

VILLAGE OF SHERRARD  
JOB DESCRIPTION

**Building Inspector**

Distinguishing Features of Work

Assists in the review of plans and specifications for building construction or repair to insure compliance with all Building and Zoning Codes and Ordinances; conducts inspections of building construction and repairs to insure compliance with appropriate Codes and ordinances; prepares and maintain written records of inspection work performed.

Illustrative Examples of Work

1. Reviews construction plans and specifications for building in the Village for compliance with applicable building, zoning, and technical codes; advises architects, engineers and the general public as to the technical interpretation of building and zoning laws and requirements.
2. Consults and advises inspectors regarding building code interpretations, special technical problems and field problems.
3. Issues construction and occupancy permits; validates building permits by on-site inspection of construction.
4. Prepares written records of inspection of construction.
5. In the absence of the Chief Building Inspector, supervises the Inspection Division.
6. Performs other duties as required or assigned.

Requirements

**Education** - Requires knowledge, skill, and mental development equivalent to completion of four (4) years of high school.

**Experience**

- A. Requires five (5) years of progressively responsible experience in the building trades.
- B. Requires extensive knowledge of building construction materials and methods.
- C. Requires working knowledge of building codes and regulations

**Significant Responsibilities**

- A. Requires ability to establish and maintain effective working relationships with contractors, property owners, architects, and the general public
- B. Requires ability to recognize error in building plan construction
- C. Requires ability to understand and use blueprints and construction plans and diagrams.
- D. Requires ability to enforce building codes tactfully, impartially, and firmly

Pay Sheet

A pay sheet is to be provided to the Village Clerk, showing the amounts collected for the month.

This Job Description may be changed or altered at any time with Board Approval.

This Job Description has been approved by the President and Village Board on the 6<sup>th</sup> day of June, 2011, and is AGREED to by both undersigned parties, this 6<sup>th</sup> day of June, 2011.

//sgd//

*Jerald Parker*

//sgd//

*Village of Sherrard*

VILLAGE OF SHERRARD  
JOB DESCRIPTION

**Police Chief**  
Job Description

A Police Chief will promote public safety, including crime prevention and general enforcement of the law and performing related work as required, according to Illinois State Statutes.

Duties and Responsibilities

The duties of a Police Chief encompass but are not limited to:

- A. Patrolling
- B. Crime detection
- C. Investigation
- D. Traffic enforcement and control
- E. The writing of such reports after performing such duties
- F. Maintain and/or enforce Village "Police Procedures and Regulations"
- G. Set and coordinate work schedules for the Department, including who will be checking the answering machine twice daily at the Police Department
- H. Maintain and project Department Budget and its needs
- I. Keep the Village President informed of all schedules, accomplishments and problems
- J. Prepare and present at the first Village Board meeting of the month a Monthly Police Report
- K. Police Chief must inform Village President if he or any Officer is unavailable for any period of time
- L. Performs other duties with the Village, as required.

Qualifications

A Police Chief MUST:

- A. Be a U.S. citizen
- B. Have an Illinois PTI Certificate or Waiver
- C. Be at least 21 years of age
- D. Have a valid Driver's License and good driving history
- E. Have a current FOID card
- F. Have 20/20 vision or correctable to 20/20
- G. Have the ability to use (or learn to use) computers/printers for Reports
- H. Have NO felony arrest and no violation of moral turpitude laws
- I. Have a good moral character
- J. Have the ability to lead and set a good example to the Officers
- K. Be able to pass a thorough background investigation

Time Sheets

A time sheet is to be provided to the Village Clerk at the end of the month, showing total hours worked for Chief and Officers. Also provided is any other documentation that may be required for reports and reimbursements.

This Job Description may be changed or altered at any time with Board Approval.

This Job Description has been approved by the President and Village Board on the 6<sup>th</sup> day of June, 2011, and is AGREED to by both undersigned parties, this 6<sup>th</sup> day of June, 2011.

VILLAGE OF SHERRARD  
JOB DESCRIPTION

*Daniel Smith*

*Village of Sherrard*

**Police Officer**

Job Description

A Police Officer will promote public safety, including crime prevention and general enforcement of the law and performing related work as required, according to Illinois State Statutes.

Duties and Responsibilities

The duties of a Police Officer encompass but are not limited to:

- A. Patrolling
- B. Crime detection
- C. Investigation
- D. Traffic enforcement and control
- E. The writing of such reports after performing such duties
- F. Performs other duties with the Village, as required.

