to work or apply in writing for return to work within twelve (12) months after the date they are released for work by their doctor. Failure to do so will nullify any right of the Employee to return to any vacant position for which the employee might qualify.

SECTION 2 *Family Medical Leave*

Employees who have worked for at least twelve (12) months and for at least 1,250 hours during the last twelve (12) months may request leave pursuant to the Family and Medical Leave Act (FMLA). Leaves may be requested for the birth or adoption of a child or for a serious health condition; that is, an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential treatment facility or continuing treatment by a health care provider.

An eligible Employee is entitled to a maximum of twelve (12) weeks of FMLA leave in a twelve (12) month period. A "rolling" twelve (12) month period measured backward from the date an Employee uses any FMLA leave shall be used for this purpose. Employees will be required to exhaust all paid benefit time (Vacation Leave, Personal leave, and Sick Leave) as part of their FMLA leave and such time will count toward the twelve (12) week limit.

Leaves to take care of a serious health condition may be taken on an intermittent or reduced schedule basis. Leaves for the birth or adoption of a child must be taken within the first twelve (12) months of the date of birth or placement.

Employees must request a leave by giving the City notice at least thirty (30) calendar days in advance of a foreseeable leave, and as soon as practicable for an unforeseen leave. The City may require Employees requesting a leave to care for a serious health condition to submit medical verification from a health care provider. The Employee may also be required to undergo an examination by an impartial physician. Such examination shall be paid for by the City. Upon return to work, the Employee shall submit a fitness-for-duty certificate from a qualified health care provider.

During FMLA leave, the City will continue to provide medical and dental coverage at the same premium rate as if the Employee was still on active duty. The Employee will be required to maintain individual health and/or dental premiums, if any. Payment of the Employee's premium shall be due on the first day of the month and in no case later than the tenth of the month. Coverage shall cease immediately for any Employee whose payment is more than thirty (30) days late.

After FMLA leave, the Employee will be restored to the position he or she held prior to the leave or to an equivalent position with equivalent pay and benefits. An Employee who fails to return from an FMLA leave will be required to reimburse the City for the City's portion of health insurance premiums paid during the leave.

SECTION 3 *Disability Leave Filing*

Employees determined to be permanently disabled by their personal physician and/or the City's physician shall file an application for disability benefits immediately after receipt of such determination.

SECTION 4 *Jury Duty*

An Employee who has been called for jury duty and upon notice to his/her supervisor will be paid his/her regular salary or wages less the amount of pay received for jury duty service.

SECTION 5 *Military Training Leave*

An Employee who is a member of the reserve unit of the armed forces of the United States will be granted Military Training Leave for two (2) weeks for annual training sessions or schools provided that thirty (30) days notice be given. In the event that compensation received by the Employee while on Military Training Leave is less than the Employee would have earned for that period from his/her position in the City, then the City will compensate the Employee the difference provided that the Employee present evidence of his/her compensation received from the Armed Forces while on Military Training Leave.

SECTION 6 *Training Leave*

(a) Employees may be granted leave with pay and expenses to attend professional meetings, training institutes and conferences at the discretion of the City Manager.

(b) Any Employee attending school required by the City shall be compensated for expenses related to tuition, books and mileage. Mileage expenses are to be reimbursed at the rate established and approved by the City Council, at the time such expenses were incurred. Any reimbursement claims, to be considered valid, under this Section, must be properly documented and presented for payment within thirty (30) calendar days of being incurred.

(c) The City shall continue to reimburse all employees for the expenses of books and tuition incurred as the result of voluntary participation in academic, educational, training and/or vocational course work provided that:

(1) The course work is directly related to the employee's professional development, in pursuit of current duties or those pertaining to the employee's normal career advancement, as determined by management.

(2) The course work is approved in advance by all the employee's supervisors and the City Manager.

(3) The employee maintains a minimum evaluation of "average" or its equivalent in each course for which related reimbursement is sought.

(4) The reimbursable expenses incurred are properly documented by voucher, and in excess of any and all other payments for such assistance for which the employee is eligible, e.g. Federal and state veteran's benefits, etc.

(5) Application for reimbursement is made within thirty (30) calendar days of satisfactorily completing the course work as outlined above.

SECTION 7 *Emergency Leave*

If a serious or unexpected emergency occurs to an Employee's spouse or children, or a member of the immediate family in his/her household, the Employee will be allowed to leave his/her duties while the emergency exists. The Employee must make arrangements to enable him/her to return to his/her duties on the next duty day if the emergency continues beyond the duty day when the said emergency occurred, unless he/she received prior consent from his/her foreman and/or supervisor to remain off duty for any additional day or days. Emergency Leave may be granted up to three days and may only be extended beyond three days if the Employee's accrued Vacation Leave has been depleted. Under no circumstances may Emergency Leave be granted in excess of nine (9) working days total time for one emergency at the discretion of the City.

SECTION 8 *Family Death Leave*

A maximum of four (4) duty days leave with pay, dependent on funeral arrangements and travel requirements, will be granted to a full-time Employee in the event of a death in the immediate family, but in no event will such leave be granted for less than three duty days. If such death occurs while an Employee is on vacation, the allotted time shall be added to his/her accrued Vacation Leave. The immediate family will include only:

(a) Spouse, children and spouse of children and foster children;

(b) Parents of both Employee and spouse;

(c) Brothers and sisters and brother-in-law and sister-in-law;

(d) Grandchildren and grandparents of Employee and spouse;

(e) Foster parents of both Employee and spouse.

Time off will be granted to full-time Employees for the funeral services of aunts and uncles of Employees and spouse for a period of four (4) hours with pay, providing however, that such time off will not cause overtime or significantly reduce the operating efficiency of the affected department or division.

Part-time employees are eligible for Family Death Leave, however their paid leave is limited to an equivalent of their normally regularly scheduled time during their days. (For example,

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a part-time Employee scheduled to work 3 days at 4 hours per day during their Family Death Leave would be limited to 12 hours of pay during this period.)

SECTION 9 *Leave For Education*

Employees shall, upon request, be granted leave without compensation by the City Manager for educational purposes. The period shall not exceed one year and shall be extended not to exceed another year, at the request of the Employee. During the leave periods, the Employee shall not be eligible for any of the fringe benefits of the City of Joliet. If the Employee returns, he/she shall return with full seniority, which would continue to accumulate, for bidding purposes only, during his/her leave. One year leaves of absence (with any requested extension) for educational purposes shall not be provided more than once every three years. Employees may also be granted leaves of absence for educational purposes not to exceed one month in any calendar year to attend educational programs that are directly related to an employee's job responsibilities. Such leaves shall be without pay or compensation except as enumerated above.

SECTION 10 *Leave of Absence for Union Activities*

The City shall, at the request of the Union, grant a leave of absence to an Employee who is selected as a delegate for a specific activity for/or on behalf of the AFL-CIO and its affiliates for a period not to exceed two years, or who is elected to office in the Union for a period not to exceed three (3) months, provided the same does not interrupt City service. Such leaves of absence may be extended at the option of the City Manager. Seniority shall accumulate during such a leave of absence. The Employee shall not be compensated by the City during his leave of absence. The City shall monetarily reimburse an Employee's expense and time if he/she has been chosen as a delegate to a convention or conventions at the rate of one hundred dollars per delegate or a maximum of four hundred dollars ($400.00) per year.

SECTION 11 *Failure to Return after Leave*

An Employee who fails to return to his/her position without notice at the time specified on his/her application for leave shall be considered to have resigned unless the Employee gives evidence of extenuating circumstances.

SECTION 12 *General Leave for Reasonable Purpose*

A Leave of Absence without pay for a period not to exceed three (3) months may be granted to an Employee for reasonable purposes. Each Employee who requests this leave must exhaust all paid leaves of absence prior to commencing the leave. Leaves under this Section shall cancel all fringe benefits during the leave. Upon the Employee's return he/she shall be reinstated if he/she can still qualify physically and mentally to his/her former position at his/her former pay and with full benefits. His/her benefits that are based on tenure shall be calculated as if the employee had not taken the leave but shall not include the time while on leave. This leave shall be allowed once to each employee.

SECTION 13 *Time Off for Certified Part-time Employees*

Paid time off of 40 hours per year will be granted to certified Part-time Employees who have worked 1012 hours or more in any given year (average of 20 hours per week). New Employees

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will be eligible for this benefit if they meet the minimum average hours worked criteria and then the amount of hours will be prorated for the remainder of the year. This time is not available to be carried over from year to year and any unused time remaining after the end of the year will be lost.

To define the above mentioned criteria, the criteria is equivalent to the health care criteria, which states: New Employees will be eligible for this benefit if they work an average of 20 hours per week or more for the first three (3) months of their employment.

ARTICLE XIX

LABOR MANAGEMENT MEETINGS

SECTION 1 *Optional Quarterly Meetings*

At the request of either the City or the Union, quarterly management labor relations meetings shall be scheduled during the term of this Agreement.

SECTION 2 *Purpose*

The purpose of such meeting(s) shall be to promote and maintain a harmonious and peaceful relationship between the City and the Union. Toward this end, general problems relating to the administration of this Agreement may be discussed. In no event shall individual grievances be presented or entertained.

SECTION 3 *Representatives*

The City shall be represented by the City Manager and/or the appropriate Department Head(s). The Union shall be represented by not more than a total of five (5) representatives, no more than three (3) of whom shall be employees of the City who would otherwise be at work.

SECTION 4 *Agenda*

The party requesting such a meeting shall provide an agenda which shall state the subject(s) to be discussed in accordance with Section 2 of this Article. Such agenda shall be submitted at least five (5) working days prior to the requested meeting date. Supplemental but related issues to the agenda may be raised by either party.

SECTION 5 *Other Meetings*

Nothing in this Article shall preclude either party from requesting or agreeing to other meetings between City and Union representatives, as the parties deem such other meetings to be necessary or desirable.

SECTION 6 *Time and Location*

These meetings shall be held during normal working hours on City premises, unless otherwise mutually agreed upon by both parties.

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ARTICLE XX

HEALTH AND SAFETY

(a) Healthcare shall remain status quo for all Employees, Retirees, Retiree spouses and family coverage under the current Group Health Insurance Benefits Plan and shall remain unchanged through December 31, 2030 and shall be a permissive subject of bargaining until December 31, 2030. Therefore, the City understands that if it should request bargaining prior to December 31, 2030, and the Union declines to discuss this Article, the City shall not be entitled to any further rights to seek modification of this Article.

(b) The only exception to Paragraph a. above is that if the Cadillac Tax (a/k/a excise tax) under the Affordable Care Act, as amended, is imposed, the labor agreements shall be reopened in 2025 if the City is penalized under such tax. All parties agree that only the financial consequences of the tax will be addressed.

SECTION 1 *General*

(a) All parties to this Agreement hold themselves responsible for mutual, cooperative enforcement of safety rules and regulations.

(b) Should Employees complain that their work for the City requires an Employee to be in an unsafe or unhealthy situation, in violation of acceptable safety rules, the matter shall be adjusted immediately by the City Manager or his designated representative(s). If the matter is not adjusted satisfactorily, the complaint may be processed according to the grievance procedure of this Agreement.

(c) The parties in this Agreement shall establish a Joint Safety Committee, consisting of representatives of Local 440 and representatives of the City, for purposes of promulgating a written safety code. All parties agree to enforce such a code.

SECTION 2 *Health Benefit Plan for Active Full-Time Employees*

(a) *Group Health Insurance Benefits*

(1) *Benefits*

The City shall provide group health insurance benefits for each active, permanent, full-time Employee covered by this Agreement, and their dependents, in accordance with the Plan Document ("Plan") Plan # P06574 on file in the Office of the City Clerk, except as may be otherwise expressly set forth herein.

A summary of the key health insurance benefits to be provided by the City to eligible Employees is as follows:

SUMMARY OF KEY HEALTH INSURANCE BENEFITS FOR ACTIVE FULL-TIME EMPLOYEES

General Provisions

Item	***Benefit***
Lifetime Maximum for all Benefits	$3,000,000
Individual Premium	$50 payroll deduction per pay period ($1,300 per benefit period) (effective 1/1/2010)
Family Premium	$50 payroll deduction per pay period ($1,300 per benefit period) (effective 1/1/2010)
Individual Deductible Participating Provider Non-Participating	 $250 per benefit period (effective 1/1/2010) $500 per benefit period (effective 1/1/2010)
Family Deductible Participating Provider Non-Participating	 $500 per benefit period ($250/person, not to exceed $500 for entire family) (effective 1/1/2010) $1,000 per benefit period ($500/person, not to exceed $1,000 for entire family) (effective 1/1/2010)
Individual Out-of-Pocket Expense Limit (does not apply to all services – see Plan Document) Participating Provider Non-Participating	 $1,000 per benefit period $3,000 per benefit period
Family Out-of-Pocket Expense Limit (does not apply to all services – see Plan Document) Participating Provider Non-Participating	 $3,000 per benefit period $9,000 per benefit period

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Hospital Benefits

Item	Benefit
Inpatient Covered Services Participating Provider Non-Participating	 100% of the Eligible Charge 70% of the Eligible Charge
Outpatient Covered Services Participating Provider Non-Participating	 100% of the Eligible Charge 70% of the Eligible Charge
Hospital Emergency Care	80% of the Eligible Charge

Physician Benefits

Item	Benefit
Surgical Covered Services Participating Provider Non-Participating	 100% of the Maximum Allowance 70% of the Maximum Allowance
Medical Covered Services Participating Provider Non-Participating	 80% of the Maximum Allowance 70% of the Maximum Allowance
Emergency Medical Care when rendered by a Physician	80% of the Maximum Allowance

Prescription Drug Program Benefits

Item	Employee Copayment
Generic Drugs	$8 per prescription
Brand Name Drugs (for which there is no generic available) and Diabetic Supplies	$15 per prescription
Brand Name Drugs (for which there is a generic available)	$35 per prescription
Home Delivery Prescription Drug Program (90 day supply)	
Generic Drugs	$14 per prescription
Brand Name Drugs (for which there is no generic available) and Diabetic Supplies	$28 per prescription
Brand Name Drugs (for which there is a generic available)	$68 per prescription

Dental Benefits

Item	Benefit
Deductible	$25 per benefit period
Preventative Services	100% of the Usual and Customary (U&C) Fee
Primary Services	100% of the U&C Fee
Major Services	50% of the U&C Fee
Benefit Period Maximum	$1,000
Orthodontic Services	50% of the U&C Fee
Orthodontics Lifetime Maximum	$1,000
Passive PPO Plan	Same benefits and limits as above

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(2) *Working Spouses and Dependents of Active Full-Time Employees*

(a) *Primary Coverage Limited*

In the event the spouse or a dependent of an active Employee enrolled in the City's group health insurance plan is employed on a non part-time basis (defined 36 hours or more per week on average), and the spouse or dependent is eligible for health insurance provided by his or her employer, then the spouse or dependent shall not be insured by the City on a primary basis. Coverage by the City on a secondary basis shall be available, provided the spouse or dependent has enrolled with his or her employer for primary coverage, the spouse or dependent is properly enrolled in the City's Plan and all applicable premiums and copayments are paid as required.

(b) *Waiver/Premium Credit*

In the event the employer of the Employee's spouse or dependent offers health insurance benefits, but does not offer individual coverage to the spouse or dependent on a primary basis for a premium totaling $1,300 or less per year, then, at the option of the City, the City may elect to either waive the limitation on primary coverage set forth herein or provide the active Employee with a credit against premiums due the City in the amount that the third party employer premiums exceed $1,300 per year. The City may make or modify this election during each annual open enrollment period or at the time the City is informed by the employee that the Employee's spouse or dependent has become eligible for employer-provided health insurance as provided below.

(c) *Duty of Employee to Notify City of Status of Spouse or Dependent*

The City shall provide an annual open enrollment process in which the Employee shall be required to provide sufficient information to the City to establish the proper status of a spouse or dependent in order to determine eligibility for benefits and appropriate premiums and copayments under this Section. In addition, Employees shall notify the City of a spouse or dependent becoming eligible for employer-provided health insurance within thirty (30) days of such eligibility. The City shall also permit mid-year changes in enrollment status of spouses and dependents due to changes in employment status.

An Employee's failure to timely notify the City of a change in the status of a spouse or dependent, or to provide complete and accurate information required by the City pursuant to this Section may constitute just cause for discipline and for the denial or limitation of benefits and for the reimbursement of benefits improperly paid.

(d) *Coordination of Benefits-Dependent Children of Parents not Separated or Divorced or of Divorced Parents Having Joint Custody*

In the event that a dependent child is covered by more than one health insurance plan, then the plan covering the parent whose birthday falls earlier in the year shall provide primary coverage for the dependent child. If both parents have the same birthday, then the plan that has provided coverage longer shall provide primary coverage.

(e) *Coordination of Benefits-Dependent Children of Divorced or Separated Parents*

In the event that a dependent child is covered by more than one health insurance plan, then the plan covering the parent with custody of the child shall provide primary coverage and the plan of the spouse of the parent having custody shall provide secondary coverage. The plan of the parent not having custody of the child shall provide the next level of coverage.

The foregoing notwithstanding, if an order or decree issued by a court of competent jurisdiction provides a different method of coordination of benefits, then such method shall govern and control upon proper notification to the affected plans.

(3) *Election to Opt Out of Plan*

An active full-time Employee may opt out of the City's group health insurance plan at any time upon the submittal of written notice to the Department of Human Resources, or as the City Manager may otherwise direct. An election to opt out shall take effect on the first day of the second complete pay period following the submittal of written notice.

An active full-time Employee that opts out shall not be required to pay the required premium for the City's group health insurance plan. In addition, an active full-time employee that elects to opt out shall be eligible for an Opt Out Incentive. The amount of the Opt Out Incentive for Employees having individual coverage shall be $100 per pay period. The amount of the Opt Out Incentive for Employees having family coverage shall be $200 per pay period. The Opt Out Incentive shall be paid in conjunction with regular payroll but, to the extent permitted by law, shall not be considered salary for purposes of calculating hourly rates, pension benefits, overtime pay, Holiday Pay, Sick Leave or Vacation Leave buyouts. The City may withhold income taxes from the Opt Out Incentive.

An Employee who elects to opt out shall not be eligible for City group health insurance benefits after the opt out notice takes effect, whether on a primary, secondary or other basis. An election to opt out shall remain in effect until properly rescinded by the Employee. In order to rescind an election to opt out, the Employee must file a written notice with the Department of Human Resources that the Employee is reenrolling in the City's group health insurance plan for the upcoming benefit period. This notice can only be filed during the annual open enrollment period or upon the occurrence of a midyear Qualifying Change in Status. The Opt Out Incentive shall be terminated at the time the opt out rescission takes effect.

For the purposes of this Section, a Qualifying Change in Status shall mean an event that affects eligibility for coverage in the City Plan, such as marriage, legal separation, divorce, loss of all eligible dependents, gain of eligible dependents, an employee gaining or losing eligibility for coverage in another health insurance plan, loss or gain of Medicare for any reason and coordination of a spouse's open enrollment period.

Employees having spouses or dependents that are also employed by the City, or that are enrolled on the City's Plan in their own right as retirees or disabled persons, are not eligible for the Opt Out Incentive. Employees having spouses or dependents that are also employed by the City shall be required to pay the monthly premium on an individual or family basis as the Employee may designate.

(a) *Group Term Life Insurance Benefits for Active Full Time Employees*

Effective upon the execution of the Agreement, new bargaining unit employees shall be eligible for a $50,000 life insurance death benefit instead of the current $10,000 death benefit. However, the benefit shall only be available to active members of the bargaining unit and shall terminate in its entirety if the new employee thereafter retires, resigns, is terminated or no longer holds a position covered by this Agreement for any reason other than death. Current bargaining unit members shall be required to make a one-time permanent election of either the existing $10,000 benefit or the replacement $50,000 benefit as a part of open enrollment to be held in 2014 or as otherwise agreed. The one-time election shall take effect January 1, 2015.

(b) *Group Long Term Disability Benefits for Active Full Time Employees*

In addition, the City shall provide, at no charge to the active, full-time Employee, group long term disability insurance for each active full-time Employee.

SECTION 3 *Health Benefit Plan for Active Part-Time Employees*

(a) Benefits

The City shall provide group health insurance benefits for each eligible, permanent, part-time Employee covered by this Agreement, but not their dependents, in accordance with the Plan Document ("Plan") Plan #P06574 on file in the Office of the City Clerk, except as may be otherwise expressly set forth herein. To be eligible for this benefit, the part-time Employee must have worked at least 1,012 hours in the Plan Year preceding enrollment or re-enrollment (average of 20 hours per week). New Employees will be eligible for this benefit if they work an average of 20 hours per week or more for the first three months of their employment. Each year part-time Employees must meet the minimum amount of time worked in the previous year of 1,012 hours to qualify for the health insurance benefits.

A summary of the key health insurance benefits to be provided by the City to eligible part-time active Employees is as follows:

SUMMARY OF KEY HEALTH INSURANCE BENEFITS FOR ACTIVE PART-TIME EMPLOYEES

General Provisions

Item	Benefit
Lifetime Maximum for all Benefits	$3,000,000
Individual Premium	$50 payroll deduction per pay period ($1,300 per benefit period) (effective 1/1/2010)
Family Premium	No Family Coverage Available
Individual Deductible Participating Provider Non-Participating	 $250 per benefit period (effective 1/1/2010) $500 per benefit period (effective 1/1/2010)
Family Deductible Participating Provider Non-Participating	 No Family Coverage Available
Individual Out-of-Pocket Expense Limit (does not apply to all services – see Plan Document) Participating Provider Non-Participating	 $1,000 per benefit period $3,000 per benefit period
Family Out-of-Pocket Expense Limit (does not apply to all services – see Plan Document) Participating Provider Non-Participating	 No Family Coverage Available

Hospital Benefits

Item	Benefit
Inpatient Covered Services Participating Provider Non-Participating	 100% of the Eligible Charge 70% of the Eligible Charge
Outpatient Covered Services Participating Provider Non-Participating	 100% of the Eligible Charge 70% of the Eligible Charge
Hospital Emergency Care	80% of the Eligible Charge

Physician Benefits

Item	Benefit
Surgical Covered Services Participating Provider Non-Participating	 100% of the Maximum Allowance 70% of the Maximum Allowance
Medical Covered Services Participating Provider Non-Participating	 80% of the Maximum Allowance 70% of the Maximum Allowance
Emergency Medical Care when rendered by a Physician	80% of the Maximum Allowance

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Prescription Drug Program Benefits	
Item	***Employee Copayment***
Generic Drugs	$8 per prescription
Brand Name Drugs (for which there is no generic available) and Diabetic Supplies	$15 per prescription
Brand Name Drugs (for which there is a generic available)	$35 per prescription
Home Delivery Prescription Drug Program (90 day supply)	
Generic Drugs	$14 per prescription
Brand Name Drugs (for which there is no generic available) and Diabetic Supplies	$28 per prescription
Brand Name Drugs (for which there is a generic available)	$68 per prescription

Dental Benefits	
Item	***Benefit***
Deductible	$25 per benefit period
Preventative Services	100% of the Usual and Customary (U&C) Fee
Primary Services	100% of the U&C Fee
Major Services	50% of the U&C Fee
Benefit Period Maximum	$1,000
Orthodontic Services	50% of the U&C Fee
Orthodontics Lifetime Maximum	$1,000
Passive PPO Plan	Same benefits and limits as above

(b) *Election to Opt Out of Plan*

An active part-time Employee may opt out of the City's group health insurance plan at any time upon the submittal of written notice to the Department of Human Resources, or as the City Manager may otherwise direct. An election to opt out shall take effect on the first day of the second complete pay period following the submittal of written notice.

A part-time Employee that opts out shall not be required to pay the required premium for the City's group health insurance plan. In addition, an active part-time Employee that elects to opt out shall be eligible for an Opt Out Incentive. The amount of the Opt Out Incentive shall be $50 ($100 effective January 1, 2015) per pay period. The Opt Out Incentive shall be paid in conjunction with regular payroll but, to the extent permitted by law, shall not be considered salary for purposes of calculating hourly rates, pension benefits, overtime pay, Holiday Pay, Sick Leave or Vacation Leave buyouts. The City may withhold income taxes from the Opt Out Incentive.

A part-time Employee who elects to opt out shall not be eligible for City group health insurance benefits after the opt out notice takes effect, whether on a primary, secondary or other basis. An election to opt out shall remain in effect until properly rescinded by the employee. In order to rescind an election to opt out, the employee must file a written notice with the Department of Human Resources that the employee is reenrolling in the City's group health insurance plan for the upcoming benefit period. This notice can only be filed during the annual open enrollment period or upon the occurrence of a midyear Qualifying Change

in Status. The Opt Out Incentive shall be terminated at the time the opt out rescission takes effect.

For the purposes of this Section, a Qualifying Change in Status shall mean an event that affects eligibility for coverage in the City Plan, such as marriage, legal separation, divorce, loss of all eligible dependents, gain of eligible dependents, an employee gaining or losing eligibility for coverage in another health insurance plan, loss or gain of Medicare for any reason and coordination of a spouse's open enrollment period.

A part-time Employee having a spouse that is also employed by the City, or that is enrolled on the City's Plan in his or her own right as a City retiree or disabled person, is not eligible for the Opt Out Incentive, unless both the Employee and his or her spouse elect to opt out, in which case neither the Employee nor the spouse shall be entitled to coverage on the City's Plan on a primary, secondary or other basis.

A part-time Employee having a spouse that is also employed by the City shall be required to pay the monthly premium on an individual or family basis as the employee may designate (unless both the Employee and the Employee's spouse elect to opt out as provided above). In addition, if such an employee and his or her City-employed spouse enroll for family coverage, then the City shall provide coverage to the employee, the spouse and their respective dependents on a primary and secondary basis for Hospital Benefits and Physician Benefits (but not Dental Benefits or Supplemental Vision Benefits).

SECTION 4 *Health Benefit Plan for Separating Full-Time Employees (Retirees)*

The City shall allow each separating full-time Employee who at the time of separation has a minimum of eight (8) years of service as a full time City of Joliet employee and is at least fifty-five (55) years of age to continue to receive the following group insurance benefits.

SUMMARY OF HEALTH INSURANCE BENEFITS FOR SEPARATING FULL-TIME EMPLOYEES	
General Provisions	
Item	**Benefit**
Lifetime Maximum for all Benefits	$3,000,000
Premium	$0-$59.10 for the separating employee based on years of service, $118.20 per month for a spouse under 65, $59.10 per month for a spouse over 65 (on Medicare) and $217.68 per month for family coverage
Individual Deductible Participating Provider Non-Participating	 $250 per benefit period (effective 1/1/2010) $500 per benefit period (effective 1/1/2010)
Family Deductible Participating Provider Non-Participating	 $500 per benefit period ($250/person, not to exceed $500 for entire family) (effective 1/1/2010) $1,000 per benefit period ($500/person, not to exceed $1,000 for entire family) (effective 1/1/2010)
Individual Out-of-Pocket Expense Limit (does not apply to all services – see Plan Document)	

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Participating Provider Non-Participating	$1,000 per benefit period $3,000 per benefit period
Family Out-of-Pocket Expense Limit (does not apply to all services – see Plan Document) Participating Provider Non-Participating	 $3,000 per benefit period $9,000 per benefit period

Hospital Benefits

Item	**Benefit**
Inpatient Covered Services Participating Provider Non-Participating	 100% of the Eligible Charge 70% of the Eligible Charge
Outpatient Covered Services Participating Provider Non-Participating	 100% of the Eligible Charge 70% of the Eligible Charge
Hospital Emergency Care	80% of the Eligible Charge

Physician Benefits

Item	**Benefit**
Surgical Covered Services Participating Provider Non-Participating	 100% of the Maximum Allowance 70% of the Maximum Allowance
Medical Covered Services Participating Provider Non-Participating	 80% of the Maximum Allowance 70% of the Maximum Allowance
Emergency Medical Care when rendered by a Physician	80% of the Maximum Allowance

Prescription Drug Program Benefits

Item	**Employee Copayment**
Generic Drugs	$8 per prescription
Brand Name Drugs (for which there is no generic available) and Diabetic Supplies	$15 per prescription
Brand Name Drugs (for which there is a generic available)	$35 per prescription
Home Delivery Prescription Drug Program (90 day supply)	
Generic Drugs	$14 per prescription
Brand Name Drugs (for which there is no generic available) and Diabetic Supplies	$28 per prescription
Brand Name Drugs (for which there is a generic available)	$68 per prescription

The City shall bear the costs of the allowed benefits, i.e. pay the monthly premium charges, for the separating Employee based on the following table. The separating Employee shall bear the costs of these benefits, i.e. pay the monthly premium charges for eligible dependents.

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RETIREMENT TAKEN UP TO AND INCLUDING JUNE 29, 1990	
Service Credits	**City Pays**
15 years or more	100%
12 years through 14 years	65%
8 years through 11 years	50%
RETIREMENT TAKEN AFTER JUNE 29, 1990	
Service Credits	**City Pays**
20 years or more	100%
15 years through 19 years	75%
12 years through 14 years	65%
8 years through 11 years	50%

The parties acknowledge that there currently is pending in the Illinois Appellate Court a case docketed as No. 3-11-0865. This case involves a claim brought by four individual retirees which asserts that the annual deductible, prescription drug co-payments and certain other retiree obligations as described in this Section, as originally implemented on January 1, 2010, violate their rights under Article XIII, Section 5 of the Illinois Constitution. The City and the Union agree that under the terms of this Agreement, and all predecessor collective bargaining agreements, the City is authorized to require the payment of a premium for retiree dependent coverage based on the full cost of such coverage. The parties further acknowledge that under the terms of this Agreement that the City has agreed to not fully exercise this authority as to those retirees that pay the annual deductible, prescription drug co-payments and certain other retiree obligations required by this Section. Therefore, in the event one or more of the plaintiffs in said case, or any other retiree, does not pay the annual deductible, prescription drug co-payments and certain other retiree obligations as described in this Section, then, as to such persons only, the City may fully exercise its contractual authority and may increase the premium charged for coverage of the dependents of the retirees in an amount not to exceed, in total, the full cost of such coverage. The City agrees to defend and indemnify the Union from any claim asserted against the Union by one or more of the Plaintiffs in the aforesaid Case No 3-11-0865 related to the statements and the agreements made by the Union in this sub-paragraph.

SECTION 5 *Health Benefit Plan for Disabled Full-Time Employees*

(a) *Permanent Partial Disability*

The City shall allow each former Employee who at the time of separation is receiving a disability pension benefit and is physically or mentally unable to perform the duties of the position which the former Employee held at the time of separation, to continue to receive the following group insurance benefits.

(1) Hospital Benefits, Physician Benefits, and Prescription Drug Program Benefits, including eligible dependents. The City shall bear the cost of these benefits for the permanent partially disabled Employee. The permanent partially disabled Employee shall bear the cost of these benefits, i.e., pay the monthly premium charges, for eligible dependents.

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(2) Group Term Life Insurance in the amount of $50,000 at the City's expense. Coverage shall terminate upon the Employee's return to duty or until IMRF converts the Employee to a regular pension. Grandfathered Employees who previously (prior to January 1, 2015) selected a $10,000 death benefit will continue to receive this benefit.

(b) *Permanent Total Disability*

The City shall allow each former Employee who at the time of separation is receiving a disability pension benefit and is physically or mentally unable to work in any occupation for which the employee may qualify, to continue to receive the following group insurance benefits terminate until the Employee's return to duty or until IMRF converts the Employee to a regular pension.

(1) Hospital Benefits, Physician Benefits and Prescription Drug Program Benefits, including eligible dependents.

(2) Dental Benefits including eligible dependents.

(3) Group Term Life Insurance in the amount of $50,000 at the City's expense. Coverage shall not terminate until IMRF converts the Employee to a regular pension. Grandfathered Employees who previously (prior to January 1, 2015) selected a $10,000 death benefit will continue to receive this benefit.

The City shall bear the cost of these benefits for the permanent totally disabled Employee and the employee's eligible dependents.

SECTION 6 *Health Benefit Plan for Surviving Spouse*

The City shall allow a surviving spouse and eligible dependents of a deceased Employee, either active or retired at the time of death, to maintain group health insurance benefits, provided these individuals pay the monthly premium charge for this coverage to the City. This coverage shall cease upon remarriage of the Employee's spouse.

SECTION 7 *Health Benefit Plan for Employees on Layoff Status*

The City shall allow each former Employee who is on lay off status and the Employee's eligible dependents to continue to receive group health insurance benefits for a period of time not to exceed eighteen (18) months after the commencement of the layoff provided that the Employee pays the monthly premium charges for these benefits.

SECTION 8 *Plan Coverage*

Payment of any and all benefits described in this Article shall be made solely in accordance with and subject to the terms, conditions and provision of the Plan Documents (Employee Benefit Plan No. P06574) on file in the Office of the City Clerk. Each covered Employee shall receive a booklet describing the coverages provided under the plans.

SECTION 9 *Tetanus shots*

Tetanus shots shall be provided by the City to those Employees of the Sewage/Wastewater Collection and Treatment Division on a voluntary basis, i.e. to those who request them.

SECTION 10 *Health Care Committee*

The Union shall designate one (1) of its members to represent it on the Joint Health Care Review Committee, consisting of one (1) representative from each bargaining unit and designated members from the City Administration. This Committee shall meet at least monthly during the term of this contract, in order to determine and establish the most cost beneficial health care program to both the City and its employees.

SECTION 11 *Other Benefits*

(a) *Wellness Benefit*

Each full-time Employee and dependents are eligible to receive reimbursement up to a maximum of $200.00 per calendar year for treatment or services rendered for eye care, or the $200.00 reimbursement may be used by the Employee for the purpose of participating in a physical fitness program at an accredited college, health club or public gymnasium. However, the allowance of $200.00 for an Annual Routine Physical Examination, provided under the City's Health Benefit; Plan, shall be forfeited if the Employee uses the $200.00 allowance for eye care or a qualifying physical fitness program.

(b) *Supplemental Vision Benefit*

In addition to any other benefit provide under this Agreement, each Employee and their dependents shall be eligible for a group vision care benefit with an annual benefit limit of $150.00 per benefit period for the purchase of prescription vision care products and professional vision care services, including, but not limited to, eye examinations by a licensed ophthalmologist or optician, prescription eyeglasses, prescription contact lens and vision correction or enhancement surgery by a medical doctor.

ARTICLE XXI

GENERAL PROVISIONS

SECTION 1 *Uniforms, Protective Clothing and Equipment*

(a) If any Employee is required to wear a uniform, protective clothing or any types of device as a condition of employment, such item shall be furnished by the City. The issuance of clothing shall take place by May 1st of each year of the contract period where practical.

(b) The cost of maintaining required uniforms, protective clothing and equipment in proper condition, including tailoring, dry cleaning and laundering, shall be paid by the City on a reimbursable basis to the employee or by contract or uniform services, as the City elects.

(c) The following clothing allowances are established:

(1) *Parking Enforcement Officers, Meter Reader I & II*

(a) *Summer*

2 Short Sleeve Blouses
2 Shirts
1 Pair Shoes

(b) *Winter*

2 Long Sleeve Blouses
2 Pair Pants
1 Coat
1 Pair Boots
1 Pair Gloves

(d) *Fleet Services and Wastewater Treatment Plants*: 11 Uniforms each.

(e) *Water Meter Readers*: (5) five uniforms each.

(f) *Other Public Works and Utilities Department field and plant workers*:

(1) Seven (7) short sleeve shirts each spring, with no more than four (4) shirts with collars. Pants will be standard work uniform style in a dark color such as blue jeans or similar. Shirts shall be worn between May 15 and September 15 while working. Females may choose from the above or receive an equivalent monetary amount.

(2) All Water, Sewer, Auto Service Workers, Engineering Aides, Street Department, Sign Shop, and outside General Mechanic personnel, including Treatment Plant personnel, shall receive reimbursement for inclement weather gear annually, the cost of which will not exceed seventy dollars ($70).

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(g) *Public Works and Utilities Department field workers.* A maximum of 24 pair of cotton gloves for each worker annually.

(h) *Utilities Department field workers and Vac-All Operators*: 1 pair each buckle boots, subject to replacement on the average of not more than once annually.

(i) *Utilities Department Meter Readers and Change-Out Crews*: 1 winter jacket and 1 windbreaker.

(j) *Wastewater Plant Operator I and II*: 6 pair of cotton gloves for each worker annually.

SECTION 2 *Union Bulletin Boards*

The City shall furnish and maintain suitable bulletin boards, in convenient places in each work area, to be used by the Union. The Union shall limit its posting of notices and bulletins to such bulletin boards.

SECTION 3 *IMRF Additional Contributions*

(a) Employees may contribute additional monies toward IMRF per Section 7-173 of the Pension Code (40 ILCS 5/7-173).

(b) Full-time Employees who have been employed by the City for six (6) months or more may voluntarily participate in this program by notifying the Human Resources Department via written request. The program currently entails withholding an additional $6.59 per pay period ($171.34 per year) which is placed in the employee's Illinois Municipal Retirement Fund (IMRF) account, to increase pension benefits. Each December, the City shall reimburse participating full-time Employees for the additional amount withheld from the employee for the preceding twelve (12) months.

