

**BOROUGH OF BERGENFIELD
PUBLIC NOTICE**

ORDINANCE NO. 16-2486 – AN ORDINANCE CREATING THE POSITION OF ASSISTANT SUPERVISOR OF THE DEPARTMENT OF PUBLIC WORKS AND ESTABLISHING A SALARY RANGE FOR THE NEWLY CREATED POSITION

was introduced at a regular meeting of the Mayor and Council of the Borough of Bergenfield, in the County of Bergen, New Jersey, held on Tuesday, February 2, 2016, and will be further considered for final passage after public hearing at a regular meeting of the Mayor and Council to be held in the Council Chambers of the Borough Hall located at 198 N. Washington Avenue, Bergenfield, New Jersey on Tuesday, February 16, 2016 at 8:00 P.M. prevailing time, or as soon thereafter as the matter can be heard.

A clear and concise statement of this ordinance is to create the position of Assistant Supervisor of the Department of Public Works, delineating the duties and responsibilities of the position, and establishing a salary range for the newly created position, as set forth in the ordinance.

A copy of this ordinance may be obtained without cost between the hours of 8:30 a.m. and 4:30 p.m. at the office of the Borough Clerk, 198 N. Washington Avenue, Bergenfield, New Jersey.

Marie Quinones, MPA
Acting Borough Clerk

**AN ORDINANCE OF
THE BOROUGH OF BERGENFIELD, NEW JERSEY**

ORDINANCE NO. 16-2486

**AN ORDINANCE CREATING THE POSITION OF ASSISTANT SUPERVISOR OF
THE DEPARTMENT OF PUBLIC WORKS AND ESTABLISHING A SALARY RANGE
FOR THE NEWLY CREATED POSITION**

WHEREAS, the Borough of Bergenfield ("Borough") has determined that the creation of the new position of "Assistant Supervisor of the Department of Public Works," is required in order to ensure efficient, orderly, and effective operation of the Borough's Department of Public Works;

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Bergenfield, County of Bergen, State of New Jersey, as follows:

1. Section 17-30A shall be included in the Borough Code, creating the position of Assistant Supervisor of the Department of Public Works and delineating the duties and responsibilities of this position. This section shall read as follows:

§ 17-30A-Assistant Supervisor of the Department of Public Works.

- A. Within the Department of Public Works there shall be an Assistant Supervisor.
- B. The terms and conditions of employment for the Assistant Supervisor, including removal, shall be set via the Agreement between the Borough and the Bergenfield Public Works Supervisor of Personnel (hereinafter "Agreement").
- C. The duties and responsibilities of the Assistant Supervisor shall be set by the Superintendent of the Department of Public Works.
- D. The wage scale for the position of Assistant Supervisor of the Department of Public Works shall be as follows:

1/1/2016	1/1/2017	1/1/2018
\$82,000	\$88,000	\$94,000

E. The Assistant Supervisor's work hours, longevity payments, holidays and personal leave, vacations, terminal leave, insurance and benefits and uniform allowance shall be in accordance with the Agreement.

2. Section 17-30 of the Borough Code be and hereby is amended to read as

follows:

Section 17-30 of the Borough Code be and is hereby amended to read as follows:

§ 17-30. Duties of the Superintendent of Public Works- Sanitation.

The Superintendent of Public Works-Sanitation shall:

- A. Set up and maintain adequate inventory and control thereof of all materials and supplies needed for the maintenance and repair of all public works and sanitation under his supervision.
- B. Submit to the Municipal Administrator and the Chairman of the Department of Public Works-Sanitation a monthly report of all work performed and services furnished as well as inspections made during the previous month.
- C. Submit to the Municipal Administrator his recommendations for budget appropriations for the ensuing year.
- D. Recommend for approval the expenditure of all funds by voucher chargeable against the public works budget.
- E. Inspect or be responsible for the inspection of all sewer lines in the Borough individually or in conjunction with other designated officials.
- F. Receive all complaints from residents and taxpayers of the Borough relating to the operations under his jurisdiction, investigate same, take appropriate action, and report all complaints and results to the Municipal Administrator and the Chairman of the Department.
- G. Supervise the operation, maintenance and repair of any Borough-owned equipment used in the performance of the work assigned to him.
- H. Set up, keep and maintain all the necessary books, records, field notes, maps, surveys and similar records necessary to perform the duties of his office and turn over all of such records to his successor or the Chairman of the Department of Public Works-Sanitation on the termination of his employment by the Borough.
- I. Recommend to the appropriate Department Chairman the need for any repairs and replacements to Borough-owned equipment, structures, buildings or grounds with the exception of Borough Hall.
- J. Supervise the performance of the work of any personnel assigned to his jurisdiction.
- K. Have the authority to suspend any employee subject to his supervision for a period not to exceed five days.

§ 17-30A- Assistant Supervisor of the Department of Public Works.

- A. Within the Department of Public Works there shall be an Assistant Supervisor.
- B. The terms and conditions of employment for the Assistant Supervisor, including removal, shall be set via the Agreement between the Borough and the Bergenfield Public Works Supervisor of Personnel (hereinafter "Agreement").
- C. The duties and responsibilities of the Assistant Supervisor shall be set by the Superintendent of the Department of Public Works.
- D. The wage scale for the position of Assistant Supervisor of the Department of Public Works shall be as follows:

1/1/2016	1/1/2017	1/1/2018
\$82,000	\$88,000	\$94,000

- E. The Assistant Supervisor's work hours, longevity payments, holidays and personal leave, vacations, terminal leave, insurance and benefits and uniform allowance shall be in accordance with the Agreement.

3. There are no other changes to this Chapter of the Borough Code of the Borough of Bergenfield.

4. All ordinances and parts of ordinances inconsistent herewith are hereby repealed.

5. If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to that section, subdivision, clause or provision so adjudged and the remainder of this ordinance shall be deemed to be valid and effective.

6. This ordinance shall take effect immediately upon passage and publication in accordance with law.

IT IS FURTHER ORDAINED that the remainder of Section 17 of the Code of the Borough of Bergenfield shall remain in full force and effect.

Introduced:

Adopted:

Approved: _____
Norman Schmelz, Mayor

Attest: _____
Corey Gallo
Borough Administrator