

**CITY OF NORTHFIELD, NJ  
ORDINANCE NO. 12-2017**

**AN ORDINANCE AMENDING CHAPTER 43 AND CHAPTER A376 OF  
THE CODE OF THE CITY OF NORTHFIELD**

**WHEREAS**, the City of Northfield has developed Personnel Policy governing various issues in the City of Northfield; and

**WHEREAS**, the City of Northfield has also developed detailed job descriptions for various positions throughout the municipality; and

**WHEREAS**, the City of Northfield wishes to amend certain sections of the City Code with regard to the City's officers and employees and job descriptions.

**BE IT ORDAINED**, by the City Council of the City of Northfield, in the County of Atlantic and State of New Jersey as follows:

**Section I:** Chapter 43 Officers and Employees.

In addition to those officers, offices, positions and employees which are required and set forth pursuant to statute or which are set forth in any Collective Bargaining Agreement in effect within the City, both of which shall take precedence over this ordinance, the following position and job description are hereby placed in effect within the City of Northfield to be filled in the discretion of the Mayor and Council of the City of Northfield:

Article VI     Public Works Manager

*To be deleted in its entirety and replaced with:*

Article VI     Municipal Superintendent of Public Works

§ 43-17 Position created; appointment

The position of Municipal Superintendent of Public Works for the City of Northfield is hereby created, which position may be filled, from time to time, by appointment of the governing body of the City of Northfield as deemed necessary. The appointment shall be consistent with the provisions of N.J.S.A. 40A:9-154.5.

§ 43-18 Duties

The Municipal Superintendent of Public Works shall supervise the care and maintenance of streets, roads, avenues, public buildings, public places, sewers, and motor vehicles within the municipality.

§ 43-19 Principle Public Works Manager

The Municipal Superintendent of Public Works may be the same individual appointed by the governing body to serve as Principal Public Works Manager.

§ 43-20 Compensation

The compensation of the Municipal Superintendent of Public Works shall be fixed annually by the governing body within the Salary Ordinance, which shall be maintained on file in the office of the Municipal Clerk.

§ 43-21 Tenure

The Municipal Superintendent of Public Works may achieve tenure in accordance with the provisions of N.J.S.A. 40A:9-154.6, but only if the governing body of the City of Northfield shall hereafter pass an ordinance authorizing tenure for such office.

**Section II:** Chapter A376-404 job descriptions. The job description attached to this Ordinance as Exhibit “A” is specifically incorporated into this Ordinance and shall be adopted pursuant to this Ordinance and shall be kept on file in the City Clerk’s Office

**Section III:** Repealer. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

**Section IV:** Severability. If any Section or part of this Ordinance is deemed to be invalid or illegal in any Court of competent jurisdiction then said part is severable from the Ordinance as a whole and the remaining sections or parts of this Ordinance shall remain in full force and effect.

**Section V:** Effective Date. This Ordinance shall take effect according to law after final passage and publication.

\_\_\_\_\_  
Mary Canesi, RMC  
Municipal Clerk

\_\_\_\_\_  
Erland Chau  
Mayor

The above Ordinance was introduced and passed on its first reading at a regular meeting of the Council of the City of Northfield, New Jersey held on September 12, 2017 and will be taken up for a second reading, public hearing and final passage at a meeting of said Council held September 26, 2017 in Council Chambers, City Hall, Northfield, New Jersey.

FIRST READING: September 12, 2017  
PUBLICATION: September 16, 2017  
SECOND READING: September 26, 2017  
PUBLICATION: September 30, 2017

**FINAL**

**POSITION DESCRIPTION**

Class Title: Superintendent of Public Works  
Department: Public Works  
Location: City Garage  
Union: None  
FLSA Status: Managerial Exempt Employee

**GENERAL PURPOSE:**

Performs complex supervisory, administrative and professional work in planning, organizing, directing, scheduling, and supervising the daily and long term operations of public works activities, as applicable and including but not limited to the maintenance of streets, roads and public spaces, vehicle maintenance, sanitary and storm sewer systems maintenance and operations, as well as municipal parks, campgrounds, playgrounds and athletic fields.