Effective January 1, 2008 full-time Employees may choose to increase their IMRF withholding up to an additional amount of $19.25 per pay period ($500.25 per year) which is placed in the Employee's Illinois Municipal Retirement Fund (IMRF) account, to increase pension benefits. Each December the City shall reimburse participating full-time Employees for the additional amount withheld from the employee for the preceding twelve (12) months. The amount shown in this paragraph will be increased by 4% annually through the year 2012.

Full-time Employees may choose to participate in either of the above IMRF programs as shown above, but not both. Employees may also choose not to participate in either program. Once a selection is made, the Employee may not change programs until the end of the year of participation. The change will be made as soon as practicable and will be for the New Year.

SECTION 4 *Privately Owned Vehicle Allowance*

(a) Employees who are required to drive their privately owned vehicles in the normal course of City business, shall be reimbursed at the rate of $1,500.00 annually,

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payable on a special paycheck to be distributed in the month of January.

(b) In order to receive this allowance, employees who are otherwise eligible must provide proof quarterly that they maintain liability insurance in the minimum amount of $100,000 per person/$300,000 per accident.

(c) Employees in the following position classifications shall be considered eligible for this allowance:

(1) Engineering Aide III
(2) Residential Property Inspectors
(3) Meter Readers

(d) Employees eligible for this allowance shall also receive a maximum of twenty (20) gallons of gasoline each week.

SECTION 5 *Union Supervisors*

(a) This Section includes Employees with the job classification or title list as or equivalent to:

(1) Maintenance Foreman I
(2) Maintenance Foreman II
(3) Assistant Superintendent

(b) If such supervisors have a grievance, they will put it in writing and submit it to the Grievance Committee. The Committee shall take it up, commencing in Step 2 of the Grievance Procedure of this Agreement.

(c) Such supervisors shall have only the following reasons to file a grievance:

(1) Dismissal;
(2) Dispute with supervisors; or
(3) Charges brought against the supervisor by superiors for inability to perform assigned duties.

SECTION 6 *Water Meter Routes*

Daily route assignments for Meter Readers shall require reading a specific minimum number of water meters determined by the City. The City shall base this number on what would be considered reasonable by industry standards, related to the type of water meters located in the field. A regular work day for purposes of this Section shall have the same meaning as is defined under Article XI of the Local 440 working agreement.

SECTION 7 *Mechanic's Tool Reimbursement*

The City shall reimburse Employees classified as Mechanics for expenses related to the purchase of tools, up to a maximum of $500.00 per year, upon presentation of valid receipts.

Classifications receiving this reimbursement include: General Mechanic (#2110), Lift Station

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Mechanic (#2160), Automotive Mechanic/Fleet Technician (#2030), Automotive Mechanic/Body Repairman/Fleet Technician (Body Repair) (#2032), Mechanic/Fabricator/Fleet Technician (Fabricator) (#2033), Fire Equipment Mechanic/Fleet Technician (Fire) (#2100) and Senior Fire Equipment Mechanic/Fleet Technician (Senior Fire Equipment (#2101).

SECTION 8 *Continuity*

The City shall continue to provide and maintain other tools and safety equipment necessary for operations, in accordance with past practice.

SECTION 9 *No Strike*

Neither the Union, its officers or agents, nor any Employee shall instigate, promote or engage in any strike, slowdown, stoppage of work, or interference with City operations during the term of this Agreement.

SECTION 10 *No Lock Out*

The City shall not lock out any Employees during the term of this Agreement.

SECTION 11 *Coordination of Summer Help*

Employees assigned to oversee and coordinate the work assignments of two or more temporary employees participating in the Neighborhood Improvement Program shall receive 5% temporary assignment pay while performing such responsibilities.

SECTION 12

The City shall reimburse Employees who are required to maintain a Commercial Drivers License for renewal costs.

SECTION 13 *Tuition Assistance Reimbursement*

If an Employee voluntarily leaves the service of the City within 24 months of completing coursework for which the City has made reimbursement, the Employee shall repay to the City the full amount of the reimbursements made by the City in the 24 months preceding the Employee's separation. This re-payment may be deducted, by the City from a separating Employee's final paycheck.

ARTICLE XXII

TERM AND EFFECT

SECTION 1

This Agreement shall be effective as of January 1, 2016, and shall remain in full force and effect until December 31, 2019. It shall take precedence in form and substance over any and all previous Agreements, either oral and/or written. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least sixty (60) days prior to December 31, 2019. In the event that such a notice is given, negotiations shall begin not later than thirty (30) days prior to December 31, 2019. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

SECTION 2

The Contract may be terminated after December 31, 2019, by either party with ten (10) days' notice even though negotiations are in progress. Notice of termination shall be delivered to the Union President or the City Manager by certified mail. The ten (10) day period shall begin on the date of the signed certified mail receipt. Ten (10) days termination notice may be given by either party to effectuate working agreement termination on December 31, 2019.

SECTION 3

Should any Article, Section or portion thereof of this Agreement be held unlawful or unenforceable by any last court of competent jurisdiction, such decision by the court shall apply only to the specified Article, Section or portion thereof directly specified in the decision. Upon issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidate Article, Section or portion thereof.

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ARTICLE XXIII

REOPENER

If any group of employees in calendar year 2016 or 2017 receive a general increase of more than zero percent (0%), and/or any additional paid time off is granted without an equivalent reduction in other benefits, the Union shall be entitled to reopen negotiations concerning the issue which triggered the re-opener. If any group of employees in calendar year 2018 or 2019 receive a general increase of more than two percent (2%), and/or any additional paid time off is granted without an equivalent reduction in other benefits, the Union shall be entitled to reopen negotiations concerning the issue which triggered the re-opener. Any terms granted as a result of an interest arbitration award shall not trigger re-opener negotiations under any circumstances.

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RATIFICATION

For the Union:

4-7-17

Attest:

4-7-17

For the City:

Attest:

Appendix A-1
City of Joliet - AFSCME Local 440
Listing of Full-Time Positions Covered

	Position	Position Code	Job Description Attached Appendix F
AF1	ACCOUNT CLERK	2015	Yes
AF2	ARBORIST	1262	Yes
AF2	ASST SUPR ROADWAYS	2020	No
AF4	AUTOMOTIVE MECHANIC	2030	Yes
AF4	AUTO MECH/BODY REPAIRMAN	2032	Yes
AF4	AUTO MECHANIC/FABRICATOR	2033	Yes
AF4	AUTOMOTIVE SERVICEMAN	2035	Yes
AF1	CLERK-TYPIST	2045	Yes
AF5	COMMUNICATION TECH SUPP SUPVSR	2049	Yes
AF1	COMPUTER OPERATOR	2050	Yes
AF3	DATA SYSTEMS SPECIALIST	2065	Yes
AF3	ENGINEER AIDE I	2080*	Yes
AF3	ENGINEER AIDE II	2081*	Yes
AF3	ENGINEER AIDE III	2082*	Yes
AF2	EQUIPMENT OPERATOR I	2090	Yes
AF2	EQUIPMENT OPERATOR II	2091	Yes
AF2	EQUIPMENT OPERATOR III	2092	Yes
AF4	FIRE EQUIP MECHANIC	2100	Yes
AF4	SENIOR FIRE EQUIP MECH.	2101	Yes
AF2	GENERAL MECHANIC	2110	Yes
AF6	HOUSING EVALUATOR	2130	Yes
AF7	JANITOR	2140	Yes
AF3	LABORATORY TECHNICIAN	2150	Yes
AF2	LIFT STATION MECHANIC	2160	Yes
AF1	LOGISTICS CLERK	2165	Yes
AF2	MAINTENANCE FOREMAN I	2180	No
AF2	MAINTENANCE FOREMAN II	2181	Yes
AF2	MAINTENANCE WORKER	2195	Yes
AF4	MECH MAINT FOREMAN I	2200	No
AF4	MECH MAINT FOREMAN II	2201	Yes
AF6	METER READER I	2210	Yes
AF6	METER READER II	2211	Yes
AF3	MIS TECHNICIAN	2215	Yes
AF6	PARKING ENFR OFFR	2230	Yes
AF6	PARKING FAC SERVICEMAN II	2236	Yes
AF1	POLICE AIDE	2240	Yes
AF1	PUBLIC SAFETY CLERK I	2241**	Yes
AF1	PUBLIC SAFETY CLERK II	2242**	Yes
AF5	PUB SAFETY DISPATCHER I	2254	Yes
AF5	PUB SAFETY DISPATCHER II	2255	Yes
AF5	COMM SHIFT SUPERVISOR	2256	Yes
AF6	REHABILITATION SPECIALIST	2257	Yes
AF6	PROPERTY MAINT EVALUATOR	2258	Yes
AF6	GRAFFITTI TECHNICIAN	2259	Yes
AF1	SECRETARY I	2260	Yes
AF6	RESIDENTIAL PROPERTY INSPECTOR	2261	Yes
AF2	SIGNMAKER	2270	Yes

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Appendix A-1
City of Joliet - AFSCME Local 440
Listing of Full-Time Positions Covered

	Position	Position Code	Job Description Attached Appendix F
AF1	TRANSCRIBER	2295	Yes
AF1	UTILITIES CLERK	2298	Yes
AF2	UTILITY SERVICE WORKER	2301	Yes
AF3	WASTEWATER PLANT OPER I	2310	Yes
AF3	WASTEWATER PLANT OPER II	2311	Yes
AF4	CHIEF WATER PLANT OPERATOR	2312	Yes
AF3	CHIEF WASTEWATER PLNT OPR	2313	Yes
AF2	WATER METER REPAIRMAN	2320	Yes
AF2	WATER METER SHOP FOREMAN	2325	Yes
AF3	WATER PLANT OPERATOR	2330	Yes
AF3	PLANNER	2400*	Yes
AF3	CIVIL ENGINEEER I	2405*	Yes
AF3	CIVIL ENGINEER/PARKING SUPERVISOR	2406*	Yes
AF3	CIVIL ENGINEER/SUPERVISOR	2407*	Yes
AF3	CIVIL ENGINEER II	2408*	Yes
AF3	CAPITAL PROGRAM ENGINEER	2410*	Yes
AF3	TRAFFIC ENGINEER	2415*	Yes
AF6	BUILDING SAFETY INSPECTOR	2420*	Yes
AF6	CHIEF BUILDING INSPECTOR	2425*	Yes

* New/updated position descriptions from prior contract.
** Positions created in 2016 as a consolidation of Clerk Typists/Transcribers/Police Aides in the Police Department

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Appendix A-2
City of Joliet - AFSCME Local 440
Listing of Part-Time Positions Covered

Position	Position Code	2016-2017 Salary Ranges Low	High
CUSTODIAN	7125	13.73	13.73
PARKING ATTENDENT - REGULAR	7041	11.93	16.91
PARKING ATTENDENT - UNION STATION	7045	12.90	16.91
CUSTODIAN - FLOOR MAN	7120	14.58	15.76
SECURITY GUARD			

Position	Position Code	2018 Salary Ranges Low	High
CUSTODIAN	7125	14.00	14.00
PARKING ATTENDENT - REGULAR	7041	12.17	17.25
PARKING ATTENDENT - UNION STATION	7045	13.16	17.25
CUSTODIAN - FLOOR MAN	7120	14.87	16.07
SECURITY GUARD			

Position	Position Code	2019 Salary Ranges Low	High
CUSTODIAN	7125	14.28	14.28
PARKING ATTENDENT - REGULAR	7041	12.41	17.60
PARKING ATTENDENT - UNION STATION	7045	13.42	17.60
CUSTODIAN - FLOOR MAN	7120	15.17	16.39
SECURITY GUARD			

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Appendix B
City of Joliet - AFSCME Local 440
2016-2017 Annual Base Salary Rates (Same as 2015 Rates)

	Months Position	Position Code	0 STEP A-1	18 STEP B-2	24 STEP C-3	30 STEP D-4	48 STEP E-5	144 STEP F-6	240 STEP G-7
Administrative									
AF1	ACCOUNT CLERK	2015	38,513	53,751	56,402	59,195	63,398	66,468	69,649
AF1	CLERK-TYPIST	2045	35,076	48,805	51,207	53,751	57,555	60,332	63,216
AF1	COMPUTER OPERATOR	2050	40,389	56,402	59,195	62,105	66,519	69,747	73,088
AF1	LOGISTICS CLERK	2165	51,319	71,612	75,160	78,825	84,463	88,578	92,844
AF1	POLICE AIDE	2240	37,079	51,634	54,178	56,869	60,905	63,853	66,906
AF1	SECRETARY I	2260	35,076	48,805	51,206	53,751	57,555	60,332	63,216
AF1	TRANSCRIBER	2295	35,910	49,988	52,454	55,053	58,952	61,806	64,758
AF1	UTILITIES CLERK	2298	40,389	56,402	59,195	62,077	66,490	69,715	73,058
AF1	PUBLIC SAFETY CLERK I**	2241	35,076	48,805	51,207	53,751	57,555	60,332	63,216
AF1	PUBLIC SAFETY CLERK II**	2242	37,079	51,634	54,178	56,869	60,905	63,853	66,906
Roadways/Utilities (Public Works/Utilities)									
AF2	ARBORIST	1262	51,319	71,612	75,160	78,825	84,463	88,578	92,844
AF2	ASST SUPR ROADWAYS	2020	65,072	91,064	95,610	100,253	107,452	112,708	118,156
AF2	EQUIPMENT OPERATOR I	2090	48,090	69,495	73,271	77,044	82,554	86,573	90,745
AF2	EQUIPMENT OPERATOR II	2091	53,829	75,160	78,825	82,760	88,688	93,012	97,496
AF2	EQUIPMENT OPERATOR III	2092	56,427	78,825	82,760	86,800	93,018	97,560	102,264
AF2	GENERAL MECHANIC	2110	53,829	75,160	78,825	82,765	88,688	93,012	97,496
AF2	LIFT STATION MECHANIC	2160	53,829	75,160	78,825	82,765	88,688	93,012	97,496
AF2	MAINTENANCE FOREMAN I	2180	56,304	78,825	82,765	86,800	93,018	97,560	102,264
AF2	MAINTENANCE FOREMAN II	2181	62,051	86,800	91,018	95,556	102,411	107,418	112,609
AF2	MAINTENANCE WORKER	2195	45,832	66,219	71,270	73,398	78,640	82,468	86,433
AF2	SIGNMAKER	2270	51,319	71,612	75,160	78,825	84,463	88,578	92,844
AF2	UTILITY SERVICE WORKER	2301	53,829	75,160	78,825	82,765	88,688	93,012	97,496
AF2	WATER METER REPAIRMAN	2320	51,319	71,612	75,160	78,825	84,463	88,578	92,844
AF2	WATER METER SHOP FOREMAN	2325	56,427	78,825	82,765	86,800	93,018	97,560	102,264
Technical									
AF3	DATA SYSTEMS SPECIALIST	2065	38,513	53,751	56,402	59,195	63,398	66,468	69,649
AF3	ENGINEER AIDE I	2080	46,633	65,157	68,317	71,610	76,722	80,454	84,324
AF3	ENGINEER AIDE II	2081	53,829	75,160	78,825	82,760	88,688	93,012	97,496
AF3	ENGINEER AIDE III	2082	62,051	86,800	91,018	95,556	102,411	107,418	112,609
AF3	LABORATORY TECHNICIAN	2150	51,319	71,612	75,160	78,825	84,463	88,578	92,844
AF3	WASTEWATER PLANT OPER I	2310	51,319	71,612	75,160	78,825	84,463	88,578	92,844
AF3	WASTEWATER PLANT OPER II	2311	56,427	78,825	82,765	86,800	93,018	97,560	102,264
AF3	CHIEF WASTEWATER PLNT OPR	2313	62,051	86,800	91,018	95,556	102,411	107,418	112,609
AF3	CHIEF WATER PLNT OPR	2312	62,051	86,800	91,018	95,556	102,411	107,418	112,609
AF3	WATER PLANT OPERATOR	2330	51,319	71,612	75,160	78,825	84,463	88,578	92,844
AF3	MIS TECHNICIAN	2215	40,389	56,402	59,195	62,105	66,519	69,747	73,088
AF3	PLANNER*	2400	71,566	77,117	90,075	100,253	107,452	112,708	118,156
AF3	CIVIL ENGINEER I*	2405	71,566	77,117	90,075	100,253	107,452	112,708	118,156
AF3	CIVIL ENGINEER/PARKING SUPR*	2406	73,355	79,045	92,327	102,759	110,138	115,526	121,110
AF3	CIVIL ENGINEER/SUPERVISOR*	2407	73,355	79,045	92,327	102,759	110,138	115,526	121,110
AF3	CIVIL ENGINEER II*	2408	75,144	80,973	94,579	105,266	112,825	118,343	124,064
AF3	CAPITAL PROGRAM ENGINEER*	2410	75,144	80,973	94,579	105,266	112,825	118,343	124,064
AF3	TRAFFIC ENGINEEER*	2415	77,023	82,997	96,943	107,897	115,645	121,302	127,165

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Fleet Services									
AF4	FLEET TECHNICIAN	2030	53,972	74,456	78,006	81,669	87,389	91,650	95,997
AF4	FLEET TECHNICIAN (BODY REPAIR)	2032	56,483	78,006	81,669	85,602	91,611	96,084	100,649
AF4	FLEET TECHNICIAN (FABRICATOR)	2033	56,483	78,006	81,669	85,602	91,611	96,084	100,649
AF4	FLEET SERVICE TECHNICIAN	2035	45,832	66,219	71,270	73,398	78,640	82,468	86,433
AF4	FLEET TECHNICIAN (FIRE)	2100	53,971	74,457	78,006	81,669	87,389	91,650	95,997
AF4	FLEET TECHNICIAN (SENIOR FIRE)	2101	56,483	78,006	81,669	85,608	91,611	96,084	100,649
AF4	MECH MAINT FOREMAN I	2200	58,958	81,669	85,608	89,641	95,945	100,633	105,419
AF4	FLEET FOREMAN	2201	64,704	89,641	93,862	98,398	105,339	110,490	115,765
Dispatch									
AF5	COMMUNICATION TECH SUPP SUPVSR	2049	51,907	69,746	73,156	76,738	82,220	86,226	90,378
AF5	PUB SAFETY DISPATCHER I	2254	38,006	52,775	55,464	58,161	62,292	65,308	68,431
AF5	PUB SAFETY DISPATCHER II	2255	41,681	60,141	63,397	66,646	71,392	74,861	78,451
AF5	COMM SHIFT SUPERVISOR	2256	47,664	66,498	69,747	73,152	78,381	82,193	86,143
Inspections/Enforcement									
AF6	BUILDING SAFETY INSPECTOR*	2420	53,829	75,160	78,825	82,760	88,688	93,012	97,496
AF6	CHIEF BUILDING INSPECTOR*	2425	56,520	78,918	82,766	86,888	93,122	97,663	102,371
AF6	GRAFFITTI TECHNICIAN	2254	30,000	46,254	48,510	50,931	54,580	57,241	60,000
AF6	HOUSING EVALUATOR	2130	51,319	71,612	75,160	78,825	84,463	88,578	92,844
AF6	METER READER I	2210	41,681	60,141	63,397	66,646	71,392	74,861	78,451
AF6	METER READER II	2211	46,633	65,157	68,317	71,612	76,722	80,454	84,324
AF6	PARKING ENFR OFFR	2230	34,621	49,885	52,532	55,216	59,132	61,993	64,954
AF6	PARKING FAC SERVICEMAN II	2236	45,832	66,219	71,270	73,398	78,640	82,468	86,433
AF6	PROPERTY MAINT EVALUATOR	2258	51,319	71,610	75,160	78,825	84,463	88,578	92,844
AF6	REHABILITATION SPECIALIST	2257	53,829	75,160	78,825	82,760	88,688	93,012	97,496
AF6	RESIDENTIAL PROPERTY INSPECTOR	2261	53,829	75,160	78,825	82,760	88,688	93,012	97,496
Janitorial									
AF7	JANITOR	2140	38,513	53,751	56,402	59,195	63,398	66,468	69,649

*Position new to union in 2016 - moved from management.

** Positions created in 2016 as a consolidation of Clerk Typists/Transcribers/Police Aides in the Police Department

Appendix B
City of Joliet - AFSCME Local 440
2018 Annual Base Salary Rates (2% over 2017 Rates)

	Months Position	Position Code	0 STEP A-1	18 STEP B-2	24 STEP C-3	30 STEP D-4	48 STEP E-5	144 STEP F-6	240 STEP G-7
Administrative									
AF1	ACCOUNT CLERK	2015	39,283	54,826	57,530	60,379	64,666	67,797	71,042
AF1	CLERK-TYPIST	2045	35,778	49,781	52,231	54,826	58,706	61,539	64,480
AF1	COMPUTER OPERATOR	2050	41,197	57,530	60,379	63,347	67,849	71,142	74,550
AF1	LOGISTICS CLERK	2165	52,345	73,044	76,663	80,402	86,152	90,350	94,701
AF1	POLICE AIDE	2240	37,821	52,667	55,262	58,006	62,123	65,130	68,244
AF1	SECRETARY I	2260	35,778	49,781	52,230	54,826	58,706	61,539	64,480
AF1	TRANSCRIBER	2295	36,628	50,988	53,503	56,154	60,131	63,042	66,053
AF1	UTILITIES CLERK	2298	41,197	57,530	60,379	63,319	67,820	71,109	74,519
AF1	PUBLIC SAFETY CLERK I**	2241	35,778	49,781	52,231	54,826	58,706	61,539	64,480
AF1	PUBLIC SAFETY CLERK II**	2242	37,821	52,667	55,262	58,006	62,123	65,130	68,244
Roadways/Utilities (Public Works/Utilities)									
AF2	ARBORIST	1262	52,345	73,044	76,663	80,402	86,152	90,350	94,701
AF2	ASST SUPR ROADWAYS	2020	66,373	92,885	97,522	102,258	109,601	114,962	120,519
AF2	EQUIPMENT OPERATOR I	2090	49,052	70,885	74,736	78,585	84,205	88,304	92,560
AF2	EQUIPMENT OPERATOR II	2091	54,906	76,663	80,402	84,415	90,462	94,872	99,446
AF2	EQUIPMENT OPERATOR III	2092	57,556	80,402	84,415	88,536	94,878	99,511	104,309
AF2	GENERAL MECHANIC	2110	54,906	76,663	80,402	84,420	90,462	94,872	99,446
AF2	LIFT STATION MECHANIC	2160	54,906	76,663	80,402	84,420	90,462	94,872	99,446
AF2	MAINTENANCE FOREMAN I	2180	57,430	80,402	84,420	88,536	94,878	99,511	104,309
AF2	MAINTENANCE FOREMAN II	2181	63,292	88,536	92,838	97,467	104,459	109,566	114,861
AF2	MAINTENANCE WORKER	2195	46,749	67,543	72,695	74,866	80,213	84,117	88,162
AF2	SIGNMAKER	2270	52,345	73,044	76,663	80,402	86,152	90,350	94,701
AF2	UTILITY SERVICE WORKER	2301	54,906	76,663	80,402	84,420	90,462	94,872	99,446
AF2	WATER METER REPAIRMAN	2320	52,345	73,044	76,663	80,402	86,152	90,350	94,701
AF2	WATER METER SHOP FOREMAN	2325	57,556	80,402	84,420	88,536	94,878	99,511	104,309
Technical									
AF3	DATA SYSTEMS SPECIALIST	2065	39,283	54,826	57,530	60,379	64,666	67,797	71,042
AF3	ENGINEER AIDE I	2080	47,566	66,460	69,683	73,042	78,256	82,063	86,010
AF3	ENGINEER AIDE II	2081	54,906	76,663	80,402	84,415	90,462	94,872	99,446
AF3	ENGINEER AIDE III	2082	63,292	88,536	92,838	97,467	104,459	109,566	114,861
AF3	LABORATORY TECHNICIAN	2150	52,345	73,044	76,663	80,402	86,152	90,350	94,701
AF3	WASTEWATER PLANT OPER I	2310	52,345	73,044	76,663	80,402	86,152	90,350	94,701
AF3	WASTEWATER PLANT OPER II	2311	57,556	80,402	84,420	88,536	94,878	99,511	104,309
AF3	CHIEF WASTEWATER PLNT OPR	2313	63,292	88,536	92,838	97,467	104,459	109,566	114,861
AF3	CHIEF WATER PLNT OPR	2312	63,292	88,536	92,838	97,467	104,459	109,566	114,861
AF3	WATER PLANT OPERATOR	2330	52,345	73,044	76,663	80,402	86,152	90,350	94,701
AF3	MIS TECHNICIAN	2215	41,197	57,530	60,379	63,347	67,849	71,142	74,550
AF3	PLANNER*	2400	72,997	78,659	91,877	102,258	109,601	114,962	120,519
AF3	CIVIL ENGINEER I*	2405	72,997	78,659	91,877	102,258	109,601	114,962	120,519
AF3	CIVIL ENGINEER/PARKING SUPR*	2406	74,822	80,626	94,174	104,814	112,341	117,837	123,532
AF3	CIVIL ENGINEER/SUPERVISOR*	2407	74,822	80,626	94,174	104,814	112,341	117,837	123,532
AF3	CIVIL ENGINEER II*	2408	76,647	82,592	96,471	107,371	115,082	120,710	126,545
AF3	CAPITAL PROGRAM ENGINEER*	2410	76,647	82,592	96,471	107,371	115,082	120,710	126,545
AF3	TRAFFIC ENGINEEER*	2415	78,563	84,657	98,882	110,055	117,958	123,728	129,708

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Fleet Services									
AF4	FLEET TECHNICIAN	2030	55,051	75,945	79,566	83,302	89,137	93,483	97,917
AF4	FLEET TECHNICIAN (BODY REPAIR)	2032	57,613	79,566	83,302	87,314	93,443	98,006	102,662
AF4	FLEET TECHNICIAN (FABRICATOR)	2033	57,613	79,566	83,302	87,314	93,443	98,006	102,662
AF4	FLEET SERVICE TECHNICIAN	2035	46,749	67,543	72,695	74,866	80,213	84,117	88,162
AF4	FLEET TECHNICIAN (FIRE)	2100	55,050	75,946	79,566	83,302	89,137	93,483	97,917
AF4	FLEET TECHNICIAN (SENIOR FIRE)	2101	57,613	79,566	83,302	87,320	93,443	98,006	102,662
AF4	MECH MAINT FOREMAN I	2200	60,137	83,302	87,320	91,434	97,864	102,646	107,527
AF4	FLEET FOREMAN	2201	65,998	91,434	95,739	100,366	107,446	112,700	118,080
Dispatch									
AF5	COMMUNICATION TECH SUPP SUPVSR	2049	52,945	71,141	74,619	78,273	83,864	87,951	92,186
AF5	PUB SAFETY DISPATCHER I	2254	38,766	53,831	56,573	59,324	63,538	66,614	69,800
AF5	PUB SAFETY DISPATCHER II	2255	42,515	61,344	64,665	67,979	72,820	76,358	80,020
AF5	COMM SHIFT SUPERVISOR	2256	48,617	67,828	71,142	74,615	79,949	83,837	87,866
Inspections/Enforcement									
AF6	BUILDING SAFETY INSPECTOR*	2420	54,906	76,663	80,402	84,415	90,462	94,872	99,446
AF6	CHIEF BUILDING INSPECTOR*	2425	57,650	80,496	84,421	88,626	94,984	99,616	104,418
AF6	GRAFFITTI TECHNICIAN	2254	30,600	47,179	49,480	51,950	55,672	58,386	61,200
AF6	HOUSING EVALUATOR	2130	52,345	73,044	76,663	80,402	86,152	90,350	94,701
AF6	METER READER I	2210	42,515	61,344	64,665	67,979	72,820	76,358	80,020
AF6	METER READER II	2211	47,566	66,460	69,683	73,044	78,256	82,063	86,010
AF6	PARKING ENFR OFFR	2230	35,313	50,883	53,583	56,320	60,315	63,233	66,253
AF6	PARKING FAC SERVICEMAN II	2236	46,749	67,543	72,695	74,866	80,213	84,117	88,162
AF6	PROPERTY MAINT EVALUATOR	2258	52,345	73,042	76,663	80,402	86,152	90,350	94,701
AF6	REHABILITATION SPECIALIST	2257	54,906	76,663	80,402	84,415	90,462	94,872	99,446
AF6	RESIDENTIAL PROPERTY INSPECTOR	2261	54,906	76,663	80,402	84,415	90,462	94,872	99,446
Janitorial									
AF7	JANITOR	2140	39,283	54,826	57,530	60,379	64,666	67,797	71,042

*Position new to union in 2016 - moved from management.

** Positions created in 2016 as a consolidation of Clerk Typists/Transcribers/Police Aides in the Police Department

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City

Appendix B
City of Joliet - AFSCME Local 440
2019 Annual Base Salary Rates (2% over 2018 Rates)

	Months Position	Position Code	0 STEP A-1	18 STEP B-2	24 STEP C-3	30 STEP D-4	48 STEP E-5	144 STEP F-6	240 STEP G-7
Administrative									
AF1	ACCOUNT CLERK	2015	40,069	55,923	58,681	61,587	65,959	69,153	72,463
AF1	CLERK-TYPIST	2045	36,494	50,777	53,276	55,923	59,880	62,770	65,770
AF1	COMPUTER OPERATOR	2050	42,021	58,681	61,587	64,614	69,206	72,565	76,041
AF1	LOGISTICS CLERK	2165	53,392	74,505	78,196	82,010	87,875	92,157	96,595
AF1	POLICE AIDE	2240	38,577	53,720	56,367	59,166	63,365	66,433	69,609
AF1	SECRETARY I	2260	36,494	50,777	53,275	55,923	59,880	62,770	65,770
AF1	TRANSCRIBER	2295	37,361	52,008	54,573	57,277	61,334	64,303	67,374
AF1	UTILITIES CLERK	2298	42,021	58,681	61,587	64,585	69,176	72,531	76,009
AF1	PUBLIC SAFETY CLERK I**	2241	36,494	50,777	53,276	55,923	59,880	62,770	65,770
AF1	PUBLIC SAFETY CLERK II**	2242	38,577	53,720	56,367	59,166	63,365	66,433	69,609
Roadways/Utilities (Public Works/Utilities)									
AF2	ARBORIST	1262	53,392	74,505	78,196	82,010	87,875	92,157	96,595
AF2	ASST SUPR ROADWAYS	2020	67,700	94,743	99,472	104,303	111,793	117,261	122,929
AF2	EQUIPMENT OPERATOR I	2090	50,033	72,303	76,231	80,157	85,889	90,070	94,411
AF2	EQUIPMENT OPERATOR II	2091	56,004	78,196	82,010	86,103	92,271	96,769	101,435
AF2	EQUIPMENT OPERATOR III	2092	58,707	82,010	86,103	90,307	96,776	101,501	106,395
AF2	GENERAL MECHANIC	2110	56,004	78,196	82,010	86,108	92,271	96,769	101,435
AF2	LIFT STATION MECHANIC	2160	56,004	78,196	82,010	86,108	92,271	96,769	101,435
AF2	MAINTENANCE FOREMAN I	2180	58,579	82,010	86,108	90,307	96,776	101,501	106,395
AF2	MAINTENANCE FOREMAN II	2181	64,558	90,307	94,695	99,416	106,548	111,757	117,158
AF2	MAINTENANCE WORKER	2195	47,684	68,894	74,149	76,363	81,817	85,799	89,925
AF2	SIGNMAKER	2270	53,392	74,505	78,196	82,010	87,875	92,157	96,595
AF2	UTILITY SERVICE WORKER	2301	56,004	78,196	82,010	86,108	92,271	96,769	101,435
AF2	WATER METER REPAIRMAN	2320	53,392	74,505	78,196	82,010	87,875	92,157	96,595
AF2	WATER METER SHOP FOREMAN	2325	58,707	82,010	86,108	90,307	96,776	101,501	106,395
Technical									
AF3	DATA SYSTEMS SPECIALIST	2065	40,069	55,923	58,681	61,587	65,959	69,153	72,463
AF3	ENGINEER AIDE I	2080	48,517	67,789	71,077	74,503	79,821	83,704	87,730
AF3	ENGINEER AIDE II	2081	56,004	78,196	82,010	86,103	92,271	96,769	101,435
AF3	ENGINEER AIDE III	2082	64,558	90,307	94,695	99,416	106,548	111,757	117,158
AF3	LABORATORY TECHNICIAN	2150	53,392	74,505	78,196	82,010	87,875	92,157	96,595
AF3	WASTEWATER PLANT OPER I	2310	53,392	74,505	78,196	82,010	87,875	92,157	96,595
AF3	WASTEWATER PLANT OPER II	2311	58,707	82,010	86,108	90,307	96,776	101,501	106,395
AF3	CHIEF WASTEWATER PLNT OPR	2313	64,558	90,307	94,695	99,416	106,548	111,757	117,158
AF3	CHIEF WATER PLNT OPR	2312	64,558	90,307	94,695	99,416	106,548	111,757	117,158
AF3	WATER PLANT OPERATOR	2330	53,392	74,505	78,196	82,010	87,875	92,157	96,595
AF3	MIS TECHNICIAN	2215	42,021	58,681	61,587	64,614	69,206	72,565	76,041
AF3	PLANNER*	2400	74,457	80,232	93,715	104,303	111,793	117,261	122,929
AF3	CIVIL ENGINEER I*	2405	74,457	80,232	93,715	104,303	111,793	117,261	122,929
AF3	CIVIL ENGINEER/PARKING SUPR*	2406	76,318	82,239	96,057	106,910	114,588	120,194	126,003
AF3	CIVIL ENGINEER/SUPERVISOR*	2407	76,318	82,239	96,057	106,910	114,588	120,194	126,003
AF3	CIVIL ENGINEER II*	2408	78,180	84,244	98,400	109,518	117,384	123,124	129,076
AF3	CAPITAL PROGRAM ENGINEER*	2410	78,180	84,244	98,400	109,518	117,384	123,124	129,076
AF3	TRAFFIC ENGINEEER*	2415	80,134	86,350	100,860	112,256	120,317	126,203	132,302

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Fleet Services									
AF4	FLEET TECHNICIAN	2030	56,152	77,464	81,157	84,968	90,920	95,353	99,875
AF4	FLEET TECHNICIAN (BODY REPAIR)	2032	58,765	81,157	84,968	89,060	95,312	99,966	104,715
AF4	FLEET TECHNICIAN (FABRICATOR)	2033	58,765	81,157	84,968	89,060	95,312	99,966	104,715
AF4	FLEET SERVICE TECHNICIAN	2035	47,684	68,894	74,149	76,363	81,817	85,799	89,925
AF4	FLEET TECHNICIAN (FIRE)	2100	56,151	77,465	81,157	84,968	90,920	95,353	99,875
AF4	FLEET TECHNICIAN (SENIOR FIRE)	2101	58,765	81,157	84,968	89,066	95,312	99,966	104,715
AF4	MECH MAINT FOREMAN I	2200	61,340	84,968	89,066	93,263	99,821	104,699	109,678
AF4	FLEET FOREMAN	2201	67,318	93,263	97,654	102,373	109,595	114,954	120,442
Dispatch									
AF5	COMMUNICATION TECH SUPP SUPVSR	2049	54,004	72,564	76,111	79,838	85,541	89,710	94,030
AF5	PUB SAFETY DISPATCHER I	2254	39,541	54,908	57,704	60,510	64,809	67,946	71,196
AF5	PUB SAFETY DISPATCHER II	2255	43,365	62,571	65,958	69,339	74,276	77,885	81,620
AF5	COMM SHIFT SUPERVISOR	2256	49,589	69,185	72,565	76,107	81,548	85,514	89,623
Inspections/Enforcement									
AF6	BUILDING SAFETY INSPECTOR*	2420	56,004	78,196	82,010	86,103	92,271	96,769	101,435
AF6	CHIEF BUILDING INSPECTOR*	2425	58,803	82,106	86,109	90,399	96,884	101,608	106,506
AF6	GRAFFITTI TECHNICIAN	2254	31,212	48,123	50,470	52,989	56,785	59,554	62,424
AF6	HOUSING EVALUATOR	2130	53,392	74,505	78,196	82,010	87,875	92,157	96,595
AF6	METER READER I	2210	43,365	62,571	65,958	69,339	74,276	77,885	81,620
AF6	METER READER II	2211	48,517	67,789	71,077	74,505	79,821	83,704	87,730
AF6	PARKING ENFR OFFR	2230	36,019	51,901	54,655	57,446	61,521	64,498	67,578
AF6	PARKING FAC SERVICEMAN II	2236	47,684	68,894	74,149	76,363	81,817	85,799	89,925
AF6	PROPERTY MAINT EVALUATOR	2258	53,392	74,503	78,196	82,010	87,875	92,157	96,595
AF6	REHABILITATION SPECIALIST	2257	56,004	78,196	82,010	86,103	92,271	96,769	101,435
AF6	RESIDENTIAL PROPERTY INSPECTOR	2261	56,004	78,196	82,010	86,103	92,271	96,769	101,435
Janitorial									
AF7	JANITOR	2140	40,069	55,923	58,681	61,587	65,959	69,153	72,463

*Position new to union in 2016 - moved from management.

