

ORDINANCE NO. 3050

JUL 01 2013


City Clerk

**AN ORDINANCE TO AUTHORIZE A CONTRACT
EMPLOYMENT AGREEMENT TO EMPLOY JUSTIN
OSTERHAGE AS INTERIM BUILDING
INSPECTOR/CODE ENFORCEMENT OFFICIAL IN THE
CITY OF COLUMBIA, ILLINOIS**

WHEREAS, the Building Inspector, Mr. Alan Holden has retired from employment with the City of Columbia, Illinois with his last day of work being June 28, 2013, and;

WHEREAS, the City Council of the City of Columbia, Illinois (the "City") has determined it is necessary and appropriate to employ an Interim Building Inspector/Code Enforcement Official until a permanent, full time Building Inspector/Code Enforcement Official starts employment, and;

WHEREAS, after submittal of an application for employment, an interview and review by the Personnel Committee of the Columbia City Council, it has been determined Mr. Justin Osterhage is the person desired to perform the duties of Interim Building Inspector/Code Enforcement Official.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Columbia, Illinois, as follows:

Section 1. The recitals contained above in the preamble of this Ordinance are hereby incorporated herein by reference, the same as if set forth in this Section of this Ordinance verbatim, as findings of the City Council of the City of Columbia, Illinois.

Section 2. The Mayor is hereby authorized and directed to make and enter into the Contract Employment Agreement to employ Mr. Justin Osterhage to perform the duties of Interim Building Inspector/Code Enforcement Official, in the form attached hereto, in at least three (3) counterparts.

Section 3. This Ordinance shall be in full force and effect, from and after its passage, as provided by law.

Alderman Ebersohl moved the adoption of the above and foregoing Ordinance; the motion was seconded by Alderman Huch, and the roll call vote was as follows:

YEAS: Aldermen Ebersohl, Agne, Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp.

NAYS: None.

ABSENT: None.

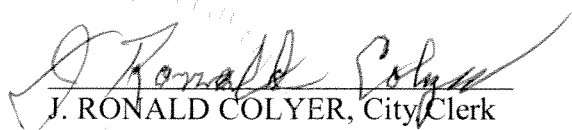
ABSTENTIONS: None.

PASSED by the City Council and APPROVED by the Mayor this 1st day of July, 2013.



KEVIN B. HUTCHINSON, Mayor

ATTEST:



J. RONALD COLYER, City Clerk

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF MONROE)

CERTIFICATE OF TRUE COPY

I, J. Ronald Colyer, hereby certify that I am the duly elected and acting City Clerk of the City of Columbia, Illinois and as such I am the keeper of the books, records, files and corporate seal of said City.

I do further certify that Ordinance No. 3050, entitled:

**"AN ORDINANCE TO AUTHORIZE A CONTRACT
EMPLOYMENT AGREEMENT TO EMPLOY JUSTIN
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to which this certificate is attached, is a true, perfect, complete and correct copy of said ordinance as adopted at a regular meeting of the Columbia, Illinois City Council held on the 1st day of July, 2013.

IN WITNESS WHEREOF, I have made and delivered this certificate for the uses and purposes hereinabove set forth this 1st day of July, 2013.



J. RONALD COLYER, City Clerk

(SEAL)

CONTRACT EMPLOYMENT AGREEMENT

By and between City of Columbia, Illinois referred to as "City", and Justin Osterhage referred to as "Osterhage".

The City, located at 208 S. Rapp Avenue, Columbia, Illinois 62236 hereby employs Osterhage, of 411 Adams Drive, Waterloo, Illinois 62298, as an independent contractor on an "as needed" basis, and Osterhage hereby agrees to be employed as an independent contractor on an "as needed" basis on the following terms and conditions:

1. **START DATE:** Employment shall commence on Monday, July 1, 2013; time being of the essence.

2. **DUTIES:** Osterhage agrees to perform the duties as follows:

Duties as outlined in the accompanying job description of Building Inspector/Code Enforcement Official.

Osterhage shall perform such further duties as are customarily performed by one holding such position in other businesses of the same or similar nature as that engaged in by City. Osterhage shall devote the time as needed to his employment and perform all duties to the best of his ability, experience and talent. The time needed to perform the duties shall be decided by the City and will be dependent on the volume of the workload.

3. **COMPENSATION:** In consideration of the foregoing, City shall pay Osterhage \$22.50 per hour for actual hours worked, for Osterhage's services, payable via a lump sum amount figured by the number of hours worked times the hourly rate. Payment shall be made after authorized by the City Council at its regularly scheduled meetings.

