

RESOLUTION NO. 38-2017
Establishing a new position for the
Department of Public Works known as "Working Foreman"

Councilmember Kelly offered the following Resolution and moved its adoption; seconded by Councilmember Keeler:

WHEREAS, the Borough Council of the Borough of Sea Bright wish to rescind Resolution No. 56-2002 for the position of Superintendent of Borough Maintenance; and, Resolution No. 101-2006 for the position of Superintendent of Borough Maintenance and Recycling Coordinator in the Department of Public Works, and

WHEREAS, the Borough Council has a need to establish a new position in the Department of Public Works for a Working Foreman, and

WHEREAS, attached hereto is a new job description for Working Foreman for the Department of Public Works entitled:

Department: PUBLIC WORKS

Position Description – Working Foreman

NOW, THEREFORE, BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the following:

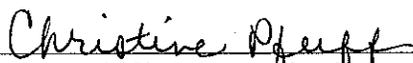
1. Public Works Director

Roll Call:	Birdsall,	Keeler,	Kelly,	Lamia,	Leckstein,	Rooney
	Yes	Yes	Yes	Yes	absent	Yes

February 7, 2017

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on February 7, 2017.


Christine Pfeiffer, Borough Clerk

RESOLUTION NO. 38-2017
Department: PUBLIC WORKS

Position Description – Working Foreman

BASIC FUNCTION: The position is responsible for maintenance activities of the public works department including building maintenance, road, sanitation and sewer, landscape and grounds, service and minor repairing of vehicles and other construction equipment; Performs other related duties as assigned.

NATURE AND SCOPE:

- Classification: 40 hours per week. Full-time; non-exempt
- Hours of Employment: as established by the Mayor and Council
- One half hour unpaid lunch (Monday through Friday)
- Salary: as established by the annual salary ordinance
- Employees under working Foreman: Public Works Maintenance Persons, Janitorial Personnel.

PRINCIPAL ACCOUNTABILITIES: The Working Foreman is responsible for the maintenance of the following:

- Borough street and road repair and maintenance including street cleaning, snow plowing and loading, unloading and applying of san and street repair materials as required.
- Ground maintenance including cutting brush and mowing grass, emptying refuse containers, loading refuse, and disposing of refuse; attending properly to plantings, trees and shrubs.
- Assists the Collection System Operator in daily checks of the sewer pump stations and other maintenance needs that may be required to maintain the Borough pump stations and collection systems.
- Maintain and clean all public facilities leased or owned, including but not limited to, Borough Hall, Police Headquarters, beach parks and grounds, parking lots and garages.
- Maintain service and make minor repairs to departmental trucks and equipment.
- Installation, painting, repair and maintenance of Borough road and street signs; painting and minor maintenance of public facilities; painting of curbs and lining of streets.
- Participate in all safety requirements to protect the general public from injury during repair activities.
- Performs all duties in a courteous, professional and efficient manner and adheres to Borough dress code.
- Directly assign and direct full and part time staff to ensure the highest level of safety, professionalism and efficiency.
- Maintaining streets and roads, grounds maintenance and building maintenance equipment.
- Continued cross training on operating all Borough vehicles and equipment.
- Provide maintenance services in support of Borough Hall day-to-day operations and special events.

EXPERIENCE:

- High School Diploma
- Five (5) years of experience in construction, maintenance, and repair of streets, sewer, water, sanitation, or other public work facilities or similar construction or maintenance work.

LICENSES:

- Valid New Jersey drivers license
- Possession of valid New Jersey State Commercial Driver's License, Class B minimum (preferred) or the willingness to obtain a CDL within one (1) year of employment.

KNOWLEDGE AND ABILITIES:

- Knowledge of procedures, materials, tools and equipment used in cleaning, maintaining, and repairing Borough buildings, streets, sewers, facilities, and sewage pump station equipment.
- Knowledge of recycling programs.
- Ability to direct subordinates, provide them with work schedules, and check their work to see that standard operating procedures are followed and desired objectives are achieved.
- Ability to organize assigned work and develop effective work methods. Ability to maintain records.
- Ability to operate all Borough mechanical equipment.
- Ability to use various types of electronic and/or manual recording and information systems used by the Borough's mechanical and electrical systems.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. Ability to interface with public and governing body.
- To attend seminars, meetings, courses and/or conventions required to maintain certification or to enhance skills needed to perform the duties of the position.
- To establish and maintain cooperative relationships with internal and external contacts.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. Such persons may not be eligible if the accommodation required would cause the employer undue hardship.