** Positions created in 2016 as a consolidation of Clerk Typists/Transcribers/Police Aides in the Police Department

Union 4-7-17

City

APPENDIX C

MEMORANDUM OF UNDERSTANDING REGARDING UNIFORMS

In the spirit of cooperation the City and Local 440 (Union) have discussed an alternative means for providing uniforms for certain members of Local 440. Article XXI, General Provisions, Section d(1) and d(2) refer to uniforms for the Wastewater Treatment Plant and Water Meter Readers for which changes are being proposed. There will be no changes to the Mechanical Maintenance Division uniforms.

The City and the Union would like to purchase uniforms rather than rent uniforms. The purpose of this change is to reduce overall costs as well as increase the quality of the uniform. It has been determined that the current method of renting uniforms does not provide for the most cost effective process and the quality of the uniform has been less than satisfactory to the Union.

The schedule below lists out the uniform requirements currently as well as the future expectations. In addition to the City purchasing the uniforms, it is expected that the Employees will be responsible for washing the items. However, the City does plan to purchase a washer and dryer for both the Eastside Sewage Treatment plan and the West Side Sewage Treatment Plant for occasional use when clothing is dirty to the point where to bring it home is not reasonable. Meter readers will wash all of their clothing at home.

Wastewater Treatment Plants

Current: 11 uniforms each – no specification as to what a uniform consists of

Future:	**Replacement**
5 jeans	every other year
2 sweatshirts	yearly
5 t-shirts	yearly
3 henleys	yearly
2 jackets	every other year, if needed

Water Meter Readers

Future: 5 uniforms each – no specification as to what a uniform consists of

Suggest:	**Replacement**
5 shorts	every other year
5 pants	every other year
5 t-shirts	every year
1 5-in-1 parka	every other year, if needed

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APPENDIX D

COMMUNICATIONS CENTER SPECIAL PROVISIONS

December 28, 1989

Mr. Gerald Neff
President, AFSCME Local 440
109 Inwood
Joliet, IL 60435

Re: Public Safety Dispatcher Promotions

Dear Gerry:

In response to a memo dated December 5, 1989 regarding the above issue, you suggested that Public Safety Dispatcher II's be selected in accordance with Article XVI, Section 8 of the contract. By utilizing this provision, the Police Department will consider seniority but overall ability will be the determining factor when making the final selection.
Effective December 11, 1989, a written test will no longer be administered to fill PSD II vacancies. Rather, the vacancy shall be filled in accordance with Article XVI, Section 8 of AFSCME Local 440's contract. The provisions described in Appendix B, Selection Criteria, shall not apply when filling Public Safety Dispatcher II vacancies.
If you concur with the above change, please sign the letter in the designated area and return the original to me.

CONCURRENCE:

John M. Mezera, City Manager	Gerald M. Neff President, AFSCME Local 440
Rodney S. Marion Director of Human Resources	Dennis E. Nowicki Chief of Police

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PUBLIC SAFETY COMMUNICATIONS CENTER

SELECTION CRITERIA

Applicants for bargaining unit positions in the Public Safety Communications center will be selected in accordance with the following criteria:

- Written Examination Rating
- Typing Test
- Oral Interviews
- Psychological Examinations
- Polygraph Examination
- Physical Examination

No civilian employees will be eligible for duty in the communications center without satisfying both the selection criteria established above and the individual position requirements as contained in the Public Safety Dispatcher I, Public Safety Dispatcher II and the Communications Center Shift Supervisor job descriptions, as previously negotiated and agreed upon by the Employer and the Union. Additionally the attached memorandum of understanding pertaining to newly hired employees in the Communication Center will apply.

UNSCHEDULED VACANCIES

When the Police Department Watch Commander is notified of a vacancy in the Communications Center on the next scheduled shift, prior to the start of that shift, the employee currently on duty who is not relieved at the end of their job shift shall have the option to split the next shift with an employee on the same job classification or, when authorized by the employee's supervisor, work the 8 hour shift. No employee may leave their job until relieved by appropriate replacement personnel.
If the held over employee is not authorized to work the entire (8 Hour) subsequent shift and arrangements cannot be made for that employee to split the shift with an employee of the same job classification who is scheduled for duty on the next shift, the Watch Commander or the Communications Center Shift Supervisor shall institute overtime call out procedures per Article XII, Section 4 of the working agreement, except to the extent covered in this Memorandum of Understanding. If employees on the overtime call out list refuse the overtime or cannot be contacted, the vacancy may be filled by a police officer or fire-fighter for the duration of the shift. When a vacancy occurs during the first five (5) hours of the shift, every reasonable attempt will be made to fill such vacancy in accordance with Article XII of the Local 440 contract. When the vacancy occurs between the beginning of the sixth hour of the shift and the end of the shift, sworn personnel may be assigned to fill the vacancy for the balance of the shift without instituting the call out procedure.

EMERGENCIES

When an emergency arises which necessitates an immediate assignment of personnel to the Communications Center in order to maintain a proper level of service to the public, the Police and/or Fire Department may add sworn personnel from their ranks until the emergency has passed or until the end of the shift. Attempts will be made at the earliest reasonable time to call out appropriate bargaining unit employees in accordance with Article XII of the Local 440

4-7-17
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working agreement.
Emergencies, as defined herein, are any sudden unexpected occurrences or conditions of pressing necessity which place an immediate demand for increased services which could not be provided by the regularly scheduled Communication Center personnel.

TRAINING

The Police and/or Fire Department may assign sworn personnel from their ranks to fill temporary vacancies in bargaining unit Communications Center positions which are created as a result of attendance by these employees at designated training sessions designed to upgrade job skills and enhance opportunities for promotion.

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APPENDIX E

NEIGHBORHOOD SERVICES SPECIAL PROVISIONS

Effective upon the ratification and execution of the 2013-2015 Collective Bargaining Agreement, the City Manager may consolidate the positions of Rehabilitation Specialist, Housing Evaluator and Property Maintenance Evaluator into a new position to be known as a Residential Property Inspector. Upon consolidation, the former positions shall be eliminated. A job description for the position of Residential Property Inspector is included as an appendix attached to this Agreement. The position of Residential Property Inspector shall have an annual base salary and pay plan steps equivalent to the position of Rehabilitation Specialist as set forth in Appendix A1. The position of Residential Property Inspector shall require valid, current International Code Council Certification as a Certified Residential Building Inspector at the time of application for the position. However, those persons holding the position of Rehabilitation Specialist, Housing Evaluator or Property Maintenance Evaluator as of March 27, 2014 shall not be required to be certified. But such persons shall be required to take the certification test until they pass and shall be eligible for a one-time bonus of $500.00 upon passing their initial certification exam. The City shall provide training to assist current Neighborhood Services inspectors and future Residential Property Inspectors to maintain their required certification.

4-7-17
UNION

CITY

MASTER CONTRACT SETTLEMENT AGREEMENT

Subject to ratification by all City Unions and approval by the City Council, the parties hereby agree as follows:

1. **Wages & Duration**

   a. Base wage adjustments shall be as follows:

2016	0%
2017	0%
2018	2% (Effective January 1, 2018)
2019	2% (Effective January 1, 2019)

   b. The labor agreements shall expire on December 31, 2019.

2. **Insurance**

   a. Healthcare shall remain status quo for all Employees, Retirees, Retiree spouses and family coverage under the current Group Health Insurance Benefits Plan and shall remain unchanged through December 31, 2030 and shall be a permissive subject of bargaining until December 31, 2030. Therefore, the City understands that if it should request bargaining prior to December 31, 2030, and the Union declines to discuss this Article, the City shall not be entitled to any further rights to seek modification of this Article.
   b. The only exception to Paragraph a. above is that if the Cadillac Tax (a/k/a excise tax) under the Affordable Care Act, as amended, is imposed, the labor agreements shall be reopened in 2025 if the City is penalized under such tax. All parties agree that only the financial consequences of the tax will be addressed.

3. **Outsourcing and Layoffs**

   a. The City will not layoff existing bargaining unit employees during the period January 1, 2016 through and including December 31, 2019.
   b. The City will not outsource work currently performed by existing bargaining unit employees where such outsourcing would result in the layoff of such employees.

4-7-17

c. Nothing herein shall preclude the City from reducing the workforce by attrition, or subcontracting bargaining unit work to: 1) supplement work performed by bargaining unit employees; or 2) emergency or unforeseen circumstances.
d. The City and AFSCME Local 440 shall bargain the impact of municipal parking division outsourcing, which shall not otherwise be affected by this Agreement.
e. Paragraphs b. through d. of this paragraph 3 shall not apply to Locals 44 and 2369, IAFF. Rather, the City shall comply with the Illinois Firefighter Substitutes Act, 65 ILCS 5/10-1-14 and 65 ILCS 5/10-2.1-4 as amended.

4. **Residency**

a. All persons hired on or after ratification of this agreement shall, as a term and condition of employment, reside within the corporate limits of the City of Joliet (City Limits) within eighteen (18) months of initial employment and shall remain in the city until their 20th anniversary. Any employee who attains their 20-year anniversary date of employment with the City shall not thereafter be required to reside within the City Limits.
b. All existing employees hired prior to ratification of this agreement shall be excluded from this residency agreement. As previously agreed by the parties residency within the corporate limits of the City of Joliet shall not be required by City employees covered by this agreement.
c. The foregoing residency requirements shall not be subject to renegotiations prior to December 31, 2030.

5. **Ancillary Issues**

a. The individual Unions and the City shall meet separately to resolve any ancillary issues with respect to the terms of their 2016-2019 agreements.

Tentatively Agreed Upon:

For the City:

James D. Hock
1/26/16

For the Union:

Sgt 2 [illegible] #42
[illegible] #831
[illegible]
E. C. Matson #2369
Richard F. [illegible]

4-7-17

MASTER CONTRACT SETTLEMENT AGREEMENT

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2. **Insurance**

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   b. The only exception to Paragraph a. above is that if the Cadillac Tax (a/k/a excise tax) under the Affordable Care Act, as amended, is imposed, the labor agreements shall be reopened in 2025 if the City is penalized under such tax. All parties agree that only the financial consequences of the tax will be addressed.

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4-7-17

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c. The foregoing residency requirements shall not be subject to renegotiations prior to December 31, 2030.

5. **Ancillary Issues**

a. The individual Unions and the City shall meet separately to resolve any ancillary issues with respect to the terms of their 2016-2019 agreements.

For the City:

For the Union:

3-4-16

3-4-16

4-7-17

INSERT APPENDIX G HERE

Job Descriptions

POSITION DESCRIPTION

Class Title:	**Account Clerk**
Department:	**Fire, Management & Budget, Police**
Division:	**Multiple Offices**
Reports to:	**Division Manager Level**
Union:	**AFSCME Local 440**
Employment Status:	**Permanent, Full-Time**
Established:	**February 3, 1986**

GENERAL PURPOSE

Performs a variety of high-level clerical, accounting and other related office duties to maintain official records and assist in the administration of standard operating policies and procedures utilizing normal office machinery; may provide guidance to other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reviews, assembles and processes applicable accounting records (invoices, billings, claims, vouchers, time records) and other related correspondence for reimbursement and/or resolution;
Enters data in appropriate data bases/files and verifies accuracy, as necessary;
Receives and resolves citizen/employee complaints and problems and applies knowledge of departmental rules, regulations and procedures to make proper referrals on routine departmental matters, utilizing effective customer relations;
Furnishes information to the public and other City employees relating to the status of payments, encumbrances, procedures and other pertinent financial information;
Prepares monthly and/or ad hoc reports, as needed, to summarize expenditures (or other applicable accounting records) for various classifications;
Maintains general and subsidiary revenue and expenditure records for various City accounts, posting entries from supporting records, adjusting entries, balancing/reconciling against other records and preparing detailed reports from such records, as needed;
Sets up and maintains files relative to the activities performed in the office;
Maintains vendor information (payments, checks, and related documents) for the proper reporting of payments to the IRS, internal users and other external users, as required;
May assist and provide guidance for clerk typist position;
Works with external vendors to resolve issues and problems with invoices, time records, claims, etc.;
Assembles and recaps payable bills, if applicable;
Balances warrant, cash disbursement and other registers daily, if applicable;
Classifies receipts and expenditures according to a standard accounting classification;
Performs clerical and accounting duties relating to invoicing and the purchase of materials and supplies;

Processes special assessments, including cross checking and making corrections in the amounts, names and/or addresses, and types and balances ledgers and invoices;
Processes, reconciles and maintains records for grants, if applicable;
Performs backup to related positions and other related duties, as required.

REQUIRED QUALIFICATIONS

Education and Experience:

Completion of a high school education or GED equivalent;
Two (2) years of increasingly responsible related experience, or any equivalent combination of related experience and training;
The Management & Budget Department requires six months of clerical experience within its department for this position;
Experience up to and including Clerk Typist level.

Knowledge, Skills and Abilities:

Good knowledge in clerical/bookkeeping work involving data entry;
Good knowledge of office practices and procedures and use of normal office machinery;
Good knowledge of computers and electronic data processing and Microsoft Office software;
Ability to type accurately from clear copy or rough draft at a rate of 40 words per minute;
Good knowledge of technical terminology/communication related to position responsibilities;
Ability to comprehend and carry out oral and written instructions and exercise good judgment;
Ability to make some mathematical computations rapidly and accurately;
Ability to make routine decisions in accordance with laws, ordinances, regulations and established policies;
Ability to multitask and work on several items with a sense of urgency and prioritize, recognize potential problems and report to the supervisor, as appropriate;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain effective working relationships with employees, City officials, and the public.

SPECIAL REQUIREMENTS

Valid Illinois Driver's license;
Must establish residency in the City of Joliet corporate limits within nine (9) months from date of hire.

TOOLS AND EQUIPMENT

Personal computer, including word processing and Microsoft office software; telephone; normal office machinery, such as copier, fax machine, 10-key calculator, typewriter, a Dictaphone machine, scantron, or other office tools necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to finger, handle or feel objects, tools, or controls and to reach with hands and arms. The employee is occasionally required to walk, stoop, and bend or reach from a standing or stooping position.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Certain positions may involve shift work, weekends, and some holidays as needed.

WORK ENVIRONMENT

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 functions.

The noise level in the work environment is usually quiet, and may reach moderate levels, depending on the number of employees and citizens in the work environment.

SELECTION GUIDELINES

Formal application; evaluation of required qualifications; oral interview and reference check; job related written and typing test are required, unless qualifying test is on file.

The duties listed above are only as illustrations of the various types of work that may be performed in the various departments. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

Fire Chief	6/30/08 Date
Director of Management & Budget	6/27/08 Date
Police Chief	7/7/08 Date
Director of Human Resources	07.17.2008 Date
Local 440 President Vice Pres	7-17-08 Date

Revision History: May, 2007
June, 2008

POSITION #1262

POSITION DESCRIPTION

Class Title:	Arborist (Position Code # ~~2020~~ 1262)
Department:	Public Works
Division:	Roadways Division
Reports to:	Roadways Engineer
Union:	AFSCME Local 440
Employee Status:	Permanent Full-time
Established:	February 4, 2003

GENERAL PURPOSE

Performs specialized duties for the care of trees, growing plants and pruning trees and shrubs. Manages tree and plant placement and transplanting. Must have knowledge of tree and shrub species and disease control.

SUPERVISION

Works under the general supervision of the Roadways Engineer. May direct the work of tree trimmers, laborers, and student interns.

PRIMARY RESPONSIBILITIES FOR THIS POSITON INCLUDE, BUT ARE NOT LIMITED TO:

Establish, maintain and update grass and weed control contracts in the City
Establish, maintain and update tree inventory
Maintain current and establish and implement new forestry operating policies and procedures
Develop and administer the City's urban forestry management plan
Review and recommend ordinance updates as appropriate
Respond to residents forestry inquiries, work orders and concerns
Provide public education outreach of urban tree care
Monitor insect, disease, and high-risk tree issues throughout the community
Oversee the resident cost share parkway tree planting program
Coordinate and provide arborist training for city crews
Supervises, plans, schedules, and assigns work to subordinates; instructs and trains in correct methods and procedures; reviews and evaluates employees performance
Manage the emerald ash borer removal/replacement of ash trees; repeas as necessary for any/all diseases
Manage current grants and apply for new grants as available
Complete Tree City USA application and coordinate Arbor Day Celebrations
Implement, coordinate, and administer quality control of contractual services for removals, cycle prune, emergency T&M, FEMA, and planting work as appropriate
Plan review for Tree preservation or other building plan submittals in relation to trees
Will be required to drive a city vehicle for city business use

JLD
MCK

Understanding that the City Forester is a working arborist who prunes and removes trees using tools and other arborist equipment
Monitor and coordinate City of Joliet Mosquito Abatement Program

MINIMUM REQUIREMENTS/QUALIFICATIONS

Arborist Certification through the International Society of Arboriculture
Illinois Pesticide Applicators License or ability to obtain one within six (6) months of employment
Strong organizational, written, and verbal communication skills
Computer literacy in Microsoft Software including Word and Excel; and other Tree inventory software
Knowledge of tree care and proper pruning
Knowledge of tree care, plant growth, tree disease, and insect control
Ability to plan, direct, supervise, and coordinate the work of subordinates
Ability to make independent decisions in accordance with established policies and procedures
Ability to perform strenuous and routine work
Ability to maintain pleasant and effective working relationships with other employees and respond to general public complaints
Ability to comply with all City of Joliet's policies and procedures
Ability to maintain good health and physical condition sufficient to permit the full performance of the duties of the position
Knowledge of current professional horticultural practices and pest control desired
Knowledge of sustainable practices such as traditional and electronic recycling desired
Knowledge of Integrated Pest Management (IPM) techniques
Skill in treatment and maintenance of trees and shrubs
Ability to work in extreme weather conditions and work at heights

SPECIAL REQUIREMENTS

(A) Must possess a valid State of Illinois motor vehicle operators' license.

TOOLS AND EQUIPMENT USED

Personal computer, telephone, fax machine, copier, truck, chainsaw, ropes, climbing harness, ladders, throw line and bags, pruning equipment, large volume wood-chipper, stump grinder, safety equipment (helmets, visors, gloves boots, chain saw pants), hand tools, tractor, and any other equipment that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Work is performed in an office setting but extensive outdoor work is required. Hand-eye coordination is necessary to operate computers and various pieces of equipment. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

for JRT

Public Works Director

Approval:

Director of Administrative Services

Effective Date: January 1, 2015
Revision History: February 25, 2005, November 2, 2005

POSITION # 2030

POSITION DESCRIPTION

Title:	Automotive Mechanic
Department:	Management and Budget
Division:	Motor Maintenance
Reports To:	Mechanical Maintenance Foreman I and II
Union:	Local 440
Employee Status:	Permanent Full Time
Established:	July 15, 1985

GENERAL PURPOSE

Performs skilled mechanical work at the journeyperson level in the maintenance and repair of automotive equipment; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs general overhaul and repairs on gasoline and diesel engines;
Replaces pistons, valves, piston rings, main bearings and crankshafts;
Grinds valves and valve seats, and tests, tunes, and adjusts carburators, electrical timing, points and related equipment;
Repairs, replaces and adjusts brakes, clutches, transmissions and differentials;
Realigns front ends;
Ensures safe and efficient operation of police vehicles;
Installs, maintains and repairs special equipment such as red lights, sirens, and public address systems;
Performs routine maintenance and repair work on engines and transmissions;
Makes electrical repairs, cleaning, rebuilding and replacing generators, motors and distributors;
Repairs and replaces springs, shock absorbers, kingpins and other suspension mechanisms;
Conducts road tests to check work performed against defects;
Balances wheels and switches and repairs tires;
Performs other related work as required.

REQUIRED QUALIFICATIONS

Education and Experience

Completion of a high school education or GED equivalent, preferably supplemented with special training in automotive repair;
Some experience in the servicing and repair of automotive equipment used in the field of automotive repair and maintenance, such as would be attained at the journeyperson level;
Any equivalent combination of experience and training which provides the required knowledge, skills and ability.

Knowledge, Skills and Abilities

Good knowledge of the modern principles, practices, tools and equipment used in the field of automotive repair and maintenance;
Good knowledge of the modern principles, practices, tools and equipment used in the operation and repair of gasoline and diesel trucks and heavy construction equipment;
Some knowledge of the occupational hazards and proper safety precautions to perform assigned duties safely;
Skill in diagnosing, locating, and repairing defects in automotive equipment;
Skill in the care and use of hand and machine tools employed in automotive repair;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to understand and respond quickly and accurately to oral and/or written instructions;
Ability to establish and maintain effective working relationships with employees, City officials and the public;
Mechanical aptitude and ability to operate motor vehicles and heavy equipment to perform proper services on all automotive equipment.

SPECIAL REQUIREMENTS

Must possess a valid Illinois Commercial Driver's License (CDL), Class B;
Must establish residency in the City of Joliet corporate limits within nine (9) months from date of hire.

TOOLS AND EQUIPMENT USED

Fleet diagnostic equipment and tools; a variety of motor vehicles and heavy equipment; a variety of print material, such as blueprints and schematic designs; a variety of measurement tools; a variety of general purpose maintenance equipment; a variety of general purpose hand and power tools; a variety of safety equipment and clothing; and any other tools of the trade which may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, push, pull, lift or operate objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by their job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee normally works inside and occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in precarious places and is occasionally exposed to wet and/or humid conditions, airborne particles, mechanical hazards, chemical hazards, atmospheric conditions that affect the respiratory system or skin, and oils. The noise level in the work environment is usually moderate to loud, depending on equipment utilized.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Director of Management & Budget	Date
Director of Human Resources	Date
Local 440 President	Date

Revised: September, 2008

POSITION # 2032

TITLE: Automotive Mechanic/Body Repairman

COMPENSATION STATUS: AFSCME Local 440

EMPLOYMENT STATUS: Permanent Full-Time

DEPARTMENT: Management and Budget

DIVISION: Motor Maintenance

REPORTS TO: Mechanical Maintenance Foreman I and II

GENERAL SUMMARY OF POSITION:

Performs skilled mechanical and body work at the journeyman level in the maintenance and repair of motorized equipment.

AUTHORITY:

This position derives its authority to act from the direct instructions of either the Motor Equipment Superintendent, the Mechanical Maintenance Foreman II or the Mechanical Maintenance Foreman I.

TASKS OR DUTIES: (Illustrative)

Performs general overhaul and repairs on gasoline and/or diesel engines.
Replaces pistons, valves, piston rings, main bearings and crankshafts.
Grinds valves and valve seats, and tests, tunes and adjusts carburetors, electrical timing, points and related equipment.
Repairs, replaces and adjusts brakes, clutches, transmissions and differentials.
Realigns front ends.
Installs, maintains and repairs special equipment such as red lights, sirens and public address systems.
Performs routine maintenance and repair work on engines and transmissions.
Makes electrical repairs, cleaning, rebuilding and replacing generators, motors and distributors.
Repairs and replaces springs, shock absorbers, kingpins and other suspension mechanisms.
Conducts road tests to check work performed against defects.
Balances wheels, and switches and repairs tires.
Performs electric and acetylene welding and cutting.
Maintains standard work records of repairs accomplished and parts used.
Makes necessary repairs and/or replacement of damaged or deteriorated body parts on City vehicles.
Prepares automotive body parts for refinishing.
Sands, primes, and points automotive parts as directed by supervisor.
Performs other related work as required.

JOB SPECIFICATIONS:

Good knowledge of the standard methods, materials, tools and equipment of the automotive mechanic trade.
Good knowledge of the standard methods materials, tools and equipment related to automotive body repair and refinishing.
Good knowledge of the principles of operation of gasoline and diesel equipment and of mechanical repair methods applicable to heavy trucks and construction equipment.
Some knowledge of the occupational hazards and proper safety precautions of the trade.
Skill in the care and use of hand and machine tools employed in automotive mechanical and body repair and refinishing work.
Skill in locating and repairing defects in automotive equipment.
Ability to understand and follow quickly and accurately oral and/or written instructions.
Mechanical aptitude.
Manual dexterity.
Good physical condition.
Some experience in the servicing and repair of automotive equipment at the journeyman level.
Completion of a standard high school course, preferable supplemented by coursework automotive repair.
Any combination of experience and/or training which provides the required knowledge, skill and ability.

A	B	C	D	E	F
20,779	21,813	22,888	24,048	25,245	26,531

		5	10	15	20
Longevity	A	342	684	1026	1,368
	B	359	718	1077	1,436
	C	377	753	1130	1,507
	D	396	792	1187	1,583
	E	415	831	1246	1,662
	F	437	873	1310	1,747

POSITION # 2033

POSITION DESCRIPTION

Title:	Automotive Mechanic/Fabricator
Department:	Management and Budget
Division:	Motor Maintenance
Reports To:	Mechanical Maintenance Foreman I and II
Union:	Local 440
Employee Status:	Permanent Full Time
Established:	November 29, 1984

GENERAL PURPOSE

This position performs skilled mechanical and fabrication work at the journeyperson level in the maintenance and repair of motorized and mechanical equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Repairs and maintains both gasoline and diesel engines;
Repairs and overhauls defective automotive units, such as engines, transmissions and differentials;
Performs diagnostic troubleshooting of fuel systems and electrical systems and makes the necessary repairs as required;
Adjusts, repairs and/or replaces parts and components of automotive systems, including fuel, brake, transmission, steering and suspension systems;
Performs routine equipment maintenance, including oil and transmission services, lubrications and tune ups;
Reads and interprets job orders to determine equipment malfunctions;
Tests and adjusts repaired equipment/systems for proper performance according to manufacturer's specifications;
Uses saw, acetylene torch and plasma arc cutter to fabricate materials;
Determines necessary equipment and required welding application for use on unfinished material;
Lays out, fits and fabricates metal components according to blueprints and/or schematic drawings;
Fits sub-assemblies and assemblies together and prepares assemblies for welding;
Ensures quality of product/process before, during, and after welding;
Performs other related work as required.

REQUIRED QUALIFICATIONS

Education and Experience

Completion of a high school education or GED equivalent, preferably supplemented with coursework in a related field;
A minimum of one year experience performing electric arc welding, MID and TIG gas arc welding, and oxygen/acetylene welding;

Three years experience in the servicing and repair of automotive/heavy equipment at the journeyperson level;
Any equivalent combination of experience and training which provides the required knowledge, skills and ability.

Knowledge, Skills and Abilities

Considerable knowledge of the standard methods, materials, tools and equipment related to the automotive/heavy truck and construction equipment mechanical trade;
Considerable knowledge of the standard methods, materials and procedures related to the welding and fabricating trade;
Considerable knowledge of the occupational hazards and proper safety precautions to perform assigned duties safely;
Skill in the care and use of hand and machine tools employed in both mechanical and fabricating/welding trades;
Ability to demonstrate skills in arc welding and acetylene torch;
Skill in diagnosing and repairing defects in mechanical equipment;
Ability to understand and respond quickly and accurately to oral and/or written instructions;
Ability to establish and maintain effective working relationships with employees, City officials and the public;
Ability to operate motor vehicles and heavy equipment.

SPECIAL REQUIREMENTS

Must possess a valid Illinois Commercial Driver's License (CDL), Class B;
Must establish residency in the City of Joliet corporate limits within nine (9) months from date of hire.

TOOLS AND EQUIPMENT USED

Fleet diagnostic equipment and tools; a variety of motor vehicles and heavy equipment; a variety of print material, such as blueprints and schematic designs; a variety of measurement tools; a variety of general purpose maintenance equipment; a variety of general purpose hand and power tools; a variety of safety equipment and clothing; and any other tools of the trade which may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, push, pull, lift or operate objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by their job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee normally works inside and occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in precarious places and is occasionally exposed to wet and/or humid conditions, airborne particles, mechanical hazards, chemical hazards, atmospheric conditions that affect the respiratory system or skin, and oils. The noise level in the work environment is usually moderate to loud, depending on equipment utilized.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Director of Management & Budget — Aug 13 2007 (Date)

Director of Human Resources — 13-AUG-2007 (Date)

Local 440 President — 8-13-07 (Date)

Revision Date: August, 2007

Position # 2035

AUTOMOTIVE SERVICEMAN

GENERAL STATEMENT OF DUTIES: Performs semiskilled tasks at an apprenticeship level involved in the repair and maintenance of automobiles, trucks and heavy maintenance equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work in this class is usually of a routine or semiskilled nature. An employee in this class works under the supervision of an Automotive Mechanic Foreman who gives detailed instructions on the work to be done. The work is carefully checked in progress and upon completion.

EXAMPLES OF WORK: (Illustrative only)

Washes and cleans cars, trucks, sweepers and other maintenance equipment;
Runs errands to supply houses and distributors, picking up parts and tools;
Tows stalled vehicles into garage and drives vehicles to inspection station;
Assembles maintenance rigs such as snow plows and replaces brushes on sweepers;
Makes routine repairs such as changing batteries, brake shoes, fan belts and radiator hoses;
Performs basic engine tune-ups under the guidance of an Automotive Mechanic;
Replaces clutch assemblies and related hydraulic components;
Greases cars, trucks and other equipment;
Repairs tires, adds water to radiators and batteries, and changes oil;
Cleans and cares for tools and other equipment;
Sweeps floors, cleans benches and performs other routine garage functions;
Participates in a variety of other routine mechanical tasks.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Some knowledge of common procedures, techniques, materials and tools used in the servicing and repair of motor driven and mechanical equipment; mechanical aptitude; interest in and willingness to learn the trade; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Preferably some experience as a helper in an automobile repair shop or machine shop and completion of a standard grade school course, including courses in automotive repair; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

Date Established_____ Ordinance No. _____

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POSITION #2045

POSITION DESCRIPTION

Title:	**Clerk Typist**
Department:	**All**
Division:	**Various**
Reports to:	**Various**
Union:	**Local 440**
Employee Status:	**Permanent, Full Time**
Established:	**February 3, 1986**

GENERAL PURPOSE

This position performs a variety of clerical typing, data entry, and bookkeeping tasks, answers phones, performs customer service work; does related office work utilizing normal office machinery, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Types correspondence, documents, forms, tables, manuscripts, memoranda and statistical summaries;
Receives telephone calls, handles complaints and makes proper referrals on departmental matters;
Acts as timekeeper;
Receives and processes mail which includes payments on accounts due the City and ascertains that funds are receipted properly and sent to proper destination.
Types accounting and financial statements such as accounts payable list, payrolls, vouchers, requisitions and other materials;

REQUIRED QUALIFICATIONS

Education and Experience:

Completion of a high school education or GED equivalent;
Two (2) years of related experience, or any equivalent combination of related experience and training

Knowledge, Skills and Abilities:

Good knowledge in clerical/bookkeeping work involving data entry;
Good knowledge of office practices and procedures and use of normal office machinery;
Good knowledge of computers and electronic data processing and Microsoft Office software;
Ability to type accurately from clear copy or rough draft at a rate of 40 words per minute;

Good knowledge of technical terminology/communication related to position responsibilities;
Ability to comprehend and carry out oral and written instructions and exercise good judgment;
Ability to make some mathematical computations rapidly and accurately;
Ability to make routine decisions in accordance with laws, ordinances, regulations and established policies;
Ability to multitask and work on several items with a sense of urgency and prioritize, recognize potential problems and report to the supervisor, as appropriate;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain effective working relationships with employees, City officials, and the public.

SPECIAL REQUIREMENTS

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Must establish residency in the City of Joliet corporate limits within nine (~~9~~) months from date of hire.

TOOLS AND EQUIPMENT

Personal computer, including word processing and Microsoft office software; telephone; normal office machinery, such as copier, fax machine, 10-key calculator, typewriter, a Dictaphone machine, scantron, or other office tools necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to finger, handle or feel objects, tools, or controls and to reach with hands and arms. The employee is occasionally required to walk, stoop, and bend or reach from a standing or stooping position.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Certain positions may involve shift work, weekends, and some holidays as needed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, and may reach moderate levels, depending on the number of employees and citizens in the work environment.

SELECTION GUIDELINES

Formal application; evaluation of required qualifications; oral interview and reference check; job related written and typing test are required, unless qualifying test is on file.

The duties listed above are only as illustrations of the various types of work that may be performed in the various departments. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

Fire Chief	Date
Director of Management & Budget	Date
Police Chief	Date
Director of Human Resources	Date
Local 440 President	Date

Revision History: February, 2009

POSITION # 2049

POSTITION DESCRIPTION

Class Title:	Communication Technical Support Supervisor
Department:	Police
Division:	Support Services
Reports To:	Communications Division Sworn Supervisor
Union:	Local 440
Employee Status:	Permanent Full-Time
Established:	May 18, 1999
Council Memo:	561-99

GENERAL PURPOSE:

The Technical Support Supervisor is highly technical and specialized position responsible for all a multitude of computerized systems and networks. This supervisory staff member is specifically responsible for the coordination of all routine purchasing, service, maintenance and preliminary diagnostics of all equipment within the Communication Center. This includes, but is not limited to all radio and communication center systems infrastructure, computers and miscellaneous office equipment.

The Technical Support Supervisor will identify deficiencies in equipment performance and related training needs and work closely with the Communication Center Operations Manager and Sworn Supervisor in the day to day and overall operations of the Center. In the absence of the Sworn Police Supervisor and the Operations manage, the Technical Support Supervisor is responsible for the overall operations of the Joliet Communications Center.

SUPERVISION RECEIVED:

Supervised by Communications Division Sworn Supervisor

AUTHORITY:

Oversees operations of PSD Telecommunications Supervisors, PSD I and PSD II and Data Systems Specialist

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in directing Communications Center Activities toward the fulfillment of established goals and objectives within current priorities.
Assists in formulating and prescribing work methods and procedures to be followed by assigned employees.
Assists in appraising conditions of work, and taking the necessary steps to improve Communications Center operations.
Confers with, advises and trains subordinates on difficult work problems, the development and installation of new work procedures and policies, and methods of coordination Communication Center services.

Keeps informed of current developments in the field of Public Safety Communications, which might affect communication Center operation, including membership to professional organizations such as APCO, NENA and MTUG.
Assists in providing for the adequate training of all assigned personnel.
Performs duties of Communications Center Shift Supervisor, Public Safety Dispatcher II, or Public Safety Dispatcher I as needed.
Monitors Communications Center equipment for proper operations.
Takes steps to remedy any equipment malfunction.
Administrates the City's 800 MHz Radio System.
Performs other related duties as required.

Specifics of System Administrator of the City of Joliet's 800 MHz Radio System

Systems Administrator of the City of Joliet's simulcast 800 MHZ Trunked Radio System includes but is not limited to monitoring operation and usage of the system through the System Watch, and SIMS computer terminal and hardware. Programming of Police Department portables radios, upgrading the software in the portable radios, and is responsible for the updating of the inventory of those radio's and accessories. The System Administrator coordinates the purchasing of equipment necessary for the upkeep and technical advancement of the system; front line diagnostics of the system, portable radios and accessories. The system administrator closely works with service providers in maintenance of the system and assists implementation of new Communications Center technologies in configuration and coordination of installation. The System Administrator is additionally responsible for coordinating training and procedural modifications necessary to install these systems and must remain current with in technical knowledge and skills in direct relation and portion to the increase in technology in the Communications Center. The Systems Administrator must be well versed in the technologies surrounding a Motorola Trunked Simulcast Radio System.

DESIRED MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent;
Supervisory and training experience in a Communication Center.

TOOLS AND EQUIPMENT USED:

Good working knowledge of Windows 95, Windows NT and personal computers in a local area network (Ethernet/TCPIP/Novell);
Personal computer troubleshooting and disgnostics;
Basic understanding of local area networks (Ethernet/TCPIP/Novell);
Understanding of Computer Aided Dispatch (Printrak)
Alarm Monitoring Systems (Keltron DMP703 and Ademco 685 Digital and 7810 900 MHz Receivers);
AVS100 Auto Communication Notification System (Reverse 911);
Motorola Centralink 911 System, dignostics and programming;

Veritrac Services 9000 Dictaphone radio and voice recording equipment; Motorola trained in Smartnet Information management Systems (SIMSII) including but not limited to : CentraCom Gold Series consoles, CentraCom Series II Plus Radio Service Software, MBX software, smart redio interface box (SRIB), flashport and flashkey technology, key variable loader, radio interface modules, nickel cadmium (NiCAD) battery maintenance systems, system watch, SAC database, RF modems, Delta series 400 VME; Motorola radio service software including databases for astro, MTSX, MCS, LCS, SYSKEY and Series 2.

WORK ENVIRONMENT

The work environment characteristics described here are representative by those of an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals, with disabilities to perform the essential functions. The noise level in the work environment is moderate.

SELECTION GUIDELINE

Formal application, rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them form the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval : _____ Approval: _____
Local 440 President Director of Human Resources

Effective Date: 5/18/99 Revision History:

POSITION # 2050

POSITION DESCRIPTION

Class Title:	**Computer Operator**
Department:	**Management and Budget**
Division:	**Data Processing**
Reports to:	**Data Processing Director**
Union:	**AFSCME Local 440**
Employment Status:	**Permanent, Full-Time**
Established:	**September 18, 1986**

GENERAL PURPOSE:

This position monitors and controls the operation of the city's computer system and computerized procedures and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operates AS400 (iSeries) computer system used for the City of Joliet applications;
Prepares and maintains instruction sheets explaining execution of programs;
Monitors the distribution of computer reports to the appropriate departments;
Prepares and monitors monthly and daily schedules of activities for the city's computerized procedures;
Monitors the various data processing equipment and reports possible mechanical problems that may occur;
Operates burster machine in connection with other activities;
Assists in the scheduling of preventive maintenance on the City's computer equipment;
Assists in the training of backup computer operator;
Answers questions and solves problems in response to co-worker inquiries;
Ensure computer supplies (paper, printer ribbons, etc.) are adequate;
Performs backups of the systems and files, as needed;
Performs incidental clerical work in connection with computer activities;
Performs other related work, as required.