4. **DURATION OF EMPLOYMENT:** This agreement shall remain in effect until it is terminated by either party or upon appointment and starting of the employment of a full time Building Inspector/Code Enforcement Official for the City. The City may, at its discretion and with Osterhage's concurrence extend the duration of employment to overlap the start of employment of said full time Building Inspector/Code Enforcement Official

5. **TERMINATION:** This agreement may be terminated earlier upon breach of the agreement by Osterhage. Such option shall be exercised by the City giving a notice to Osterhage by certified mail, addressed to his personal residence of record. With such notice, this agreement shall cease and come to an end three (3) days after the notice is mailed.

6. **MISCELLANEOUS:** (1) In the event of any dispute over this agreement, the parties shall attempt to resolve the matter first through non-binding mediation. If mediation fails then it shall be resolved through binding arbitration under the rules of the American Arbitration Association.

(2) This agreement shall be binding on and inure to the benefit of the respective parties, their heirs, executors, administrators, legal representatives, successors and assigns.

In witness whereof, both parties have executed this agreement at City of Columbia, Illinois City Hall on Monday, July 1, 2013.

Justin Osterhage
411 Adams Drive
Waterloo, IL 62298

Kevin Hutchinson, Mayor
City of Columbia, Illinois
208 S. Rapp Avenue
Columbia, Illinois 62236



CITY OF COLUMBIA

JOB DESCRIPTION

TITLE: Building Inspector/Code Enforcement Official

DEPARTMENT: Public Works/Building and Zoning

CLASSIFICATION:

REPORTS TO: City Engineer /Director of Public Works

SUPERVISES: Part-Time Building Inspector

SUMMARY OF RESPONSIBILITIES

Performs routine and complex technical work in building inspection to ensure the Building Code and other related codes and standards are met. Performs investigation and resolution of code enforcement related complaints and issues.

ESSENTIAL FUNCTIONS

1. Enforces building-related codes, including Building Code, Property Maintenance Code, and Zoning Code; issues correction notices, citations, and stop work orders.
2. Performs on-site inspections of footings, foundations, framing, etc.
3. Examines general framing and structure of buildings to ensure that corners are tied in place, trusses are tied down and set at proper distances, floor joists are set at right distances and proper spans, bridging is put up and in place, and the general quality and grade of lumber used in construction is appropriate.
4. Maintains records of building and inspection activity; completes related reports.
5. Assists in researching problems and complaints regarding commercial and residential buildings, building construction, and code compliance; responds to complex and sensitive building issues.
6. Assists in resolving complex and sensitive customer service issues; maintains records and documents of customer service issues and resolutions.
7. Assists in administering the permitting function including application processing, fee assessment and collection, and permit issuance.
8. Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to property owners, architects, engineers, contractors, developers, and other interested parties.

9. Performs electrical inspections in the absence of the Electrical Inspector.
10. Protects the confidentiality of information acquired in the course of job duties and refrains from its unauthorized disclosure.

OTHER FUNCTIONS

1. Performs other duties as assigned by the City Engineer/Director of Public Works.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED

Thorough knowledge of building and general construction codes. Considerable knowledge in carpentry work, cement work, and skill in applying knowledge of the International Building Codes, zoning, and land use applications.

Ability to work well with the public and local contractors; ability to read and understand complicated plans and blueprints. Ability to think and act quickly with good judgment in a manner consistent with departmental policies.

Ability to work effectively with others and maintain effective and working relationships with fellow employees and the general public. Ability to maintain high standards and efficient and effective workflow.

PHYSICAL AND PSYCHOLOGICAL DEMANDS

Must be able to perform the essential functions of the position, with or without reasonable accommodation. This includes, by way of example only, the ability to stand, walk and sit for extended periods of time, run, climb, lift, bend, reach, drive a vehicle, communicate and interact effectively, work in environments that may include exposure to chemicals and/or smoke, handle stress, work independently, maintain regular and punctual attendance, remain awake and alert, work overtime and work varying shifts. Generally, to be able to perform the essential functions, the individual must not have any substantial loss or deficiencies in visual acuity, peripheral vision, night vision, color differentiation, depth perception, hearing, speaking, breathing, thinking, concentrating or mental stability that is not correctable.

EDUCATIONAL REQUIREMENTS

Graduation from a general or technical high school or equivalent; four years experience in construction inspection, general construction, or related fields; or, any equivalent combination of education and experience. Supplemental coursework, training and experience in electrical inspection. Must pass all required certification exams.

REQUIRED LICENSES AND CERTIFICATES

Valid Illinois Drivers License.

This job description does not list all of the duties of the job and is not intended to supersede any section of the City's Municipal Code which pertains to this position. Employees may be asked by supervisory personnel to perform other duties not listed in this job description.

The City of Columbia reserves, within its sole discretion, the right to revise or modify this job description at any time without any advance notice. This job description does not constitute an employment contract between the City and its employees and does not confer any right to continued employment with the City. In the absence of any collective bargaining agreement or any statute, ordinance or regulation conferring rights to the contrary, employment with the City is at-will and the employment relationship, therefore, may be terminated at any time and for any reason by either the City or the employee.