

9. **ORDINANCE OF THE TOWNSHIP OF TOMS RIVER, OCEAN COUNTY, NEW JERSEY, AMENDING AND SUPPLEMENTING THE TOWNSHIP CODE TO: (1) ESTABLISH THE DIVISIONS OF ROADS AND SANITATION WITHIN CHAPTER 40 (DEPARTMENT OF ADMINISTRATION); (2) REPEAL CHAPTER 54 (DEPARTMENT OF PUBLIC WORKS) IN ITS ENTIRETY; AND (3) PLACE THE DIVISION OF PARKS, BUILDINGS, AND GROUNDS UNDER THE DEPARTMENT OF RECREATION**

**BE IT ORDAINED** by the Township Council of the Township of Toms River, County of Ocean, and State of New Jersey, as follows:

1. Chapter 40 (Department of Administration) of the Township Code is hereby amended and supplemented to add the following provisions:

**§ 40-11. Divisions of Roads and Sanitation.**

A. *Division of Roads.* There is hereby created the Division of Roads, the head of which shall be the Division Manager of Roads. This position shall be appointed by the Mayor. The Division Manager shall report directly to the Township Business Administrator.

(1) The Division of Roads shall be responsible for:

- (a) Constructing, repairing, and maintaining all Township streets and roads, including pothole repair, and the cleaning and repair of catch basins.
- (b) Removing snow from Township streets and roads.
- (c) Maintaining all signs, traffic markers, and streetlights which are owned or under the control of the Township.
- (d) Maintaining all drainage facilities located upon Township property.

(2) The following bureaus fall under the supervision and oversight of the Division of Roads:

- (a) *Bureau of Equipment/Maintenance.* The Bureau of Equipment and Maintenance shall be responsible for:
  - (i) Maintaining automotive and radio equipment owned or controlled by the Township.
  - (ii) Operating the centralized garage and motor pool.
  - (iii) Undertaking performance analysis of Township equipment.

B. *Division of Sanitation.* There is hereby created the Division of Sanitation, the head of which shall be the Division Manager of Sanitation. This position shall be

appointed by the Mayor. The Division Manager shall report directly to the Township Business Administrator.

(1) The Division of Sanitation shall be responsible for the collection and disposal of solid waste, including the operation and use of the Township Landfill.

(2) The following bureaus fall under the supervision and oversight of the Division of Sanitation:

(a) *Bureau of Recycling.* The Bureau of Recycling shall be responsible for:

(i) Administering the recycling program of the Township of Toms River under Chapter 442 of the Township Code.

(ii) Administering leaf collection throughout the Township.

(iii) Organizing and maintaining the Toms River Township Convenience Center and leaf yard.

C. Other positions within the Divisions of Roads and Sanitation.

(1) *Foreman.* There is hereby created the position of Foreman. There shall be a Foreman for each the Division of Roads and the Division of Sanitation, whom shall be under the supervision of the respective Division Managers. Foremen shall organize and develop suitable work programs for the varied functions of each Division; supervise collection of solid waste and recycling; give suitable assignments and instructions to individuals and groups and supervise their work; as applicable to the Bureau assigned, supervise the cleaning and repair of streets and sewers, the paving of streets, the maintenance of piers and the maintenance and care of the garbage dumps; make investigations of complaints dealing with their respective Divisions and take proper action to see that needed repairs are made with a minimum of delay; prepare suitable reports; obtain, store, safeguard and supervise the proper use of needed equipment, materials and supplies; and keep needed records and files and perform such other related tasks as are required by the Director and Township Council.

(2) *Assistant Foreman.* The position of Assistant Foreman is hereby created. There shall be two Assistant Foreman assigned to the Division of Roads, and one Assistant Foreman assigned to the Division of Sanitation. The Assistant Foremen shall assist in the performance of the duties of, and other tasks assigned by, their respective Foremen.