REQUIRED QUALIFICATIONS:

Education and Experience:

Completion of a high school education or GED equivalent;
Some computer operational experience or computer coursework at a technical school or institution;
Any equivalent combination of education and experience which provides the required knowledge, skills and ability.

Knowledge, Skills and Abilities:

Good knowledge of basic computer concepts, computer operations and electronic data processing and Microsoft Office software;
Ability to type accurately from clear copy or rough draft at a rate of 40 words per minute;
Good knowledge of office practices and procedures and use of normal office machinery;
Good knowledge of technical terminology/communication related to position responsibilities;
Ability to comprehend and carry out oral and written instructions and exercise good judgment;
Ability to make routine decisions in accordance with laws, ordinances, regulations and established policies;
Ability to multitask and work on several items with a sense of urgency and prioritize, recognize potential problems and report to the supervisor, as appropriate;
Ability to establish and maintain effective working relationships with employees, City officials, and the public.

SPECIAL REQUIREMENTS:

Must establish residency in the City of Joliet corporate limits within nine (9) months from date of hire.

TOOLS AND EQUIPMENT:

Personal computer, including word processing and Microsoft office software; telephone; normal office machinery, such as copier, fax machine, calculator, or other office tools necessary to perform needed tasks.

PHYSICAL DEMANDS:

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to finger, handle or feel objects, tools, or controls and to reach with hands and arms. The employee is occasionally required to walk, stoop, and bend or reach from a standing or stooping position.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

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 functions.

The noise level in the work environment is usually quiet and may reach moderate levels, depending on the office/communications equipment that is in use.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview and reference check; typing test is required, unless qualifying test is on file.

The duties listed above are only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

Director of Management & Budget — 7-24-07 Date

Director of Human Resources — 26-JULY-2007 Date

Local 440 President — 7-24-07 Date

Revision History: July, 2007

POSITION# 2065

POSITION DESCRIPTION

Class Title:	Data Systems Specialist
Department:	Police
Division:	Support Services
Reports To:	Communication Division Operations Manager
Union:	Local 440
Employment Status:	Permanent Full-time
Established:	May 18, 1999
Council Memo:	561-99

GENERAL PURPOSE:

The Data Systems Specialist is responsible for all aspects of the day to day operations and support of all data and filing systems in use in the Joliet Communications Center including but not limited to Computer Aided Dispatch, Will County 911 Emergency Telephone System and Alarm Monitoring Systems. Must be able to analyze techniques to insure the highest quality of data systems management. Must work well with Alarm Monitoring Customers and possess the sufficient knowledge to assist in mitigating billing and service issues.

SUPERVISION RECEIVED:

Supervised by Communications Division Operations Manager

ESSENTIAL DUTIES AND RESPONSIBLITIES:

A good working knowledge of computer, data bases, filing systems and technical operations of the Joliet Communications Center.
Working knowledge and ability to make corrections and logical decisions regarding complex matters related to data base management.
Must possess the skills to properly identify incorrect data entry and the ability to work with personnel towards correcting future errors.
Ability to make corrections and logical decisions regarding complex matters related to data base management.
Utilizes computer software in conjunction with data and file systems to provide accounting and financial statements, correspondence, documents, forms, tables, manuscripts, memoranda and statistical summaries.
Coordinates Joliet Communication Center Data Management with Records Management Systems in place with the Joliet Police and Fire Departments.
Assists as needed in maintaining various databases and filing systems in place within the Joliet Police and Fire Departments.
Receives Telephone inquires and complaints concerning records, files, computerized data and alarm monitoring systems making the proper adjustments when necessary and maintaining proper customer service relations.

Receives and processes mail which may include payments on alarm accounts and ascertains that funds are receipted properly and sent to their appropriate destination.
Maintains and updates Will County 911 Emergency Telephone Systems databases in use by the Joliet Communication Center.
Reviews systems data, reports and related information for completeness, accuracy and conformity with established procedures within the Joliet Communication Center.
Maintains all data and filing systems in use in the Joliet Communications Center.
Operates all office type equipment within the Joliet Communications Center.
Answers telephone and give general information in response to public and official inquiries.
Audits and edits data and file systems for accuracy and completeness and initiates action for correction of errors and clarification of discrepancies.
Assists in planning future enhancements to data systems and files.
Performs clerical work in connection with operations of the Joliet Communication Center.
Assists telecommunicators and supervisors in operations of center as needed.

DESIRED MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent

TOOLS AND EQUIPMENT USED:

Windows 95, Windows NT, Microsoft Office 97, Personal Computers in a local area network (Ethernet/TCIPIP/Novell), IBM AS 400;
Computer Aided Dispatch (Printrak), Hummingbird GQL Decision Support Systems (DSS);
Records Management Systems, Printrak Law Records Management System (LRMS), Police Information Management System (PIMS);
Public Safety Communications;
Alarm Monitoring Systems (Keltron DMP703 and Ademco 685 Digital and 7810 900 MHz Receivers), Norman Technologies A.R.C. S . software, Security Information Systems Alarm billing software;
Motorola Centralink 911, Automatic Detail Information (ADI), Automatic Location Information (ALI), Integrated Management Reports (IMR);
General Office Equipment and filing systems.

WORK ENVIRONMENT

The work environment characteristics described here are representative by those of an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals, with disabilities to perform the essential functions. The noise level in the work environment is moderate.

SELECTION GUIDELINE

Formal application, rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Local 440 President Director of Human Resources

Effective Date: 5/18/99 Revision History:

POSITION DESCRIPTION

Class Title:	Engineering Aide I POSITION CODE #2080
Department:	Public Works and Public Utilities
Division:	Various
Reports To:	Department Director
Union:	Local 440
Employment Status:	Permanent Full-time
Date Established:	March 1986
Date revised:	March 1, 2016

GENERAL PURPOSE

Performs a variety of para-professional engineering work in the office or in the field; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Creates engineering drawings on the computer with a working knowledge of AutoCAD, ArcView, ArcGIS and Windows operating system, Microsoft Office, Civil 3D software, networking skills and modern land surveying techniques;
Assists in performing GIS and mapping updates for the City's base map layers as related to department functions;
Prints and distributes GIS reports and maps, as required;
Prepares ink drawings of utilities on overlays, showing locations and dimensions of water mains, hydrants, valves and storm sewers;
Performs a variety of tasks such as lettering, copying, dimensioning and new drawings;
Files, retrieves and tracks engineering drawings;
Assists engineers with field work and/or service requests;
Cuts brush and small trees to clear the line for instrument sighting and measures distances;
Marks stakes to indicate property stationing, line and grade;
Establishes accurate distances along the survey center line or in property surveys and referencing points;
Holds rod for survey equipment sights and readings;
Selects sight and establishes point on target along the survey center line for placing survey equipment;
Solicits property owners for curb and gutter installations on street improvements;
Assists in taking topography by selecting proper angle, securing correct distance along center line and distance to object;
Assists in taking cross sections at breaks in terrain and obtains distances from center line of survey to breaks;
Keeps zoning and other maps up to date, recording correct subdivision and street names and other information;
Makes traffic counts and supervises traffic marking crews;
Makes routine inspection of public works projects;
Directs / oversees contractors for snow removal operations;
Watermain and sanitary sewer testing;
Performs other related duties as required.

DESIRED MIMIMUM QUALIFICATIONS

Education and Experience:

Completion of a high school education or GED equivalent;
Some coursework in engineering drawing, surveying, or ESRI software, and two years work experience or Associates Degree in Surveying / CAD / Construction Management.
Some experience in general construction work;
Any equivalent combination of experience and training which provides the required knowledge, skills and ability.

Necessary Knowledge, Skills and Abilities:

Working knowledge of AutoCAD, ArcGIS suite, and Windows operating systems;
Working knowledge of Microsoft Office, AutoMAP, ArcView, Civil 3D software and networking skills;
Good knowledge of elementary mathematics;
Some knowledge of para-professional engineering practices, field survey and drafting techniques;
Ability to read and interpret blueprints;
Skill in the use of drafting instruments and calculators;
Ability to prepare drawings from field notes and plats of records;
Ability to supervise and direct the work of subordinate personnel;
Ability to comprehend and carry out oral and written instructions and exercise good judgment with little supervision;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain an effective working relationship with employees, other departments and the public;
Ability to work outdoors under adverse conditions.

SPECIAL REQUIREMENTS

Valid State of Illinois motor vehicle operator's license;
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, excel and permitting software; mobile computers; drafting instruments and calculators; motor vehicle; 10-key calculator; portable radio; phone; fax machine, calculator, land surveying equipment, GPS receiver, ladder or scaffolding; tape measure and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Some work is performed in office settings; daily outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee daily works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Director of Public Works	3/2/16 Date
Director of ~~Human Resources~~ ADMIN SERVICES	3/8/16 Date
Local 440 President	3-2-16 Date

Revision History: March 1, 2016

POSITION DESCRIPTION

Class Title:	Engineering Aide II POSITION CODE # 2081
Department:	Public Works and Public Utilities
Division:	Various
Reports To:	Division Director
Union:	Local 440
Employment Status:	Permanent Full-time
Date Established:	March 1986
Date revised:	March 1, 2016

GENERAL PURPOSE

Performs a variety of skilled sub-professional engineering work in the office or in the field; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Creates engineering drawings on the computer with a working knowledge of AutoCAD, ArcView, ArcGIS and Windows operating system, Microsoft Office, Civil 3D software, networking skills and modern land surveying techniques;
Prepares drawings of utilities on overlays, showing locations and dimensions of water mains, hydrants, valves and storm sewers;
Prepares clear and practical maps of existing water and sewer systems for water construction studies adding new or improved mains or facilities as they are constructed;
Prepares plats of property, water and sewer easements, road rights-of-way and topography relating to water and sewer installations;
Prepares special graphs, charts and tables in form suitable for reproduction;
Prepares plan, profile and layout drawings of water and sanitary sewer mains and appurtenances for construction from field notes, sketches or verbal instructions;
Cuts brush and small trees to clear the line for instrument sighting and measures distances;
Marks stakes to indicate property stationing, line and grade;
Operates survey equipment to establish lines for surveys;
Computes and turns deflection angles and curves, and figures distances to points along curves;
Establishes survey center line and sets points in staking out streets, roadways, bridges and culverts;
Traverses drainage areas with survey equipment, determines size of area and recommends size and type of drainage structure needed;
Serves as the City's Liaison to the public for Public Utilities / Public Works Projects;
Prepares drawings for records after construction from field notes;

Researches files and court records for information relating to deeds, property owners, existing water and sewer mains and other facilities;
Plots survey notes to scale showing alignment, topography and profile;
Keeps zoning and other maps up to date, recording correct subdivision and street names and other information;
Completes Inspector's Daily Reports and quantity calculations for City Construction projects;
Operates survey equipment to establish elevation along center line of survey to set grade stakes, bench marks and other points of elevation for surveys;
Records level, cross-section and other notes in field book, and makes simple computations for standard level notes;
Locates old reference points and establishes new ones;
Participates in on-site inspections of subdivisions and commercial/industrial site plans for acceptance of public improvements;
Investigates complaints of construction defects and prepares reports of findings;
Makes inspections of the construction of streets, sewers, and other facilities for compliance with City standards;
Makes traffic counts and supervises traffic marking crews.
Performs other related duties as required.

DESIRED MIMIMUM QUALIFICATIONS

Education and Experience:

Completion of a standard high school course, including courses in engineering drawing, surveying, science or mathematics, and two years work experience or Associates Degree in Surveying / CAD / Construction Management.

Necessary Knowledge, Skills and Abilities:

Working knowledge of AutoCAD, ArcGIS suite, and Windows operating systems;
Working knowledge of Microsoft Office, AutoMAP, ArcView, Civil 3D software and networking skills;
Good knowledge of elementary mathematics;
Sufficient knowledge of sub-professional engineering practices, field survey and drafting techniques;
Ability to supervise and direct the work of subordinate personnel;
Ability to read and interpret blueprints;
Skill in the use of drafting instruments and calculators;
Ability to prepare drawings from field notes and plats of records;

Ability to carry out duties and follow complex oral and written instruction with little supervision;
Willingness and aptitude for sub-professional engineering work;
Mental alertness;
Ability to make routine inspection of public works projects;
Thoroughness and dependability;
Some experience in practical engineering work at the level of Engineering Aide I;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain an effective working relationship with employees, other departments and the public;
Ability to work outdoors under adverse conditions.

SPECIAL REQUIREMENTS

Must have a valid State of Illinois motor vehicle operator's license;
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, excel and permitting software; mobile computers; drafting instruments and calculators; motor vehicle; portable radio; phone; fax machine, land surveying equipment, GPS receiver, ladder or scaffolding; tape measure and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee daily works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

3/2/16
Director of Public Works

3/8/16
~~Human Resources Director~~
DIR. OF ADMIN SERVICES

3-2-16
Local 440 President

Revision History: March 1, 2016

POSITION # 2081

POSITION DESCRIPTION

Class Title:	Engineering Aide II /GIS Technician
Department:	Community & Economic Development
Division:	Planning
Reports To:	Planning Director
Union:	Local 440
Employee Status:	Permanent Full time
Date Established:	March 1986
Revised:	July 18, 2005

GENERAL PURPOSE

Provides technical and administrative assistance to the Planning Division and other departments, as assigned, as it relates to mapping, addressing and general graphical land use functions. Requires general knowledge of planning, zoning and land use concepts. Prepares map updates on the computer requiring a working knowledge of AutoCAD, ArcGIS suite and the Windows operating system. Also requires some knowledge of Windows based programs for word processing, spreadsheets, database management and other Microsoft application software.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs GIS updates for the City's base map layers, including subdivision, zoning, city limits, annexations, the street centerline file, the address file, public right-of-way vacations; thematic mapping; data collection and data input; database management; and spatial analysis.
Maintains the City's address system, including address assignment, plat annotation, maintenance of the City's Street Guide and plat filing system, and field verification of addresses.
Provides staff support to the Zoning Board and Plan Commission, including creating map layouts and views of moderate complexity.
Prints and distributes GIS reports and maps as required.
Collects, verifies, and enters GIS data from various sources, including: application databases, other governmental entities, and private data sources.
Writes and reviews legal descriptions as needed.
Performs maintenance and trouble shooting of computer hardware and software and related information technology issues.
Performs all planning duties as assigned.

DESIRED MIMIMUM QUALIFICATIONS

Education and Experience:

A. Degree or certification in GIS, Geography, or a computer related field is desired.

B. Must be proficient in ESRI software, including ArcView and ArcGIS, must demonstrate basic understanding of GIS concepts including projections, topology, relational databases, and map production.
C. General knowledge of planning concepts preferred.
D. Familiarity with AutoCAD preferred.

Necessary Knowledge, Skills and Abilities:

A. Must be detail oriented, with demonstrated capacity to learn new technologies and work successfully in a team environment GIS utility experience.
B. Thoroughness and dependability.
C. Ability to carry out duties and follow complex oral and written instruction with little supervision.
D. Any equivalent combination of experience and training which provides the required knowledge, skill and ability.

SPECIAL REQUIREMENTS

Must reside in the City of Joliet corporate limits and/or reside within nine (9) months from date of hire.
Must have a valid State of Illinois motor vehicle operator's license.

TOOLS AND EQUIMENT USED

Personal computer, including word processing, excel and permitting software; motor vehicle; 10-key calculator; portable radio; phone; fax machine, calculator, tape measure and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee daily works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Jim Hallen DK

Director of Community & Economic Development
Date 7-27-05

Human Resources Director 08.17.05
Date:

President Local 440
8-15-05

Effective Date: July 19, 2005

Revision History:

POSITION DESCRIPTION

Class Title:	Engineering Aide III POSITION CODE # 2082
Department:	Public Works
Division:	Engineering
Reports To:	Director of Public Works
Union:	Local 440
Employment Status:	Permanent Full-time
Date Established:	March 1986
Date revised:	January 20, 2016

GENERAL PURPOSE

Performs skilled sub-professional engineering work as chief of a field party engaged in making surveys for construction projects, laying out construction projects, as a construction inspector, or as a skilled draftsman in a wide variety of technical assignments; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Creates engineering drawings on the computer with a working knowledge of AutoCAD, ArcView, ArcGIS and Windows operating system, Microsoft Office, Civil 3D software, networking skills and modern land surveying techniques;
Conduct a location, construction and final survey for projects such as streets, sanitary sewers, storm sewers, watermain, curbs and gutters and parking lots;
Conducts topographic surveys of grounds locating buildings, walks, roadways and utility easements from drawings and selects the location for staking line and grade;
Supervision consists of general instructions on objectives from a supervisor;
Work performed is not subject to continuous review during progress;
Positions in this class differ from those in the Engineering Aide II class either because of their supervision over field surveying parties or because of the journeyman level skills performed as a lead or senior construction inspector.
Studies maps, plans and terrain for data to aid in the establishment and location of proposed survey;
Conducts preliminary surveys, determines angle transverses, makes reconnaissances, and keeps notes on topography;
Determine factors affecting proposed locations;
Checks plotting of data on plans;
Determines most practical and economical line for survey center line;
Conducts location surveys;
Supervises projection of center line;

Determines degree of curves, supervises the securing of data for cross sections, brides and drainage areas;
Checks computation of curve and alignment data;
Ascertains property lines and owners;
Determines location of reference points;
Supervises the staking of lines and elevations for grades, bridges and drainage structures;
Checks computations of distances and elevations;
Prepares drawings and sketches of site improvements including utility extensions and distribution system improvements and additions;
Performs difficult design, layout and drafting of plans, profiles and cross sections on new streets, street improvements and widening, and sewers and water mains;
Makes quantity calculations and cost estimates of projects using as factors the length, width and thickness calculations of pavement courses, sidewalk removal and replacement, sodding and topsoil quantities; water main and sewer sizes and other factors pertaining to the projects;
Serves as the City's Liaison to the public for Public Utilities/Public Works Projects;
Prepares drawings for records after construction from field notes;
Researches files and court records for information relating to deeds, property owners, existing water and sewer mains and other facilities;
Completes Inspector's Daily Reports and quantity calculations for City public improvement projects;
Directs / oversees contractors for snow removal operators;
Water main and sanitary sewer testing
Locates old reference points and establishes new ones;
Investigates complaints of construction defects and prepares reports of findings;
Makes inspections of the construction of streets, sewers, and other facilities for compliance with City standards;
Makes traffic counts and supervises traffic marking crews.
Performs other related duties as required.

MIMIMUM QUALIFICATIONS

Education and Experience:

Completion of a standard high school course, including courses in engineering drawing, surveying, science or mathematics, and two year's work experience or Associates Degree in Surveying / CAD / Construction Management.

Necessary Knowledge Skills and Abilities:

Sufficient knowledge of sub-professional engineering practices and land survey techniques;
Good knowledge of mathematics;
Ability to prepare drawings from field notes and plats of record;
Ability to carry out duties and follow complex oral and written instruction with minimum of details;
Ability to plan sub-professional engineering work;
Working knowledge of AutoCAD, ArcGIS suite, and Windows operating systems;
Working knowledge of Microsoft Office, AutoMAP, ArcView, Civil 3D software and networking skills;
Ability to read and interpret blueprints;
Skill in the use of drafting instruments and calculators;
Ability to prepare drawings from field notes and plats of records;
Ability to supervise and direct the work of subordinate personnel;
Ability to comprehend and carry out oral and written instructions and exercise good judgement without supervision;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain an effective working relationship with employees, other departments and the public;
Ability to work outdoors under adverse conditions.
Makes on-site inspections of subdivisions and commercial / industrial site plans for acceptance of public improvements and makes corrections with respect to type and location of curbs and gutters, size and location of storm drain pipes and location of sidewalks.
Considerable experience in surveying, drafting or sub-professional engineering work, some of which shall have been at the level of Engineering Aide II.

SPECIAL REQUIREMENTS

Must have a valid State of Illinois motor vehicle operator's license;
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016;
A written job related test will be required.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, excel and permitting software; mobile computers; drafting instruments and calculators; motor vehicle; portable radio; phone; fax machine, land surveying equipment, GPS receiver, ladder or scaffolding; tape measure and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Some work is performed in office settings; daily outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee daily works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related written test is required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

3/1/16
Director of Public Works

3/8/16
~~Human Resources Director~~
DIRECTOR OF ADMIN SERVICES

3/1/16
Local 440 President

Effective Date: January 20, 2016

Revision History:

POSITION # 2090

EQUIPMENT OPERATOR I

GENERAL STATEMENT OF DUTIES: Operates one or more types of automotive equipment and performs a variety of tasks in connection with such operations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work requires considerable skill in manipulating heavy motor equipment and constant attention to safety of operation in order to prevent accidents. Assignments are outlined in detail by superiors. Standard procedures are followed and work is inspected periodically for safety and economy of operation. Employees in this class operate equipment of 14 tons or heavier.

EXAMPLES OF WORK: (Illustrative only)

Operates a front-end loader;
Operates a tar distributor used in road maintenance;
Operates a back-hoe in the maintenance and construction of roads and sewer lines;
Supervises laborers patching roads and cutting brush;
Operates a heavy roller as part-time or seasonal assignment;
Operates a refuse and street cleaning truck and supervises three to five laborers;
Operates a variety of heavy equipment in cleaning and hauling snow from roads and streets;
Services and makes minor repairs to equipment;
When not operating heavy equipment, operates light equipment or works in repair shop or works as a Maintenance Man I or Maintenance Man II as assigned.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of standard practices, methods and materials used in street construction and maintenance activities, including some knowledge of drainage and maintenance of proper grades; skill in the operation of automotive equipment under all types of weather conditions; ability to understand and follow oral and written instructions; good knowledge of traffic and safety rules and regulations and accident prevention practices; ability to make minor repairs and adjust heavy equipment; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some experience in the operation of heavy automotive equipment and experience in supervision of men, and completion of a standard grade school course; or, any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

ADDITIONAL REQUIREMENTS: Ability to acquire a class "C" or "D" chauffeur's license issued by the State of Illinois.

Date Established_____ Ordinance No._____

POSITION # 2091

EQUIPMENT OPERATOR II

NATURE OF WORK

This is skilled work in the operation of specialized public works and street maintenance equipment in varied construction and maintenance tasks.

Work involves the safe and efficient operation of heavy automotive equipment used in public works and utility system maintenance, construction, and repair tasks. The operation of equipment requires manipulative skill and the ability to perform specialized tasks for which the equipment was designed. Employees use various units of equipment as work requires and perform skilled and semiskilled construction and maintenance tasks related to equipment operations. Equipment operation work of this class is distinguished from that found among lower level equipment operators by ability to operate all light and heavy municipal equipment as a major or full-time assignment and by the greater degree of manipulative skill involved and the fact the heavier and more complex equipment is operated. Equipment operation also requires the servicing and making of standard field repairs and adjustments to equipment and apparatus. Work is assigned by a Maintenance Foreman who inspects jobs in progress and upon completion for conformance with standards and compliance with instructions.

ILLUSTRATIVE EXAMPLES OF WORK

Operates a roller, grader, heavy street sweeper, backhoe, and other heavy duty automotive equipment on a regularly assigned basis; makes running maintenance, repairs, and adjustments to equipment, or reports such defects and malfunctions to superiors.

Operates a grader in building, shaping, and maintaining road surfaces following designated grades.

Operates a heavy street sweeper in sweeping streets and gutters on an assigned route; adjusts sweeper as required.

Operates a backhole and highlift in digging and backfilling operations related to water service leaks and broken mains; uses a road grader in tearing up streets and a roller in breaking up asphalt or oil; rolls chips after oiling; operates grader in snow plowing and alley grading.

Operates complex specialized equipment designed for specific purposes such as cleaning inlets, sewer, manholes, picking up leaves and varied other public works operations.

Performs skilled maintenance, construction, and repair tasks on street, sewer, water, and other public works and system components; makes water main repairs and side cuts.

Performs related work as required.

EQUIPMENT OPERATOR II (Continued)

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operation, maintenance, and operating standards of varied heavy motorized equipment used in municipal construction, maintenance, and repair activities.

Knowledge of traffic laws, ordinances, and regulations involved in equipment movement and operations, and of the safety precautions necessary in the operation of heavy motor-driven equipment.

Knowledge of the standard tools, methods, and materials used in general public works, water or sewerage system construction, and maintenance tasks.

Ability to understand and follow oral and written instructions and to carry out assignments with little supervision.

Ability to lead and instruct others in equipment operations and in related work assignments.

Skill in the operation and care of heavy equipment and of standard hand and power tools.

DESIRABLE EXPERIENCE AND TRAINING

Experience in public works or utility system construction, maintenance, and repair tasks involving operation of varied automotive equipment; and completion of the eighth school grade, supplemented by on-the-job training in heavy equipment operations and running maintenance procedures.

10-66

POSITION # 2092

EQUIPMENT OPERATOR III

NATURE OF WORK

This is skilled work in the operation of specialized public works and street maintenance equipment in varied construction and maintenance tasks. This work involves the supervision and direction of maintenance crews which shall include both skilled and unskilled workers.

Work involves the safe and efficient operation of heavy automotive equipment used in public works and utility system maintenance, construction, and repair tasks. The operation of equipment requires manipulative skill and the ability to perform specialized tasks for which the equipment was designed. Employees use various units of equipment as work requires and perform skilled and semiskilled construction and maintenance tasks related to equipment operations. Equipment operation work of this class is distinguished from that found among lower level equipment operators by ability to operate all light and heavy municipal equipment as a major or full-time assignment and by the greater degree of manipulative skill involved and the fact that heavier and more complex equipment is operated. Equipment operation requires the servicing and making of standard field repairs and adjustments to equipment and apparatus. Work is assigned by a Maintenance Foreman who inspects jobs in progress and upon completion for conformance with standards and compliance with instructions.

ILLUSTRATIVE EXAMPLES OF WORK

Operates all public works and utilities constuction and maintenance equipment.
Supervises and directs maintenance crews which shall include both skilled and unskilled workers.
Establishes and maintains the proper grade for streets, alleys and roadways.
Determines the necessary amount and proper type of materials required to complete maintenance projects.
Operates a roller, grader, heavy street sweeper, backhoe and other heavy duty automotive equipment on a regularly assigned basis; makes routine maintenance, repairs, and adjustments to equipment, or reports such defects and malfunctions to superiors.
Operates a grader in building, shaping, and maintaining road surfaces following designated grades.
Operates a heavy street sweeper in sweeping streets and gutters on an assinged route; adjusts sweeper as required.
Operates a backhole and highlift in digging and backfilling operations related to water service leaks and broken mains; uses a road grader in tearing up streets and a roller in braking up asphalt or oil, rolls chips after oiling; operates grader in snow plowing and alley grading.
Operates complex specialized equipment designed for specific purposes such as cleaning inlets, sewer, manholes, picking up leaves and varied other public works operations.
Performs skilled maintenance, constuction, and repair tasks on street, sewer, water, and other public works and system components; makes water main repairs and side cuts.
Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the operation, maintenance, and operating standards of varied heavy motorized equipment used in municipal construction, maintenance, and repair activities.
Knowledge of traffic laws, ordinances, and regulations involved in equipment movement and operations, and of the safety precautions necessary in the operation of heavy motor-driven equipment.
Knowledge of the standard tools, methods, and materials used in general public works, water or sewerage system construction, and maintenance tasks.
Ability to understand and follow oral and written instructions and to carry out assignments with little supervison.
Ability to lead and instruct others in equipment operations and in related work assignments.
Skilled in the operation and care of heavy equipment and of standard hand and power tools.

DESIRABLE EXPERIENCE AND TRAINING

Experience in public works or utility system construction, maintenance, and repair tasks involving operation of varied automotive equipment; and completion of the eighth school grade, supplemented by the on-the-job training in heavy equipment operations and running maintenance procedures

	A	B	C	D	E	F
Annual Base Salary	21,813	22,888	24,048	25,245	26,531	27,851

		5	10	15	20
Longevity	A	359	718	1,077	1,436
	B	377	753	1,130	1,507
	C	396	792	1,187	1,583
	D	415	831	1,246	1,662
	E	437	873	1,310	1,747
	F	458	917	1,375	1,834

POSITION # 2100

POSITION DESCRIPTION

Title:	**Fire Equipment Mechanic**
Department:	**Management and Budget**
Division:	**Motor Maintenance**
Reports To:	**Mechanical Maintenance Foreman I and II**
Union:	**Local 440**
Employee Status:	**Permanent Full Time**
Established:	**April 24, 1979**

GENERAL PURPOSE

This position performs skilled mechanical work at the journeyperson level in the maintenance and repair of automotive fire apparatus equipment and related power operated equipment; does related work as required, including light body repair.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Repairs and maintains both gasoline and diesel engines;
Repairs and overhauls defective auto and truck units such as engines, transmissions and differentials;
Performs diagnostic troubleshooting of computer controlled systems, emission systems, fuel systems and complex electrical systems, and makes necessary repairs as required;
Adjusts, repairs and/or replaces parts and components of automotive/truck systems including electronic, fuel, brake, transmission, steering, and suspension systems and related equipment;
Repairs and maintains equipment air conditioning and heating systems;
Repairs and maintains motorized fire pumps and valves of all types, capacities, and sizes;
Repairs and maintains hydraulic equipment systems including aerial ladder apparatus;
Performs routine equipment maintenance, including oil and transmission services, lubrications and tune ups;
Reads and interprets job orders to determine equipment malfunctions;
Tests and adjusts repaired equipment/systems for proper performance according to manufacturer's specifications;
Assures safe operation of all Fire Department motorized equipment;
Performs on-call field service for Fire Department apparatus and equipment during alarms and related emergencies, upon request of the Fire Chief or designate;
Ensures that fire apparatus in the field is properly fueled and serviced during alarms and/or related emergencies, upon request of the Fire Chief or designate;
Installs, maintains, and repairs emergency warning lights, sirens, multiplex systems and related equipment;
Conducts road tests to check work performed against defects;
Replace/repair tires and balance wheels;
Repairs and maintains EMS ambulances and related equipment;
Performs light body repair work, as assigned;

Participates in training programs and educational programs related to fire apparatus maintenance at the direction of the Motor Maintenance Superintendent;
Position requires carrying a pager/cell phone and responding in emergency situations;
Performs other related work as required.

REQUIRED QUALIFICATIONS

Education and Experience

Completion of a high school education or GED equivalent, preferably supplemented with specialized training in fire apparatus repair;
Some experience in the servicing and repairing of motorized fire apparatus equipment, including a minimum of that level attained by a journeyperson automotive mechanic;
Any equivalent combination of experience and training which provides the required knowledge, skills and ability.

Knowledge, Skills and Abilities

Good knowledge of the standard methods, materials, tools and equipment related to the fire apparatus repair trade;
Good knowledge of the principles of operation of gasoline and diesel drive equipment;
Good knowledge of repair methods applicable to heavy trucks and heavy fire pumps and transmissions, including air conditioning and heating systems;
Good knowledge of the general principles and methods of repair of hydraulic power equipment, including aerial ladder apparatus;
Considerable knowledge of the occupational hazards and proper safety precautions to perform assigned duties safely;
Skill in the care and use of hand and machine tools employed in the automotive repair field;
Skill in locating and repairing defects in motorized and hydraulic equipment;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to understand and respond quickly and accurately to oral and/or written instructions;
Ability to establish and maintain effective working relationships with employees, City officials and the public;
Mechanical aptitude and ability to operate motor vehicles and heavy equipment to perform proper services on all points on fire apparatus equipment.

SPECIAL REQUIREMENTS

Must possess a valid Illinois Commercial Driver's License (CDL), Class B;
Must establish residency in the City of Joliet corporate limits within nine (9) months from date of hire.

TOOLS AND EQUIPMENT USED

Automotive fire apparatus equipment and ambulance; fleet diagnostic equipment and tools; a variety of motor vehicles and heavy equipment; a variety of print material, such as blueprints and schematic designs; a variety of measurement tools; a variety of general purpose maintenance equipment; a variety of general purpose hand and power tools; a variety of safety equipment and clothing; and any other tools of the trade which may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, push, pull, lift or operate objects, tools, or controls; reach with hands and arms; and drive automotive fire equipment. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by their job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee normally works inside and occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in precarious places and is occasionally exposed to wet and/or humid conditions, airborne particles, mechanical hazards, chemical hazards, atmospheric conditions that affect the respiratory system or skin, and oils. The noise level in the work environment is usually moderate to loud, depending on equipment utilized.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Director of Management & Budget — 9/22/08 Date

Director of Human Resources — 23-SEPTEMBER-2008 Date

Local 440 President — 10-14-08 Date

Revision Date: September, 2008

POSITION # 2101

SENIOR FIRE EQUIPMENT MECHANIC

GENERAL STATEMENT OF DUTIES: Performs skilled mechanical work at the journeyman level in the maintenance and repair of automotive fire apparatus equipment and related power operated equipment; does related work as required, including light body repair.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for the efficient and safe repair of fire department automobiles, light trucks, engine driven generating equipment, and all types of motorized fire apparatus equipment. Work is performed under the general supervision of the Superintendent of Motor Maintenance. However, the employee uses independent judgment as to work methods, processes and procedures. Assignments and instructions are received orally or in the form of written orders outlining problems with respect to the operating conditions of the equipment. Work may be inspected by the Superintendent of Motor Maintenance while in process and upon completion, or by testing the operating conditions of the equipment after the work is completed. Inspects the work of Fire Equipment Mechanic. Performance is also evaluated by comments from departmental personnel as to quality of service.

EXAMPLES OF WORK: (Illustrative only)

Coordinates work performed on Fire Equipment;
Explains the appropriate operation of the Fire Department's mechanical equipment to co-workers and Fire Personnel;
Performs general overhaul and repairs on gasoline and diesel engines;
Replaces pistons, valves, piston rings, main bearings and crankshafts;
Grinds valves and valve seats;
Tests, tunes and adjusts carburators;
Repairs, replaces and adjusts brakes (conventional and air), clutches, transmissions (standard and automatic), and differentials;
Realigns front ends;
Maintains, repairs and installs replacement parts in motorized fire pumps of all sizes, including small priming and auxiliary type pumps;
Performs routine mechanical maintenance and repair on small electrical driven portable pumps;
Assures safe operation of all fire department motorized equipment;
Performs on-call field service for fire department apparatus and equipment during alarms and related emergencies upon request of the Department Heads or his designate;
Insures that fire apparatus in the field is properly fueled and serviced during alarms and/or related emergencies upon request of Department Head or his designate;
Installs, maintains and repairs mechanical portions of special equip-

ment such as red lights, sirens and public address systems;
Performs routine maintenance and repair work on engines and transmissions;
Conducts road tests to check work performed against defects;
Balances wheels and switches and repairs tires;
Participates in training programs and educational programs related to fire apparatus maintenance at the direction of the Fire Equipment Engineer;
Performs other work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of the standard methods, materials, tools and equipment of the fire apparatus repair trade; good knowledge of the principles of operation of gasoline and diesel driven equipment. Knowledge of repair methods applicable to heavy trucks and heavy fire pumps and transmissions. Knowledge of the general principles and methods of repair of hydraulic power equipment. Knowledge of the occupational hazards and proper safety precautions of the trade; skill in care and use of hand and machine tools employed in the automotive repair field; skill in locating and repairing defects in motorized and hydraulic equipment; ability to understand and follow quickly and accurately, oral and written instructions; mechanical aptitude and physical agility and dexterity required to perform proper services to all points on fire apparatus. Good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some experience in the servicing and repairing of motorized fire apparatus equipment. This would include a minimum of that level attained by a journeyman automotive mechanic. Possession of a standard high school diploma, or equivalent, preferably supplemented by special training in fire apparatus repair, or any combination of experience and training which provides the required knowledges, skills and abilities.

POSITION # 2110

GENERAL MECHANIC

GENERAL STATEMENT OF DUTIES: Performs highly skilled mechanical work in the maintenance and repair of specialized machinery in a water treatment plant, sewage disposal plant or pumping stations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs precision bench, hand tool and machine operations in a variety of assignments and receives work assignments and general supervision from the Water Superintendent but in executing assignments, exercises considerable independent judgment, Occasionally supervision may be exercised over a helper on special assignment.

