

**AN ORDINANCE OF THE TOWNSHIP OF WOOLWICH, COUNTY OF  
GLOUCESTER AND STATE OF NEW JERSEY CREATING THE POSITION OF  
ROAD CREW LEADER**

**ORDINANCE NO. 2025-04**

**BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF  
WOOLWICH AS FOLLOWS:**

**WHEREAS**, Woolwich Township Code Chapter 29 entitled “Officers and Employees” establishes various positions within the Township of Woolwich; and

**WHEREAS**, the Woolwich Township Committee has determined the need to create the position of Road Crew Leader; and

**WHEREAS**, this position shall be created via the adoption of this Ordinance and codified as an Article to be included within Chapter 29; and

**NOW THEREFORE BE IT ORDAINED** by the Township Committee of the Township of Woolwich that the following be inserted into Chapter 29 of the Woolwich Township Code to be noted as “Road Crew Leader”:

**ARTICLE I. Road Crew Leader**

Section 1. There is hereby established the position of “Road Crew Leader” whose duties are set forth herein. Compensation for the position of “Road Crew Leader” shall be set annually in the Woolwich Township Salary Ordinance.

Section 2. **Functions**

**Landscaping & Roadwork Supervision:**

Supervise and coordinate daily roadwork and landscaping operations under the direction of the Public Works Superintendent. All job responsibilities shall include, but are not necessarily limited to and may be amended from time to time;

- A. Assign tasks and ensure work is completed efficiently and on schedule.
- B. Operate and oversee the use of equipment such as mowers, tractors, dump trucks, and asphalt tools.
- C. Enforce safety regulations and ensure compliance with company policies.
- D. Train and mentor crew members in best practices and safe operations.
- E. Inspect completed work to ensure quality and adherence to specifications.
- F. Communicate with project managers, residents, and local authorities as needed.
- G. Maintain records of work completed, equipment usage, and materials.
- H. Work outdoors in various weather conditions, performing physical labor as needed.

**Section 3. Appointment**

The Road Crew Leader is an annual appointment by the Township Committee on an annual basis.

**Section 4. Requirements**

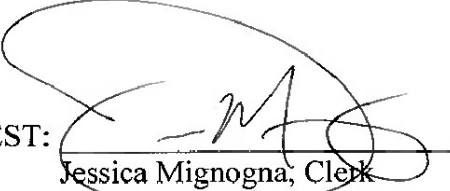
The Road Crew Leader shall have at a minimum three (3) years of supervisory experience in public works or construction field. In addition, he/she:

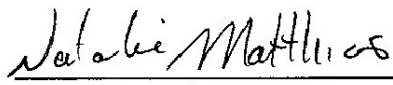
- (1) Shall possess and maintain a current New Jersey driver's license.
- (2) Shall possess or work towards obtaining a CDL license within six months.

**Section 5.**

This Ordinance shall take effect after final adoption and publication as required by law.

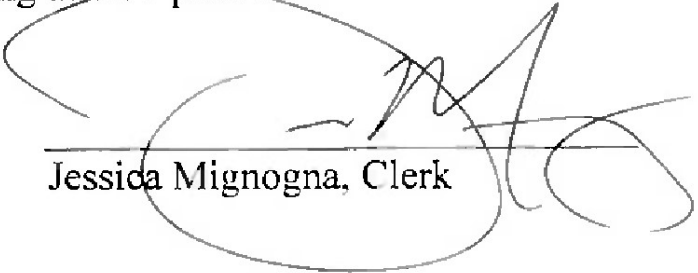
**TOWNSHIP OF WOOLWICH**

ATTEST:   
 \_\_\_\_\_  
 Jessica Mignogna, Clerk

  
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 Natalie Matthias, Mayor

## CERTIFICATION

The foregoing Ordinance was introduced upon first reading by the Township Committee of the Township of Woolwich at a meeting held on the 18th day of February, 2025. It will be further considered for final adoption upon a second reading and subsequent to a public hearing to be held on such ordinance at which time any interested person(s) may be heard. Said meeting is to be conducted on the 3rd day of March, 2025 at the Woolwich Township Building, 120 Village Green Drive, Woolwich Township, New Jersey, beginning at 6:30 p.m.



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Jessica Mignogna, Clerk

**2025-04**  
**Road Crew Leader**  
Job Description

Responsible to: DPW Superintendent

Responsible for:

Landscaping & Roadwork Supervision:

- Supervise and coordinate daily roadwork and landscaping operations.
- Assign tasks and ensure work is completed efficiently and on schedule.
- Operate and oversee the use of equipment such as mowers, tractors, dump trucks, and asphalt tools.
- Enforce safety regulations and ensure compliance with company policies.
- Train and mentor crew members in best practices and safe operations.
- Inspect completed work to ensure quality and adherence to specifications.
- Communicate with project managers, residents, and local authorities as needed.
- Maintain records of work completed, equipment usage, and materials.
- Work outdoors in various weather conditions, performing physical labor as needed.