

Chapter 6
PUBLIC WORKS DEPARTMENT

- 6.01 Public Works Department Established
- 6.02 Public Works Department Director
- 6.03 Water and Sewer Operations

6.01 **PUBLIC WORKS DEPARTMENT ESTABLISHED** *Amended 2024-08*

There is hereby established an operating department of the Village which shall be known as the Public Works Department (“Department” for purposes of this Chapter 6), and which shall consist of a Public Works Director, an Assistant Public Works Director, and a certain number of employees as may be provided by the Board of Trustees from time to time.

6.02 **PUBLIC WORKS DEPARTMENT DIRECTOR** *Amended, 2024-08, 2021-10, 2017-34, 2007-28*

A. Office of Public Works Director: There is hereby created the office of Public Works Director (“Director” for purposes of this Chapter 6), who shall be the head of the Public Works Department and who shall have the management, control and supervision over all employees assigned to the Public Works Department, subject to the oversight of the Village Manager. The Director shall have full authority to develop policies and procedures for the Public Works Department to ensure the effective and efficient operation of the Department and compliance with applicable laws and Village ordinances. The Director shall be an at-will employee, hired by the Village Manager and be under the direct supervision of the Village Manager.

B. Duties and Functions, Generally: The Director shall perform all such duties as are enumerated in this Code and other Village ordinances, and such other duties as may be assigned or required by the Board of Trustees and the Village Manager from time to time. The Director shall be responsible for the maintenance of all public property in the Village, including all public streets, public rights-of-way, street lights, street name signage, public sidewalks, parkway trees, potable water and sanitary sewer systems, storm sewer systems and public drainageways, municipal buildings and structures, Public Works Department vehicles, equipment and supplies, grounds maintenance, and all other property of the Village not specifically assigned to some other officer or department. The Assistant Public Works Director shall be appointed by and shall report to the Director. The Director shall prescribe the duties and responsibilities of the Assistant Public Works Director. The Director shall keep such records and make such reports concerning the activities of the Department as may be required by law, or as directed by the Village Manager or the Board of Trustees from time to time.

C. Bond: The Director shall, before entering upon the duties of the office, furnish a surety bond to the Village in such amount and form as the Board of Trustees shall approve, conditioned upon the faithful performance of the duties of his office. The premium of such bond shall be paid by the Village.

D. Vacation of Office: Should the office of Public Works Director become vacant, the Village Manager shall serve as ex-officio Public Works Director until a separate appointment is made to fill such office.

6.03 WATER AND SEWER OPERATIONS

The potable water and sanitary sewer systems of the Village, which are also known as “Lakewood Utilities,” on the west side of the Village, and known as “East Sewer” on the east side of the Village, are hereby deemed to be divisional operations of the Public Works Department, and the regulations therefor shall be as provided in Chapters 23, 24 and 25 of this Code.