**SUPERVISION RECEIVED:**

Works under the broad policy guidance and direction of the Councilmatic Chairperson, and Business Administrator.

**SUPERVISION EXERCISED:**

Exercises supervision over Public Works, Sewer, and Birch Grove Park employees; may supervise clerical, administrative, maintenance and professional staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervises department supervisors and or staff, either directly or through subordinates in performing tasks related to the repair and maintenance of vehicles and equipment, streets, roads, public spaces, public buildings, drainage and sewer facilities.
- Supervises department supervisors and or staff, either directly or through subordinates in performing tasks related to the operation of municipal parks, campground facilities, and a private groundwater well system.
- Trains and or assists in training City personnel in public works, park maintenance, wastewater, and storm sewer systems and techniques.
- Determines work standards and procedures, prepares work schedules, and expedites workflow.
- Issues written and verbal instructions.
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Evaluates issues and options regarding municipal public works, wastewater, storm sewer and municipal park operations, and makes recommendations
- Studies and standardizes department policies and procedures to improve efficiency and

effectiveness of operations.

- Keeps current with changes which would affect department operations and purchasing procedures.
- Maintains harmony among workers and resolves grievances.
- Provide recommendations to superiors concerning disciplinary measures, promotions and other employee matters.
- Prepares composite reports from individual reports of subordinates.
- Prepares and documents department budget requests; administers adopted budget in assigned areas of responsibility.
- Oversees department purchases.
- Draws up specifications for all bidding in areas of responsibility.
- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the public works department.
- Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including transportation, street, sewer, drainage, trash collection, and park maintenance.
- Executes plans for the effective utilization of available funds, personnel, equipment, materials and supplies.
- Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Oversees the development or update of the Comprehensive Sewer Plan, the Capital Improvement Program, and other plans involving the municipal infrastructure.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Reviews the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
- Coordinates the preparation of reviews and updates the sanitary sewer, storm drainage, and street system maps, data base, and comprehensive plans.
- Oversees the maintenance of infrastructure and other records.
- Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
- Monitors inter-governmental actions affecting public works..

## **REQUIRED EDUCATION AND EXPERIENCE**

1. Graduation from high school or GED equivalent
2. Six years of previous public works experience, or any equivalent combination of education and experience.
3. Valid NJ driver's license with CDL endorsement
4. Certified *Public Works Manager* Certification
5. New Jersey DEP Collection Systems Operator License
6. Skill in operating the tools and equipment needed to perform the job

## **PREFERRED EDUCATION AND EXPERIENCE**

1. New Jersey *Certified Public Manager's* Certification

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities;
- Thorough knowledge of street maintenance and repair, storm sewer and sanitary sewer maintenance and repair, and with requirements for private water systems.
- Skill in operating the listed tools and equipment.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.
- Knowledge of procedures used in making repairs to water and sewer equipment.
- Knowledge of processes used in the construction, maintenance, and repair of streets.
- Knowledge of the methods used to oversee public works construction and maintenance projects.
- Ability to oversee and coordinate public works projects.
- Ability to provide suitable assignments and instructions to groups and individuals
- Ability to supervise and evaluate staff.
- Ability to prepare reports containing findings, conclusions, and recommendations.
- Ability to maintain records and files.

### **TOOLS AND EQUIPMENT USED:**

*Needs To Be Updated*

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell. The employee must have the ability to work in confined spaces, and to occasionally lift and/or move objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration. The noise level in the work environment is usually moderate, but can be loud at times when operating equipment. Work is also performed in office settings.

**POSITION TYPE/EXPECTED HOURS OF WORK:**

This is a full-time, exempt position classified as essential personnel. Days and hours of work are typically Monday through Friday 7:00am to 3:00pm. Incumbent may occasionally work evening and weekend hours as job duties demand, particularly in the event of weather or other emergencies. Essential personnel are expected to report to work and work their regularly scheduled work hours even in the event that non-essential personnel are not required to report to work or are not required to work their regularly scheduled work hours due to emergency or unplanned circumstances (i.e., due to inclement weather, state of emergency, etc.)

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date:  
Revision History: