

BOROUGH OF PENNINGTON
ORDINANCE 2020 – 11

**AN ORDINANCE CHANGING TITLES AND RESPONSIBILITIES
IN THE DEPARTMENT OF PUBLIC WORKS AND AMENDING
THE CODE OF THE BOROUGH OF PENNINGTON**

WHEREAS, the Superintendent of Public Works and the Public Works Committee of Borough Council have recommended a restructuring of the Department of Public Works;

WHEREAS, the purposes to be served by the recommended restructuring would include, among others, clarifying the chain of command and related reporting and training responsibilities, providing a definitive career path for Public Works employees and creating titles consistent with other small-municipality public works departments, improving the flexibility of Public Works staffing, and increasing productivity, accountability and job satisfaction throughout the workforce;

WHEREAS, the proposed restructuring will include creation of two new titles, Foreman and Senior Crew Member, with a view toward phasing out the existing titles Assistant Foreman and Public Works Operations Coordinator;

WHEREAS, the job descriptions for each of the new titles are established by the within amendments to Chapter 39 of the Borough Code;

WHEREAS, the recommended Foreman title will strengthen the Department's management of the rapidly changing demands of regular operations, maintain a standard quality of work with less need for direct intervention by the Superintendent on a day to day basis, and streamline communications within the Department, especially critical during emergency events;

WHEREAS, the recommended Senior Crew Member title will create an additional step in the career path of Public Works employees, and combined with the phasing out of the title Public Works Operations Coordinator, will create a more efficient operational structure;

WHEREAS, these change in titles and responsibilities are part of a larger process within the Department devoted to improving productivity, increasing skill levels and the cross-training of employees, and upgrading the sophistication and efficiency of equipment;

NOW, THEREFORE, BE IT ORDAINED, by Borough Council of the Borough of Pennington, that Chapter 39 of the Code of the Borough of Pennington is hereby amended by the addition of two new titles in the Department of Public Works, as follows:

1. Foreman of Public Works
 - a. Creation of Position. The position of Foreman of Public Works is hereby created.
 - b. Basic Function and Responsibility. The Foreman will be able to perform all of the duties and responsibilities of the Superintendent of Public Works as delegated. Foreman must possess all required technical ability, skills and licenses. Under the general supervision of the Superintendent of Public Works, the Foreman must have the ability to perform all essential duties, functions and responsibilities required for the six key functions of the Borough Department of Public Works: Water, Sewer, Sanitation, Roads, Buildings and Grounds and Parks and Recreation.
 - c. Professional Licenses Required.
 - (i) The following certifications by the New Jersey Department of Environmental Protection are required: T-1 (Water Treatment); W-1 (Water Distribution); and C-1 (Sewerage Collection).
 - (ii) The Foreman must also have a Class B Commercial Driver's License.
 - d. Education Required.
 - (i) The Foreman must have a high school diploma or the equivalent combination of education and experience demonstrating required relevant knowledge, skills and abilities.

(ii) Within one (1) year of appointment, the Foreman must also have successfully completed the “Management Tasks, Responsibilities, and Practices” course (30 hours) offered through the Rutgers “Public Works Manager Program,” or the equivalent.

e. Responsibilities and Required Knowledge, Skills and Abilities.

(i) The Foreman must assume all of the responsibilities of Superintendent when and as delegated by the Superintendent.

(ii) Foreman must demonstrate a mastery of all department responsibilities and possess all skills and licenses required of Laborer 1, Laborer 2, Crew Members and Senior Crew Members.

(iii) Under the direction of the Superintendent, the Foreman must manage all assigned tasks necessary to repair, replace or maintain water or sewer transmissions lines or any other public work task necessary to ensure the safety of the community.

(iv) Foreman shall inspect all department equipment daily to ensure the safe and efficient operation of all department functions.

(v) Foreman shall provide training for Laborer 1, Laborer 2, Crew Members and Senior Crew Members in all aspects of their duties and responsibilities as required by the Superintendent.

(vi) Foreman must coordinate with the Superintendent in recommending job assignments and troubleshooting issues and conflicts.

(vii) Foreman must assist in organizing daily tasks and the methods in which tasks are to be performed.

(viii) Foreman shall communicate and interact with residents, contractors and Borough employees in a professional, effective and courteous manner.

(ix) Foreman must possess skills to operate all Borough-owned vehicles and equipment.

(x) Foreman must be able to manage all jobs in the field, including those that require operation of the backhoe and bucket truck.

(xi) Foreman must be able to read and interpret maps, blueprints, surveys, engineering plans and equipment operations manuals.

(xii) Foreman must be able to create maps of Borough utilities, including fire hydrants, water lines and mains.

(xiii) Foreman shall be responsible for safety training and associated record keeping of the Public Works Department.

(xiv) Foreman shall supervise Laborer 1, Laborer 2, Crew Members and Senior Crew Members assigned to a task until it is completed.

