

ORDINANCE 2004-27

AN ORDINANCE AMENDING CHAPTER 73 (OFFICERS AND EMPLOYEES) OF THE MUNICIPAL CODE OF THE TOWNSHIP OF HILLSBOROUGH, COUNTY OF SOMERSET, STATE OF NEW JERSEY

BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey as follows:

Section 1: Chapter 73, section 82 C of the Municipal Code of the Township of Hillsborough shall be amended as follows:

- C. Possess a degree from an accredited college or university with major course work in recreation and park administration or a degree from an accredited college or university and two years experience as a parks or recreation supervisor.

Section 2: Chapter 73, Section 83 A of the Municipal Code of the Township of Hillsborough shall be amended as follows:

~~A. The duties and responsibilities of the Director of Parks and Recreation shall be performed under the supervision of the Director of Health, Recreation and Social Services, the Township Administrator and the Hillsborough Township Recreation Commission. He shall also take direction from the Hillsborough Township Parks Commission.~~

A. The duties and responsibilities of this position is to administer the daily operations of the Hillsborough Township Parks and Recreation Department and plan, direct and coordinate the efforts of the Township parks and recreation programs. Duties and responsibilities include planning recreation programs and providing and maintaining equipment and facilities; and includes budget preparation and recreation policy development. The Director of Parks and Recreation shall report to the Township Administrator.

Section 3: Chapter 73, Section 83 B of the Municipal Code of the Township of Hillsborough shall be amended as follows:

B. The general duties and responsibilities of the Director of Parks and Recreation shall include, but not be limited, to the following:

1. Act as central spokesperson for all recreational activities, questions and information for the Township.
2. Research, organize, develop and maintain a comprehensive recreational program for the Township to include all segments of its population.
3. Plan and administer park facilities.
- ~~4. Perform such other general duties as may be assigned to him by the Recreation Commission, Director of Health, Recreation and Social Services and Township Administrator.~~
5. Explores and implements outreach methods in order to open parks to all Hillsborough residents. Oversees the organization and implementation of tournament activities in parks.

6. Confers and cooperates with governmental agencies and civic and neighborhood groups regarding recreational needs and requirements; directs the publicizing of programs to ensure maximum participation.
7. Develops short and long term goals of the department for improving operations and attaining more effective programs.
8. Evaluates effectiveness of services, facilities and programs.
9. Seeks and writes grant applications for parks and recreation department.
10. Attends local, state and national conferences and workshops to keep abreast of latest trends and developments in parks and recreation.
11. Drafts, administers and monitors compliance of parks and recreation operating budget.
12. Acts as liaison between Parks and Recreation Board and other organizations.
13. Maintains positive public relations.
14. Maintains an inventory of all items per guidelines in the Administrative Code.
15. Assists the Township Administrator who is the purchasing agent with respect to purchases to be made for the Recreation Commission and Parks Commission and assist in the ordering of all equipment for each program after meeting with program supervisors and the Township Administrator.
16. Coordinates the work of all divisions within the Parks and Recreation Department.
17. Monitors employees' performance, trains new employees and recommends personnel actions.
18. Maintains performance folders on each employee.
19. Monitors time sheets and attendance records.

Section 4: Chapter 73, Section 83 C of the Municipal Code of the Township of Hillsborough shall be amended as follows:

C: The specific duties and typical tasks of the Director of Parks and Recreation shall include, but not be limited, to the following:

1. Coordinate programs with representatives of other groups in the Township in developing and extending recreation and allied programs and coordinate the use of Township recreational facilities with those organizations.
2. Conduct coaches certification programs for recreation programs supervisors and volunteer coaches.
3. Assist the Township Administrator who is the purchasing agent with respect to purchases to be made for the Recreation Commission and Parks Commission and assist in the ordering of all equipment for each program after meeting with program supervisors and the Township Administrator.
4. Interview personnel for hiring, meeting with supervisors of all programs to discuss scheduling, philosophy, methods of payments and general rules and requirements of the programs.
5. Supervise and direct the activities and use of public and school recreational facilities, such as gyms, all purpose rooms and parks.
6. Plan, organize, promote and direct athletics conducted in the Township facilities for the Township recreational programs.
7. Plan and develop recreational programs.
8. Coordinate use of transportation for recreational activities.
9. Assist the Public Works Department in connection with the layout of soccer, softball, lacrosse, field hockey and hard-ball fields and their maintenance schedules.

