

AN ORDINANCE OF THE TOWNSHIP OF WOOLWICH, COUNTY OF GLOUCESTER AND STATE OF NEW JERSEY ESTABLISHING THE DEPARTMENT OF MUNICIPAL SERVICES, THE POSITION OF DIRECTOR OF MUNICIPAL SERVICES AND THE POSITION OF PUBLIC WORKS SUPERINTENDENT

ORDINANCE NO. 2019-02

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WOOLWICH AS FOLLOWS:

WHEREAS, Woolwich Township Code Chapter 29 entitled “Officers and Employees” establishes various positions within the Township of Woolwich; and

WHEREAS, Article VI “Solid Waste and Recycling Program Coordinator” sets forth the duties and responsibilities of said position; and

WHEREAS, the Woolwich Township Committee has determined a need for expanded service to include not only Solid Waste and Recycling Service, but to incorporate other duties and responsibilities into one department which would oversee and include the Department of Public Works, Zoning and any other service related positions deemed necessary by the Woolwich Township Committee in order to provide necessary and efficient services to the residents of Woolwich Township; and

WHEREAS, this department shall operate as the “Department of Municipal Services”; and

WHEREAS, it is the intent of this Ordinance to repeal Article VI of Chapter 29 of the Woolwich Township Code and to replace with the following as set forth below: and

NOW THEREFORE BE IT ORDAINED by the Township Committee of the Township of Woolwich that Article VI of Chapter 29 of the Woolwich Township Code shall be repealed and replaced with the following:

ARTICLE I. DEPARTMENT OF MUNICIPAL SERVICES

Section 1. There is hereby established the Department of Municipal Services.

Section 2. There is hereby established the position of “Director of Municipal Services” whose duties are set forth herein. Compensation for the position of “Director of Municipal Services” shall be set annually in the Woolwich Township Salary Ordinance.

Section 3. **Department of Municipal Services Functions**

The Department of Municipal Services shall encompass administrative duties in planning and organizing the programs and activities of a comprehensive public works department, and the Director shall be considered the Department Head of the Department of Public Works.

The Department of Municipal Services shall receive all applications for zoning permits, and its Director shall issue or deny permits. The Director shall examine the working plans of proposed buildings for compliance with State, County, and local zoning laws, ordinances, rules, and regulations and conduct field work to ensure compliance with zoning regulations.

The Department of Municipal Services shall be the Department responsible to develop, implement and coordinate the trash and recycling program of the Township, file all necessary related reports with the proper person or agency, make recommendations as to the potential improvement of service, work closely with the Certified Financial Officer to develop the annual solid waste/recycling budget, file monthly reports with the solid waste/recycling coordinator liaison of the Woolwich Township Committee, and communicate with residents and haulers to respond to resident questions and concerns and other related duties as required.

Section 4. **Duties and Responsibilities of Director of Municipal Services**

The Director of Municipal Services shall have the following duties and responsibilities, which shall include related duties necessary to administer the Department not expressly stated herein:

- A. Act as the overall Department Head of the Department of Public Works.
- B. Assist the Township Administrator in any and all disciplinary actions of public works employees.
- C. Conduct annual performance evaluation of the Public Works Superintendent.
- D. Execute and plan for the effective utilization of available funds, personnel, equipment, materials, and supplies.
- E. Prepare the operating and capital budgets in conjunction with the Public Works Superintendent.
- F. Assist with the preparation of specifications for department bids.
- G. Establish and maintain cooperative working relationships with contracting, engineering, and State agencies.
- H. Prepare reports for the County Interlocal salt shed usage.
- I. Research, evaluate, and plan for the long-term needs of the Public Works Department.
- J. Develop suitable work programs for the varied functions of the department.
- K. Establish and supervise the maintenance of essential records and files.
- L. Prepare plans and specifications or assist in same for work performed by private contractors and follow through on public works projects undertaken by private contractors to ensure that such work is completed properly and in compliance with terms of contract.