Qualifications

A Police Officer MUST:

- A. Be a U.S. citizen
- B. Have an Illinois PTI Certificate or Waiver
- C. Be at least 21 years of age
- D. Have a valid Driver's License and good driving history
- E. Have a current FOID card
- F. Have 20/20 vision or correctable to 20/20
- G. Have the ability to use (or learn to use) computers/printers for Reports
- H. Have NO felony arrest and no violation of moral turpitude laws
- I. Have a good moral character
- J. Be able to pass a thorough background investigation

Time Sheets

A time sheet is to be provided to the Police Chief, showing hours worked and activities performed on a daily basis. Also provided is any other documentation that may be required for reports and reimbursements. These will be provided at the end of the month. Police Chief will submit total hours worked to the Village Clerk for payment.

This Job Description may be changed or altered at any time with Board Approval.

This Job Description has been approved by the President and Village Board on the 6<sup>th</sup> day of June, 2011, and is AGREED to by both undersigned parties, this 6<sup>th</sup> day of June, 2011.

---

*Troy Hunzeker*

---

*Village of Sherrard*

VILLAGE OF SHERRARD  
JOB DESCRIPTION

**Village Clerk**

Job Description

A Village Clerk performs work of a wide range of functions covering several different areas in the daily operations of the Village. The Village Clerk performs a variety of administrative and clerical tasks for all departments and reports directly to the Village President and Board of Trustees. The Village Clerk also interacts daily with the Water & Sewer Department, the Maintenance Department, Building Inspector, Zoning Commission, and Police Department.

Duties and Responsibilities

In addition to the Daily, Monthly, Quarterly and Yearly duties and the Illinois Municipal Handbook, listed below, the Village Clerk position is responsible for the following:

- A. Maintains all Agreements for Wages and Job Descriptions for Village employees
- B. Maintains all confidential passwords and information for computer accounts
- C. Processes demands for Freedom of Information Act (FOIA) requests in a timely manner and keeps a logbook of all FOIA requests
- D. Assists in organizational functions such as the coordination of Village events
- E. Maintains the Village Website and keeps it updated with current information and dates of all events
- F. Notifies appropriate Organizations (i.e. Bi-State, Illinois Municipal League, etc.) of changes in Village personnel
- G. Acts as an advocate for the Village maintaining positive relations with the public, understanding attitudes and concerns of the community and public interest groups.
- H. Assists Maintenance Supervisor for Public Works with incidental needs as they arise including quarterly filing of reports
- I. Prepare Notices and Agendas for all meetings, including Committee and Special Board Meetings
- J. Prepares the Village Hall for all Village meetings (this includes cleaning, vacuuming, setting up chairs)
- K. Advises the Village President and Board of any problem areas or need for change in procedures
- L. Will keep an update "Village Clerk Operating Procedures" manual at her desk to guide anyone filling in for this position for any significant period of time or to help train a new employee.
- M. Performs other duties with the Village, as required, OR as identified in the Illinois Municipal League Handbook.

Duties per Illinois Municipal Handbook (2011)

- 1. Keeps Corporate Seal and all papers belonging to the Village
- 2. Attends all meetings of the Corporate Authority and keeps records of the proceedings in the form of Minutes
- 3. Publishes all Ordinances either in the local newspaper or in pamphlet form
- 4. Certifies all documents of the Village

VILLAGE OF SHERRARD  
JOB DESCRIPTION

5. Has custody and control of all Village documents, books and papers which the Corporate Authority designates
6. Prepares annual estimates of expenses to be submitted on or before May 15<sup>th</sup> for use in preparation of the annual Appropriations Ordinance
7. Prior to entering the duties of the office, must file a bond with the Village Treasurer who records and preserves it
8. Prior to the 1<sup>st</sup> day of September, must publish Treasurer's Annual Report in a newspaper published in the Village
9. Must attach Affidavit to Treasurer's Annual Report indicating the copy is correct and report was published in accordance with statutory requirements
10. Is the Local Registrar of Vital Statistics and must keep the records that go to the state Registrar of Vital Records
11. Has power to administer Oaths and issue Bulk Sales Licenses under the Fraudulent Sales Act
12. Receives candidates nominating papers and certifies the names of all candidates as to eligibility to be on the Election Ballot
13. Examines submitted nominating papers to determine if they facially comply with the Election Code's mandates

