

**Village of Hanover Park**

Municipal Building  
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Hanover Park, Illinois  
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**VILLAGE OF HANOVER PARK**  
**VILLAGE BOARD**  
**REGULAR WORKSHOP MEETING**

Municipal Building: 2121 W. Lake Street  
Hanover Park, IL 60133

**Thursday, April 19, 2012**  
**6:00 p.m.**

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. AGENDA ITEM REVIEW**
- 4. BOARD MEMBER CONCERNS**
- 5. DISCUSSION TOPICS**
- 6. STAFF UPDATES**
  - a. Northwest Regional 4<sup>th</sup> of July Festival**
  - b. Approval of Hiring Inspectional Services Supervisor**
- 7. EXECUTIVE SESSION**
  - a. Section 2(c)(1) – Personnel**
- 7. ADJOURNMENT**



TO: Village President and Board of Trustees

FROM: Ron Moser, Village Manager
Craig A. Haigh, Fire Chief

SUBJECT: Northwest Regional 4th of July Festival

MEETING DATE: April 19, 2012 - Board Workshop

Executive Summary

The Village of Hoffman Estates has historically held a 4th of July celebration, including fireworks. The Board decided this year to expand the size of the event, moving it to the Sears Center Arena, and partnering with the City of Elgin and the Village of Hanover Park, naming it the Northwest Regional 4th of July Festival. It is the desire of Hoffman Estates to build a regional event, doubling the normal attendance, and producing an event that is self-supporting through vendor contributions in the future. They see this as a multi-year investment and a long-term partnership with the supporting communities.

Discussion

Emily Kerous, Director of Operations & Outreach – Office of the Mayor & Board, is the key staff person assigned to this event. She has assisted in providing some baseline participation levels that have helped to identify potential costs associated with Hanover Park’s participation. Cost estimates are very preliminary and are designed at a “not to exceed” level which may be adjusted as more specific planning information becomes available. Likely, Village expenses are as follows:

Table with 2 columns: DESCRIPTION and PROJECTED COST. Rows include Village contribution towards Fireworks (\$10,000), Police Assistance (\$3,020), and Fire Assistance (\$600).

Agreement Name:

Workshop Meeting 4/19/12

Executed By:

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<b>Public Works:</b> 10 personnel working 8 hours the day before and 8 hours the day after the event. Will also require the use of a street sweeper and 5 pickup trucks to support set-up, teardown and cleanup.	<b>\$7,058</b>
CERT Participation	<b>\$0</b>
<b>Total “not to exceed” cost:</b>	<b>\$20,678</b>

**Summary**

Staff is attending an operational meeting the afternoon of April 12<sup>th</sup>. After that meeting, further information will be forwarded to the Board. The above information is preliminary. Staff requests Board direction on expenditures and use of Village resources for this event.



**TO:** Village President and Board of Trustees

**FROM:** Ron Moser, Village Manager  
Craig A. Haigh, Fire Chief  
Wendy Bednarek, Director of Human Resources

**SUBJECT:** Chief of Inspectional Services

**MEETING DATE:** April 19, 2012 – Board Workshop

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**Executive Summary**

McGrath and Associates was hired to conduct a study of the Fire Department Inspectional Services Division and to submit a report. The consultants recommend that Inspectional Services remain within the Fire Department and that the Village should immediately hire a supervisor to manage the division.

**Discussion**

After an in-depth review of the consultant's report, staff is recommending the hiring of a division supervisor, titled "Chief of Inspectional Services", at the equivalent of a non-sworn rank of battalion chief. This new position will be a direct report to the Assistant Fire Chief and ultimately to the Fire Chief. The new supervisor will become part of the department's command staff and will participate as an equal partner with the other three sworn battalion chiefs. This position will manage all affairs of the Inspectional Services Division, including the duties previously handled by the Community Development – Chief Building Official with additional responsibilities related to fire inspections, business license inspections and public education. This new position remains within the same pay band as the former Chief Building Official. All Division personnel will report directly to this new supervisor.

