

# Village of Lake Isabella - Codified Ordinances

## Article II – Village Administration

### **Chapter 264 – Department of Public Works**

Ordinance 2011-13; September 27, 2011

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Chapter 264.01	Department of Public Works Established
Chapter 264.03	Positions Created
Chapter 264.05	Duties

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#### **264.01 DEPARTMENT OF PUBLIC WORKS ESTABLISHED**

The Village of Lake Isabella Department of Public Works (sometimes called the “DPW” or “Department”) is hereby created to provide the citizens of the Village of Lake Isabella with the construction, improvement, and maintenance of infrastructure and essential public services.

#### **264.03 DIRECTOR OF PUBLIC WORKS**

The Department of Public Works shall be organized under the direction of the Director of Public Works, who shall be appointed by the Village Manager. The Village Manager may also serve as the Director of Public Works. The Director of Public Works shall be responsible for the following:

- Preparation of an annual budget and multi-year Capital Improvement Plan.
- The preparation and implementation of short and long term work plans.
- The daily oversight of Department operations and personnel.
- Be accountable to the Village Manager for the operation of the Department of Public Works.
- Supervise all employees and contractors for the Department of Public Works.
- The orientation and training of Department personnel.
- The proper care, repair, and maintenance of Department equipment, vehicles, and other items.
- The creation and keeping of maintenance records and logs regarding Department equipment and facilities.
- Such other duties as are specified periodically by the Village Manager.

#### **264.05 DUTIES**

The Department of Public Works shall be responsible for the upkeep, construction, improvement, and routine maintenance of Village public infrastructure and improvements in the Village of Lake Isabella. Such duties include, but are not limited to, the following:

## Chapter 264 – Department of Public Works

- The construction, improvement, and maintenance of public roads, streets, culverts, sidewalks, and bridges.
- Snow and ice removal on public roads, streets, and bridges.
- Maintenance of public dumps and disposal areas.
- Maintenance of public cemeteries.
- Maintenance, repair, care, and upkeep of public buildings, facilities, properties, grounds, vehicles, and equipment.
- The planting, care, and removal of trees on public property and public rights-of-way.
- The construction, improvement, and maintenance of ditches and storm sewers.
- The construction, improvement, and maintenance of sanitary sewer systems and treatment facilities.
- The construction, improvement, and maintenance of potable water systems.
- Assist the Village Manager with special event permits, permits for work by utilities within public road rights-of-way, and similar permits and approvals.
- The construction, improvement, and maintenance of public sanitary sewer systems.
- The maintenance, care, and upkeep of public parks.
- The mowing of road shoulders within public rights-of-way.
- The seasonal treatment of gravel roads to reduce dust.
- Such other duties as the Village Manager may designate.