Daily Duties

- A. Answer telephone and provide messages, if needed, to the appropriate person
- B. Mail – handles all incoming & outgoing mail. Mail is to be date stamped, initialed, and distributed to the appropriate person
- C. Receives Water/Sewer/Garbage payments, stamps with date received and then puts in locked file cabinet for Water Billing Clerk to process. Checks the Payment Drop Slot each day
- D. Checks Email frequently
- E. Records deposits made by Treasurer in Quick Books
- F. Records all checks written in Quick Books
- G. Processes Building Permit & Sewer Hook Up Permits received from Building Inspector and gives to Treasurer for deposit
- H. Typing of all letters, emails, documents and Ordinances as needed
- I. Filing
- J. Keeps bulletin boards updated
- K. Keeps Village Website updated

Monthly Duties

- A. 1<sup>st</sup> day of Month:
  1. Payroll for all employees
  2. Print Payroll report for Board Members
  3. Maintains Vacation logs
- B. After 10<sup>th</sup> of Month:
  1. Reconcile Bank Statements in Quick Books, print & file in Binders

VILLAGE OF SHERRARD  
JOB DESCRIPTION

2. Electronically pay Employee Taxes to IRS (Federal/Social Security/Medicare) and to Illinois Department of Revenue for Illinois Withholding. MUST BE PAID NO LATER THAN THE 15<sup>TH</sup>

3. Print Treasurer's Report for 2<sup>nd</sup> Board Meeting of month

C. 16<sup>th</sup> day of Month:

1. Mid-month payroll for Maintenance Supervisor/Water & Sewer and for Village Clerk.
2. Print Payroll Report for Board Members

For Each Board/Special/Committee Meeting

- A. Prepare Agendas/Notices; post on front door; email to appropriate persons; post to Website; and copy
- B. Write checks for bills due for EACH Board Meeting
- C. Print "Checks for Approval" reports from Quick Books for each member & Treasurer
- D. Copy all documents necessary for members
- E. Type all Minutes for Board; Special; and Committee Meetings
- F. Email and print Minutes for Board Approval
- G. Once Minutes, Treasurer's Report, etc are approved, post on Website

Quarterly Duties

- A. By the 15<sup>th</sup> of April, July, October, and January:
  1. Prepare & file Form 941 (Federal Payroll Tax Form)
  2. Prepare & file Form IL-941 (State Payroll Tax Form)
  3. Prepare & file IL Unemployment Quarterly Tax Form & Quarterly Tax Payment
  4. Prepare & submit IMLRMA Quarterly Man-Hour Report

Yearly

- A. January
  1. Print & Distribute all W-2's and 1099's for the prior year. (Must be postmarked by Jan 31<sup>st</sup>)
  2. Print & File Form W-3
  3. Print & File Form 1096
  4. Print & File Form 940 (Federal Unemployment Taxes) along with payment
  5. Begin process for Annual Motor Fuel Tax Audit (CY Jan – Dec)
  6. Receive IMLRMA Payroll Audit – complete and return
- B. March
  1. Receive from Mercer Co. Certificates of Status of Tax Exempt Properties – fill out and return re: Village properties
  2. Receive final TIF tax payment for year from Mercer Co. Provide information to Economic Devel. Group for distribution of monies received
- C. April
  1. Prepare Annual Expenses Report for next FY Appropriations

VILLAGE OF SHERRARD  
JOB DESCRIPTION

2. Prepare files for next Fiscal Year
3. April 1<sup>st</sup> -Send Liquor License Renewal Letters to establishments (due May 1<sup>st</sup>)
- D. April/May/June
  1. Get ready for Annual FY Audit with Accountants
  2. When Audit is complete, purge files to leave only 2 years out in main files
- E. May
  1. Get Revenue & Expenditure figures for FY for Annual Report
  2. Work with Treasurer to get Annual Report done
- F. July
  1. IMLRMA Billing Survey Update
  2. IMLRMA Renewal Survey Packet
- G. October 1<sup>st</sup> – Send Liquor License Renewal Letters to establishments (due Nov 1<sup>st</sup>)
- H. December
  1. IMLRMA Payroll Estimate for next year

Qualifications

The Village Clerk MUST:

