

RESOLUTION NO. 163-2019
Establishing a new position for the
Department of Public Works known as "Deputy Director"

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

WHEREAS, the Borough Council has a need to establish a new position in the
Department of Public Works for a Deputy Director; and

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

Department: PUBLIC WORKS

Position Description: Deputy Director

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

1. Public Works Director
2. Finance Manager

Roll Call:	Birdsall,	Keeler,	Kelly,	Leckstein,	Rooney,	Schwartz
	Yes	Yes	Yes	Yes	Yes	Absent

October 15, 2019

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
October 15, 2019.


Christine Pfeiffer, Borough Clerk

Department: PUBLIC WORKS

Position Description – Deputy Director of Public Works

BASIC FUNCTION: The Deputy Director of Public Works plans, supervises and works “hands-on” in programs and activities of the public works department including building, beach maintenance, beach dunes and beach fencing; road and sewer maintenance; landscape and grounds maintenance; recycling center operations; administration or professional engineering programs relating to public works; service and minor repairing of vehicle and other maintenance and construction equipment; effectively supervises public works staff for maximum efficiency; does other related duties as may be required.

NATURE AND SCOPE:

- Classification: Full-time; exempt
- Hours of Employment: 40 hours weekly Monday-Friday, emergency hours as needed
- Salary: as established by the annual salary resolution
- Employees Supervised: Public Works Maintenance Persons, and Janitorial Personnel.

PRINCIPAL ACCOUNTABILITIES: The Deputy Director of Public Works is responsible for the accurate execution of the following:

- Borough street and road maintenance: street cleaning, snow plowing and loading, unloading and applying of sand and street repair materials as required.
- Ground maintenance: cutting brush and mowing grass, emptying refuse containers, loading refuse from the beach, and disposing of refuse; attending properly to plantings, trees and shrubs, maintaining beach and all beach public access points, dunes and dune fencing in compliance with the Sea Bright Borough Beach Management Plan, Borough ordinances and State and Federal statutes governing public access to the Atlantic Ocean.
- Maintenance of all public facilities leased or owned including but not limited to, Borough Hall, Police Headquarters, beach parks and grounds, beach public access points, parking lots and garage.
- Service and minor repairs to departmental trucks and equipment.
- Installation, painting, repair and maintenance of Borough road, beach and street signs; painting and minor maintenance of public facilities; painting of curbs and lining of streets.
- Create, publish and maintain standard operating procedures for all departmental tasks.
- Directly supervise assigned full and part time staff including instruction, guidance, cross training and leadership to staff to ensure the highest level of safety, professionalism and efficiency.
- Develop weekly work schedules for all direct reports.

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, with a minimum of two (2) years of supervisory experience.

LICENSES:

- Certified Public Works Manager
- Recycling Coordinator
- Valid New Jersey driver's license

KNOWLEDGE AND ABILITIES:

- Knowledge of procedures, materials, tools and equipment used in cleaning, maintaining, and repairing Borough buildings, streets, sewers, facilities, beach and sewage pump station equipment.
- Ability to direct subordinates, provides them with work schedules, and checks 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 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.