

**TOWNSHIP OF WATERFORD  
COUNTY OF CAMDEN  
STATE OF NEW JERSEY**

**ORDINANCE # 2023- 18**

**AN ORDINANCE OF THE TOWNSHIP OF WATERFORD CREATING THE  
POSITION OF FIRE DEPARTMENT ADMINISTRATOR**

**WHEREAS**, the Mayor and Township Committee of the Township of Waterford on a continuing basis evaluate its various departments and agencies in order to provide for efficient, proficient and effective delivery of Township services; and

**WHEREAS**, as part of that process, the Mayor and Township Committee have determined and recognized there is an important public safety interest in coordinating the use of emergency personnel, assets, resources and equipment as part of the Township Fire Department; and

**WHEREAS**, based on that review and evaluation, Mayor and Township Committee have determined to designate and officially create the position of Fire Department Administrator pursuant to authority granted to it by the statutes of the State of New Jersey, inter alia, N.J.S.A. 40:48-2.

**NOW THEREFORE, BE IT ORDAINED** by the Mayor and Township Committee of the Township of Waterford, County of Camden, State of New Jersey, as follows:

**SECTION 1.**           The position of Fire Department Administrator is hereby created.

**SECTION 2.**           The basic qualifications for this position are as follows:

A Bachelor's Degree or higher

A minimum of seven (7) years serving as a Fire Department Fire Chief in charge of administration and operational procedures for a Fire Company

Previous experience with Capital Funding Projects for Fire Departments

Experience in developing and overseeing Municipal Budgets for Fire Departments

Experience in acquiring and managing Grants for a Fire Department

The ability to work with and communicate effectively with elected and appointed Officials

Previous experience in administration of an Emergency Service Agency

Ability to work with and develop and maintain professional relationships with surrounding Emergency Service Agencies

**SECTION 3.** The Fire Department Administrator shall be the Chief Administrative Officer of the Waterford Township Fire Department.

**SECTION 4.** **TERMS OF EMPLOYMENT**

**Salary** - The salary for the Fire Department Administrator shall be set at Fifty Thousand Dollars (\$50,000.00) annually.

**Hours of Work** - The Fire Department Administrator shall be required to work Twenty-Eight (28) hours a week.

**Office** - The Fire Department Administrator shall have an office located in the Waterford Township Public Safety Building.

**Term** - The Fire Department Administrator shall be appointed for a three (3) year term, which term shall be staggered with the elected Fire Chief's term.

**SECTION 5.** **Duties.** The Fire Department Administrator shall work in a collaborative and professional relationship with the elected Fire Department Fire Chief.

The Fire Department Administrator in conjunction with the Fire Chief shall develop the Annual Budget Request for presentation to the Township Committee.

The Fire Department Administrator shall administer and oversee all costs and

expenditures in the Annual Budget.

The Fire Department Administrator in conjunction with the Fire Chief shall develop and present Capital Project requests.

The Fire Department Administrator on a continuing basis shall review all existing policies and procedures with the Fire Chief and; as necessary, revise and/or develop said policies and procedures for the efficient, effective and safe operations of the Fire Department including maintenance of the building, apparatus and equipment.

The Fire Department Administrator shall report to the Township Committee on at least a monthly basis on the operations and administration of the Fire Department.

The Fire Department Administrator will work collaboratively with other Township Department heads and officials at all times.

The Fire Department Administrator shall apply for and manage all applicable Grant Funding relating to a Fire Department and Emergency Services.

The Fire Department Administrator in conjunction with the Fire Chief shall engage in long range planning to develop objectives that will further the efficiency and effectiveness of the Fire Department.

The Fire Department Administrator will coordinate with the Fire Chief on the Fire Chief's designing and the conducting of training of Members.


Such other duties as may be assigned by the Mayor and Township Committee.

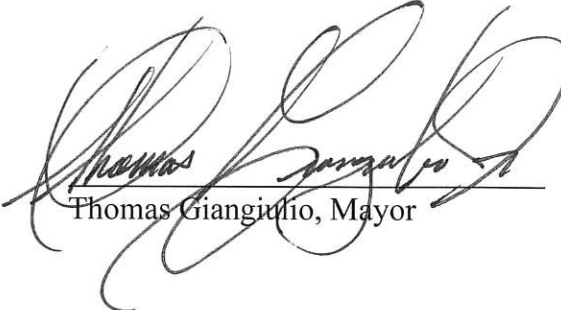
**SECTION 6.** All Ordinances or parts of Ordinances that are inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency only.

**SECTION 7.** If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be judged invalid by a Court of competent jurisdiction, such order

of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision or clause of this Ordinance.

**SECTION 8.** This Ordinance shall only take effect after final adoption and publication as required by law.

  
 Dawn Liedtka, RMC / CMR Clerk

  
 Thomas Giangiuio, Mayor

Intro: June 28, 2023  
 Public Hearing: July 12, 2023  
 Adopted:

UPON INTRODUCTION ON JUNE 28, 2023					
	Jones-Freitag	Thompson	Wade	Yeatman	Giangiuio
YES	X			X	X
ABSTAIN			X		
NO		X			
ABSENT					
UPON ADOPTION ON _____-2023					
	Jones-Freitag	Thompson	Wade	Yeatman	Giangiuio
YES	X			X	X
ABSTAIN			X		
NO		X			
ABSENT					

**CERTIFICATION**

I, Dawn Liedtka, Clerk of the Township of Waterford, Camden County, New Jersey, do hereby certify the foregoing to be true and exact copy of the Ordinance which was finally adopted by the Mayor and Township Committee of the Township of Waterford at a Meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

  
 Dawn Liedtka, RMC / CMR Clerk