- A. Be a U.S. citizen and preferably a resident of the Village
- B. Have a valid Illinois Driver's License
- C. Have a High School Diploma or GED
- D. Have Business school training or any equivalent combination of experience & training which provides the required knowledge, skill and abilities
- E. Be detail oriented, a self starter, be able to work independently, possess initiative, have a high degree of accountability, and ensure the effectiveness and efficiency of daily administrative operations
- F. Have computer experience and a working knowledge of Quick Books; Microsoft Word and Excel; and Payroll Mate
- G. Not be delinquent on any financial obligations to the Village
- H. Have not committed any criminal act resulting in a felony
- I. Exhibit professionalism in communicating on behalf of the Village
- I. Maintain Confidentiality of any and all matters concerning the Village

Time Sheets

A time sheet is to be kept by the Village Clerk, showing total hours worked during the pay period. Village Clerk will also keep a daily log of activities that are not part of her daily schedule.

This Job Description may be changed or altered at any time with Board Approval.

This Job Description has been approved by the President and Village Board on the 6<sup>th</sup> day of June, 2011, and is AGREED to by both undersigned parties, this 6<sup>th</sup> day of June, 2011.

---

*Theresa Johnson*

---

*Village of Sherrard*

VILLAGE OF SHERRARD  
JOB DESCRIPTION

**Water & Sewer Superintendent and Maintenance Positions**

Water and Sewer Superintendent Duties

Maintains drinking water quality and insures compliance with all applicable State and Federal regulations and standards at all times.

Waste water treatment facility must be operational at all times and must meet all established State and Federal Environmental Protection Agency (EPA) regulations and standards.

Monitors and maintains chemical levels in the water in compliance with applicable State and Federal regulations to include maintaining a daily log and charts for water quality.

Collects and submits water and wastewater samples for compliance with State and Federal quality standards.

Operates and maintains sewage lift stations.

Monitors the performance of all equipment, gauges, and charts at the Village lagoon.

Prepares and submits records, logs, and reports in accordance with State and Federal and Local regulatory agencies.

Read and maintain all Village water meters as required by Village Ordinances:

- A. Water Meters are read on a quarterly basis, the end of January, April, July, and October.
- B. Meter readings must be completed five (5) days before the 1<sup>st</sup> of each billing month.
- C. If residents are not home at time of readings, must leave a notice taped to their door that includes contact phone number they can report water reading to.
- D. Report all readings to Village Billing Clerk
- E. Other duties regarding water/sewer statements as designated by Village Billing Clerk.

Responsible for repair and replacement of non-functioning meters.

Operates all shut-off valves as required.

Maintains water and sewer infrastructure to ensure all facilities are in proper working condition, reporting all required repairs.

Flushes all fire hydrants two (2) times annually *or as required by regulations*.

Performs routine cleaning and maintenance of all equipment.

VILLAGE OF SHERRARD  
JOB DESCRIPTION

Performs other duties as position requires.

Must have a suitable interview with Village President and Water & Sewer Committee Members.

Maintenance Position Duties

Remove snow and maintain Village streets to ensure safe travel within the Village.

Mows, trims, and removes debris on all Village property, as needed. This includes: Village Hall; Police Station; Park; Road Banks; Pump House; Lift Stations; and Treatment Plant.

Maintains ditches and culverts to insure proper drainage.

Performs preventive and regular maintenance on all Village equipment to ensure proper working condition.

Repairs streets and alleys as needed.

Responsible for striping of parking spaces within the Village and making sure they are in compliance with current regulations (this also includes Handicap spaces).

Maintains street signs and makes sure they are in compliance with current regulations.

Responsible for the Village wide pick up of yard wastes two (2) times per year. The Spring pick up will be the last week of May and the Fall pick up will be the first week of November.

Maintains the Mine and ensures that the rules are followed for the depositing of yard wastes. Responsible for burning when necessary.

Responsible for keeping sufficient road salt, rock, etc., for use within the Village.

Responsible for keeping the shop area clean and organized.

Performs other maintenance duties with the Village, as required.

Time Sheets

For both of the above positions, a time sheet is to be provided to the Village Clerk, showing hours worked and activities performed on a daily basis. Also provided is any other documentation that may be required for reports and reimbursements. These will be provided according to pay schedule.