EXAMPLES OF WORK: (Illustrative only)

Installs and/or makes major mechanical repairs of pumps, boilers, conveyers, valves, hydrants, tapping machines, augers, cranes, end loaders, diggers, electric operated deep well and booster pumps, electrical and pneumatic controls and compressors;
Performs normal maintenance on electric motors used for water pumping;
Uses hand, bench and machine tools in the repair and maintenance of pumps, valves, cranes and other plant machinery and equipment;
Does acetylene, arc and gas welding;
Operates drill presses, grinders and related equipment;
Replaces and repairs bearings, shafts, sleeves and other parts;
Makes daily field checks of all system operating equipment for proper operation and needed maintenance;
Maintains inventory of materials for operation and maintenance of plants;
Gathers laboratory samples at field installations.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of standard practices, methods, tools and materials of the electrical and mechanical trades, thorough knowledge of welding, blacksmithing, machine work and related mechanical trades operations; thorough knowledge of the occupational hazards connected with general maintenance operations and ability to observe and enforce appropriate safety precautions; ability to work from sketches or blueprints to close tolerances, and to understand and carry out difficult oral and written instructions; ability to establish and maintain effective relationships with co-workers and subordinates; skill in the use and care of bench and hand tools, machines and equipment of the mechanical trades; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience in mechanical maintenance work involving plumbing, mechanical and electrical repair and installations, including some experience in the maintenance of sewage or water treatment plants, and completion of a standard high school or vocational school course, including or supplemented by courses in the mechanical trades; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

Date Established_____ Ordinance No._____

POSITION # 2130

HOUSING EVALUATOR

GENERAL STATEMENT OF DUTIES: Performs routine inspection work in enforcing compliance with the City codes and ordinances pertaining to the condition of housing in the City; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class inspect housing, conditions in single and multi-family dewellings, rooming houses, motels, hotels and other dwelling units for conformance with the housing code. Employees in this class must regularly exercise good judgment and discretion based upon their familiarity with a wide variety of problems and conditions and exercise persuasion and diplomacy in code enforcement activities. The work is performed under the general supervision of the Housing Rehabilitation Administrator.

EXAMPLES OF WORK: (Illustrative only)

Inspects existing dwellings and environs in accordance with approved inspection procedures and with applicable City ordinances and Federal FHA and VA standards;
Obtains data required for use in analysis and for the housing code enforcement program;
Verifies property location and ownership through an appropriate search of public documents and records;
Gathers information for use in legal cases for the enforcement of the housing code;
Conducts follow-up inspections of dwellings and premises to ensure compliance with the housing code and regulations and initiates appropriate actions;
Posts notices of housing violations when instructed by superior;
Performs related office administrative work essential to completion of the inspection process;
May testify in court concerning housing violations;
Performs other related duties as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Some knowledge of and acceptance of the aims and objectives of housing codes as well as methods by which compliance with such codes may be achieved; some knowledge of carpentry, masonry and related building trades; some knowledge of inspectional techiques and enforcement methods; ability to apply law enforcement procedures with firmness, tact and impartiality; ability to establish and maintain good will and effective working relationships with property owners, the public and City employees; ability to prepare a varietyof records and reports; ability to express one's self clearly and concisely, both orally and in writing; good physical condition.

ACCETANCE EXPERIENCE AND TRAINING: Some experience in building construction work in one of the skilled trades, property management or code enforcement and completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

POSITION # 2140

POSITION DESCRIPTION

Class Title:	Janitor
Department:	Human Resources
Division:	Building and Grounds
Reports To:	Chief Operating Engineer
Union:	Local 440
Employment Status:	Permanent Full-time
Revised:	Per Council Memo Dated August 31, 1999
Council Memo:	1036-99

GENERAL PURPOSE:

Perform routine duties in the cleaning and maintenance of specific City buildings and grounds; does related work as required.

SUPERVISION RECEIVED:

Works under the general supervision of the Chief Building Engineer

ESSENTIAL DUTIES AND RESPONSIBLITIES:

Sweeps, mops, waxes and buffs floors, halls and stairways;
Washes inside windows, doors, walls and blinds;
Vacuums all rugs and carpets;
Dusts desks, counters, ledges, vents, railings, doors and window frames;
collects and disposed of trash;
Opens and closes City buildings;
Loads and unloads cleaning supplies and equipment;
Keeps records of cleaning supplies used;
Drives a light truck, runs errands and delivers packages and supplies;
Thoroughly cleans and disinfects the bathrooms;
Cleans all sinks, drinking fountains, and counter tops;
Performs any other related duties as required by the Supervisor.

DESIRED MINIMUM QUALIFICATIONS:

Experience in building cleaning/janitorial work;
High School Diploma or GED equivalent.

TOOL AND EQUIPMENT USED:

Knowledge of the methods materials and equipment used in janitorial work not limited to the operation of a vacuum, scrubber, carpet cleaning equipment, rotary buffer, and wet vacuum ;
Some knowledge of operation of boilers or furnaces in use;

Ability to keep simple records and make reports;
Ability to make minor repairs incidental to the electrical, plumbing, carpentry and glazier trades;
Ability to supervise the work of others;
Ability to establish and maintain good relations with other City Employees and visitors.

PHYSICAL DEMANDS:

The person in this position should be in good physical condition. The physical demand 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 disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative by those of 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 functions. The noise level in the work environment is moderate.

SELECTION GUIDELINE

Formal application, rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.

Approval:

Richard A Clement
Local 440 President

Approval:

Human Resources Director

Effective: 9/20/99

Revision History:

POSITION # 2150

LABORATORY TECHNICIAN

GENERAL STATEMENT OF DUTIES: Conducts continuous chemical analysis of municipal water and/or wastewater; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for performing the necessary tests of either water purification or sewage treatment as required by the State Health Department of Illinois. Routine chemical analyses are made or checked by the Laboratory Technician by frequent inspection. The Laboratory Technician is under the general supervision of the Sewage Treatment Superintendent; however, he does advise plant operators as to the amounts for regulating chemical feeds such as chlorine, etc.

EXAMPLES OF WORK: (Illustrative only)

Operates purification plant laboratory or wastewater laboratory by making chemical and/or bacteriological tests of water or wastewater;
Plans and reviews tests of turbidity, alkalinity, B.O.D., suspended solids and chlorine content;
Prepares solutions for chlorine residual, alkalinity and buffer solutions for B.O.D. tests;
Maintains records of water or sewage volumes, purity or solids content and percent or degree of removal;
Keeps abreast of professional developments in the field.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of chemistry as it applies to water purification or sewage treatment; good knowledge of plant purification operation or sewage plant operation and organic digestion; ability to plan and supervise the work of others in laboratory procedures; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some experience involving chemical work at a water purification plant or wastewater treatment plant and completion of a standard high school course including or supplemented by courses in chemistry; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

Date Established_____ Ordinance No._____

POSITION # 2160

POSITION DESCRIPTION

Class Title:	**Lift Station Mechanic**
Department:	**Public Utilities**
Division:	**Plant Operations**
Reports to:	**Utilities Administrator**
Union:	**AFSCME Local 440**
Employee Status:	**Permanent Full Time**
Date Established:	**April 24, 1979**

GENERAL PURPOSE

Performs skilled mechanical work in the maintenance and repair of sewage system components; assists mechanics at sewage treatment plant; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs skilled mechanical work in the maintenance and repair of utility system components;
Repairs and maintains pumps, bar screens and filters;
Tears down pumps, changes seals, and removes obstruction;
Greases motors, adjusts motorized equipment;
Performs routine maintenance and adjustments to end loader, highlift, and tractor;
Operates equipment in standard work operations;
Makes minor repairs to trucks, tunes engines, replaces plugs, greases and oils, performs preventive maintenance to trucks;
Repairs gas engines in treatment plant;
Pulls engine heads, replaces seals, greases, determines internal repairs required and reports to a superior;
Installs switches, repairs lift station system component piping and wiring;
Changes impeller wheels on pumps, replaces impellers and changes impellers when necessary;
Cuts and threads pipe for use in installing lift station lines and plumbing repairs;
Repairs air compressors, including internal overhaul;
Operates a hoist truck in lifting heavy units for repair or in maintenance work;
Performs incidental operation and operational maintenance of heavy and medium automotive equipment;
Assists General Mechanic in repairs to wastewater treatment plant;
Checks data lines for proper operation;
Records data as necessary for remote facilities;
Checks and maintains standby generator at various sites;
Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited high school or GED equivalent;
Some experience at the journeyman level in mechanical repair work in a sewage treatment or similar system or in a comparable industrial plant operation;
Some experience in the operation and maintenance of assigned automotive equipment at less than journeyman level;
Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

Some knowledge of the operation, maintenance and repair of moderately complex light, medium and heavy gasoline and diesel powered equipment, both mobile and stationary;
Knowledge of the repair and maintenance requirements of lift station operating equipment, including pumps, burners and compressors;
Considerable knowledge of the safety precautions necessary in the operation and repair of power equipment assigned;
Ability to comprehend and carry out oral and written instructions and exercise good judgment;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain an effective working relationship with employees, other departments and the public.

SPECIAL REQUIREMENTS

Residency within the City of Joliet Corporate limits within 9 months of date of hire;
Valid State of Illinois Commercial Driver's (CDL) license.

TOOLS AND EQUIPMENT USED

Motorized vehicles/equipment, generators, air compressors, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile or portable radio, phone, and any other equipment that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

James E Eggen
Director of Public Utilities

May 27, 2008
Date

Director of Human Resources

May 27, 2008
Date

Local 440 President

June 13-2008
Date

Revision History: 5/08

POSITION # 2165

TITLE: Logistics Clerk

DATE ESTABLISHED: February 3, 1986

EMPLOYEE GROUP: AFSCME Local 440

DEPARTMENT: Management and Budget

DIVISION: Motor Maintenance

REPORTS TO: Motor Equipment Superintendent

GENERAL SUMMARY OF POSITION

Performs varied administrative, clerical tasks in the Motor Maintenance Division at the direction of assigned supervisor; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Persons in this position engage generally in routine activities. Detailed instructions should only be necessary for new or unusual tasks. alertness and a willingness to learn, coupled with related experience, are essential to prepare for assignments of progressively increasing difficulty and importance. Since similar situations will recur, their solutions will tend to be routine, in terms of previously established procedures. In unusual cases, referral is to be made to assigned supervisors. Persons in this class require some familiarity with the support requirements of their own and other departments, and complete familiarity with their own duties and the operation of the Motor Maintenance Division.

TASK OR DUTIES: (Illustrative)

Maintains proper parts stockage and accountability;
Issues and re-orders repair parts and equipment;
aintains records related to repair parts and equipment availability;
Assists in scheduling preventive and required maintenance of equipment;
Assists in the preparation of required reports, including equipment status, payroll records, budget documents;
Assists in the dispatch and accountability of equipment;
Conducts equipment inventories;
Performs limited typing, related to required records and reports;
Assists in monitoring expense and consumption rates;
Prepares invoices, vouchers and requisitions;

TASKS OR DUTIES (Con't.)

Maintains necessary functional files;
Receives ordered stock items, including equipment, materials and supplies;
Inspects received order items to insure conformity with purchase order requirements.

POSITION REQUIREMENTS:

Good knowledge of inventory systems and storekeeping principles and practices;
Good knowledge of a variety of supplies, materials and equipment;
Ability to determine conformance of goods to specifications;
Ability to make arithmetical computations;
Ability to follow written and oral instructions;
Ability to establish and maintain effective working relationships with employees, City officials and the public;
Ability to prepare reports and maintain records;
Limited typing ability;
Good physical condition;
Good judgment, thoroughness and dependability.

ACCEPTABLE EXPERIENCE AND TRAINING:

Some experience in storekeeping;
Completion of a standard grade school course, preferably completion of a standard high school course;
Any equivalent combination of experience and training which provides the required knowledge, skill and ability.

SALARY RANGE: July 1, 1985 through June 30,1987

	Step A	Step B	Step C	Step D	Step E	Step F
2-3-86	20,179	21,195	22,249	23,346	24,529	25,750
7-1-86	20,583	21,619	22,694	23,813	25,020	26,265
1-1-87	21,200	22,268	23,375	24,527	25,771	27,053

POSITION # 2181
(WATER)

POSITION DESCRIPTION

Class Title:	Maintenance Foreman II
Department:	Public Works and Utilities
Division:	Water
Reports To:	Immediate Supervisor
Union:	Local 440
Employment Status:	Permanent Full Time
Established:	October 2, 1985
Revised:	April 30, 2006

GENERAL PURPOSE

Performs a variety of skilled and semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City's water facilities and systems.

SUPERVISION

Reports directly to the Utilities Operation Engineer or assigned supervisor;
Responsible to provide direction to workers under his charge to perform the assigned tasks.

AUTHORITY

Has authority to turn valves, flush fire hydrants, direct excavations in Right-of-Ways and Utility easements for the repair, maintenance and installation of water mains and service lines.

DISTINGUISHING FEATURES OF THE CLASS

Responsible to maintain the purity and sanitation of the water system in the performance of the assigned daily duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To maintain the integrity of the water distribution system;
Responsible for the conduct and safety of workers under his command;
Receives and investigates complaints from citizens on a variety of Utilities Department services;
Provides technical advice and assistance to work crews;
Prepares records on number, size and location of water valves, fire hydrants and other water appurtenances;
Inspects and checks work being done by outside contractors related to the maintenance of the water distribution system;
Approves work payments to contractors;
Makes written and verbal reports to a superior and receives and analyzes reports from subordinates;

Participates in work with crews;
Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Completion of standard high school courses or GED equivalent;
Ability to start an approved Water Operator class within 12 months of assignment to position (Class D level);
A minimum four (4) years experience performing maintenance in the Public Works and Utilities field.

Necessary Knowledge, Skills and Abilities:

Considerable skilled experience in general public works and utility system maintenance, construction, and repair work, preferable in the unit of assignment, including some supervisory responsibility;
Knowledge of standard methods, materials, tools and equipment used in public works, water or sewage systems construction, maintenance and repair, and of work safety precaution;
Knowledge of varied heavy automotive equipment operating characteristics and maintenance requirements;
Considerable knowledge of the organization, work operations, and work procedures of the unit of assignment;
Ability to plan, assign, supervise, and participate in work on a variety of public works, and utility system maintenance and construction jobs;
Ability to advise and instruct personnel in work methods and tool and equipment operation;
Ability to maintain standard work records and prepare reports from such records;
Ability to understand and follow complex oral and written instructions;
Ability to understand and maintain effective working relationships with subordinates and with the public;
Skill in the operation of a variety of had and power tools and heavy automotive equipment;
Ability to climb ladder (exit an excavated work site);
Ability to lift 70 lbs (six inch water valve);
Ability to perform repetitive twisting motion (manually open and close a 12 inch water valve);
Ability to work primarily outdoors during all weather conditions and at all times of the day.

SPECIAL REQUIREMENTS

Possession of a valid Commercial Driver's License (CDL) issued by the state of Illinois appropriate to operate equipment.
Must reside in the City of Joliet corporate limits with nine months for date of hire.

TOOL AND EQUIPMENT USED

Hand-held data collector and/or laptop computer, hydraulic valve turning machine, pneumatic side-cut machine, hand and pneumatic tapping machine, hand tools, various pneumatic and hydraulic tools, gas saws and a range of other tools or equipment of the trade that may be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. Must have the ability to climb ladder, exit an excavated work site and perform repetitive twisting motion to manually open and close a water valve.

The employee must frequently lift and/or move up to 70 pounds. Specific vision abilities required by their job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works will be performed primarily outdoors during all weather conditions and at all times of the day. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience, job related written test, oral examination and reference check is required.

Successful candidate must posses a passing score on both the written and oral examination as defined in the Local 440 Union contract, Article XVI, Section 23, paragraph 2.

APPROVAL

Local 440 President

Effective date: 6-20-06

Human Resources Director

Effective date:

Director of Public Works & Utilities

Effective date:

Revision History:

POSITION # 2181
ROADWAYS

POSITION DESCRIPTION

Class Title:	Maintenance Foreman II
Department:	Public Works and Utilities
Division:	Roadways
Reports To:	Roadways Engineer
Union:	Local 440
Employee Status:	Permanent Full time
Established:	October 1985
Revised:	April 17, 2006

GENERAL PURPOSE

This position supervises and performs highly skilled repairs and maintenance for the Division.

SUPERVISION

Works under the Supervision of the Roadways Engineer. Exercises supervision over subordinate staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Sets up daily schedules and supervises subordinates in all maintenance and construction activities associated with the Roadways Division;
Assists with the planning, scheduling and implementation of construction, maintenance, and operation and construction activities designed to provide quality street and drainage service for the city;
Sets up daily schedules and supervises sweeping of all streets;
Assigns trucks and front-end loader with crews to pick up dirt, garbage, trees, brush and debris;
Assigns and supervises maintenance and cutting of grass on City owned lots and properties;
Assigns and supervises routine maintenance of open drainage channels with in the City jurisdictions;
Supervises weed cutting, snow removal and ice control duties;
Receives and investigates complaints from citizens on a variety of public works services;
Supervises street patching, cutting out black top streets, and repairs with hot and cold mix asphalt;
Schedules and supervises crack sealing operations;
Assists in the training of lower level employees performing the duties of maintenance, construction and repair of roadway facilities;
Provides technical advice and assistance to work crews;
Insures the proper maintenance of equipment and tools by instructing daily maintenance regimen and checking equipment and tools after use;
Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor and mechanical maintenance division;

Makes written and verbal reports to the Roadways Engineer, or his appointed designee, and receives and analyzes reports from subordinates;
Participates in work of crews in emergencies;
Performs related work as required and assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A. Graduation from an accredited High School or G.E.D. equivalent and;
B. Four (4) years experience relating to construction, maintenance or repair of roadways and open drainage channels preferably in roadways division and;
C. Experience in the position up to and including Equipment Operator II in the Roadways Division.

Necessary knowledge, skills and abilities:

A. Considerable skilled experience in general public works and utility system maintenance, construction and repair work, preferable in the unit of assignment, including some supervisory responsibility;
B. Knowledge of standard methods, materials, tools and equipment used in public works construction, maintenance and repair, and of work safety precaution;
C. Knowledge of varied heavy automotive equipment operating characteristics and maintenance requirements;
D. Considerable knowledge of the organization, work operations, and work procedures of the unit of assignment;
E. Ability to plan, assign, supervise, and participate in work on a variety of public works maintenance and construction jobs;
F. Ability to advise and instruct personnel in work methods and tool and equipment operation;
G. Ability to maintain standard work records and prepare reports from such records;
H. Ability to understand and follow complex oral and written instructions;
I. Ability to understand and maintain effective working relationships with subordinates and with the public;
J. Skill in the operation of a variety of hand and power tools and heavy automotive equipment;
K. Ability to communicate effectively verbally and in writing;
L. Ability to establish and maintain effective working relationships with employees, other divisions and departments and the public;
M. Ability to understand and carry out written and oral instructions;
N. Ability to understand and perform menial operations on a personal computer, including knowledge in spreadsheet compilation and report writing.
O. Ability to operate the listed tools and equipment.

SPECIAL REQUIREMENTS

A. Possession of a valid Commercial Drivers License (CDL) issued by the state of Illinois appropriate to operate equipment;
B. Must currently reside in the City of Joliet corporate limits;
C. Must attend seminars and/or training classes as deemed necessary by the Roadways Engineer.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, end loader, grader, crack sealant machine, backhoe, street sweeper, street roller, tamper, plate compactor, saws, pumps, compressors, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch and computer and any other tools of the profession that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by their job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience, job related written test, oral examination and reference check is required.

Successful candidate must possess a passing score on both the written and oral examination as defined in the Local 440 Union contract, Article XVI, Section 23, paragraph 2.

APPROVAL:

Local 440 President
Date: 5-15-06

Public Works & Utilities Director
Date: 6/1/06

Human Resources Director
Date: 1-JUN-2006

Effective: Upon Signature from Local 440 President

Revision History:

POSITION # 2181
SEWER

POSITION DESCRIPTION

Class Title:	Maintenance Foreman II
Department:	Public Works and Utilities
Division:	Sewer
Reports To:	Immediate Supervisor
Union:	Local 440
Employment Status:	Permanent Full Time
Established:	October 2, 1985
Revised:	May 11, 2006

GENERAL PURPOSE

Performs a variety of skilled and semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of the City's sewer collection facilities and transport systems.

SUPERVISION

Reports directly to the Utilities Operation Engineer or assigned supervisor;
Responsible to provide direction to workers under his charge to perform the assigned tasks.

AUTHORITY

Has authority to direct excavations in Right-of-Ways and Utility easements for the repair, maintenance and installation of sewer mains and service lines; and to take actions necessary to contain and treat hazardous discharges to minimize negative impacts to the environment.

DISTINGUISHING FEATURES OF THE CLASS

Responsible to maintain the sewer system for the transport of waste water and storm water flows to the point of treatment or discharge; completes inspection and maintenance records; prepares reports of backup and discharge events to identify cause and make recommendations for corrective actions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To maintain the integrity of the sanitary collection system;
Responsible for the conduct and safety of workers under his command;
Receives and investigates complaints from citizens on a variety of Utilities Department services;
Provides technical advice and assistance to work crews;
Prepares records on size and location of sewer mains, force mains, manholes, inlets and other sewer appurtenances;
Inspects and checks work being done by outside contractors related to the maintenance of the sewer collection system;

Approves work payments to contractors;
Makes written and verbal reports to a superior and receives and analyzes reports from subordinates;
Participates in work with crews;
Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Completion of standard high school courses or GED equivalent;
Ability to start an approved Wastewater Operator class within 12 months of assignment to position (Class D level);
A minimum four (4) years experience performing maintenance of Public Works and Utilities systems.

Necessary Knowledge, Skills and Abilities:

Considerable skilled experience in general public works and utility system maintenance, construction, and repair work, preferable in the unit of assignment, including some supervisory responsibility;
Knowledge of standard methods, materials, tools and equipment used in public works, water or sewage systems construction, maintenance and repair, and of work safety precaution;
Knowledge of varied heavy automotive equipment operating characteristics and maintenance requirements;
Considerable knowledge of the organization, work operations, and work procedures of the unit of assignment;
Ability to plan, assign, supervise, and participate in work on a variety of public works, and utility system maintenance and construction jobs;
Ability to advise and instruct personnel in work methods and tool and equipment operation including but not limited to high pressure sewer jetting equipment, mobile & stationary sewer vacuum equipment, inspection tools and cameras;
Ability to maintain standard work records and prepare reports from such records;
Ability to understand and follow complex oral and written instructions;
Ability to understand and maintain effective working relationships with subordinates and with the public;
Skill in the operation of a variety of hand and power tools and heavy automotive equipment;
Ability to climb ladder;
Ability to exit an excavated work site;
Ability to lift 70 lbs;
Ability to remove & replace manhole lid;
Ability to work primarily outdoors during all weather conditions and at all times of the day.

SPECIAL REQUIREMENTS

Possession of a valid Commercial Driver's License (CDL) issued by the state of Illinois appropriate to operate equipment.
Must reside in the City of Joliet corporate limits within nine months from hire date.

TOOLS AND EQUIPMENT

Electronic recording devices and computer equipment and any other tools of the trade that may be necessary to completed needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. Must have the ability to climb ladder, exit an excavated work site and remove and replace manhole lids.

The employee must frequently lift and/or move up to 70 pounds. Specific vision abilities required by their job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works will be performed primarily outdoors during <u>all</u> weather conditions and at all times of the day.
The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience, job related written test, oral examination and reference check is required.

Successful candidate must posses a passing score on both the written and oral examination as defined in the Local 440 Union contract, Article XVI, Section 23, paragraph 2.

APPROVAL:

Local 440 President

Effective date:

Human Resources Director

Effective date:

Director of Public Works & Utilities

Effective date:

Revision History:

POSITION # 2195

POSITION DESCRIPTION

Title:	**Maintenance Worker**
Department:	**Public Works, Public Utilities**
Division:	**Various**
Reports To:	**Various**
Union:	**Local 440**
Employee Status:	**Permanent Full Time**
Established:	**February 3, 1986**

GENERAL PURPOSE

This position performs unskilled and semi-skilled work of a varied nature in constructing, maintaining and operating City streets, infrastructure, equipment and facilities; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs general laboring tasks such as repairing sewers, cindering and patching streets, and assisting in emergencies such as floods and storms;
Repairs minor maintenance and custodial work in the care of departmental facilities;
Trims, sprays and prunes trees and paints tree wounds;
Installs and paints barricades;
Cuts brush and operates chipping machine as an incidental task;
Services trucks and other equipment;
Operates compressor;
May operate various motorized equipment;
Plows snow;
Serves as a helper to a maintenance tradesman or plant operator;
Drives dump truck and other motor equipment;
Performs related duties as required.

Roadways
Repairs and patches streets, sidewalks and curbs, operates air hammer and other equipment;
Rebuilds streets, inlets and catch basins;
Installs and replaces street and traffic signs;
Straightens and replaces parking meter posts.

Sewer
Locates and repairs defective sewer tiles;
Excavates and repairs sewer cave-ins and collapsed pipes; digs ditches and mixes mortar;
Clears blockages, cleans and water jets sewer lines and structures.

Water
Performs daily inspections and maintenance of utility plants in surrounding areas to assure proper operation and clean and orderly conditions;
Repairs leaking water mains;
Takes water taps and installs water meters;
Performs fill-in as Operator I on rotating shifts as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Completion of a high school education or GED equivalent;
Some experience in public works and construction and maintenance work;
Any equivalent combination of experience and training which provides the required knowledge, skills and/or abilities.

Necessary Knowledge, Skills and Abilities:

Some knowledge of the methods and materials used in street maintenance and repair work;
Some knowledge of the method, equipment and materials used in maintaining, repairing and operating water and sewer systems;
Ability to maintain daily reporting forms and work orders for reporting work completed on a given day;
Good knowledge of the precautions necessary in performing maintenance, construction, and repair work;
Skill in the use and care of tools and equipment used in general maintenance, construction and repair work;
Ability to take adequate measurements to record completed underground work, (i.e. location of curb boxes, valves and water and sewer pipes);
Ability to perform the physical demands of the position;
Ability to work outdoors under adverse conditions;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain effective working relationships with employees, City officials and the public;
Ability to comprehend and carry out oral and/or written instructions and sketches and exercise good judgment, thoroughness and dependability.
Ability to work rotating shift schedules.

SPECIAL REQUIREMENTS

Valid State of Illinois Commercial Driver's License (CDL);
Must reside in the City of Joliet Corporate limits within nine months of hire date.

TOOLS AND EQUIPMENT USED

Motor vehicles/equipment, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of mechanical equipment and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is frequently required to walk; sit; occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 125 pounds waist high (pick up 6 inch valve) and lift 165 pounds at least 3 inches (remove sold manhole lid); turn valve 40 revolutions at 400 in-lbs. resistance (open/close old 12 inch valve); apply 750 in-lbs. to turn valve simulator ("break free" frozen valve). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are only illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.

Approval:

Director of Public Utilities	Date
Director of Public Works	Date
Director of Human Resources	Date
Local 440 President	Date

Revision History: January, 2009

POSITION # 2201

POSITION DESCRIPTION

Title:	**Mechanical Maintenance Foreman**
Department:	**Management and Budget**
Division:	**Motor Maintenance**
Reports To:	**Motor Maintenance Superintendent**
Union:	**Local 440**
Employee Status:	**Permanent Full Time**
Established:	**May 26, 2009**

GENERAL PURPOSE

This position is responsible for planning, directing, and supervising the repair and maintenance activities of the Motor Maintenance Division (MMD) under the direction of the Motor Maintenance Superintendent; performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plan, schedule, supervise, and assist Division personnel in the diagnosis, repair, and maintenance of all City equipment on a daily basis.
Determine and direct the full scope of required repairs needed to eliminate recurring issues.
Oversee and inspect all repairs made in order to assure safe working equipment.
Direct welding operations and parts fabrication needed for maintenance and repair of equipment.
Maintain standard reports and records.
Visually inspects equipment to determine additional maintenance or repairs required.
Assist with on-site, hands-on training of personnel.
Supervise, obtain, and issue parts in the absence of Logistics Clerk.
Assist the Superintendent to ensure efficient and safe operations of the Division.
Make recommendations to the Superintendent concerning personnel and equipment, upon request.
Perform other related duties, as required.
Position requires rotating pager call-out coverage.

REQUIRED QUALIFICATIONS

Completion of a high school education or GED equivalent, including supplemental training in automotive and heavy equipment repair.
At least 3 years experience at the Journeyman Mechanic level.
Must possess a valid Illinois Commercial Driver's License (CDL), Class B.
Any equivalent combination of experience and training which provides the required knowledge, skills and ability.

DESIRED QUALIFICATIONS

Previous supervisory experience.
Thorough knowledge of equipment maintenance and repair practices, including hydraulic, electrical, electronic, mechanical, and a/c, heating systems.
Thorough knowledge of automotive, truck, and fire equipment parts.
Good knowledge of business practices applicable to Maintenance Facility management.
Considerable knowledge of the occupational hazards and proper safety precautions to perform assigned duties safely.
Knowledge of City fleet applications in order to assist with the development of equipment specifications suitable for department requirements.
Skill in the care and use of hand and machine tools employed in automotive repair.
Skill to perform gas or electric welding and emergency mechanical fabrications
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing.
Ability to understand and perform operations on a personal computer.
Ability to develop and implement preventative equipment maintenance schedules.
Ability to establish equipment work procedures: preventative and repair.
Ability to perform evaluation of equipment to determine cost effectiveness for future repair and fleet life.
Ability to supervise and coordinate shop personnel assignments to meet job requirements in a safe, timely, and cost effective manner.
Ability to train peers in developing diagnostic skills and perform all service technical functions when necessary.
Ability to plan, organize, and manage the operations and staff of the equipment maintenance shop while maintaining a safe work environment.

TOOLS AND EQUIPMENT USED

Fleet diagnostic equipment and tools; a variety of motor vehicles and heavy equipment; a variety of print material, such as blueprints and schematic designs; a variety of measurement tools; a variety of general purpose maintenance equipment; a variety of general purpose hand and power tools; a variety of safety equipment and clothing; computer equipment and required software; and any other tools of the trade which may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, push, pull, lift or operate objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by their job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee normally works inside and occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in precarious places and is occasionally exposed to wet and/or humid conditions, airborne particles, mechanical hazards, chemical hazards, atmospheric conditions that affect the respiratory system or skin, and oils. The noise level in the work environment is usually moderate to loud, depending on equipment utilized.

SELECTION GUIDELINES

Formal application; written and oral exam.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Director of Management & Budget	8/18/10 Date
Human Resources Manager	8/19/10 Date
Local 440 ~~President~~ Vice President	8-18-10 Date

Revision History: July, 2010

Note: This position description consolidates the job responsibilities for the Mechanical Maintenance Foreman I (February 5, 1980) and the Mechanical Maintenance Foreman II (September 18, 1979) job descriptions, Memorandum of Understanding, 5/26/09.

POSITION # 2210

METER READER I

GENERAL STATEMENT OF DUTIES: Reads water meters and records readings and reports problems as required; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for accurate reading and recording of water meter readings of utility customers. Meter Readers I are responsible for keeping records according to established forms so that billing can be made properly. Ordinarily employees are assigned routes and work within specific work instructions. Unusual questions are referred to a Meter Reader II or Water Service Superintendent for decision. Work includes occasional public contacts in handling complaints.

EXAMPLES OF WORK: (Illustrative only)

Reads water meters on an assigned route, records readings and computes consumption;
Cleans out flooded and buried meters;
Checks to see that meters are functioning properly and reports broken glass, lids and other defects;
Checks to determine consistency of meter readings and reports unusual cases by use of proper code;
Hears and reports complaints of customers and refers difficult complaints to a Meter Reader II or Water Service Superintendent;
Inspects visible plumbing for water leakage (outside plumbing);
Operates a three-wheel motor scooter and performs minor maintenance functions.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Some knowledge of the geography and street locations of the City; ability to write legiby; ability to make simple arithmetical calculations rapidly and accurately; ability to write simple reports; ability to deal tactfully and courteously with the general public; ability to perform meter reading duties under adverse traffic conditions; strength and agility required to lift heavy and/or stuck lids and to overcome normal physical obstacles when they prevent access to the meters; good physical condition to permit walking all day under varying weather conditions.

ACCEPTABLE EXPERIENCE AND TRAINING: Some clerical experience and completion of a standard high school course, or considerable work experience and completion of the eighth school grade; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

Date Established_____ Ordinance No._____

POSITION # 2211

POSITION DESCRIPTION

Class Title:	**Meter Reader II**
Department:	**Management and Budget**
Division:	**Customer Services**
Reports to:	**Customer Services Superintendent**
Union:	**AFSCME Local 440**
Employment Status:	**Permanent, Full-Time**
Established:	**May, 1985**

GENERAL PURPOSE

Investigates water complaints; reads water meters; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Sets up monthly reading schedules;
Investigates and solves customer complaints;
Investigates water complaints and reports of possible leaks;
Sets up water meter cycle/routes;
Recommends cycle route number for new subdivisions;
Checks water meter routes in the field;
Completes initial water meter sets;
Verifies water meter readings;
Performs work on meter remote devices;
Rechecks unusual meter readings before billing customer;
Conducts occupancy checks for new accounts not reported;
Turns water services on or off;
Verifies if properties are occupied or vacant;
Checks meters for proper functioning and reports damage to Customer Services Superintendent;
Assists the Customer Services Division in rectifying broken meters and remote reading devices with customers;
Completes final readings;
Reads water meters and records water usage, as required;
Reports possible theft of water service to Customer Services Superintendent;
Completes daily reports in a detailed and accurate manner;
May oversee Meter Reader I employees in the absence of Customer Services Superintendent;
Assists Meter Reader I, as needed;
Performs other related duties, as required.

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REQUIRED QUALIFICATIONS

Education and Experience:

Completion of a high school education or GED equivalent;
Experience at a Meter Read I level;
Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Good knowledge of water meter reading practices;
Good knowledge of the street system of the City;
Ability to use hand tools;
Ability to keep records and make reports;
Ability to perform simple mathematical calculations quickly and accurately;
Ability to arrange and re-arrange routing, as needed;
Ability to supervise and direct the work of subordinate personnel;
Ability to work outdoors under adverse conditions;
Ability to comprehend and carry out oral and written instructions and exercise good judgment with little supervision;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain an effective working relationship with employees, other departments and the public.

SPECIAL REQUIREMENTS

Valid Illinois Driver's license;
Must establish residency in the City of Joliet corporate limits within nine (9) months from date of hire.

TOOLS AND EQUIPMENT

Motor vehicle, meter reading interrogator; meter programming computer; telephone; personal computer; normal office machinery, such as copier, fax machine, calculator, hand tools, or other office tools necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to finger, handle or feel objects, tools, or controls and to reach with hands and arms. The employee is frequently required to walk, stoop, and bend or reach from a standing or stooping position, and crawl into manholes for meter readings.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock as well as exposure to animals or pests. Some indoor work is performed to prepare reports.

The noise level in the work environment is usually loud; the office environment may reach moderate levels, depending on the number of employees and customers in the work environment.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check.

The duties listed above are only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

Director of Management & Budget	1/7/08 Date
Director of Human Resources	7-JAN-2008 Date
Local 440 President	1-31-08 Date

Revision History: January, 2008

POSITION # 2215

POSITION DESCRIPTION

Class Title:	MIS Technician
Department:	Police
Division:	Technical Services
Reports To:	MIS Network Administrator
Union:	Local 440
Employment Status:	Permanent Full-time
Established:	January 17, 2002

GENERAL PURPOSE

The position is located in the M.I.S. (Management Information Systems) section of the Technical Services Division. The position is under the supervision of the Director of Communications. The M.I.S. Technician primarily works with IBM compatible computer hardware, Microsoft Office Suite, and Microsoft Windows Operating Systems. The M.I.S. Technician's main responsibility is to provide Help desk end user support for a wide range of computer software and hardware issues.

SUPERVISION RECEIVED

Works under the general supervision of the Network Administrator and reports to the Communications Director.

ESSENTIAL DUTIES AND RESPONSIBLITIES

Assess and communicate the computer usage needs of the Police Department.
Report any computer, network or telecom problem.
Evaluate computer hardware/software upgrades relevant to the Department.
Submit written recommendations on hardware/software.
Develop and maintain a professional relationship with vendors.
Record all requests for service on a service request form.
Assist in training of personnel on usage of equipment, software, hardware and upgrades.
Compile any system and/or application media or other materials needed for recovery.
Pickup and deliver off-site computer equipment
Ensure orderly, organized, professional environment in computer areas.
Responsible for maintaining system connectivity, providing end user installation and support for personal computer hardware, software, and peripherals; including but not limited to MS Exchange, MS Office 2000, NT Server 4.0, Windows 95/98/NT/ME
Efficiently assess, prioritize, troubleshoot, and resolve a wide range of computer related problems working both independently and as part of a team.
Obtain and configure official network names and numbers as needed.
Perform hardware and software changes and upgrades to servers, gateways, and workstations.
Monitor server performance; network capacity and security issues.
Determine training needs of end users.
Maintain accurate inventory of all hardware and software.
Conduct audits on existing software to verify authorized use and possible viruses.
Remain up-to-date on products available in the market.
Solid understanding of Windows Operating Systems, TCP/IP, MS Office Suite, Ethernet, hubs and switches.

Maintains proficiency in field by remaining knowledgeable and current with computer hardware and software.
Must be willing to attend off-site training courses as necessary.
Ability to follow instructions
Ability to work all hours and be on-call for emergency repair problems.
Performs other related duties as required.