(3) *Recycling Foreman.* There is hereby created within the Division of Sanitation the position of Recycling Foreman. The Recycling Foreman shall perform all duties of Recycling Foreman and be responsible for and have authority for enforcement of Chapter 232, Burning, Outdoor, and Chapter 442, Solid Waste, of the Code of the Township of Toms River.

(4) *Laborer.* There is hereby created the position of Laborer. Under the direction of the appropriate Division Foreman, the Laborer shall primarily perform varied

types of manual and unskilled laboring work; may drive a truck in connection with laboring work on occasion; and do related work as required.

- (5) *Mechanic*. There is hereby created the position of Mechanic. Under the direction of the appropriate Division Foreman, the Mechanic shall perform varied mechanical work involved in the repair, maintenance and servicing of motor vehicles and/or construction equipment working with various machines and hand tools common to the trade. The Mechanic shall do related work as required.
- (6) *Driver*. There is hereby created the position of Driver. Under the direction of the appropriate Bureau Foreman, the Driver shall possess a valid commercial driver's license and shall drive a truck to transport materials, equipment or people, which includes, but is not limited to, Robo-garbage trucks and recycling trucks.
- (7) *Operator*. There is hereby created the position of Operator. Under the direction of the appropriate Bureau Foreman, Operator shall perform such duties as required by the Division Managers.
- (8) Clerical staff. There is hereby created the position of Senior Secretary, Secretary, and Clerk-Bookkeeper for the Divisions of Roads and Sanitation, who shall perform such bookkeeping, payroll and clerical duties as required by the Division Managers.

2. Chapter 54 (Department of Public Works) of the Township Code is hereby repealed in its entirety.

3. Chapter 56 (Department of Recreation) of the Township Code is hereby amended and supplemented to add the following subsection:

**§ 56-15. Division of Parks, Buildings and Grounds.**

A. Establishment; powers and duties.

- (1) There is hereby established the Division of Parks, Buildings, and Grounds, which shall be under the Department of Recreation and overseen by the Director of Recreation.
- (2) This Division shall maintain all Township buildings, grounds, swimming pools, real property, and parks, including garbage removal and maintenance of restroom facilities, and shall be responsible for proper testing of bathing beach waters and swimming pool waters.

B. Positions created. The following positions are hereby established within the Bureau of Parks, Buildings, and Grounds:

- (1) Foreman.
- (2) Senior maintenance worker/custodian.
- (3) Senior groundsman.

- (4) Groundsman, full-time.
- (5) Groundsman, part-time.
- (6) Laborer, full-time.
- (7) Laborer, part-time.
- (8) Maintenance worker, full- or part-time.
- (9) Custodian.
- (10) Clerical staff.
- (11) Driver.
- (12) Golf Course Superintendent.
- (13) Assistant Foreman.

4. Section 23-1A(6) of the Township Code is hereby repealed and re-designated as "Reserved."

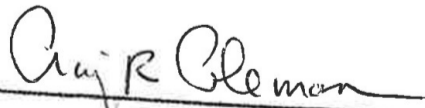
5. All other parts of Chapters 40, 56, and 23 remain in full force and effect.

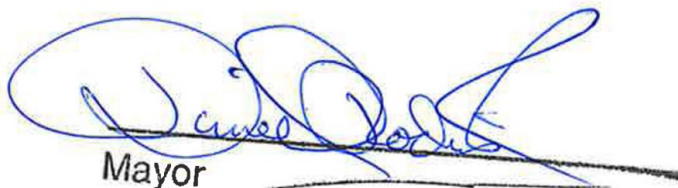
6. All ordinances or parts of ordinances which are inconsistent herewith are repealed, but only to the extent of the inconsistency.

7. If any part of this ordinance is invalidated for any reason by competent authority, that part is severed and the remaining provisions shall remain in full force and effect.

8. This ordinance shall take effect following its final passage by the Township Council, approval by the Mayor, and twenty days after publication as required by law.

L-Jan 18, 2024-02

  
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Council President

  
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Mayor

Passed 2-14-24