

ORDINANCE NO. 2008-30

**ORDINANCE OF THE BOROUGH OF RED BANK,
COUNTY OF MONMOUTH, NEW JERSEY
AMENDING AND SUPPLEMENTING
CHAPTER II, "ADMINISTRATION"
SECTION 2-22, "DIRECTOR OF PUBLIC UTILITIES",
SUBSECTIONS 2-22.1 "DIRECTOR OF PUBLIC UTILITIES, CREATED";
2-22-8, "SUPERVISOR: APPOINTMENTS; EDUCATION AND EXPERIENCE";
2-22.9, "DIVISIONS AND DIVISION SUPERVISORS' DUTIES" AND
2-22.10, "SUPERVISORS"**

WHEREAS, the Director of Public Utilities has made recommendations to the Governing Body with regard to the organization and supervisory responsibilities within the Borough of Red Bank's Public Utilities Department and the Governing Body believes that these recommendations are in the best interests of the Borough.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Red Bank as follows:

SECTION ONE: Chapter II, "Administration", Article IV, "Administrative Offices" Section 2.22 "Director of Public Utilities", Subsections 2-22.1, 2-22.8, 2-22.9 are amended and new section 2-22.10 of the Revised General Ordinances of the Borough of Red Bank is created to read as follows (*strikeouts denote deletions, underlined text denote additions*):

2-22.8 Administrative Supervisor. Supervisor(s): Appointment; Education and Experience.

- a. Appointments. An Administrative Supervisor and at least two (2) [The] Supervisor(s) shall be appointed by the governing body. [and] The salary of [each] the Administrative Supervisor shall be as fixed from time to time by the governing body. The salaries of the Supervisors shall be established in accordance with the appropriate collective bargaining agreement.
- b. Education and Experience. The Administrative Supervisor and [E]ach Supervisor shall have a minimum of (5) five years experience in the work of the Department and be thoroughly knowledgeable in all phases of the operations of the Department. All Supervisors must be qualified to efficiently plan, develop and administer any programs and projects related to the Department, including technical programs and projects. Additionally, all supervisors must have management skills to plan, schedule and direct the activities and personnel of the Department. All [Each] supervisor shall have a valid N.J. Commercial Drivers License (CDL)[,] and a valid CPWM New Jersey Certification number or shall be able to obtain one within one (1) year of appointment.
- c. In addition to the Education and Experience outlined in Section b. above, candidates for Administrative Supervisor shall have demonstrated abilities in directing all operations of the Department, , ability to effectively assign tasks and direct the workforce to accomplish multiple tasks, and have the demonstrated skills and ability to accomplish department administrative duties including preparation of purchase orders, department work orders, interaction with the public and various contractors, and preparation of various reports including those regarding personnel matters.

2-22-9 Divisions and Division Supervisors

- a. Duties. Each Supervisor shall be directly responsible to the Director of Public Utilities [(or [in his absence to] his designee). Each Supervisor and shall be on twenty-four (24) hour call. Each Division Supervisor[s] shall be working Public Utility employees and shall be assigned to supervise various Divisions of the Department as assigned by the Director. with increased responsibilities to include, but not limited to, those hereinafter set forth as well as staff scheduling, direction and training, but not limited to, those hereinafter set forth as well as staff scheduling, direction and training; evaluation of equipment, facilities and productivity; monitoring conditions to

ensure health and safety in performance of Division work. [The] Supervisors shall provide effective assistance and management to the personnel assigned to the Divisions. In the event of temporary absence of a Division supervisor for vacation, illness or the like, another Supervisor, as directed by the Director of Public Utilities shall temporarily assume the duties and responsibilities of the absent Division Supervisor. Each Supervisor shall also assist other Departments of the Borough as may be suggested by the Director of Public Utilities.

1. May develop/implement/administer a variety of public works programs including but not limited to construction/reconstruction/improvement of streets, roads, bridges, public buildings, water and sewer facilities, and recreation facilities, and may assist in administration of a Mosquito/geese control program.
 2. May establish priorities among work programs and implement plans.
 3. Manages work operations and/or functional programs, and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees.
 4. Coordinates work plans of various functional units.
 5. Prepares, inspects, and approves plans and specifications and consults with general contractors on construction projects.
 6. Undertakes specific studies pertaining to public works functions.
 7. May assist in administration/supervision of a water supply, water treatment, and/or public wastewater collection system.
 8. May review and approve engineering plans/specifications before implementation.
 9. Supervises use of equipment.
 10. Prepares reports and correspondence.
 11. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- b. In addition to the duties of Supervisor above, the Administrative Supervisor shall perform the following duties:
1. May assist in administering the professional engineering program, and the establishment of design criteria for the improvement/construction/reconstruction of roads and drainage facilities.
 2. May assist the director in preparing annual capital improvements budgets.
 3. Authorizes time earned and taken.
 4. Manages all daily tasks and oversees operations of all Divisions.
 5. Provides needed staff to Supervisors as need to complete tasks.
 6. Manages employee training and safety compliance.
 7. Will be in charge of and responsible for the operation of the department in the absence of the Director in accordance with Borough Ordinance # 2-22.1-4.
- c. The Department of Public Utilities shall be divided into Divisions. The Administrative Supervisor and Supervisors may be assigned by the Director of Public Utilities to supervise specific Divisions as follows:
1. Water/Sewer Division. The Water/Sewer Division Supervisor shall oversee the total operation of the Water and Sewer Division including, but not limited to, the repair and maintenance of the treatment plants, lift stations, water and sewer mains, service lines, meters, street repairs and the like.

2. Sanitation and Recycling Division. The Sanitation and Recycling Division Supervisor will include the recycling and sanitation operations of the Borough including, but not limited to, the routing, scheduling, collection and disposal of solid waste and recyclable material. The Sanitation and Recycling Division Supervisor shall promote and implement recycling programs and litter awareness. The Sanitation and Recycling Division Supervisor shall be responsible for the enforcement of sanitation, sidewalk and litter codes and shall cause warnings and summonses to be issued as needed.
3. Streets and Roads Division. The Streets and Roads Division Supervisor shall:
 - a. Construct, reconstruct, maintain, repair and care for all streets, roads, curbs, bridges, culverts, sidewalks and storm drainage of the Borough.
 - b. Maintain all Borough streets and roads in a clean and safe condition free from obstructions and hazards and remove snow and ice from such streets and roads as may be required.
 - c. Install, repair and maintain street traffic signs, lines and markers in cooperation with the Police Department, except as otherwise directed by the governing body or provided by State statute.
4. Vehicle Maintenance Division. The Vehicle Maintenance Division Supervisor will supervise the operations of the Borough garage including, but not limited to, the maintenance, repair, care of all Borough owned vehicles and equipment associated with the Department of Public Works Operations.
5. Public Buildings and Lands Division. The Public Buildings and Lands Division Supervisor shall maintain, repair and care for all Borough buildings, facilities and lands, including recreational facilities

[All other provisions remain unchanged]

SECTION TWO: Any ordinances or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed as of the effective date of this Ordinance.

SECTION THREE: If any provision of this Ordinance or the application of such provision to any person or circumstance is declared invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect, and to this end, the provisions of this Ordinance are declared to be severable.

SECTION FOUR: This Ordinance shall take effect immediately upon its passage and adoption according to law.

Pasquale Menna, Mayor

Carol A. Vivona, Borough Clerk

First Reading: December 8, 2008

Final Reading: December 22, 2008