REQUIRED QUALIFICATIONS

Education and Experience

A. High School Diploma or GED equivalent.

Necessary Knowledge, Skills and Abilities

A. This position requires a self-starting problem solver with at least 4 years experience working with IBM compatible computer hardware and Microsoft Windows operating systems;
B. The ability to recognize and interpret the meaning of common error codes, startup messages and icons;
C. Knowledge of basic networking concepts and procedures;
D. The ability to identify ramifications of repairs on a network;
E. The ability to provide technical support and training to end users in the use of software and hardware. Comprehensive understanding of MS Office Professional Suite. General knowledge of Records Management Systems. Excellent verbal and communication skills. Demonstrates ability to work independently and as part of a team.
F. Ability to effectively meet and deal with employees, city officials and the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
G. The ability to communicate effectively both orally and in writing,
H. Good judgment, thoroughness, and dependability.

DESIRED QUALIFICATIONS

A. A+ Certification or equivalent experience.
B. 2-3 years experience troubleshooting and repairing IBM compatible computer hardware and software.
C. Experience installing and supporting a wide variety of software and hardware.

TOOLS AND EQUIPMENT USED

Personal computer, monitor, keyboard, mouse; computer servers; laptops; handheld personal computing devices; printers; scanners; KVM switch; networking hubs; networking switches; data cables; data jacks; computer audio systems; power supplies; telephone; copy machine; fax machine; research and training materials; and any other tools of the profession which may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to finger, handle, or feel objects, tools, or controls and to reach with hands and arms. The employee is occasionally required to walk, stoop, and bend or reach from a standing or stooping position.

The employee must occasionally lift and/or move up to 30lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

The noise level in the work environment is usually quiet. The majority of work is performed while at a computer terminal with mouse, keyboard and monitor.

SELECTION GUIDELINES

Formal application, ratings of education and experience, oral interview, reference and criminal background check. Job related practical and written tests to gauge knowledge of computer related training and experience.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Robert J Rodeghero
Local 440 President

Director of Human Resources

Effective : January 28, 2002

Revision History:

POSITION # 2230

PARKING ENFORCEMENT OFFICER

GENERAL STATEMENT OF DUTIES: Checks metered parking areas to detect parking violations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for enforcing parking regulations within an assigned area and placing tickets on automobiles parking in violation. Work includes patrolling the assigned area within a given time on foot or in a motorized vehicle. Detailed instructions and close supervision are given at the beginning of employment, but as employees become familiar with governing regulations and procedures, they work independently. Work is performed under the general supervision of the Parking Meter Supervisor.

EXAMPLES OF WORK: (Illustrative only)

Checks parking in an assigned area, recording parking time, and places parking tickets on automobiles parked longer than authorized time;
Checks restricted areas such as loading zones and no parking areas and places tickets on automobiles parked in violation;
Prepares simple reports showing hours worked and tickets given during the day;
Gives instructions and directions to motorists and pedestrians;
Occasionally appears in court as a witness in connection with parking violations;
Performs a variety of other departmental tasks as assigned by superior.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Ability to quickly learn the rules and regulations governing parking privileges and restrictions of the City; ability to learn the methods, techniques and philosophy of municipal parking regulation enforcement; ability to remain alert at all times; ability to operate parking control motor vehicle; ability to spell correctly and write legibly; ability to be objective in the application of rules to situations; dependability; sound judgment; tact; firmness; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some experience in a position involving public contact and completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid motor vehicle operator's license issued by the State of Illinois.

Date Established August 21, 1979 Ordinance No. 7176

POSITION # 2236

PARKING FACILITIES SERVICEMAN II

GENERAL STATEMENT OF DUTIES: Repairs and maintains ticket dispensers, entrance gate mechanisms, and all related equipment pertaining to the functional operation of the City owned parking facilities; performs other related and/or included duties as required.

DISTINGUISHING FEATURES OF THE CLASS: As set forth by the Parking Supervisor, a Parking Facilities Serviceman II is responsible for keeping parking meters in good working condition by inspecting them for defective operation and by performing highly skilled repairs and adjustments to the timing and other mechanisms of meters found to be out of order. Responsible for collecting, sorting, and counting parking meter revenue. Work is performed without immediate supervision and is reviewed by the Parking Supervisor through the satisfactory operation of meters, parking lots and decks. This classification is distinguished from the Parking Facilities Serviceman I by its additional responsibilities for the operation and maintenance of the parking garages and the responsibility for maintaining an established daily routine of duties, to be approved by the Parking Supervisor. In the absence of the Parking Supervisor, the Parking Facilities Serviceman II will have the additional responsibility of supervision and any other responsibilities that may be delegated to him by the Parking Supervisor.

EXAMPLES OF WORK: (Illustrative only)

Establish a daily collection route on an alternating schedule for parking meters and parking meter fine boxes; are collected on a four day period weekly;
Instruct Parking Attendants as to the correct and proper operation for turning on and off ticket dispensers; gate machines, and elevator;
Under the direction of the Parking Supervisor, establish and maintain a work schedule for Parking Attendants;
Be responsible for any schedule changes made by Parking Attendants;
Maintain a list of all equipment and tools belonging to the Parking Division and their location;
Establish and maintain maintenance records for equipment;
Inform Parking Supervisor when supplies should be reordered, leaving adequate time for delivery;
Repair defective meters by cleaning, repairing and replacing defective parts, by adjusting timing mechanisms and by clearing coin jams;
Checks parking meters periodically to see if they are in operating condition;
Collects coins from parking meters while they are being inspected for proper working order;
Makes minor repairs and adjustments on the street or replaces meter heads, and takes faulty units to a shop and repairs them;

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EXAMPLES OF WORK: (CONT'D)

Removes meter heads from locations where construction is in progress and is likely to result in damage to meters;
Replaces broken or missing meter posts;
Performs a variety of other tasks as assigned such as removing snow in metered areas and sealing parking lot surfaces;
Have a working knowledge of all mechanical equipment assigned to Parking Division;
Train Parking Facilities Serviceman I for the correct operation of equipment;
Removes snow from parking decks, walkways, vehicle entrances, and top decks, and wherever snow shall accumulate in or on parking facilities; Method of snow removal shall be decided by the Parking Facilities Serviceman II unless otherwise indicated by the Parking Supervisor.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the methods and materials used in repairing small motors or machines at the journeyman level; good knowledge of parking meter locations; skill in the use of hand tools; ability to understand and follow oral and written instructions; mechanical aptitude and finger dexterity; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some experience in the repair of small mechanisms such as coin operated machines or clocks at the journeyman or completed apprenticeship levels; and completion of a standard grade school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Class "B" motor vehicle operator's license issued by the State of Illinois or obtain such within nine (9) months after appointment.

DATE ESTABLISHED April 24, 1979 ORDINANCE NO. 7083

POSITION# 2240

POLICE AIDE

GENERAL STATEMENT OF DUTIES: Performs high-level, police-specific clerical and other office duties; may involve operation of normal office machines; may in addition to the foregoing duties, supervise other clerical employees on rotating shifts; may provide primary clerical support to a police division head on a static day shift; performs related duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS: A person in this class not only performs responsible clerical duties in the Police Department but assumes responsibility for providing direction to clerical personnel when assigned to rotating shifts in the Police Auxiliary Division in the absence of the Office Manager; and/or may be assigned to work on the day shift to provide clerical support to a Division Head.

EXAMPLES OF WORK: (Illustrative Only)
Transcribes taped confessions, witness statements, eavesdrops and reports when necessary; reviews the typed police reports of the typists; transcribes suspects statements; monitors schedule of court appearances, prepares daily schedules; organizes and prepares original communications on all deceptive practice cases; assists in searches of prisoners when requested; arranges line-ups; contacts witnesses in larger check cases to include court appearances; compiles monthly statistics including personnel who are assigned to specific cases; organizes and maintains files of all cases within a division; keeps informed regarding all methods of case closures (IUCR); notarizes documents; prepares field interview summaries; takes minutes of division meetings.
Records employee time worked and time not worked from daily assignment sheets; notes discrepancies and checks with responsbile supervisor; prepares voucher requests and travel reimbursement forms; maintains Notary Public File; provides back-up to Chief's secretary; prepares reports of fire and police vehicles; prepares statistical reports of accidents.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS: Considerable social sensitivity; ability to comprehend and carry out complex oral and written instructions; good judgment; good observation and memory, considerable physical strength and agility. Ability to work with minimal supervision; extensive knowledge of Police Department policy and procedures.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of a standard high school course, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities; six months of clerical or office work in the Joliet Police Department or any equivalent combination of training and experience; possess considerable typing experience.

SPECIAL REQUIREMENTS: Must possess a valid Illinois Driver's License.

Date established February 5, 1980 Ordinance No. 7241

POSITION DESCRIPTION

Title:	**Public Safety Clerk I (Position Code #2241)**
Department:	**Police**
Division:	**Various**
Reports to:	**Various**
Union:	**Local 440**
Employee Status:	**Permanent, Full Time**
Established:	**March 15, 2016 (Consolidation of former Clerk Typist, Transcriber and Police Aide positions within the police department)**

GENERAL PURPOSE

This position performs a variety of high-level, police-specific clerical and other office duties, typing, data entry, and bookkeeping tasks, answers phones, performs customer service work; does related office work utilizing normal office machinery, as required. May provide primary clerical support to a police division head.

Note: The Public Safety Clerk I position was established as a probationary six-month training transition to address training issues. After the initial six month training period has been completed successfully, the employee will be elevated to a Public Safety Clerk II.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Acts as desk clerk in handling of complaints or requests for information at the police department front desk filling out accident and offense reports;
Reviews reports and other documents for completeness and accuracy;
Transcribes correspondence, documents, tables, manuscripts, memoranda and statistical summaries; dictated forms, narratives, confessions and eavesdrops;
Receives telephone calls, handles complaints and makes proper referrals on departmental matters;
May assist Technical Services Supervisors as necessary;
Receives and processes mail which includes payments and requests from insurance companies for reports
Monitors and prepares schedule of court appearances;
Prepares subpoena and FOIA documents;
Performs the typing, filing and clerical work involved in the processing of a variety of police records, such as arrests, convictions and criminal offense reports;

REQUIRED QUALIFICATIONS

Education and Experience:

Completion of a high school education or GED equivalent;
Experience as a clerical position within the City of Joliet such as a Clerk Typist, Secretary, or other similar position, or two (2) years of related experience, or any equivalent combination of related experience and training;
Typing skill level of 50 wpm;

Knowledge, Skills and Abilities:
Strong knowledge in clerical/bookkeeping work involving data entry;
Strong knowledge of office practices and procedures and use of normal office machinery;
Strong knowledge of computers and electronic data processing and Microsoft Office software;
Ability to quickly adapt to changing/evolving technology;
Ability to type accurately from clear copy or rough draft and dictation at a rate of 50 words per minute;
Good knowledge of technical terminology/communication related to position responsibilities;
Ability to comprehend and carry out complex oral and written instructions and exercise good judgment;
Considerable social sensitivity;
Good observation and judgment;
Ability to make routine decisions in accordance with laws, ordinances, regulations and established policies;
Ability to multitask and work on several items with a sense of urgency and prioritize, recognize potential problems and report to the supervisor, as appropriate;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain effective working relationships with employees, City officials, and the public.
Must maintain confidential information.

SPECIAL REQUIREMENTS

Must possess a valid Illinois Driver's License;
Due to the nature of sensitive information within the Police Department, employees transferring from another department will be subject to additional background checks;
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

TOOLS AND EQUIPMENT

Personal computer, including word processing and Microsoft office software; telephone; normal office machinery, such as copier, fax machine, scanner, 10-key calculator, typewriter, a Dictaphone machine, scantron, or other office tools necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Performs or assists in searches of same sex prisoners when requested.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to finger, handle or feel objects, tools, or controls and to reach with hands and arms. The employee is occasionally required to walk, stoop, and bend or reach from a standing or stooping position.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Certain positions may involve shift work, weekends, and some holidays as needed.

WORK ENVIRONMENT

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 functions.

The noise level in the work environment is usually moderate, and may reach higher levels, depending on the number of employees and citizens in the work environment.

SELECTION GUIDELINES

Formal application; evaluation of required qualifications; oral interview, reference and background check; job related typing test is required, unless qualifying test is on file.

The duties listed above are only as illustrations of the various types of work that may be performed in the various departments. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

Police Chief	03/09/16 Date
Kenneth R Mills Director of Administrative Services	3/9/16 Date
Local 440 President	3-9-16 Date

POSITION DESCRIPTION

Title:	**Public Safety Clerk II (Position Code #2242)**
Department:	**Police**
Division:	**Various**
Reports to:	**Various**
Union:	**Local 440**
Employee Status:	**Permanent, Full Time**
Established:	**March 15, 2016 (Consolidation of former Clerk Typist, Transcriber and Police Aide positions within the police department)**

GENERAL PURPOSE

This position performs a variety of high-level, police-specific clerical and other office duties, typing, data entry, and bookkeeping tasks, answers phones, performs customer service work; does related office work utilizing normal office machinery, as required. May provide primary clerical support to a police division head.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Acts as desk clerk in handling of complaints or requests for information at the police department front desk filling out accident and offense reports;
Reviews reports and other documents for completeness and accuracy;
Transcribes correspondence, documents, tables, manuscripts, memoranda and statistical summaries; dictated forms, narratives, confessions and eavesdrops;
Receives telephone calls, handles complaints and makes proper referrals on departmental matters;
May assist Technical Services Supervisors as necessary;
Receives and processes mail which includes payments and requests from insurance companies for reports
Monitors and prepares schedule of court appearances;
Prepares subpoena and FOIA documents;
Performs the typing, filing and clerical work involved in the processing of a variety of police records, such as arrests, convictions and criminal offense reports;

REQUIRED QUALIFICATIONS

Education and Experience:

Completion of a high school education or GED equivalent;
Successful completion of a six-month probationary period as a Public Safety Clerk I
Typing skill level of 50 wpm;

Knowledge, Skills and Abilities:
Strong knowledge in clerical/bookkeeping work involving data entry;
Strong knowledge of office practices and procedures and use of normal office machinery;
Strong knowledge of computers and electronic data processing and Microsoft Office software;
Ability to quickly adapt to changing/evolving technology;

Ability to type accurately from clear copy or rough draft and dictation at a rate of 50 words per minute;
Good knowledge of technical terminology/communication related to position responsibilities;
Ability to comprehend and carry out complex oral and written instructions and exercise good judgment;
Considerable social sensitivity;
Good observation and judgment;
Ability to make routine decisions in accordance with laws, ordinances, regulations and established policies;
Ability to multitask and work on several items with a sense of urgency and prioritize, recognize potential problems and report to the supervisor, as appropriate;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain effective working relationships with employees, City officials, and the public.
Must maintain confidential information.

SPECIAL REQUIREMENTS

Must possess a valid Illinois Driver's License;
Due to the nature of sensitive information within the Police Department, employees transferring from another department will be subject to additional background checks;
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

TOOLS AND EQUIPMENT

Personal computer, including word processing and Microsoft office software; telephone; normal office machinery, such as copier, fax machine, scanner, 10-key calculator, typewriter, a Dictaphone machine, scantron, or other office tools necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Performs or assists in searches of same sex prisoners when requested.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to finger, handle or feel objects, tools, or controls and to reach with hands and arms. The employee is occasionally required to walk, stoop, and bend or reach from a standing or stooping position.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Certain positions may involve shift work, weekends, and some holidays as needed.

WORK ENVIRONMENT

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 functions.

The noise level in the work environment is usually moderate, and may reach higher levels, depending on the number of employees and citizens in the work environment.

SELECTION GUIDELINES

Formal application; evaluation of required qualifications; oral interview, reference and background check; job related typing test is required, unless qualifying test is on file.

The duties listed above are only as illustrations of the various types of work that may be performed in the various departments. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

Police Chief	Date 03/09/16
Kenneth R Miller Director of Administrative Services	Date 3/9/16
Local 440 President	Date 3-9-16

POSITION # 2254

POSITION DESCRIPTION

Class Title:	Public Safety Dispatcher I
Department:	Police
Division:	Auxiliary Services
Reports To:	Communication Shift Supervisor
Union:	Local 440
Employee Status:	Full time permanent
Date Established:	February 24, 1985
Date Revised:	June 15, 2001

GENERAL PURPOSE:

Performs entry level work in the operation of telecommunications equipment as a Trainee to become a Public Safety Dispatcher II in the Communications Center.

SUPERVISION RECEIVED:

This position derives its authority to act from the direct instructions of either the Communications Center Supervisor or the Communications Shift Supervisor in charge of the Communications Center and from both the Fire and Police Department Policy and Procedure Manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responds to telephone inquires and request for fire and police services;
Prepares follow up reports and logs of all shift and activity matters handled through the Communication Center;
Makes vehicle license checks;
Enters data for LEADS/NCIC;
Broadcasts LEADS data and relay criminal information to State, County and other law enforcement agencies;
Broadcasting fire communication and relaying fire related information to the appropriate personnel;
Broadcasts police communications;
Monitors the burglar alarm board in the communications Center;
Files documents and reports;
Operates LAN and CAD terminals;
Performs simple clerical tasks;
Performs other related duties as required.

PERIPHERAL DUTIES:

Provides backup to related positions;

DESIRED MINIMUM QUALIFICATIONS:

Graduation from a high school or GED equivalent;
Some knowledge of modern Public Safety Communication Systems;
The ability to secure necessary information and to interpret the requirement to fire and police emergency situation under conditions of stress;
The ability to speak clearly in a well modulated voice;
Good judgment;
The ability to keep records and to prepare reports from such records;
The ability to file records in the correct alphabetical or numerical order;
The ability to operated a computer, typewriter or similar keyboard mechanism;
Ability to type from rough draft or clear copy at the rate of 40 wpm;
Must successfully complete a minimum forty (40) hour Basic Telecommunications Course within one (1) year of assignment;
Must acquire and maintain LEADS certification within one (1) year of assignment;
Any equivalent combination of experience and training which provides the required knowledge, skills and ability;
Skill in operation of listed tools and equipment;
Must establish residency within the Corporate City limits of Joliet within twelve (12) months from the date of hire.

TOOLS AND EQUIPMENT USED:

Telephone, mainframe computer terminal, personal computer, copy machine, fax machine, 10-key calculator, LAN and CAD terminals, and typewriter as necessary.

PHYSICAL DEMANDS:

The physical demand 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands, finger, handle or operate objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative by those of 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 functions. The noise level in the work environment is moderate.

SELECTION GUIDELINE:

Formal application, rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Robert J Rodeghero
Local 440 President

Approval:

Michael Suppan
Human Resources Director

Date Revised: June 15, 2001

POSITION # 2255

POSITION DESCRIPTION

Class Title:	Public Safety Dispatcher II
Department:	Police
Division:	Technical Services
Reports to:	Communications Shift Supervisor
Union:	Local 440
Employee Status:	Full time permanent
Date Established:	February 24, 1985
Date Revised:	July 1, 2006

GENERAL PURPOSE:

Performs 9-1-1 emergency telecommunications work in the Joliet Police and Fire Communications Center.

SUPERVISION RECEIVED:

This position derives its authority to act from the direct instructions of the Communications Center Director, the Communications Center Operations Manager, or the Communications Shift Supervisor in charge of the Communications Center and from the Joliet Police General Orders, the Joliet Fire Procedures Manual, the Joliet Communications Center Division Order Manual, and the Will County ETSB guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs call taking responsibilities in an emergency communications center environment.
Performs fire dispatching responsibilities.
Performs police dispatching responsibilities.
Prepares/dictates/completes various logs, forms, and reports.
Operates various technical hardware, including radio console with wireless headset, TDD, advanced emergency phone system, computer aided dispatch console, alarm monitoring station, and local area network computer.
Operates various software programs including LEADS2000, Motorola Gold Elite radio, Keltron alarm monitoring, Printrak CAD, AS/400, NICE voice logger.
Operates various other office equipment.
Performs other related duties as required.

PERIPHERAL DUTIES:

Provide backup to related positions in team atmosphere.

DESIRED MINIMUM QUALIFICATIONS:

Must be a completely cross trained/promoted Public Safety Dispatcher I.

Must be a high school graduate or GED equivalent
Must be certified in LEADS, EMD and maintain such certifications.
Must be trained in Printrak CAD, Motorola Gold Elite radio consoles, TDD, and advanced emergency phone system.
Must be a resident of the City of Joliet.

PHYSICAL DEMANDS:

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands, finger, handle or operate object, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific hearing abilities required by this job include the ability to differentiate background noises and hear clearly at different frequencies. Specific speaking abilities include the ability to speak clearly in a well modulated voice.

WORK ENVIRONMENT:

The work environment characteristics described here are representative by those of employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

SELECTION GUIDELINE:

Employees are promoted to Public Safety Dispatcher II only from fully cross trained Public Safety Dispatcher I's.

The duties listed above are only illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Approval:

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Local 440 President

Human Resources Director

Date Revised:_____-

POSITION # 2256

POSITION DESCRIPTION

Class Title:	**Communications Shift Supervisor**
Department:	**Police**
Division:	**Technical Services**
Reports To:	**Communications Director**
Union:	**Local 440**
Employee Status:	**Full time permanent**
Date Established:	**May, 1986**

GENERAL PURPOSE

Performs responsible supervisory work in operating and directing the efficient and orderly operation of the Communication Center on an assigned work shift.

SUPERVISION RECEIVED

Works under the general supervision of the Communications Operations Manager and reports to the Communications Director.

SUPERVISION EXERCISED

This position derives its authority to act from the direct instructions of the Communications Director and from both the Fire and Police Department General and Standard Operating Procedures and from Joliet Communication Center Division Orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the efficient and effective operation of the communications center including the planning, organizing, directing and supervising of assigned employees and program;
Dispatches emergency police and fire communications while supervising a crew of civilian dispatchers on an assigned shift;
Directs Communications Center activities toward the fulfillment of established goals and objectives within current priorities;
Directs and coordinates the activities of assigned employees;
Formulates Communication Center policies, rules and regulations;
Supervises assigned employees;
Assists the Operations Manager in the investigation and administration of disciplinary measures against Communications Center personnel for the violation of City and/or Department policies and procedures;
Evaluates performance of assigned employees;
Assists the Operations Manager in formulation and prescribing work methods and procedures to be followed by assigned employees;

Assists the Operations Manager in appraising condition of work and taking the necessary steps to improve Communication Center operations;
Prepares reports and summaries of ongoing programs and projects;
Monitors Communications Center procedures for compliance with appropriate working agreements;
Confers with, advises, and trains subordinates on difficult work problems, the development and installation of new work procedures and policies, and methods of coordinating Communications Center services;
Keeps informed of current developments in the field of Public Safety Communications which might affect Communications Center operations;
Provides for the adequate training of all assigned personnel;
Assigns personnel to such duties as Communications Center Operations required;
Receives and responds to complaints concerning Communications Center operations and employees;
Performs duties of Public Safety Dispatcher II, as needed;
Monitors Communications Center equipment for proper operation;
Takes steps to remedy any equipment malfunction;
Performs backup to related positions and other related duties, as required.

REQUIRED QUALIFICATIONS

Education and Experience

A. Minimum of three (3) years experience in Public Safety Communications, with a minimum of one (1) year in a supervisory capacity;
B. High School graduate or GED equivalent;
C. Minimum of two (2) years experience working with the Printrak CAD system;
D. Any equivalent combination of experience and training which provides the required knowledge, skill and ability.

Necessary Knowledge, Skills, and Abilities

A. Extensive knowledge of the modern principles, practices and equipment used in the field of public safety communications;
B. The ability to maintain discipline and the respect of employees, to lead and command employees effectively, and to instruct employees in the proper work methods and techniques;
C. The ability to plan, assign and coordinate activities performed by a large group of employees;
D. Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
E. The ability to establish and maintain effective working relationships with employees, City officials and the public;
F. Good judgment, thoroughness, and dependability;

F. Good judgment, thoroughness, and dependability;
G. The ability to secure necessary information and to interpret the requirements of fire and police emergency situations under conditions of stress.

SPECIAL REQUIREMENTS

Valid Illinois Driver's license;
Must establish residency in the City of Joliet corporate limits within nine (9) months from date of hire.

TOOLS AND EQUIPMENT USED

Positron 9-1-1 Emergency Telephone System, Printrak CAD, ATM (Advanced Tactical Mapping), OpenQuery, AS400 client access, Motorola Centracom Gold Elite radio console, LAN desktop computer, Fulton Technical Siren Controller, EmNet (Emergency Management Network), NICE Last Message Replay (LMR), NICE Scenario Replay, NICE Universe, WillWarn radio system, StarCom21 radio, Keltron alarm system, office machines, and any other tool of the trade may come into common use or be necessary to perform need tasks.

PHYSICAL DEMANDS

The physical demand 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands, finger, handle or operate objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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 functions. The noise level in the work environment is moderate.

SELECTION GUIDELINE

Formal application, rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Police Chief	6/24/08 Date
Director of Human Resources	07.02.2008 Date
Local 440 President	7-2-08 Date

Revision History: February 12, 2002; June, 2008

POSITION # 2257

REHABILITATION SPECIALIST I

GENERAL STATEMENT OF DUTIES: Performs duties assisting Rehabiliatation Specialist II in property inspection, work write-ups, cost estimating, contract management and contractor and client counseling from the standpoint of compliance with City Housing and Building Codes and Ordinances pertaining to the condition and/or rehabilitation of property in the City. Performs related work as required.

DISTINGUISHING FEATURES OF CLASS: An employee in this class must exercise good judgement and discretion based upon a familiarity with a variety of problems and diplomacy in advising owners and contractors on the technical aspects of making improvements and repairs. An employee in this class need not possess the same level of expertise and accomplishment of a Rehabilitation Specialist II, but must possess the basic skills and abilities of that position since the position of Rehabilitation Specialist I can provide, over time, the development of sufficient expertise and accomplishment.

EXAMPLES OF WORK: (Illustrative Only)

Inpsects properties in accordance with approved inspection procedures and applicable City Ordinances and federal standards.
Assists owners regarding the technical aspects of property improvements including which improvements should be done by a qualified contractor and which can be done by the owner.
Assists Rehabilitation Specialist II in advising homeowners on appropriate methods and materials to be used in making property improvements, preparing detailed work and cost estimates for property improvements, assisting owners in contracting for improvements and establishing improvement priorities, and making progress inspections and monitoring of contractors.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Familiarity and acceptance of the aims of housing and building codes as well as methods by which compliance with such codes may be achieved. Familiarity of carpentry, masonry, plumbing, electrical and other related building trades. Knowleged of inspectional techniques; ability to advise citizens with tact and impartiality. Ability to establish and maintain goodwill and effective working relationships with tenants, property owners, contractors and fellow employes. Ability to prepare a variety of records and reports. Ability to communicate effectively both orally and in writing. Be in good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Reasonable familiarity and experience in building construction in one of the skilled trades, property management, or code enforcement and completion of a standard high school degree; or the equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Date established February 5, 1980 Ordinance No. 7242

POSITION # 2258

POSITION DESCRIPTION

Class Title:	**Property Maintenance Evaluator**
Department:	**Community & Economic Development**
Division:	**Neighborhood Services**
Reports to:	**Property Maintenance Coordinator**
Union:	**AFSCME Local 440**
Employment Status:	**Permanent, Full-Time**
Established:	**January 9, 1987**

GENERAL PURPOSE:

Performs inspection work to obtain compliance with City Codes and Ordinances pertaining to the general maintenance of property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Inspects visually all exterior property in the City including vacant lots in accordance with approved inspection procedures;
Performs interior inspections when necessary for health and safety issues;
Investigates complaints from local residents and the general public;
Ensures that rehabilitation projects are in compliance by coordinating information with Building Department staff;
Obtains data required for use in analysis of Code Enforcement program;
Prepares various reports, forms, and letters; prepares notices to residents and updates records;
Advises residents in person and over the phone regarding property maintenance issues;
Verifies property location and ownership through appropriate search of public documents and records;
Gathers information for use in legal cases;
Testifies for the City in legal proceedings;
Conducts follow-up inspections of property to ensure compliance with City Codes and Ordinances;
Performs the required administrative work essential to the completion of the inspection process;
Performs other related duties, as required.

REQUIRED QUALIFICATIONS:

Education and Experience:

Completion of a high school education or GED equivalent;
One (1) year experience in code enforcement, property management, inspection or construction;
Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Some knowledge of the modern principles and practices used in the field of inspection and/or code enforcement;
Ability to obtain certification with the International Code Council in International Property Maintenance within 60 days of hire;
Ability to obtain certification with the International Code Council in International Residential Code for One and Two Family Dwellings within 6 months of hire;
Some knowledge of City Housing Codes and Ordinances;
Ability to understand and communicate the requirements of City Housing Codes and Ordinances;
Good knowledge of computers and electronic data processing, including Microsoft Office software, such as Word, Excel, Outlook;
Must be detail oriented and work successfully in a team environment;
Ability to perform basic mathematic computations;
Skills in communication and interpersonal relations to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Skills in effective written communication and in preparing written records and reports with pertinent details and recommendations;
Ability to create and maintain records, either on-line or in a paper filing system;
Ability to comprehend and carry out oral and written instructions and exercise good judgment;
Ability to make routine decisions in accordance with laws, ordinances, regulations and established policies;
Ability to multitask and work on several items with a sense of urgency and prioritize, recognize potential problems and report to the supervisor, as appropriate;
Ability to work outdoors under adverse conditions.

SPECIAL REQUIREMENTS:

18 J.A. 4-7-17

Valid Illinois Driver's license;
Must establish residency in the City of Joliet corporate limits within nine (9) months from date of hire.

TOOLS AND EQUIPMENT:

Personal computer, including word processing and Microsoft office software; telephone; normal office machinery, such as copier, fax machine, 10-key calculator, typewriter, ladder, measuring tape or other tools necessary to perform needed tasks.

PHYSICAL DEMANDS:

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to finger, handle or feel objects, tools, or controls and to reach with hands and arms.

The employee is occasionally required to walk, stoop, climb, and bend or reach from a standing or stooping position.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

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 functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

SELECTION GUIDELINES:

Formal application; evaluation of required qualifications; oral interview and reference check.

The duties listed above are only as illustrations of the various types of work that may be performed in the various departments. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

Director of Community/Economic Development	Date
Director of Human Resources	Date
Local 440 President	Date

Revision History: April, 2008

Position Description

Class Title:	**Graffiti Technician (Position Code #2259)**
Department:	**Community & Economic Development**
Division:	**Neighborhood Services**
Reports to:	**Property Maintenance Coordinator**
Union:	**AFSCME Local 440**
Employment Status:	**Permanent, Full-Time**
Established:	**January 1, 2015**

GENERAL PURPOSE

Working under minimal supervision, this position is responsible for removal of graffiti on public and private property, minor board-up of abandoned buildings and assisting in code enforcement on abandoned property.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Distinguishing characteristics:

The **Graffiti Technician** will answer citizen complaints as required, assist in the removal of graffiti; and prepares reports as necessary.

Typical tasks:
Removes graffiti on public and private property and performs painting duties, as needed; Inspects neighborhoods for graffiti violations and works with residents to abate graffiti violations; Provides information to the public regarding graffiti removal services offered by the City; Receives and updates daily log sheets generated by complaints; Inspects property to determine best method for removing graffiti; Performs minor board-up of buildings not properly secured; Prepares and maintains paper and electronic records of service provided; Reviews vacant lots for maintenance; Operates mechanical equipment; Maintains an inventory of supplies and equipment through supervisor; Follows applicable safety rules and regulations May direct seasonal employees; Perform minor maintenance on a variety of motorized equipment, primarily a large capacity power wash unit and its supplemental equipment in graffiti removal. Includes monitoring and observing instruments/gauges and reporting defective equipment as needed. Communicate with administrators, site staff, and departments to coordinate work, activities, and programs, resolve issues, and exchange information. Performs other related duties, as required.

REQUIRED QUALIFICATIONS

Valid Illinois Driver's license;

Education

- Completion of a high school education or GED equivalent;

- Some knowledge of painting and graffiti removal techniques;
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

- Some knowledge and skills in the operation of mechanical equipment required in graffiti removal;
- Some knowledge in the use of chemical treatments used in graffiti removal;
- Some knowledge of methods of removing graffiti from various surfaces;
- Some knowledge of applicable work safety precautions;
- Ability to follow simple oral instructions;
- Ability to read manuals, organize data, record and prepare reports.
- Ability to operate numerous hand tools, power tools, light trucks and trailers;
- Ability to operate motorized vehicle and transfer needed equipment from/to vehicle;
- Ability to use Laptop computer for data recording, time entry, tracking and completing work orders;
- Ability to work independently and to complete daily activities according to work schedule;
- Ability to communicate orally effectively;
- Ability to establish and maintain effective working relationships with city employees, city officials and the public.

TOOLS AND EQUIPMENT

Power washer, city vehicle (van), cell phone, radio, scrub brushes, scrapers, gasoline and electric powered tools and equipment, solvents and cleaners, and any other tools of the trade that may come into common use or necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk, hear and use hands to finger, handle or feel objects, tools, or controls; and to reach with hands and arms, bend, stoop, kneel, crouch, crawl, lift, twist, and stand while using physical force, and sit.

The employee is regularly required to lift and/or move up to 50 pounds while using sprayers and/or hoses; uses physical force to move power washer on rolling casters weighing up to 200 pounds from van to affected property. The employee may be required to walk moderate distances over rough terrain, climb ladders and work in confined spaces. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

The employee works outdoors in potentially adverse weather conditions, often near moving mechanical parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and the risk of electrical shock and vibration. The noise level in the work environment is at a moderate level when working with equipment.

SELECTION GUIDELINES

Formal application; evaluation of required qualifications; oral interview and reference check.

The duties listed above are only illustrations of the various types of work that may be performed in the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

Director of Community/Economic Development	Date
Director of Administrative Services	Date

Revision History: February, 2008

POSITION# 2260

SECRETARY I

GENERAL STATEMENT OF DUTIES: Performs beginning level secretarial tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is repetitive clerical work performed in accordance with a prescribed routine. Dictation is of an infrequent nature and is closely reviewed by a superior for accuracy in form, spelling and grammar. Since this is the beginning class in the secretarial series, a Secretary I should manifest a willingness to learn and to perform tasks of progressively increasing difficulty. The level of the duties and responsibilities of this class is equivalent to the class of Clerk Typist II.

EXAMPLES OF WORK: (Illustrative only)

Answers telephones, schedules appointments, keeps minutes of meetings and performs general office duties;
Takes and transcribes dictation of letters, memoranda, reports and other materials;
Types letters, memoranda, reports and other materials from clear copy or rough draft;
Proofreads typewritten material;
Assists in a variety of secretarial tasks such as filing notices and changes, securing certificates, preparing reports and assembling files;
Prepares and records annexations, dedications, indentures, easements, covenants, vacations and planned developments with County Recorder of Deeds;
Sorts, indexes and files materials alphabetically and numerically;
Files and maintains legal records such as deeds and assessment records;
Reviews closing statements, tax records and other sources of information helpful in determining seller's share of taxes;
Serves as a receptionist, directing callers to the proper person or office;
May operate a Xerox, adding machine or other simple office machine.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Some knowledge of office terminology, procedures and equipment and of business arithmetic and English; ability to take and transcribe dictation at a reasonable rate of speed; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; tact and courtesy, good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of a standard high school course, including or supplemented by courses in shorthand and typing; or, any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

Date Established_____ Ordinance No._____

KAW

POSITION DESCRIPTION

Class Title:	**Residential Property Inspector (Position Code #2261)**
Department:	**Community & Economic Development**
Division:	**Neighborhood Services**
Reports to:	**Property Maintenance Coordinator**
Union:	**AFSCME Local 440**
Employment Status:	**Permanent, Full-Time**
Established:	**January 1, 2015**

GENERAL PURPOSE:

Inspects property for compliance with local building and zoning codes, especially in relation to property maintenance issues; informs and advises property owners about housing rehabilitation and related housing programs; provides construction advice and instruction to homeowners; monitors construction improvements of housing rehabilitation projects; and does other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Distinguishing characteristics:

In addition to performing property inspections for compliance with City Codes and Ordinances, the **Residential Property Inspector** is generally first line of contact with the public. The RPI will answer citizen complaints as required, prepare exterior property maintenance bid lists and oversee request for bids; and prepares reports as necessary.

Typical tasks:

Inspects visually all exterior property in the City including vacant lots in accordance with approved inspection procedures; Performs interior inspections when necessary for violations of City Codes and Ordinances; Investigates complaints from local residents and the general public; Ensures that rehabilitation projects are in compliance by coordinating information with Building Department staff; Prepares various reports, forms, and letters; prepares notices to residents and updates records; Advises residents in person and over the phone regarding property maintenance issues; Verifies property location and ownership through appropriate search of public documents and records; Gathers information for use in legal cases; Testifies for the City in legal proceedings; Conducts follow-up inspections of property to ensure compliance with City Codes and Ordinances; Performs the required administrative work essential to the completion of the inspection process; Obtains data required for use in analysis of Code Enforcement program; Performs other related duties, as required.

REQUIRED QUALIFICATIONS:

Valid Illinois Driver's license;

Education:

- Completion of a high school education or GED equivalent;
- Current International Code Council certification as a residential building inspector;
- One (1) year experience in code enforcement, property management, inspection or construction;
- Any equivalent combination of experience, education and training which provides the required knowledge, skills and abilities;

Knowledge:

- Knowledge of the modern practices and principles used in the fields of carpentry, plumbing, electrical, masonry and other building trades;
- The techniques and methods of housing inspection to locate health and safety concerns.
- Good knowledge of computers and electronic data processing, including Microsoft Office software, such as Word, Excel, Outlook;

Skills:

- Skills: Skills in communication and interpersonal relations to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
- Skills in effective written communication and in preparing written records and reports with pertinent details and recommendations;

Ability to:

- Understand, interpret, explain, apply and communicate the requirements of City Building Codes and Ordinances;
- Maintain certification with the International Code Council;
- Walk moderate distances over rough terrain, climb ladders and work in confined spaces.
- Inspect crawl spaces, attics, cellars, and work in confined/cramped body positions.
- Inspect surfaces that may be slippery.
- Work outdoors under adverse conditions.
- Perform basic mathematic computations;
- Input, access and analyze data using a computer terminal.
- Create and maintain clear, concise reports and maintain accurate records, either on-line or in a paper filing system;
- Comprehend and carry out oral and written instructions and exercise good judgment;
- Make routine decisions in accordance with laws, ordinances, regulations and established policies;
- Communicate effectively, establish and maintain effective working relationships with, and provide exceptional service to other City employees, supervisory personnel, homeowners, building contractors, subcontractors, applicants for assistance and the public;
- Multitask and work on several items with a sense of urgency and prioritize, recognize potential problems and report to the supervisor, as appropriate;
- Occasionally lift and/or move up to 25 pounds

- Work successfully in a team environment;
- Review and interpret bid proposals.
- Advise property owner on requirements and abatement with tact and firmness.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Approvals:

Director of Community/Economic Development	Date
Director of Administrative Services	Date

Position # 2270

POSITION DESCRIPTION

Class Title:	Sign Maker
Department:	Public Works & Utilities
Division:	Engineering
Reports to:	Public Works Administrator
Union:	Local 440
Employee Status:	Permanent Full time
Established:	April 24, 1979
Revised:	January 9, 2006

GENERAL PURPOSE

Performs work in connection with the fabrication, erection and maintenance of all signs and performs related work as required. Performs the duties of a Maintenance Worker when not performing the duties of a Sign Maker. The employee in this position must keep the sign shop clean and orderly, fabricate signs as required, erect signs, maintain existing signs, keep inventory and request stock as needed.

SUPERVISION

Must be able to work with little supervision and is reviewed by the Director of Public Works & Utilities or designee through satisfactory compliance of sign placement and erection.

SUPERVISION EXERCISED

This position is responsible for the supervision of assigned personnel, organization of the sign shop and responsible for maintaining and establishing a daily routine of duties to be approved by the Director of Public Works & Utilities or a designee.

ESSENTIAL DUTIES AND RESPONSIBLILTIES (Illustrative)

Sets forms and performs concrete finishing work for sign installation;
Performs general carpentry and painting work;
Landscapes and maintains parkways;
Determines tools and materials needed for assignment;
Trains and coordinates the work of assigned employee on the methods and procedures used on maintenance and fabrication of signs;
Performs general laboring tasks in sign installation;
Keeps the sign shop clean and orderly;
Keeps an inventory of all materials in sign shop and sign truck;
Purchases materials and keeps track of funding within the Sign Shop Budget;
Fabricates signs in sign shops;
Drives sign truck and other equipment;
Performs work involving an acetylene torch;
Repairs and maintains all sign installations;
Fills out and records all necessary work orders;

Conducts periodic field inspections of sign installations and makes repairs / replacements as necessary;
Performs work on ladders and raised platforms as necessary;
Responsible for maintenance of all equipment used in performing the necessary duties.

DESIRED MIMINUM QUALIFICATIONS

Education and Experience

(A) Graduation from an accredited high school or GED equivalent with considerable experience in public works construction and maintenance work.
(B) Any equivalent knowledge, experience and training which provides the required knowledge, skills, abilities and experience in sign fabrication.
(C) Possession of a valid motor vehicle operator's license issued by the State of Illinois, appropriate to operate current equipment.

Necessary Knowledge Skills and Abilities

(A) Good knowledge of general maintenance, construction, labor tools, equipment and practices.
(B) Good knowledge of the occupational hazards involved, and safety precautions necessary in performing maintenance, construction and repair work.
(C) Good knowledge of the methods, materials, tools and practices of the building trades.
(D) Ability to establish and maintain effective working relationships with other employees and the general public.
(E) Ability to understand and follow oral and written instructions and sketches.
(F) Skill in the use and care of tools and equipment used in general maintenance construction and repair work;
(G) Good physical condition;
(H) Knowledge of sign making procedures and equipment;
(I) Administrative skills in handling work orders and working knowledge of the requirements of the State of Illinois Manual on Uniform Traffic Control Devices.

TOOLS AND EQUIPMENT USED

Heat activate sign machine, acetylene torch, drill press, sign puller, jackhammer, various tools and equipment related to fabricating and installation of signs and any other equipment that come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee

frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. I would re-phrase this entire paragraph.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

for DCD

Director of Public Works & Utilities
Date:

Director of Human Resources
Date:

Local 440 President
Date: 3-27-06

Effective: March 27, 2006

Revision History:

POSITION # 2295

TITLE: Transcriber

DATE ESTABLISHED: ORDINANCE NO.:

COMPENSATION STATUS: Non-Exempt

EMPLOYMENT STATUS: Permanent Full Time

DEPARTMENT: Police

DIVISION: Auxiliary Services

SECTION: Records

REPORTS TO: Records Section Supervisors

AUTHORITY:

None.

GENERAL SUMMARY OF DUTIES:

Performs a variety of clerical and typing tasks with emphasis on the transcribing of police reports.

TASKS OR DUTIES: (Illustrative)

Transcribes police reports with a high degree of accuracy and efficiency;
Transcribes other dictaphone materials;
Maintains requests for police reports;
Logs insurance requests;
Receives telephone calls and makes the proper referrals on departmental matters;
Assists as desk clerk in the handling of complaints or request for information at the front desk, this includes the filling out of accident reports, offense reports, etc.;
Types correspondence, tables, mauscripts, memoranda and some statistical summaries from rough draft when needed;
Receives and processes mail which includes payments on accounts due to the City and ascertains what funds are receipted properly and sent to the proper destination;
Reviews simple accounts, reports and other documents for completeness, accuracy and conformity with established procedures;
Cross-indexes and files documents and correspondence alphabetically, numerically, computer terminal or by other classification;
Operates adding machines, calculator or other office equipment;
Operates Xerox and other related office equipment;
Performs the typing, filing and clerical work involoved in the processing of a variety of police records, such as arrests, convictions and accident and criminal offense reports;

Assembles a variety of data from office records for incorporation into various reports;
Performs other related work as required.

JOB SPECIFICATIONS:

The ability to accurately transcribe reports from a dictaphone machine at a rate of 60 wpm is essential. Also essential is good knowledge of office terminology, procedures and equipment. Good knowledge of grammar and spelling is required. Some knowledge of elementary bookkeeping and business arithmetic is required.

The following abilities are essential; ability to understand and follow oral and written directions; ability to maintain clerical records and prepare reports from such records; ability to make minor decisions in accordance with laws, ordinances, regulations and established policies; ability to make accurate mathematical computations rapidly, good clerical aptitude; good judgement; tact and courtesy, good physical condition.

Some experience in clerical work which shall have involved typing and completion of standard high school course, typing skill level of 60 wpm; or any equivalent combination of experience and training which provided the required knowledges, skills and abilities.

Position Code 2298 (A)

POSITION DESCRIPTION

Class Title:	Utilities Clerk
Department:	Public Works and Utilities
Division:	Various
Reports To:	Department or Division Head
Union:	AFSCME Local 440
Employee Status:	Permanent Full Time
Date Established:	November 29, 1984
Date Revised:	March 13, 2001

GENERAL PURPOSE

Performs duties and assists in confidential matters for the Division Head. Handles routine clerical, secretarial and administrative work. Performs customer relations functions in giving information to the general public and applying routine knowledge of departmental rules, regulations and procedures. Answers phones, receives the public, provides customer assistance, schedules and coordinates appointments and other duties as assigned.

SUPERVISION RECEIVED:

Works under the general supervision of the either the Public Works and Utilities Director or the Division Head, according to an established work routine

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Types correspondence, forms, memoranda, tables, manuscripts, and other documents from clear copy or rough draft;
Assists in the office operations of the department. Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, budgeting, and facilities.
Acts as timekeeper;
Ability to make relatively complex mathematical computations rapidly and accurately;
Ability to maintain complex clerical records and prepare reports from such records;
Answers the telephone, handles complaints and makes proper referrals on departmental matters;
Coordinates and schedules appointments for vendors and citizens;
Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
Operates listed office machines as required;
Ability to understand and follow complex oral and written directions;
Ability to make minor decision is accordance with laws, ordinances, regulations and established policies.
Cross-indexes and files accounts, documents and correspondence alphabetically, numerically or by other classifications;

See updated copy dated (signed. 8/25/10

Ability to establish and maintain effective working relationships with employees, City officials and the public;
Receives, stamps and distributes incoming mail processes outgoing mail;
Other duties as assigned.

PERIPHERAL DUTIES:

Provides backup to related positions,

Composes, types and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

(A) Graduation from a high school or GED equivalent with specialized course work in general office practice such as typing, filing, accounting and bookkeeping, and
(B) two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Ability to type accurately from a clear copy or rough draft at the rate of 60 wpm.
(B) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices. Knowledge of word processing software such as Word, Word Perfect, or Excel.
(C) Skill in operation of listed tools and equipment.
(D) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
(E) Knowledge of general office terminology, procedures and equipment, and business mathematics and English;
(F) Ability to get along well with others.
(G) Clerical aptitude, good judgment, tact and courtesy.

TOOLS AND EQUIPMENT USED:

Telephone, mainframe computer terminal, personal computer, copy machine, postage machine, fax machine, 10-key calculator and typewriter as necessary.

PHYSICAL DEMANDS:

The physical demand 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands, finger, handle, or operate objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative by those of 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 functions. The noise level in the work environment is moderate.

SELECTION GUIDELINE:

Formal application, rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Robert J Rodenbaum
President Local 440

Approval:

Human Resources Director

Liffective Date: March 13, 2001

Revision History:

POSITION# 2298
(D)

POSITION DESCRIPTION

Class Title:	Utilities Clerk
Department:	Public Utilities
Division:	Plant Operations
Reports To:	Division Head
Union:	AFSCME Local 440
Employee Status:	Permanent Full Time
Date Established:	November 29, 1984
Date Revised:	August 25, 2010

GENERAL PURPOSE

Performs duties and assists in confidential matters for the Division Head. Handles routine clerical, secretarial and administrative work. Performs customer relations functions in giving information to the general public and applying routine knowledge of departmental rules, regulations and procedures. Answers phones, receives the public, provides customer assistance, schedules and coordinates appointments and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works under the general supervision of either a Division Head or Department Head, according to an established work routine.
Types correspondence, forms, memoranda, tables, manuscripts, and other documents from clear copy or rough draft;
Assists in the office operations of the department. Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, budgeting, and facilities.
Acts as timekeeper;
Answers the telephone, handles complaints and makes proper referrals on departmental matters;
Coordinates and schedules appointments for vendors and citizens;
Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
Coordinates work flow to and from the laboratory and the Wastewater Treatment Plants to assure proper, and timely completion of work, advising the Division Head of significant problems and notifying staff of changes or revisions;
Ensures that governmental monthly, semi-annual, and annual reports are completed in accordance to National Pollutant Discharge Elimination System Permit (NPDES) requirements;
Assembles, maintains all pretreatment laboratory data for the Annual Industrial Pretreatment Program for compliance per NPDES Permits for USEPA and IEPA;
Prepares and maintains detailed Industrial Pretreatment Dischargers applications, permits, records, and reports on all Industrial Pretreatment Dischargers; reviews all reports to ensure completeness, accuracy, and assures security of files;

Must be able to meet deadlines, determine priority of Wastewater Treatment Plant, Industrial Pretreatment, and Water Production reports for completion dates for submittal to USEPA and IEPA;
Operates listed office machines as required;
Cross-indexes and files accounts, documents and correspondence alphabetically, numerically or by other classifications;
Receives, stamps and distributes incoming mail processes outgoing mail;
Provides backup to related positions;
Composes, types and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:
Graduation from a high school or GED equivalent with specialized course work in general office practice such as typing, filing, accounting and bookkeeping; and
Two (2) years of increasingly responsible related experience;
Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:
Ability to type accurately from a clear copy or rough draft at the rate of 60 wpm.
Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
Knowledge of word processing & spreadsheet software such as Word, Excel, etc.
Knowledge of general office terminology, procedures and equipment, and business mathematics and English;
Skill in operation of listed tools and equipment.
Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
Ability to make relatively complex mathematical computations rapidly and accurately;
Ability to maintain complex clerical records and prepare reports from such records;
Ability to understand and follow complex oral and written directions;
Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies;
Skills in communication and interpersonal relations to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Clerical aptitude, good judgment, tact and courtesy.

TOOLS AND EQUIPMENT USED

Telephone, mainframe computer terminal, personal computer and pertinent software, copy machine, postage machine, fax machine, 10-key calculator, and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

The physical demand 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands, finger, handle, or operate objects, tools or controls; and reach with hands and arms.
The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative by those of 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 functions. The noise level in the work environment is moderate.

SELECTION GUIDELINE

Formal application, rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

James E. Eggen	9-30-10
Public Utilities Director	Date
L. A. Rodriguez	10/1/10
Human Resources Manager	Date
[illegible]	9-13-10
Local 440 President	Date

Revision History: March 13, 2001; August 25. 2010

POSITION DESCRIPTION

Class Title:	Utilities Clerk – Finance (Position Code#2298)
Department:	Finance
Division:	Utility Billing and Collections
Reports To:	Utility Billing and Collections Manager; Director of Finance
Union:	AFSCME Local 440
Employee Status:	Permanent Full Time
Date Established:	November 29, 1984
Date Revised:	February 9, 2017

GENERAL PURPOSE

Responsible for the cyclical billing of water, sewer and garbage accounts. Works closely with meter readers and customer service representatives to insure the proper charges to customer accounts. Performs duties and assists in confidential matters for the Division Manager. Handles routine clerical and administrative work. Performs customer relations functions in giving information to the general public and applying routine knowledge of departmental rules, regulations and procedures. Answers phones, communicates with the public, provides customer assistance, schedules and coordinates appointments and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must be able to meet deadlines;
Performs complex mathematical computations to charge various customers (residential, commercial and industrial) the proper amount for services and water use;
Ability to understand in-house computer programs that charge, create, reconcile and balance customer accounts with the city's accounting system;
Ability to understand billing processes from meter readings to final customer bills and to explain these processes to the customer;
Ability to coordinate the billing process with outside vendors who create bills and mail them to customers;
Works under the general supervision of either a Division Head or Department Head, according to an established work routine;
Type's correspondence, forms, memoranda, tables, manuscripts, and other documents from clear copy or rough draft;
Assists in the office operations of the department;
Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, budgeting, and office procedures;
Answers the telephone, handles complaints and makes proper referrals on departmental matters;
Coordinates and schedules appointments for customers;
Receives the public and answers questions;
Responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons;
Advises the Division Head of significant problems and notifying staff of changes or revisions;
Reviews reports to ensure completeness, accuracy, and assures security of files;

Operates listed office machines as required;
Cross-indexes and maintains accounts;
Provides backup to related inquiries;
Composes, types and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness;
Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:
Graduation from a high school or GED equivalent with specialized course work in general office practice such as typing, filing, accounting and bookkeeping; and
Two (2) years of increasingly responsible related experience;
Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:
Ability to compose documents from source data;
Working knowledge of computers;
Working knowledge of modern office practices and procedures;
Knowledge of accounting principles and practices;
Knowledge of word processing & spreadsheet software such as Word, Excel, etc.
Knowledge of general office terminology, procedures and equipment, and business mathematics and English;
Ability to effectively meet and deal with the public;
Ability to communicate effectively verbally and in writing;
Ability to handle stressful situations;
Ability to make relatively complex mathematical computations rapidly and accurately;
Ability to maintain complex clerical records and prepare reports from such records;
Ability to understand and follow complex oral and written directions;
Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies;
Skills in communication and interpersonal relations to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Clerical aptitude, good judgment, tact and courtesy.

SPECIAL REQUIREMENTS

Must have a valid State of Illinois motor vehicle operator's license;
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016;
A written related test may be required. Exam process to be administered/scored in accordance with Article XVI, Section 23 of the CBA describing the process with the understanding an oral exam is not required.

TOOLS AND EQUIPMENT USED

Telephone, computer and pertinent software, copy machine, postage machine, fax machine, calculator, and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

The physical demand 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use and operate computers.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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 functions. The noise level in the work environment is moderate.

SELECTION GUIDELINE

Formal application, rating of education and experience; oral interview and reference check; credit check.

The duties listed above are only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

James Ghedotto	2-10-2017
Director of Finance	Date
Kenneth R. Michel	2/10/17
Director of Administrative Services	Date
[illegible]	2-10-17
AFSCME, Local 440 Union President	Date

POSITION # 2301

POSITION DESCRIPTION

Class Title:	**Utilities Service Worker**
Department:	**Public Utilities**
Division:	**Field Operations - Water**
Reports to:	**Utilities Operations Engineer**
Union:	**Local 440**
Employee Status:	**Permanent Full Time**
Established:	**July, 1985**

GENERAL PURPOSE

This position performs skilled mechanical work in the maintenance, repair, and location of utilities facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for assuring the proper operation of the utilities system in the repair and prevention of damage for new and existing customers;
Locates utility facilities including valve vaults, valve boxes, manholes, mains, and service lines; Operate valves;
Prepares measurements and diagrams of water main locations and documents location;
Locates distribution and collection facilities and marks locations on grounds;
Makes special reading of water meters, except route readings;
Checks water meters for proper functioning and reports defects;
Connects and disconnects water services for repairs and emergencies as needed;
Disconnects delinquent water services according to laws, ordinances and procedures as necessary; Reconnects water services as required;
Repairs water main leaks;
Performs routine equipment maintenance;
Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

Completion of a high school education or GED equivalent;
Some knowledge of water utility operations;
Any equivalent combination of experience and training which provides the required knowledge, skills and ability.

Knowledge, Skills and Abilities

Ability to make simple mathematical calculations quickly and accurately;
Mechanical aptitude;

Knowledge of federal, state and local rules, laws and regulations relative to disconnect and reconnecting of water services;
Ability to comprehend and carry out oral and/or written instructions and exercise good judgment with little supervision;
Ability to write legibly;
Skills in communication and interpersonal relations to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain effective working relationships with employees, other departments, and the public;
Ability to perform the physical demands of the position described below;
Thoroughness and dependability;
Ability to work outdoors under adverse conditions.

SPECIAL REQUIREMENTS

~~Valid Illinois Commercial Driver's License (CDL);~~
Must reside in the City of Joliet Corporate limits.

TOOLS AND EQUIPMENT USED

Motor vehicles/equipment, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, portable data collection and mapping devices and a variety of mechanical equipment and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

The physical demand 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 125 pounds waist high (pick up 6 inch valve) and lift 165 pounds at least 3 inches (remove solid manhole lid); turn valve 40 revolutions at 400 in-lbs. resistance (open/close old 12-inch valve); and apply 750 in-lbs. to turn valve simulator ("break free" frozen valve). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are only illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.

Approval:

Director of Public Utilities	Date
Director of Human Resources	Date
Local 440 President	Date

Revision History: January, 2009

POSITION# 2310

POSITION DESCRIPTION

Class Title:	Wastewater Plant Operator I
Department:	Public Works & Utilities
Division:	Plant Operations
Union:	AFSCME Local 440
Employee Status:	Permanent Full Time
Date Established:	November 29, 1984
Revised:	August 24, 2001

GENERAL PURPOSE

Performs semi-skilled work in the Plant Operations Division on an assigned shift. Performs routine task according to prescribed procedures.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Plant Operations Superintendent, the Chief Wastewater Plant Operator, the Wastewater Plant Operator II and the Director of Public Works and Utilities.

SUPERVISION EXERCISED

Supervises Maintenance Workers and temporary staff assigned to the Plant Operations Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Takes readings and makes a variety of test on raw, primary and final sewage;
Pumps sludge at prescribed levels, checks digester level;
Makes operational checks of equipment at local remote sites, checks and adjusts float controls, starter switches, pumps and motors;
Takes periodic reading of pumping and treatment operations from recording and charting equipment;
Takes reading of gauges, pumps and levels in tanks, and adjusts accordingly;
Keeps all equipment clean, lubricated and painted;
Removes grease deposits, debris and sand from wet wells;
Drains and cleans degritters, clarifiers and pumps;
Takes samples of wastewater flow;
Assists Wastewater Plant Operator II in changing chlorine cylinders;
Skims primary settling tanks, cleans weirs on primary and final settling tanks;
Assists a General Mechanic with repair to gas engines, pumps, plant equipment and machinery;
Greases and maintains equipment;
Keeps records and makes reports;
Receives service requests from the public;
Notifies appropriate supervisor of service requests;
Performs other related duties as required.

MINIMUM QUALIFICATIONS

(A) Graduation from an accredited high school or GED equivalent.

Necessary Knowledge, Skills and Abilities:

(A) Skill in operation of listed tools and equipment.
(B) Some knowledge of the operations and use of light automatic equipment.
(C) Ability to understand and follow oral and written instructions.
(D) Ability to read meters and chars accurately, to maintain standard work records and to perform minor clerical tasks.
(E) Manual dexterity and physical stamina sufficient to perform manual labor and maintenance repair work.
(F) Ability to inspect machinery and mechanical equipment and to detect defective operations;

SPECIAL REQUIREMENTS

(A) Valid State of Illinois motor vehicle operators' license.
(B) Possession of a Class 4 (or higher) Wastewater Plant Operators License issued by the State of Illinois.

TOOLS AND EQUIPMENT USED

Motorized vehicle, personal computer, scada systems, copier, fax machine, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile or portable radio, phone, calculator, and any other equipment that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Robert J Rodighiero

Local 440 President

Approval:

Human Resources Director

Effective Date: August 24, 2001

Revision History:

POSITION # 2311

POSITION DESCRIPTION

TITLE:	Wastewater Plant Operator II (Position Code #2311)
EMPLOYEE GROUP:	AFSCME Local 440
DEPARTMENT:	Public Utilities
DIVISION:	Plant Operations
REPORTS TO:	Chief Wastewater Plant Operator or Plant Operations Superintendent
SUPERVISES:	Wastewater Plant Operator I and Maintenance Worker

GENERAL SUMMARY OF POSITION:

Performs skilled work in the Plant Operations Division on an assigned shift.

AUTHORITY:

This position receives its authority to act from the direct instructions of the Chief Wastewater Plant Operator or the Plant Operations Superintendent

TASKS OR DUTIES: (ILLUSTRATIVE)

Plans, assigns, and leads the work of a Wastewater Plant Operator I or a Maintenance Worker participating in equipment operation checks and the routine maintenance of the plant and adjacent grounds.
Checks and records operating data on Plant Operations and equipment operations on an assigned shift; checks gas engine operation temperature, oil pressures, and revolutions per minute to assure proper operating standards;
Takes periodic readings of pumping and treatment operations from recording and charting equipment;
Takes reading of gauges, pumps and levels in tanks, and adjusts accordingly;
Checks heat exchanger and adjusts operation to correct temperature levels, checks air compressor pressures; checks operation of circulating pumps; digester temperatures, cover position, heater temperature, gas compressor and gas manometers; records equipment use and readings;
Pumps sludge from the primary to the well and to digesters; equalizes sludge and adjusts proper feeding to digesters; transfers sludge in digester heating operation; draws off supernate when needed;
Runs trash screen to pick up rags, wood, and obstructions; runs grit chain to pick up cinders and gravel; takes samples of effluent and treated sewage for chemical analysis;
Assists a General Mechanic with repairs to gas engines, pumps, plant equipment, and machinery; greases and maintains equipment; makes field checks on sewage stations;
Changes chlorine cylinders as needed and checks supply;
Takes samples of wastewater and assists in the analysis of settleable solids;

Wastewater Plant Operator II

Receives requests for service from the public;
Notifies appropriate supervisor of requests for service;
Performs other related duties as required.

JOB SPECIFICATIONS:

Ability to plan, assign, and supervise the work of a Wastewater Plant Operator I in limited plant operations, plant maintenance, and grounds work;
Ability to maintain detailed and varied records of equipment, treatment processes, and operations;
Ability to prepare summary treatment and operating reports;
Skill in the care and use of hand and power tools used in appropriate mechanical maintenance and repair work;
Ability to understand and follow oral and written instructions;
Ability to inspect machinery and mechanical equipment and to detect defective operations;
Manual dexterity and physical stamina sufficient to perform manual labor and maintenance repair work;
Skill in the care and use of some light automotive equipment, i.e., endloader, truck, etc.
Ability to read and understand blueprints;
Possession of a valid motor vehicle license issued by the State of Illinois*
Possession of at least a class 3 Sewage Plant Operator License issued by the State of Illinois

*Job description retyped from 1984, except for addition of valid vehicle license. (August 20, 2013)

POSITION # 2312

POSITION DESCRIPTION

Class Title:	**Chief Water Plant Operator**
Department:	**Public Utilities**
Division:	**Plant Operations**
Reports to:	**Plant Operations Superintendent**
Union:	**AFSCME Local 440**
Employee Status:	**Permanent full time**
Established:	**January 1, 2008**

GENERAL PURPOSE

Oversees and performs operational work in the operation, maintenance and repair of water supply and treatment facilities and systems; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Plant Operations Superintendent in formulating and prescribing work methods and procedures to be followed by Plant Operations personnel;
Assists the Plant Operations Superintendent in appraising conditions of work and taking the necessary steps to improve plant operations;
Prepares reports and summaries of ongoing programs, projects, and operations;
Confers with, advises and trains subordinates on difficult work problems, the operation of plant equipment, the development and establishment of new procedures and policies, and methods of coordinating Plant Operations services;
Investigates personnel problems and recommends disciplinary action to Plant Operations Superintendent;
Assists Plant Operations Superintendent in conducting performance evaluations of Plant Operations personnel;
Directs the operation of the Water Treatment Plant toward the achievement of established goals and objectives within current priorities;
Performs public relations work promoting plant operations services;
Keeps informed of current developments in the field of water treatment;
Prepares and maintains a maintenance log for all equipment in the water treatment plant;
Makes regular inspections of plant and equipment to ascertain that they are in proper operation at all times;
Performs all the duties of the Water Plant Operator and other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent, supplemented by additional job-related coursework;
Experience up to and including Water Plant Operator level;
Experience in the operation of HMO radium removal process and/or high pressure sand filtration;
Any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Required Knowledge, Skills and Abilities:

Considerable knowledge of equipment, facilities, materials, methods and procedures used in water treatment plant maintenance and operation activities, including its performance, maintenance and operation under the rules and regulations of the Illinois Environmental Protection Agency;
Good knowledge of the operating requirements of a large water treatment facility;
Skill in operation of the tools and equipment required to operate the water treatment plant and ability to perform tests, e.g., Low Range Manganese, FeClz, Phosphate, Iron total and ferric;
Good understanding of basic water chemistry;
Ability to calculate chemical doses and adjust feed pumps to a desired rate;
Good knowledge of the operation of a pressure filter treatment plant;
Good knowledge of the HMO radium removal process;
Good knowledge of HMO production using liquid MnSo4 and NaMno4;
Ability to perform chlorination and dechlorination of wells/reservoirs;
Working knowledge in the operation of Programmable Logic Controllers (PLCs), Operator Interface Panels (OIPs), and use of a DR890 Colorimeter;
Ability to supervise and direct the work of subordinate personnel;
Ability to comprehend and carry out oral and written instructions and exercise good judgment;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain an effective working relationship with employees, other departments and the public.

SPECIAL REQUIREMENTS

Residency within the City of Joliet Corporate limits within 9 months of date of hire; valid State of Illinois Driver's license; State of Illinois Certification as a Water Plant Operator, Class "A."

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment and any other any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Director of Public Utilities	1-19-2008 Date
Director of Human Resources	22-JAN-2008 Date
Local 440 President Vice President	1-31-2008 Date

POSITION # 2313

TITLE: Chief Wastewater Plant Operator

COMPENSATION STATUS: AFSCME Local 440

EMPLOYMENT STATUS: Permanent Full-Time

DEPARTMENT: Public Service

DIVISION: Wastewater Treatment

REPORTS TO: Plant Operations Superintendent

SUPERVISES: All Plant Operations Personnel

GENERAL SUMMARY OF POSITION:

Performs responsible supervisory and operational work while directing the orderly and efficient operation of the Wastewater Treatment Plant.

AUTHORITY:

The position derives its authority to act from the direct instructions of the Plant Operations Superintendent.

TASKS OR DUTIES: (Illustrative)

Assits the Plant Operations Superintendent in formulating and prescribing work methods and procedures to be followed by Plant Operations personnel.
Assists the Plant Operations Superintendent in appraising conditions of work and taking the necessary steps to improve Plant Operations.
Prepares reports and summaries of ongoing programs, projects and operations.
Confers with, advises and trains subordinates on difficult work problems, the operation of Plant equipment, the development and establishment of new procedures and policies, and methods of coordinating Plant Operations services.
Investigates personnel problems and recommends disciplinary action to Plant Operations Superintendent.
Assists Plant Operations Superintendent in conducting Performance Evaluations of Plant Operations personnel.
Directs the operation of the Wastewater Treatment Plant toward the achievement of established goals and objectives within current priorities.
Performs public relations work promoting Plant Operations Services.
Keeps informed of current developments in the field of Wastewater Treatment.
Perpares and maintains a Maintenance Log for all equipment in the Wastewater Treatment Plant.
Makes regular inspections of plant and equipment to ascertain that it is in proper operation at all times.
Performs all the duties of the Wastewater Treatment Plant Operator II.
Performs other related duties as required.

JOB SPECIFICATIONS:

Must have a minimum of five (5) years of experience as a Wastewater Plant Operator with the City of Joliet.
Must have considerable knowledge of the equipment used in Wastewater Treatment which shall include its performance, maintenance and operation under the rules and regulations of the Illinois Environmental Protection Agency.
Must have good knowledge of the operating requirements of a large Wastewater Treatment facility.
Must possess a current Wastewater Plant Operator Class I license issued by the State of Illinois.
Must possess good judgement.
Must be able to supervise and direct the work of subordinate personnel.
Or any equivalent combination of experience and training which provides the required knowledge, skill and ability.

ADDITIONAL DUTIES:

Works Monday through Friday day shift.
Works as Wastewater Plant Operator II all day Monday and Thursday and shift change on Friday.
Works on all holidays on Monday or Thursday and Fridays that are a shift change.
Does not work any holidays that the relief Wastewater Plant Operator II is available to work a regular shift.

NOTE: This schedule is subject to change by the Plant Operations Superintendent.

A	B	C	D	E	F
22,904	24,032	25,250	26,507	27,858	29,244

		5	10	15	20
Longevity	A	377	754	1,131	1,508
	B	396	791	1,187	1,582
	C	416	832	1,246	1,662
	D	436	873	1,308	1,745
	E	459	917	1,376	1,834
	F	481	963	1,444	1,926

POSITION # 282C
2320

POSITION DESCRIPTION

Class Title:	**Water Meter Repairman**
Department:	**Public Utilities**
Division:	**Meter Repairs**
Reports to:	**Plant Operations Superintendent**
Union:	**AFSCME Local 440**
Employee Status:	**Permanent full time**

GENERAL PURPOSE

Performs semi-skilled work in the repair, replacement and adjustment of water meters; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Tests, disassembles, inspects, cleans mechanism, repairs or replaces worn or defective parts and assembles several sizes and types of water meters;
Adjusts meters to a close degree of accuracy;
Cleans and maintains meter shop equipment;
Replaces water meters in the field;
Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited high school or GED equivalent,
Some experience in small equipment repair in a mechanical repair shop;
Any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

Working knowledge of the method, materials, tools and equipment used in water meter repair;
Ability to test water meters and adjust them to a close degree of accuracy;
Ability to make simple arithmetical computations rapidly and accurately;
Skill in the use of hand tools used in the repair and adjustment of water meters;
Mechanical aptitude;
Ability to comprehend and carry out oral and written instructions and exercise good judgment;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;

KRA

Ability to establish and maintain an effective working relationship with employees, other departments and the public.

SPECIAL REQUIREMENTS

Valid State of Illinois motor vehicle operators' license;

TOOLS AND EQUIPMENT USED

Motor vehicles/equipment, common hand and power tools, wrenches, detection devices, mobile radio, phone, calculator, and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk, talk or hear, sit, climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pound. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Director of Public Utilities	Date
Human Resources Manager	Date
Local 440 President	Date

Revision History: September, 2010

Position # 2325

WATER METER SHOP FOREMAN

GENERAL STATEMENT OF DUTIES: Supervises and leads in the work of testing, repairing, replacing and adjusting water meters; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has supervisory responsibility over Water Meter Repairmen and leads in City water meter repair activities. Adjustment of meters to specified tolerances is very important since water bills are based on meter readings. The work is performed under the general supervision of the Water Superintendent.

EXAMPLES OF WORK: (Illustrative only)

Leads in and supervises City water meter maintenance activities;
Repairs broken meters;
Oversees the repair and maintenance of water meters;
Answers complaints regarding malfunctioning meters;
Occasionally repairs meters in the field as required;
Teaches new employees how to read meters;
Orders materials and supplies;
Records placement of new meters and repair of existing ones.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of methods, tools, and techniques used in the testing and repair of water meters; some knowledge of the water system including location and size of mains, hydrants, valves and larger meters; ability to supervise the work of semiskilled workmen; skill in the use of and ability to instruct others in the use of tools required in water meter repair; ability to keep records and make reports; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience at the level of a Water Meter Repairman and completion of a standard high school or vocational school course; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

Date Established_____ Ordinance No._____

POSITION DESCRIPTION

Class Title:	Water Plant Operator (Position #2330)
Department:	Public Utilities
Division:	Plant Operations - Water
Reports to:	Utilities Administrator
Union:	AFSCME Local 440
Employee Status:	Permanent full time
Established:	February 19, 1991

GENERAL PURPOSE

Performs a variety semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water treatment facilities and systems; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Monitors the performance of all equipment, gauges and charts in the water treatment plant stations;
Records statistical data concerning plant operations;
Maintains, operates, repairs and replaces equipment as necessary;
Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required;
Operates, maintains and repairs malfunctions at the water treatment plant, repairs gauges, pumps, filters and other controls and equipment;
Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and Federal clean water requirements;
Gathers and tests water samples for plant efficiency reports, as required;
Monitors water quality and turbidity, and checks chlorine and fluoride levels and Iron, Phosphate, Manganese and PH;
Performs quality control tests on lab equipment and lab analyses;
Evaluates procedures and results for accuracy and determines appropriate methods;
Assures that plant operates within required standards;
Makes sure that plant is in proper operating condition;
Starts and stops wells;
Monitors well performance (operating level, GPM, draw down);
Takes well readings;
May serve as a lead worker over lower level operators or maintenance workers;
Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results;
Operates all valves and controls on water plant site. The water plant operator is not the exclusive operator of valves on the plant site. Valves may be operated by anyone

directed to operate the valve by an appropriate authority. Contractors may operate valves under the direction of an appropriate authority.
Contains and disposes of hazardous wastes generated by the lab;
Calibrates, modifies or repairs instrumentation and control equipment including recorders, flow meter and other water monitoring equipment;
Makes HMO batches, as needed;
Fills chemical day tanks, as needed;
Assures proper chemical doses are maintained;
Maintains the drawings and schematics of electrical and other systems in the water treatment plant; Forwards as built drawings to engineering's use in maintaining permanent records;
Monitors performance of electrical systems, circuits or equipment of the water treatment plant;
Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited high school or GED equivalent, supplemented by two (2) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and
Two (2) years of experience in a water utility plant;
Any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

Working knowledge of equipment, facilities, materials, methods and procedures used in water treatment plant maintenance and operation activities;
Working knowledge of laboratory procedures and practices;
Considerable knowledge of the safety precautions necessary in the operation and maintenance of water treatment plants;
Skill in operation of some of the listed tools and equipment;
Ability to perform process control calculations;
Ability to comprehend and carry out oral and written instructions and exercise good judgment;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain an effective working relationship with employees, other departments and the public.