**Recommended Action**

Provide direction to staff in order to conduct a search and hire a Fire Department – Chief of Inspectional Services.

**Attachments**

Job Description and proposed Fire Department Organizational Flow Charts.

**Department:** Fire Department  
**Division:** Inspectional Services  
**Cost Control Center(s):** 730  
**Pay Group:** Management Group B  
**Reports to (Job Title):** Assistant Fire Chief  
**FLSA Status:** Non-exempt  
**Classified Status:** Exempt  
**DOT Code:**  
**Revised Date:** April 5, 2012



**SUMMARY**

Under the Fire Department, the position is the chief administrative and technical position for the Village of Hanover Park, which is responsible for inspectional services related to building, housing and fire safety programs of the Village. The Chief of Inspectional Services is the “Code Official” as defined by the International Code Council (ICC). This position is responsible for policy development and implementation, financial and personnel management, interpretation of the technical and administrative provisions of the code and staff liaison to Village Administration, elected officials, and any zoning and appeals committees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides professional and administrative direction to staff in dealing with complex or unusual building and housing issues; may involve assisting with field inspections.

Interacts with agency staff to develop short and long-term goals and objectives for implementing an effective code enforcement program, including the establishment of benchmarks and performance measures to evaluate progress towards goals.

Performs functions of the code officials as defined by the ICC.

Organizes and provides staff support for internal code/inspection and zoning and appeals meetings.

Ensures that plan review, permits, appeal requests, and request for information are handled in a timely and accurate manner consistent with department/Village policy.

Organizes the code review program including: coordinating public comments, providing technical support to review committees; and, presenting proposed code amendments to the Village Board.

Prepares definitive interpretations on code requirements to staff, public and the participating municipalities.

Ensures a current and accurate system for the receipt and recording of permit fees and timely issuance of related permits.

Evaluates new building component materials and systems for compliance with applicable codes.

Develops and implements public education program on the technical provisions of building and safety codes and the administration of the department.

Represents the Department/Village to elected officials and outside agencies; coordinates assigned activities with those of other municipalities, and local authorities.

Reviews and approves building plans and applications to ensure compliance with technical requirements of applicable codes, as required.

Conducts on-site inspections to ensure compliance with approved plans, specifications, and applicable codes, as required.

Participates as a member of Village and Fire Department management team to: accomplish short-term and long-range planning, address regional policy and program issues; and promote inter-agency coordination.

Prepares annual budget for review by the Assistant Fire Chief and Village administration and ultimately the Village President and Board of Trustees. Directs, controls and accounts for expenditures of department funds in accordance with budget appropriations.

Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.

#### **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in the Inspectional Services Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing safety issues, complaints and resolving problems.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in architecture and/or engineering; minimum five (5) years management and administration of codes experience; minimum five (5) years architectural and/or engineering design experience; minimum three (3) years building code official per ICC experience; minimum three (3) years supervisory experience; and/or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, elected officials, staff or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess the following certifications and/or licenses: Illinois valid driver's license, International Code Council (ICC) Certified Building Official & Master Code Official or the ability to obtain within two years of employment.

**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 talk or hear on the phone or in person. The employee frequently is required to stand; walk; use hands to finger, handle, or feel to test wire sizes; and reach with hands and arms to check work after the permit is done. The employee is occasionally required to sit; climb or balance for roof inspections; stoop, kneel, crouch, or crawl to perform final inspections on crawl spaces; and smell gases from furnaces. The employee must frequently lift and/or move transformers up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

The employee must be available and present for work as scheduled. The employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