(xv) Foreman shall perform quality control and inspection of the work of Laborer 1, Laborer 2, Crew Members and Senior Crew Members to ensure the task is completed to the standards set by Superintendent.

(xvi) Foreman shall provide direction, instruction, training and inspection consistent with the standards set by the Superintendent.

(xvii) Foreman shall perform such other tasks as the Superintendent may prescribe.

f. Special Requirements.

(i) Foreman is expected to represent the Borough Department of Public Works at all times in a professional and courteous manner.

(ii) Foreman shall represent the Department of Public Works at Borough Community events such as Pennington Day, Arbor Day and Busy Town.

(iii) Foreman shall be the representative of the Public Works Department on the Public Safety Committee as required by PEOSHA and the Joint Insurance Fund.

(iv) Foreman shall be the representative of the Department on the Borough Shade Tree Committee and the Parks and Recreation Committee as needed by the Borough.

g. Supervision.

(i) Foreman shall be supervised and under the direction of the Superintendent of Public Works.

(ii) Foreman shall be responsible for supervision and oversight of all Laborer 1, Laborer 2, Crew members and Senior Crew members as well as all probationary employees as necessary to complete all assigned tasks in a safe and efficient manner.

2. Senior Crew Member of Public Works

a. Creation of Position.

The position of Senior Crew Member of Public Works is hereby created.

b. Basic Function and Responsibility.

Senior Crew Member must be able to perform such duties and responsibilities of the Superintendent of Public Works as delegated.

Senior Crew Member must possess all required technical ability, skills and licenses. Under the general supervision of the Superintendent of Public Works or the Foreman, the Senior Crew Member must have the ability to perform the essential duties, functions and responsibilities required for the six key functions of the Borough Department of Public Works: Water, Sewer, Sanitation, Roads, Buildings and Grounds and Parks and Recreation.

c. Professional Licenses Required.

(i)The following certifications by the New Jersey Department of Environmental Protection are required: T-1 (Water Treatment); W-1 (Water Distribution); and C-1 (Sewerage Collection), or the ability to earn these certifications.

(ii)The Senior Crew Member must also have a Class B Commercial Driver's License.

d. Education Required.

The Senior Crew Member must have a high school diploma or the equivalent combination of education and experience demonstrating required relevant knowledge, skills and abilities

e. Responsibilities and Required Knowledge, Skills and Abilities.

(i)The Senior Crew Member shall assume such of the responsibilities of Foreman as delegated by the Superintendent.

(ii)The Senior Crew Member shall demonstrate a mastery of all department responsibilities and possess all skills and licenses required of Laborer 1, Laborer 2 and Crew Members including operation of all Borough-owned vehicles and equipment.

(iii)Under the direction of the Superintendent, Senior Crew Member shall assist with all assigned tasks necessary to repair, replace or maintain water or sewer transmission lines or any other public work task necessary to ensure the safety of the community.

(iv)Senior Crew Member shall communicate and interact with residents, contractors and Borough employees in a professional, effective and courteous manner.

(v) Senior Crew Member must be able to read and interpret maps, blueprints, surveys, engineering plans and equipment operations manuals.

(vi) Senior Crew Member must be able to create maps of Borough utilities, including fire hydrants, water lines and mains.

(vii) Senior Crew Member must perform utility mark outs with no assistance or guidance unless there are safety concerns.

(viii) Senior Crew Member shall advise Foreman on inventory and ordering of parts, tools, supplies and materials.

(ix) Senior Crew Member must be able to guide and advise Laborer 1, Laborer 2 and Crew Members assigned to a task until it is completed.

(x) Senior Crew Member shall be able to perform quality control and inspection of the work of Laborer 1, Laborer 2 and Crew Members to ensure the task is completed to the standards set by Superintendent.

(xi) Senior Crew Member shall provide direction, instruction, training and inspection consistent with the standards set by the Superintendent.\

(xii) Senior Crew Member shall perform such other tasks as the Superintendent may prescribe.

f. Supervision.

- (i) Senior Crew Member shall be supervised and under the direction of the Superintendent of Public Works. Supervision and direction shall be received from the Foreman when and as delegated by the Superintendent.
- (ii) Senior Crew Member shall give functional guidance to Crew Members, Laborer 1 and Laborer 2 and all probationary employees as necessary to complete all assigned tasks in a safe and efficient manner.

BE IT FURTHER ORDAINED that this ordinance shall be effective upon passage and publication as provided by law.

Introduced: _____

Advertised: _____

Public Hearing: _____

Adopted: _____

Published: _____

ATTEST:

APPROVED:

Elizabeth Sterling, Borough Clerk

Joseph Lawver, Mayor

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RECORD OF COUNCIL VOTE ON INTRODUCTION

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Chandler					Marciante				
Gnatt					Mills				
Griffiths					Semple				

RECORD OF COUNCIL VOTE ON ADOPTION

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Chandler					Marciante				
Gnatt					Mills				
Griffiths					Semple				