VILLAGE OF SHERRARD  
JOB DESCRIPTION

Knowledge, Abilities, and Skills

Knowledge of:

1. Methods and procedures of water and wastewater system operation
2. Rules and regulations pertaining to water and wastewater process and control
3. The use and care of hand, power, and other tools used in the work
4. Village equipment used for maintenance (truck, snow plow, mower, tractor, etc.)
5. Village Ordinances where applicable.

Ability to:

1. Perform water and wastewater operator duties efficiently
2. Perform physically demanding work
3. Use tools and equipment efficiently
4. Follow oral and written instructions
5. Deal with the public in a courteous manner
6. Make mechanical adjustments and repairs

Required Qualifications

**MUST HAVE:**

- A. A High School Diploma or GED
- B. Water Operations Experience **OR** currently in Training Program (*village will provide certified person with required licenses to assist employee while he is in training and working to obtain required licenses*).
- C. Valid Class C CDL Driver's License
- D. Class C Public Water Supply Operator Certificate, State of Illinois
- E. Class 4 Wastewater Operator Certificate, State of Illinois

**OR**

Currently enrolled in Certification Program for Items D & E

Physical Demands

Must have the physical ability to stand, walk, bend, stoop, reach, climb, squat, and lift loads in excess of 50 pounds. Work is active with periods of heavy exertion, and is performed in the shop, outside, and in field settings.

Other Demands

Both of these job positions require the employee to be on-call for emergencies.  
Required to handle chemicals on a daily basis.

This Job Description may be changed or altered at any time with Board Approval.

This Job Description has been approved by the President and Village Board on the 6<sup>th</sup> day of June, 2011, and is AGREED to by both undersigned parties, this 6<sup>th</sup> day of June, 2011.

---

*Jason Ellis*

---

*Village of Sherrard*

VILLAGE OF SHERRARD  
JOB DESCRIPTION

**Water Billing Clerk**

The primary duties of this position include, but are not limited to the following:

- A. Performs a variety of reporting and data entry functions in connection with the billing of water, sewer, and curbside collections for the Village
- B. Reports directly to the Corporate Authorities through the Village President
- C. Possesses the ability to deal with the public in a tactful, impartial, and firm manner
- D. Maintains confidentiality in the handling of all matters, as necessary.

Duties and Responsibilities

- A. Prepares Meter Reading Sheets in January, April, July, and October for Water Meter Reader
- B. Posts meter readings in the Utility Billing Program (UBPRO)
- C. Prepares and mails quarterly Water, Sewer, and Curbside bills using UBPRO
- D. Receives and posts all payments and prints Batch report. (One copy kept in her files and one given to Treasurer with deposit
- E. Provides the Treasurer with all monies to deposit and the Batch Report. The Treasurer then gives the Batch copy to Village Clerk for posting in Quick Books.
- F. Handles all new Water, Sewer, and Curbside customers and enters all information in UBPRO
- G. Updates account records as required and reconciles discrepancies
- H. Posts final account payments
- I. Notifies the Water & Sewer Review Board of returned checks and provides information to Chairman for corrective action
- J. Prepares Aged Balance Report monthly
- K. Prepares and presents to the Village Board a quarterly Water, Sewer, and Curbside report.
- L. Follows up on all accounts remaining on the Aged Balance Report and coordinates with the Water & Sewer Review Board as to appropriate action
- M. Furnishes the Water & Sewer Review Board with copies of all reports for follow-up actions necessary to resolve incorrect bills, broken meters, and delinquent accounts
- N. Resolves any problems with any correspondence returned due to incorrect address
- O. Will keep an updated "Water Billing Clerk Operating Procedures" manual at her desk to guide anyone filling in for this position for any significant period of time or to help train a new employee.
- P. Performs other duties with the Village, as required.

Time Sheets

A time sheet is to be provided to the Village Clerk, showing hours worked and activities performed on a daily basis. Also provided is any other documentation that may be required for reports and reimbursements. These will be provided monthly.

VILLAGE OF SHERRARD  
JOB DESCRIPTION

Required Qualifications

**MUST HAVE:**

- A. A High School Diploma or GED
- B. Computer knowledge and ability to adapt to programs used

This Job Description may be changed or altered at any time with Board Approval.

This Job Description has been approved by the President and Village Board on the 6<sup>th</sup> day of June, 2011, and is AGREED to by both undersigned parties, this 6<sup>th</sup> day of June, 2011.

---

*Susanne Pasdach*

---

*Village of Sherrard*