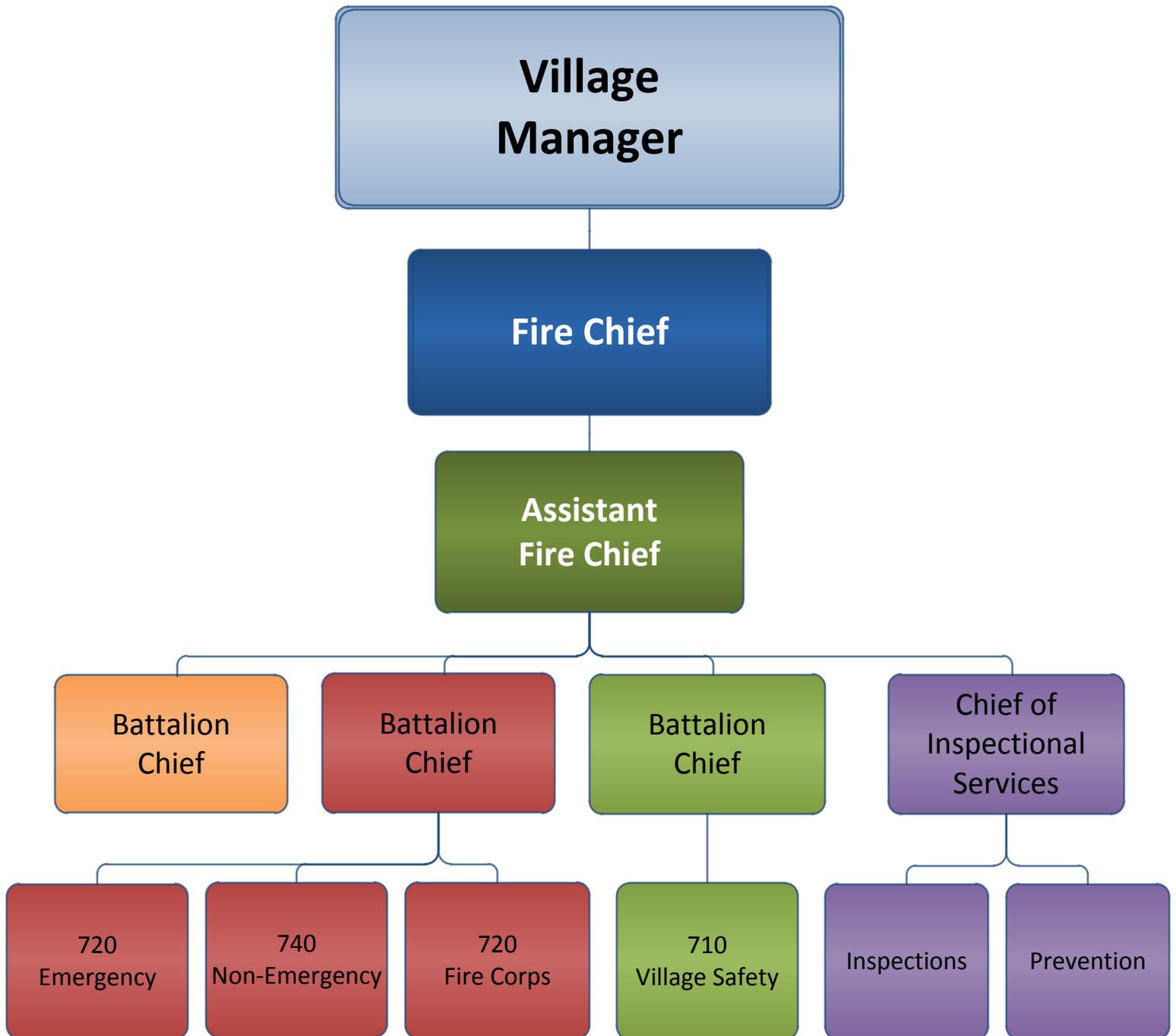
**WORK ENVIRONMENT**

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 and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions;

moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; and extreme heat. The noise level in the work environment is usually moderate.

# Organization of the Fire Department



# 730 – Inspectional Services

