

VILLAGE OF DANSVILLE

**Ordinance No. 2022 - 01
(Enacted on 3/14/2022)**

AN ORDINANCE TO CREATE THE DEPARTMENT OF PUBLIC WORKS

The Village of Dansville Ordains:

Section 1.

Pursuant to the provisions of Chapter XI, Section 14 of Act 3, P.A 1895, Add. 1998, Act 254, Imd. Eff. July 13, 1998, the Council of the Village of Dansville determines to make a Department of Public Works described on the terms and conditions herein set forth.

Section 2. FUNCTIONS OF DEPARTMENT.

The functions of the Department of Public Works shall consist of the following:

- (A) Maintenance and lighting of public streets, alleys, and sidewalks;
- (B) Construction and maintenance of public buildings;
- (C) Construction and maintenance of park facilities, cemeteries, and other public grounds;
- (D) Construction and maintenance of public sanitary sewers, storm sewers, sewage, drainage, and disposal systems and facilities;
- (E) Construction and maintenance of water systems and facilities;
- (F) Maintenance and repair of motor vehicles and equipment;
- (G) Performance of such other functions, duties, and responsibilities as may be designated by the Village Council, charter, village ordinances, or state or federal law; and
- (H) Supervision, monitoring, coordination, and management of the work of others in the performance of the functions of the Department.

Section 3. DEPARTMENT RULES.

The Director of Public Works may prescribe rules, policies, and procedures for the operation of the Department, subject to approval by the Village Council, which shall be entered in a book of Department of Public Works Rules and Orders and which may be amended or repealed by the Director of Public Works upon written notice to, and approval by, the Village Council. It shall be the duty of all employees of the Department of Public Works to comply with such rules and orders while effective.

Section 4. HEAD OF DEPARTMENT OF PUBLIC WORKS.

The Department of Public Works shall be headed by the Director of Public Works, who shall be the administrative officer of the Department. The Director of Public Works shall direct the work of the Department and be responsible for the efficient and effective operations of the Department. The Director of Public Works shall be appointed by the Village Council upon the recommendation of the Village President and shall serve at the pleasure of the Village Council. The pay of the Director shall be set by the Village Council in accordance with budget

appropriations and upon recommendations of the Village Treasurer. In addition to the responsibilities outlined in this subchapter for the Department of Public Works, the Director of Public Works shall perform such duties as are provided for public works directors by state law, charter, village ordinances, and the administrative directives of the Village Council.

Section 5. POSITIONS AND DESCRIPTIONS.

The Department of Public Works will be made up of part-time and full-time employees. These positions will be defined by job descriptions for the Director, Worker, Job Specific Worker, and any other positions the Village Council may deem necessary.

Section 6. VILLAGE COUNCIL AUTHORITY.

The Village Council shall have the authority to hire, promote, demote, appoint, evaluate, discipline, or discharge employees of the Department. These actions may take place at a Special Meeting or Regular Meeting.

Section 7. EFFECTIVE DATE.

This ordinance shall take effect immediately after its adoption and publication.

The foregoing ordinance was moved for adoption by Council Member Rockwell, seconded by Council Member Barth, and adopted with the vote thereon being:

Yes - 6
No - 0
Abstain - 0
Absent - 0

Declared adopted on this 14th day of March, 2022.


Michael Stolz ~ President


Kelsey Parsons ~ Clerk