- M. Communicate to the Township Committee Liaison and Township Administrator the activities and needs of the Department on a monthly basis.
- N. Prepare and file annual State reports.
- O. Plan, coordinate, and develop the recycling program for the efficient collection and disposal of recyclable material.
- P. Receive requests from residents for special item pick up and respond to said requests.
- Q. Prepare, oversee and conduct reporting responsibilities to NJ Department of Environmental Protection regarding the Township's Stormwater Management Plan and activities.
- R. Monitor, prepare and oversee all Municipal Services Agreements in conjunction with the Township Administrator.
- S. Receive and review all applications for zoning permits and issue permits or denials when applicable.
- T. Consult with property owners, developers, professionals, and contractors on compliance issues.
- U. Conduct field inspections to ensure compliance with zoning regulations, and property maintenance requirements and initiate appropriate enforcement actions against violators.
- V. Interact with athletic leagues and the public at large related to scheduling, field supplies, field usage, pavilion usage, lighting requests, and tournaments to enforce Township policies.
- W. Ensure compliance of park events with local, state, and federal legislation, rules, and regulations.
- X. Coordinate with the Public Works Department pertaining to park improvements and maintenance.
- Y. Administer closing the park due to inclement conditions.

Section 5. Required Certifications

The Director of Municipal Services shall hold and maintain the following Certifications:

- A. Certified Public Works Manager (CPWM) issued by the New Jersey Department of Community Affairs
- B. Certified Zoning Official issued by the Center for Government Services
- C. Certified Recycling Professional issued by the Center for Government Services
- D. A candidate for this position must possess at least two of the three required certifications when hired and must possess all three within one year from the date of hire

ARTICLE II. ESTABLISHMENT OF THE POSITION OF PUBLIC WORKS SUPERINTENDENT

Section 1. There is hereby established the position of Public Works Superintendent whose duties are set forth herein. Compensation for the position of “Public Works Superintendent” shall be set annually in the Woolwich Township Salary Ordinance.

Section 2. Definition

The Public Works Superintendent performs administrative duties in planning and organizing the programs and activities of a comprehensive public works department, oversees and supervises Department of Public Works employee’s, develops working plans and assigns same within the department, investigates and responds to complaints, schedules employees for ice and snow removal while also conducting snow and ice removal, inspects equipment and oversees maintenance of same, assists in annual department budgeting, and any other duties that may be required.

Section 3. **Duties and Responsibilities**

The job responsibilities for the Public Works Superintendent shall include, but are not necessarily limited to the following:

- A. Execute and plan for the effective utilization of available funds, personnel, equipment, materials, and supplies.
- B. Plan and execute maintenance needs within the park system, road system and municipally owned open space areas, and assign applicable personnel to those duties.
- C. Assist the Director of Municipal Services in preparing department budget and maintain balances each year.
- D. Assist the director in preparing annual capital improvement budgets.
- E. Give assignments and instructions to individuals and groups and supervise their work.
- F. Conduct annual public works employee evaluations.
- G. Communicate any and all personnel issues to the Director of Municipal Services and make recommendations concerning disciplinary measures, promotions, and hiring of employees.
- H. Supervise employees engaged in various job duties within the public works department.
- I. Receive after hour phone calls from county dispatch, police and emergency services and schedule employees as needed to address immediate needs.
- J. Implement safety programs as per insurance safety guidelines and PEOSHA regulations and ensure that proper safety precautions are taken by employees at all times.
- K. Operate equipment, perform maintenance, and assist in labor as needed.
- L. Schedule employees for snow and ice removal.
- M. Operate snow and ice removal equipment during storms.

- N. Obtain, store, safeguard, and supervise use of needed equipment, materials, and supplies.
- O. Keep and maintain essential records and files.
- P. Record pesticide and fertilizer use in the park system.
- Q. Maintain necessary involvement and communication with concession stand operations.
- R. Supervise the Park Ranger position.

Section 4. **Requirements**

The Public Works Superintendent shall have at a minimum three (3) years of supervisory experience in the public works or construction field.

In addition, he/she:

- A. Shall possess and maintain a current New Jersey Driver's License
- B. Shall possess or work towards obtaining a CDL License within six (6) months
- C. Shall obtain and maintain certification as a Certified Public Works Manager (CPWM) issued by the New Jersey Department of Community Affairs within a reasonable period of time as decided by the Township Administrator with the approval of Township Committee.

Section 4.

This Ordinance shall take effect after final adoption and publication as required by law.

TOWNSHIP OF WOOLWICH

Vernon Marino, Mayor

ATTEST: _____
Jane DiBella, Clerk

CERTIFICATION

The foregoing Ordinance was introduced upon first reading by the Township Committee of the Township of Woolwich at a meeting held on the 4th day of February, 2019. It will be further considered for final adoption upon a second reading and subsequent to a public hearing to be held on such ordinance at which time any interested person(s) may be heard. Said meeting is to be conducted on the 19th day of February, 2019 at the Woolwich Township Building, 120 Village Green Drive, Woolwich Township, New Jersey, beginning at 7:00 p.m.

Jane DiBella, Clerk