SPECIAL REQUIREMENTS

Valid State of Illinois motor vehicle operators' license;

State of Illinois Certification as a Water Treatment Plant Operator, minimum Class "C" certification;

TOOLS AND EQUIPMENT USED

Motor vehicles/equipment, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk, talk or hear, sit, climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Director of Public Utilities	7/9/2013 Date
Director of Management & Budget	7/9/13 Date

Revision History: November, 2005; June, 2008, July 2013 (remove residency)

Position Description

Class Title:	Planner (Position Code # 2400)
Department:	Community & Economic Development
Division:	Planning and Zoning
Reports to:	Planning Director
Union:	AFSCME, Local 440
Employment Status:	Permanent, Full-Time
Established:	March 29, 1974
Revised:	April 22, 2016

GENERAL PURPOSE

This position performs advanced level planning duties for the City involving a wide range of assignments; applies planning knowledge to assignments and to the coordination of projects, land-use review cases, planning processes or technical planning support to various committees, boards and other departments; Performs urban planning duties in support of the City's redevelopment and comprehensive planning programs while ensuring compliance with professional standards and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Interprets and applies applicable codes, ordinances and regulations;
Initiates actions necessary to correct deficiencies or violations of regulations;
Assists with updates and maintenance of the Zoning Ordinance, Subdivision Regulations and other land development plans and regulations;
Writes, or assists in writing, a variety of ordinances and regulations relating to zoning and development controls;
Conducts review of various development petitions including subdivision plats, annexations, permits, site plans, variation of use and variance requests, Special Use Permits, and rezoning;
Writes staff reports related to various zoning and land use petitions;
Conducts site visits, collects field data, verifies site conditions and notes onsite problems;
Conducts extensive research in specific or general project areas;
Seeks information about new regulations, pending legislation and trends in planning that impact planning programs and processes;
Writes and presents formal and technical reports, working papers, and correspondence;
Identifies community problems, issues, and opportunities that could be mitigated through better community planning;
Attends substantial number of meetings;
Initiates and carries out complex planning studies related to economic base, employment, population, land use, public facilities, etc.;
Responds to questions from other agencies, developers, other professionals, and the public regarding projects under review, code interpretations and other planning issues;

Provides technical and professional analysis to resolve current planning problems and guide future development;
Responds to and/or engages Federal, State, and local agencies regarding planning, research, surveys, and grants;
Develops and manages service contracts; drafts requests for qualifications; requests for proposals; contracts, and scope of services;
Establishes and maintains necessary files pertaining to planning records, reports, plans, maps and related materials;
Serves as a member of staff and committee and board meetings as necessary;
Assists other planning staff members and performs related duties and responsibilities as required.
Performs other duties as required.

REQUIRED QUALIFICATIONS

Education and Experience:

Graduation from an accredited four-year college or university with major course work in planning or a related field;
Minimum of four (4) years experience in municipal planning or a master's degree with two years of experience in the planning profession;
Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Thorough knowledge of:

1. Theory, principles, standards and practices of urban planning.
2. Application of land use, physical design, and zoning principles and practices to complex planning development reviews or policy development issues.
3. Applicable local, state, regional and federal laws, regulations, codes, requirements and criteria related to planning, environmental review, floodplain management, and local transportation
4. Math concepts, including common statistical analysis techniques and formula relevant to the planning process.
5. Terminology, symbols, methods, techniques, instruments and sources of research information used in planning.
6. Local government organization and the functions and practices of municipal planning.
7. Methods and techniques of developing and implementing citizen involvement or outreach processes.
8. Computers (including printers/scanners), common applications and software pertaining to planning, including Microsoft Office, Internet applications, PowerPoint, database management, or GIS mapping (and other tools that may become commonplace in the trade).

Ability to:

1. Understand, interpret, communicate and execute federal, state and local laws, regulations, policies, procedures and standards and planning principles and practices to specialized, complex or diverse planning processes.
2. Manage projects and contracts including budgets, schedules and defined work product
3. Understand the underlying objectives and apply City policy in formulating recommendations, resolving complex issues or recommending policy changes.
4. Present ideas and proposals clearly and persuasively, orally and in writing; negotiate resolutions or problems or conflicts.
5. Prepare clear, concise and comprehensive technical and policy documents, reports, correspondence and other written materials.
6. Exercise sound independent judgment and reach appropriate conclusions within established City policies and guidelines.
7. Deal effectively with difficult people, angry citizens, and upset applicants and resolve their issues within the confines of laws, rules, policies and processes.
8. Establish and maintain effective working relationships with developers, property owners, elected officials, City management staff, other departmental staff, community representatives, the public and others encountered in the course of employment.
9. Understand and follow oral and written instruction.
10. Establish and maintain an effective working relationship with employees, City officials and the public.
11. Provide oral communication and interpersonal skills to present research findings to various boards and committees.
12. To do creative problem-solving skills to gather relevant information to solve less well- defined practical problems.
13. To review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
14. Communicate effectively, orally and in writing, with the general public, businesses, other agencies, other professionals, boards, committees, and commissions.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with an undergraduate or graduate degree in urban planning or closely related field; four years or progressively responsible professional planning experience; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

Must possess a valid State of Illinois motor vehicles operator's license;
AICP certification is desirable, but not mandatory.
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

TOOLS AND EQUIPMENT

Personal computer, including word processing and related software; motor vehicle; phone and any other tools of the trade that may come into common use or necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Work is performed in an office setting but outdoor work is required. While performing the duties of this job, the employee is frequently required to talk, hear and use hands to finger, handle or feel objects, tools, or controls and to reach with hands and arms, bend, stoop, kneel, crouch, crawl, lift, sit and stand.

The employee must lift and/or move up to 20 pounds and may occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee works in an office environment and occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application; evaluation of required qualifications; oral interview, background and reference check.

The duties listed above are only illustrations of the various types of work that may be performed in the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

Director of Community/Economic Dev — Date 5/9/16

Director of Administrative Services — Date 5/9/16

AFSCME, Local 440 President — Date 5/20/16.2

Revision History: March 29, 1974
April 22, 2016

POSITION DESCRIPTION

Title:	Civil Engineer I (Position Code # 2405)
Department:	Public Works & Public Utilities
Division:	Design and Construction
Reports To:	Public Works Administrator / Public Utilities Administrator
Union:	AFSCME, Local 440
Employee Status:	Permanent, Full-Time
Date Established:	July 13, 1976
Date Revised:	March 1, 2016

GENERAL PURPOSE

Performs basic or limited professional engineering work in connection with the design, investigation, development, maintenance or construction of public works, wastewater or water systems engineering projects as appropriate; does related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Administrator / Public Utilities Administrator and reports to the Director of Public Works /Director of Public Utilities.

SUPERVISES

Limited supervision may be exercised over Engineering Aides.

DISTINGUISHING FEATURE OF THE CLASS

This is professional engineering work of an elementary nature. Assignments are received in broad terms but are limited in scope and procedures to be followed are well defined. Work is checked upon completion for technical proficiency and adherence to standard practices. Employees in this class must be familiar with engineering methods and techniques and must constantly apply principles of construction, and mathematics to engineering problems.

ESSENTIAL DUTIES AND RESPONSIBLITIES (Illustrative only)

Makes elementary engineering calculations;
Prepares plans and specifications for projects such as streets, traffic lights, sidewalks and parking lot paving, and sanitary sewer, storm sewer and water main extension;
Designs simple structures or components of complex structures such as concrete culverts;
Plots topography profiles and cross sections;
Calculates bearing distances, closures and areas;
Calculates and interpolates elevations on contour lines;
Calculates grade elevations;
Estimates quantities and costs; prepares contracts for bidding;
Makes corrections on topographic maps, base maps, zoning maps and others;
Interprets drawing to interested parties seeking information regarding property such as right-of way lines, proposed sewer and water lines, etc.
Drafts City engineering documents to scale such as land tracts, index and house number plats, and plats of property surveys;
Revise records when new ordinances or subdivisions are created;

Assists in development and completion of traffic engineering work;
Reviews site plans and subdivision plans for new developments;
Represents the department at public meetings.

MINIMUM QUALIFICATIONS

Education and Experience:
Bachelor of Science in Engineering from a College or University of recognized standing with major work in Civil Engineering;
Must have an Illinois Engineer-In-Training Certificate, or have the ability to obtain such within two (2) years after appointment.
Knowledge of the principles and practices of engineering, physics and mathematics;
Familiarity with construction practices and sources of engineering information;
Proficiency in use of precision instruments and mathematical tables;
Ability to read and interpret drawing and specifications;
Ability to prepare correct and accurate reports;
Tact in dealing with contractors and excellent public relations skills;
Good physical condition.

SPECIAL REQUIREMENTS

A valid state driver's license.
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, excel, AutoCad drafting software, Civil 3D design software, ARC GIS and permitting software; motor vehicle;; portable radio; phone; ladder or scaffolding; tape measure and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

Director of Public Works	5/9/16 Date
Director of Public Utilities	5-24-2016 Date
Director of Administrative Services	5/5/16 Date
Local 440 President	5/20/16 Date

Revision History: July 13, 1976
March 1, 2016

POSITION DESCRIPTION

Title:	Civil Engineer/Parking Supervisor (Position Code # 2406)
Department:	Public Works
Division:	Parking
Reports To:	Director of Public Works
Union:	AFSCME, Local 440
Employee Status:	Permanent, Full-Time
Date Established:	July 13, 1976
Date Revised:	April 22, 2016

GENERAL PURPOSE

The Civil Engineer\Parking Supervisor is responsible for the efficient and effective operation of the Parking Division, the operation and maintenance of City owned parking decks, surface parking lots, and related work as required. The Civil Engineer\Parking Supervisor also performs basic or limited professional engineering work in connection with the design, investigation, development, maintenance or construction of public works, wastewater or water systems engineering projects as appropriate and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBLIITIES

Supervises, evaluates, and disciplines all Parking Division employees.
Plans, assigns, and supervises the work of subordinate personnel.
Primary responsibility for collecting revenue from parking pay stations.
Acts as the lead in servicing and maintaining parking meters and pay stations.
Conducts periodic inspections on parking meters and pay stations to ensure proper operation.
Confers with and advises the Director of Public Works on new parking meter locations and changes in time limits.
Orders parts for parking meter repair and supplies for pay station operations.
Acts as City liaison for maintenance contracts with pay station vendors.
Keeps records showing the location of parking meters and pay stations as well as any associated time limits.
Develops and revises collection routes and schedules to ensure proper collection of all parking meters and pay stations.
Plans a program for the servicing, maintenance, and replacement of all defective parking meters and pay stations.
Answers complaints or concerns made by phone or in person related to City parking facilities.
Oversees the service, repair, and maintenance of ticket machines, pay stations, and electronic gates in City parking lots and parking decks.
Schedules and coordinates snow removal operations from City parking lots and parking decks.
Makes budget recommendations for the Parking Division.

Makes elementary engineering calculations;
Prepares plans and specifications for projects such as streets, traffic lights, sidewalks and parking lot paving, and sanitary sewer, storm sewer and water main extension;
Designs simple structures or components of complex structures such as concrete culverts;
Plots topography profiles and cross sections;
Calculates bearing distances, closures and areas;
Calculates and interpolates elevations on contour lines;
Calculates grade elevations;
Estimates quantities and costs; prepares contracts for bidding;
Makes corrections on topographic maps, base maps, zoning maps and others;
Interprets drawing to interested parties seeking information regarding property such as right-of way lines, proposed sewer and water lines, etc.
Drafts City engineering documents to scale such as land tracts, index and house number plats, and plats of property surveys;
Revised records when new ordinances or subdivisions are created;
Assists in development and completion of traffic engineering work;
Reviews site plans and subdivision plans for new developments;
Represents the department at public meetings.
Performs related work and work assigned by the Director of Public Works as needed.

REQUIRED QUALIFICATIONS

Education and Experience (or equivalent combination):
Bachelor of Science in Engineering from a College or University of recognized standing with major work in Civil Engineering;
Must have an Illinois Engineer-In-Training Certificate, or have the ability to obtain such within two (2) years after appointment.
Knowledge of the principles and practices of engineering, physics and mathematics;
Knowledge of traffic and parking patterns and regulations and the available means of enforcement;
Previous business experience, preferably including familiarity with the operation of parking operations, supervisory experience preferred;
Knowledge of computers and electronic data processing and software, such as Outlook, Excel, Word, etc.;
Familiarity with construction practices and sources of engineering information;
Proficiency in use of precision instruments and mathematical tables;
Ability to read and interpret drawing and specifications;
Ability to prepare and administer contracts;
Ability to read and interpret drawing and specifications;
Ability to prepare correct and accurate reports;
Tact in dealing with contractors and excellent public relations skills;
Physical skills necessary to perform the duties of the position;

SPECIAL REQUIREMENTS

Must have a valid State of Illinois motor vehicle operator's license;
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

TOOLS AND EQUIPMENT USED

Personal computer, including Word, Excel, Access database, and current pay station software,; AutoCad drafting software, Civil 3D design software, ARC GIS and permitting software motor vehicle; calculator; portable radio; phone; ladder or scaffolding; tape measure and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Work is performed mostly in outdoor settings. Some indoor/office work is required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 50_pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee daily works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Director of Public Works — Date 5/9/16

Director of Administrative Services — Date 5/9/16

AFSCME, Local 440 President — Date 5/20/16.2

Date Revised: May 9, 2016

POSITION DESCRIPTION

Class Title:	Civil Engineer Supervisor (Position Code# 2407)
Department:	Public Works
Division:	Engineering
Reports To:	Director of Public Works
Union:	AFSCME, Local 440
Employment Status:	Permanent, Full-Time
Established:	November 19, 2003
Date Revised:	April 22, 2016

GENERAL PURPOSE

Supervises the in-house Engineering Aides and performs basic or limited professional engineering work in connection with the design, investigation, development, maintenance or construction of public works, wastewater or water systems engineering projects as appropriate. Does related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Administrator and reports to the Director of Public Works.

SUPERVISES

This position exercises supervision over in-house Engineering Aides.

DISTINGUISHING FEATURES OF THE CLASS

This position is responsible for supervision of the in-house Engineering Aides and professional engineering work of elementary nature. Assignments are received in broad terms but are limited in scope, and procedures to be followed are well defined. Work is checked upon completion of technical proficiency and adherence to standard practices. Employees in this class must be familiar with engineering methods and techniques and must constantly apply principles of construction and mathematics to engineering problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervision of Engineering Aides;
Makes elementary engineering calculation;
Prepares plans and specific actions for projects such as streets, traffic lights, sidewalks and parking lot paving and sanitary, storm sewer and water main extensions;
Designs simple structures or components of complex structures such as concrete culverts;
Plots topography, profiles and cross sections;
Calculates bearing, distances, closures and areas;
Calculates and interpolates elevations on contour lines;
Calculates grade elevations;
Estimates quantities and costs;
Make corrections on topographic maps, base maps, zoning maps and others;
Interprets drawing to interested parties seeking information regarding property such as right-of way lines, proposed sewer and water lines, etc.;
Drafts City engineering documents to scale such as land tracts, index and house number plats, and plats of property surveys;
Revises records when new ordinances or subdivisions are created;

Assists in development and completion of traffic engineering work;
Reviews site plans and subdivision plans for new development;
Represents department at public meetings.

MINIMUM QUALIFICATIONS

Education and Experience:
Graduation from College or University of recognized standing with major work in Civil Engineering;
Must have an Illinois Engineer-In-Training Certificate, or have the ability to obtain such within two (2) years after appointment;
Any equivalent combination of experience and training which provides the required knowledge, skills and abilities;
Knowledge of the principles and practices of engineering, physics and mathematics;
Familiarity with construction practices and sources of engineering information;
Proficiency in use of precision instruments and mathematical tables;
Ability to read and interpret drawing and specifications;
Ability to prepare correct and accurate reports;
Tact in dealing with contractors and the public;
Physical skills necessary to perform the duties of the position.

SPECIAL REQUIREMENTS

A valid state driver's license.
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

TOOL AND EQUIPMENT USED

Personal computer, including Word, Excel, AutoCad, Civil 3D, ArcGIS, and permitting software; motor vehicle; calculator; portable radio; phone; ladder or scaffolding; tape measure and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee daily works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements ~~of the job change~~.

Approvals:

Director of Public Works — Date: 5/9/16

Director of Administrative Services — Date: 5/9/16

AFSCME, Local 440 President — Date: 5/20/16.2

Revision History: November 19, 2003
April 22, 2016

POSITION DESCRIPTION

Title:	Civil Engineer II (Position Code # 2408)
Department:	Public Works/Public Utilities
Division:	Engineering
Reports To:	Director of Public Works/Director of Public Utilities
Union:	AFSCME, Local 440
Employee Status:	Permanent, Full-Time
Date Established:	February 20, 1979
Date Revised:	April 22, 2016

GENERAL PURPOSE

As a Civil Engineer I I, the position performs all aspects of professional engineering work in connection with the design, investigation, development, maintenance or construction of public works, wastewater or water systems engineering projects as appropriate; does related work as required. Assignments follow well-defined procedures. The candidate for this position is expected to ac t as a project leader and duties include the oversight of lower level engineering staff.

ESSENTIAL DUTIES AND RESPONSIBLIITIES

Makes detailed engin eering calculations;
Prepares plans and specifications for projects such as streets, sidewalks, streetlights and parking lot paving, sanitary sewer, storm sewer and water main extension;
Designs structures or components of complex structures such as concrete culverts, head walls, retaining walls, elevated walkways;
Plots topography profiles and cross sections; calculates bearing distances, closures and areas; calculates and interpolates elevations on contour lines; calculates grade elevations;
Estimates quantities and costs; prepares contracts for bidding;
Makes corrections on topographic maps, base maps, zoning maps and others;
Interprets drawing to interested parties seeking information regarding property such as right-of way lines, proposed sewer and water lines, etc.;
Negotiates with property owners and prepares documents to secure new right-of-way and/or grant of easements for utility facilities;
Drafts Ci ty engineering documents to scale such as land tracts, index and house number plats, and plats of property surveys;
Revise records when new ordinances or subdivisions are created;
Provides supervision of engineering staff related to assigned projects;
Prepares reports for the State of Illinois on construction and maintenance projects, showing work schedules and costs;
Prepares and presents public presentations;
Performs engineering support and oversight for Public Works/Public Utility field crews;
Performs traffic engineering work including traffic count and accident analysis studies;
Reviews site plans and subdivision plans for new developments;
Represents the Department at public meetings;
Performs assignments by the Director of Public Works or Public Utilities as needed.

REQUIRED QUALIFICATIONS

Education and Experience (or equivalent combination):

Bachelor of Science in Engineering from a College or University of recognized standing with major work in Civil Engineering;
Must be a Registered Professional Engineer in the State of Illinois or have the ability to obtain such registration within six (6) months aft er appointment through reciprocity.
Knowledge of the principles and practices of engineering, physics and mathematics;
Good knowledge of the principles and practices of civil engineering as applied to the development and construction of public works, wastewater and water projects as appropriate;
Proficiency in use of precision instruments and mathematical tables;
Proficient in using computers and industry related software;
Ability to read and interpret construction drawings and specifications;
Ability to prepare correct and accurate reports;
Ability to plan, layout and direct the work of subordinates;
Ability to plan projects and prepare related designs, estimates and specifications; Ability to express oneself clearly and concisely, orally and in writing;
Ability to multi-task by prioritizing effectively;
Team-oriented, but effective working individually as well, self-motivation and dependability are musts;
Tact in dealing with contractors and excellent public relations skills;
Physical skills necessary to perform the duties of the position;

SPECIAL REQUIREMENTS

A valid state driver's license.
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

TOOLS AND EQUIPMENT USED

Personal computer, including Word, Ex cel, Access database, ARC GIS, AutoCad drafting software, Civil 3D design software, sewer capacity software and permitting software; motor vehicle; portable radio; phone; ladder or scaffolding; tape measure and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required for the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.
The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

DISTINGUISHING FEATURES OF THE CLASS

This work involves the application of a Professional Engineer's knowledge and skills to design and construct public works or utilities projects from initiation to completion. Duties usually include the direction and coordination of the activities of a group of engineering personnel. Assignments are usually broad in scope with opportunity for the use of independent professional judgment. Work is reviewed for accuracy, design and completeness by the Department Director or designee. Positions in this class differ from those in the class of Civil Engineer I because of the more complex engineering level tasks performed and the greater independence of action expressed.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

Director of Public Works	5/9/16 Date
Director of Public Utilities	5-24-2016 Date
Director of Administrative Services	5/9/16 Date
Local 440 President	5/20/16.2 Date

Revision History: February 20, 1979
April 22, 2016

POSITION DESCRIPTION

Title:	Capital Program Engineer (Position Code # 2410)
Department:	Public Utilities
Division:	Engineering
Reports To:	Director of Public Utilities
Union:	AFSCME, Local 440
Employee Status:	Permanent, Full-Time
Date Established:	April 5, 2005
Date Revised:	April 26, 2016

GENERAL PURPOSE

Performs work in connection with the management of assigned capital improvement projects. Prepares and maintains the Capital Improvement Program for the Department of Public Utilities. Assists the Director of Public Utilities in the management of the Department. Maintains cost accounting for projects. Records new projects and existing utility system in the GIS database.

SUPERVISION RECEIVED:

Works under the direct supervision of the Director of Public Utilities, or his designee, independently following the general program identified by the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Thorough knowledge of the functioning of water, wastewater and public works operations and practices;
Understanding of CAD and mapping systems, and the ability to train staff;
Thorough knowledge of the procedures of regulatory agencies;
Directs professional consultants;
Coordinates projects with various City Departments and other divisions of the Department of Public Utilities;
Plans and directs the preparation of reports, plans cost estimates and specifications for assigned projects;
Obtains approval of projects by regulatory agencies;
Maintains cost accounting for assigned projects and the Departments Capital Program;
Ability to use professional judgment to direct projects through the design and construction phases;
Ability to establish and maintain effective working relationships with employees, City officials and the public;
Good judgment, thoroughness and dependability;
Performs other duties and responsibilities as required or assigned.

PERIPHERAL DUTIES:

Provides backup to related positions;

MINIMUM QUALIFICATIONS:

Bachelor's degree in engineering, science, environmental health or related field;
Ten (10) years of responsible engineering/project management experience with significant experience in the design and operation of a water supply and wastewater treatment systems;
Must be a Registered Professional Engineer in any state prior to appointment and the ability to obtain Illinois Professional Engineering Registration within six (6) months from date of hire;
Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations;
Ability to understand and follow complex oral and written directions;
Ability to maintain complex records and prepare reports from such laws, ordinance, regulations and established policies;
Any training or experience which provides the required knowledge, skills and abilities;

SPECIAL REQUIREMENTS:

Valid Illinois driver license
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from date of hire if the date of hire is after February 16, 2016.

TOOLS AND EQUIPMENT USED:

Personal computer, mobile computer devices, including word processing, spreadsheet, database and drafting software, ARC GIS and design software, office equipment including copy machine, fax machine, 10-key calculator, printing devices; telephone, portable radio, motorized vehicles; ladders or scaffolding; tape measure, level and as necessary, any other tools of the profession which may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS:

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 disabilities to perform the essential functions.

Work is performed mostly in an office setting. Some outdoor work is required for the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands, fingers, handle or operate objects tools or controls; and reach with hands and arms. Employee must drive an automobile or light truck and be able to make field visits including entering residences, business venues, and construction sites.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative by those of 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 functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, or in areas with risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field and may include high noise at plants.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

Director of Public Utilities	5-24-2016 Date
Director of Administrative Services	5/9/16 Date
Local 440 President	5/20/16.2 Date

POSITION DESCRIPTION

Title:	Traffic Engineer (Position Code # 2415)
Department:	Public Works
Division:	Engineering
Reports To:	Director of Public Works
Union:	AFSCME, Local 440
Employee Status:	Permanent, Full-Time
Date Revised:	April 22, 2016

GENERAL PURPOSE

As a Traffic Engineer, the position performs all aspects of professional engineering work in connection with the design, investigation, development, maintenance or construction of public works, street lighting, traffic signal engineering projects as appropriate; reviews and makes recommendations for street sign installation, street lighting and traffic signals; does related work as required. Assignments follow well-defined procedures. The candidate for this position is expected to act as a project leader and duties include the oversight of lower level engineering staff, City Electricians and City Sign Maker.

ESSENTIAL DUTIES AND RESPONSIBLIITIES

Makes detailed engineering calculations;
Prepares plans and specifications for projects such as streets, sidewalks, and parking lot paving;
Designs structures or components of complex structures such as concrete culverts, head walls, retaining walls, elevated walkways;
Plots topography profiles and cross sections; Calculates bearing distances, closures and areas; Calculates and interpolates elevations on contour lines; Calculates grade elevations;
Estimates quantities and costs; Prepares contracts for bidding;
Makes corrections on topographic maps, base maps, zoning maps and others;
Interprets drawing to interested parties seeking information regarding property such as right-of way lines, proposed sewer and water lines, etc.;
Negotiates with property owners and prepares documents to secure new right-of-way and/or grant of easements for utility facilities;
Drafts City engineering documents to scale such as land tracts, index and house number plats, and plats of property surveys;
Revise records when new ordinances or subdivisions are created;
Provides supervision of engineering staff related to assigned projects;
Prepares reports for the State of Illinois on construction and maintenance projects, showing work schedules and costs;
Prepares and presents public presentations;
Performs engineering support and oversight for City Electricians and City Sign Maker;
Performs assignments by the Director of Public Works, as needed;
Prepares and manages budget recommendations for the Electrical Division and Sign shop;
Supervises the development and completion of traffic engineering work;
Reviews site plans and subdivision plans for new development;
Represents the department at public meetings.

REQUIRED QUALIFICATIONS

Education and Experience (or equivalent combination): Bachelor of Science in Engineering from a College or University of recognized standing with major work in Civil Engineering;
Must be a Registered Professional Engineer in the State of Illinois or have the ability to obtain such registration within six (6) months aft er appointment through reciprocity.
Knowledge of the principles and practices of engineering, physics and mathematics;
Good knowledge of the principles and practices of civil engineering as applied to the development and construction of public works, wastewater and water projects as appropriate; Proficiency in use o f precision instruments and mathematical tables;
Proficient in using computers, traffic engineering and industry related software;
Ability to read and interpret construction drawings and specifications;
Ability to prepare correct and accurate reports;
Ability to plan, layout and direct the work of subordinates;
Ability to plan projects and prepare related designs, estimates and specifications; Ability to express oneself clearly and concisely, orally and in writing;
Ability to multi-task by prioritizing effectively;
Team-oriented, but effective working individually as well, self-motivation and dependability are musts;
Tact in dealing with contractors and excellent public relations skills;
Physical skills necessary to perform the duties of the position;

SPECIAL REQUIREMENTS

A valid state driver's license;
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

TOOLS AND EQUIPMENT USED

Personal computer, including Word, Excel, Access database , AutoCad drafting software, Civil 3D design software, Arc GIS software and permitting software; traffic counters, motor vehicle , portable radio, phone, ladder or scaffolding, tape measure and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.
Work is performed mostly in office settings. Some outdoor work is required for the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
While performing the duties of this job, the employee is required to stand; walk; use hands to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.
The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

DISTINGUISHING FEATURES OF THE CLASS

This work involves the application of a Professional Engineer's knowledge and skills to design and construct public works or utilities projects from initiation to completion. Duties usually include the direction and coordination of the activities of a group of engineering personnel. Assignments are usually broad in scope with opportunity for the use of independent professional judgment. Work is reviewed for accuracy, design and completeness by the Department Director or designee. Positions in this class differ from those in the class of Civil Engineer II because of the more complex engineering level tasks performed and the greater independence of action expressed.

WORK ENVIRONMENT

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 functions.
While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.
The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

Director of Public Works — Date: 5/9/16

Director of Administrative Services — Date: 5/9/16

AFSCME, Local 440 President — Date: 5/20/16.2

Revision History: November 19, 2003
April 22, 2016

POSITION DESCRIPTION

Class Title:	Building Safety Inspector (Position Code # 2420)
Department:	Community and Economic Development
Division:	Inspections
Reports to:	Building Services Director
Union:	AFSCME, Local 440
Employee Status:	Permanent, Full-Time
Revised:	June 10, 2016

GENERAL PURPOSE

Performs a variety of routine and complex technical work in building inspection to insure that the IBC and other related codes and standards are met. Inspectors hired to specialize in a particular trade are required to meet specialized requirements as listed later within this job description.

SUPERVISION

Works under the direction of the Building Services Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reviews for compliance with local and state ordinances for plans of new construction;
Assists the Inspection Services Director in all aspects of construction inspections;
Inspects buildings to assess compliance with IBC Codes and issues letter of violation for cases of non-compliance;
Inspects all public safety emergencies which may involve a possible violation of building codes;
Assists with inspection of demolition and/or disconnection from City water and sewer services;
Assists with inspections of street excavations;
Develops and maintains historical records of ownership and occupancy for all construction within the City;
Assists in the issuing of all building permits;
Answers citizen inquiries regarding building code requirements;
Inspects buildings damaged by fire;
Assists in the inspection of other construction including, but not limited to, sidewalks, driveways, patios and remodeling;
Enforces building related codes including International Building Codes, International Residential Codes, and other local codes as appropriate;
May serve as the City's American with Disabilities Act Coordinator;
Performs on-site inspections of footings, foundations and framing, etc.;
Maintains records of building and inspection activity, and completes related reports. Issues certificates and permits as appropriate;
Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues;
Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions;

Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance;
Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties;
Assists the Board of Appeals as needed;
Review proposed subdivisions for code compliance;
Performs the duties of a plans examiner, or mechanical, plumbing or electrical inspector as needed and qualified;
Performs other related duties as required;
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

MINIMUM QUALIFICATIONS

Education and Experience:

A. Graduation from a standard high school or GED equivalent,
B. Must have at least three (3) years of work experience in the design, construction, or inspection of buildings under construction.
C. A college degree or appropriate coursework in related areas may substitute for up to two (2) years of work experience;
D. College coursework in building code administration, construction technology, architectural drawing, building design, or fire prevention is desired.

Necessary knowledge, skills and abilities:

A. Some work experience with safety and fire prevention aspects of building design and construction is preferred;
B. Thorough knowledge of International Building Codes and general construction codes, and a thorough knowledge of carpentry; Considerable knowledge in carpentry work, cement work, and electrical, HVAC, and plumbing as appropriate; Skill in applying knowledge of International Building codes, zoning and land use applications;
C. Skill in the operation of the listed equipment;
D. Ability to work well with the public and with local contractors; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing.

Trade Specific Requirements:

Carpentry

A. Completion of a Department of Labor accredited apprenticeship program & worked as a Journeyman Carpenter for 5 years.
B. Ability to read architectural drawings, and have knowledge of the proper installation of framing components, in compliance with the adopted codes of the City of Joliet.

Electrical

A. Completion of a Department of Labor accredited apprenticeship program & worked as a Journeyman Electrician for five (5) years, or employment as an Electrical Inspector for five (5) years, or have a combination of either for a total of five (5) years.
B. Ability to read architectural drawings & wiring schematics, and have a thorough knowledge of the installation of electrical wiring of components, in compliance with the adopted codes of the City of Joliet.

Heating Ventilation & Air Conditioning

A. Completion of a Department of Labor accredited apprenticeship program & worked as a Journeyman Sheet Metal Worker for five (5) years, or employed as a Heating, Air Conditioning & Ventilation Inspector for five (5) years, or have a combination of either for a total of five (5) years

B. Ability to read architectural drawings & be knowledgeable in both manual J and ASHRAE Standards. Must have a thorough knowledge in the proper installation of Heating, Air Conditioning & Ventilation equipment, in compliance with the applicable codes of the City of Joliet.

Plumbing

A. Completion of a Department of Labor accredited apprenticeship program & worked as a Journeyman Plumber for 7 years, or employed as a State of Illinois Licensed Plumbing Inspector.

B. Ability to read architectural drawings & have a thorough knowledge of the installation of plumbing, in accordance with the State of Illinois Plumbing Code and all applicable codes of the City of Joliet.

SPECIAL REQUIREMENTS

A valid state driver's license.
Must be ICC Certified as a Building Inspector or obtain such certification within one (1) year of hire.

Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure, ruler, level, flashlight, and various testing equipment as appropriate (or other tools that may be commonplace in this line of work).

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Work is performed in an office setting but outdoor work is required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Building Safety Inspector

Approvals:

President, AFSCME Local 440	1-17-17 Date
Director of Community/~~Economic Dev~~	1/9/17 Date
Director of Administrative Services	1/9/17 Date

Revision History: October 7, 2002
June 2, 2004

POSITION DESCRIPTION

Class Title:	Chief Building Inspector (Position Code # 2425)
Department:	Community & Economic Development
Division:	Inspections
Reports To:	Building Services Director
Union:	AFSCME, Local 440
Employee Status:	Permanent, Full-time
Date Established:	June 10, 2016

GENERAL PURPOSE

Performs responsible managerial, administrative and professional work directing the operation of the Building Services Division.

SUPERVISION RECEIVED

This position derives its authority to act from the direct instruction of the Building Services Director.

SUPERVISION EXERCISED

Exercises supervision over building inspectors, clerical staff, support staff, and other part-time temporary staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITES

Supervises, evaluates, and disciplines all Inspectors of the Building Services Division;
Assists the Division Director in the preparation of the Division Annual Budget request;
Supervises the expenditure of divisional appropriations;
Assists the Division Director in formulating and prescribing work methods and procedures to be followed by divisional employees;
Assists the Division Director in appraising conditions of work and taking the necessary steps to improve division operations;
Prepares reports summaries of ongoing programs and projects;
Confers with and advises subordinates on difficult work problems, the development and installation of new work procedures and policies, and methods of coordinating divisional services;
Attends professional society meetings, participates in panel discussions and speaks in areas of competence;
Performs public relations work promoting divisional services;
Keeps informed of current developments in the field of building construction, particularly new legislation, recent court decisions and various governmental, administrative decisions which might affect divisional operations;
Directs subordinates activities toward the fulfillment of established goals and objectives within the division;

Reviews plans and specifications of commercial, public and private buildings and other structures and approves, rejects and annotates corrections on plans in accordance with standards established by City ordinances and building codes;
Investigates appeals and conducts field inspections to examine special structural problems and building alterations, as well as specific complaints;
Attends meeting of City Council and various boards and committees as requested, provides technical information;
Confers with and advises inspectors, contractors, owners and craftsmen regarding the interpretations and applications of the building code, zoning and sign ordinances, and related law and regulations;
Formulates and recommends changes in City ordinances relating to building code standards;
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

MINIMUM QUALIFICATIONS

Education and Experience:

(A) Bachelor's Degree from an accredited college or university in civil or structural engineering, or architecture or a related field;
(B) Four (4) years of experience in general construction and related fields, or
(C) Any equivalent combination of education and experience in construction management and supervision may substitute for the above degree requirement;
(D) Certification in International codes, Architectural certifications or other professional certifications, as appropriate.

Necessary knowledge, Skills and Abilities:

(A) Comprehensive knowledge of the approved methods and materials used in building construction and allied mechanical and structural work;
(B) Through knowledge of state and local enactments governing building construction, use and occupancy, and ability to apply this knowledge in the analysis and interpretation of construction plans and specifications;
(C) Ability to plan, assign, coordinate and supervise the work of subordinates inspecting the various and numerous phases of building construction;
(D) Ability to enforce and interpret regulations firmly and tactfully and to establish and maintain effective working relationships with contractors, architects, property owners, employees and the public;
(E) Ability to communicate both orally and in writing;
(F) Ability to be tactful and diplomatic;
(G) The physical skills necessary to perform the duties of the position;
(H) Any equivalent combination of experience and training which provides the required knowledge, skill and ability.

PERIPHERAL DUTIES

Identify, initiate and participate in training opportunities for all divisional employees.

SPECIAL REQUIREMENTS

A valid state driver's license. One or more International Building Code certifications, including but not limited to plans examiner, Commercial Building Inspector.
Must be ICC Certified as a Building Inspector or obtain such certification within one (1) year of hire.
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure and any other tool of the trade which may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

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 disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

Chief Building Inspector

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

President, AFSCME Local 440	1-17-17 Date
Director of Community/~~Economic Dev~~	1/9/17 Date
Director of Administrative Services	1/9/17 Date

Revision History: March 28, 2003

COUNCIL MEMO #84-17

OFFICE OF THE CITY MANAGER

JIM HOCK
CITY MANAGER
P: 815-724-3720
F: 815-724-3737
jhock@jolietcity.org

CITY OF JOLIET

150 West Jefferson St.
Joliet, IL 60432-4158

DATE: February 21, 2017

TO: Mayor and City Council

FROM: James D. Hock, City Manager

SUBJECT: Ordinance Approving and Authorizing Execution of Collective Bargaining Agreement Between Joliet and AFSCME LOCAL 440 for 2016-2019

BACKGROUND

In February 2016, the City and each of the six bargaining unions entered into a Master Contract Settlement Agreement which included the following significant terms:

- A four year term from 2016 – 2019 with no raises in 2016 and 2017, and an increase of 2% in 2018 and 2019.
- An extension of the current healthcare plan from 2021 through 2030
- A guarantee of no-layoffs for the length of the agreement
- A provision to reinstate residency for future new hires
- An agreement to address ancillary issues separately for each contract

Since that time, the City has sat down with the ASCME Local 440 union and completed a review of the remainder of their contract. That review essentially updated dates and salary tables and incorporated the appropriate language adjustments negotiated in the Master Agreement. In addition, negotiations included wage tables and job descriptions for recent positions which successfully positioned to be in the union (Engineers, Inspectors, and Planners). The final contract has been tentatively agreed upon by the City and Union and is being brought before the Council for your consideration.

RECOMMENDATION

The Administration recommends that the attached Ordinance be approved.

Respectfully submitted,

James D. Hock
City Manager

CONCURRENCES

Kenneth R. Mihelich
Director of Admin. Services

Martin Shanahan
Corporation Counsel

JH/KM