10. Organize, set-up and supervise a minimum of four recreation registrations each year.
11. Meet monthly with the Hillsborough Township Recreation Commission and Parks Commission.
12. Supervise professional sporting event trips as well as non-athletic recreation programs.
13. Organize and coordinate the printing of four yearly recreational brochures.
14. Update the ADA inventory compliance for recreation programs in accordance with federal law.
15. Maintain an ongoing inventory and assessment of parks and playground facilities for safety.
16. ~~Assist in the application for Green Acre Grants for recreation facility acquisition.~~

Section 5: Chapter 73 of the Municipal Code shall be amended by adding Article XX as follows:

73-109 Position established.

The position of Assistant Recreation Director is hereby established.

73-110 Appointment

Appointment to the position of Assistant Recreation Director will be made by the Township Committee.

73-111 Duties

A. Definition of Work: Under general supervision of the Director of Parks and Recreation, the Assistant Recreation Director shall perform difficult professional work supervising community recreation activities and athletic activities of the Recreation Department and provide general assistance to the Director of Parks and Recreation; shall do related work as required.

B. Examples of Work: Manages and supervises the overall activities of the recreation programs. Plans and develops special events and athletic leagues for community recreation programs; manages and supervises total summer recreation programs; supervises recreational activities with various agencies and groups within the community; supervises the preparation of program budgets; assists in the setting of departmental goals and objectives; prepares and reviews reports and recommendations for the Director of Parks and Recreation.

73-112 Eligibility

A. Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in recreation or a closely related field and considerable experience in community recreational work including progressively responsible experience in an administrative supervisory capacity.

B. Knowledge, Skills and Abilities: Thorough knowledge of modern philosophies, concepts and techniques relating to the field of recreation and the ability to apply them effectively; ability to organize and supervise the work of employees engaged in diversified activities at varying locations; ability to analyze community recreation needs and to adapt a program to its requirements; ability to establish and maintain effective relationships with civic leaders, public officials, program participants and the general public; ability to keep records and prepare reports; ability to supervise a large group of professional and technical employees.

73-113 Compensation

The Assistant Recreation Director shall receive such compensation as is limited by the Salary Ordinance and set by resolution.

Section 6: Section 73 of the Municipal Code shall be amended by adding Article XXI as follows:

73-114 Position established

The position of Assistant Supervisor of Parks is hereby established.

73-115 Appointment

Appointment to the position of Assistant Supervisor of Parks will be made by the Township Committee.

73-116 Duties

A. Definition of Work: Under regular supervision, assist the Director of Parks and Recreation in performing complex technical and administrative work overseeing the maintenance of parks and grounds areas, facilities and equipment of Hillsborough Township; does related work as required.

B. Examples of Work: Assists the Director of Parks and Recreation by planning, organizing, directing and inspecting the work of crews engaged in the regular maintenance of parks and grounds areas, facilities and equipment; inspects areas and facilities for conformance to Local, State and Federal maintenance and safety standards; aids the Parks Director in advising the importance of matters relative to division activities; supervises the work of ground crews and trains new employees in landscaping, planting, spraying, pruning and propagation of plants; assists in the design and supervision or inspection of the maintenance of park facilities; assists in preparing division budget and monitoring expenditures; aids in controlling capital assets inventory of division; aids in overseeing division personnel administration; prepares and maintains records and reports on maintenance management activities and equipment maintenance; provides liaison at the direction of the Director of Parks and Recreation with other Township departments on related activities; responds to citizen inquires on maintenance activities or need for services.

73-117 Eligibility

A. Education and Experience: Any combination of education and experience equivalent to a bachelor's degree with major work in park administration, horticulture or related field and considerable experience in design, construction and maintenance activities.

B. Knowledge, Skills and Abilities: Comprehensive knowledge of the principles, practices, equipment, tools and materials used in park maintenance and construction; thorough knowledge of general buildings, equipment, repair and maintenance; considerable knowledge of landscaping and horticulture as applied to parks and grounds areas; considerable knowledge of the grasses, flowers, shrubs and trees grown in the area, their planting time and their soil requirements; considerable knowledge of hazards and necessary safety precautions involved in construction work; ability to plan and supervise the work of employees; ability to establish and maintain effective working relationship with others.

C. Must possess a valid New Jersey driver's license.

73-118 Compensation

The Assistant Supervisor of Parks shall receive such compensation as is limited by the Salary Ordinance and set by resolution.

Section 7: Section 73 of the Municipal Code shall be amended by adding Article XXII as follows:

73-119 Position Established

The position of Director of Public Works is hereby established.

73-120 Appointment

Appointment to the position of Director of Public Works will be made by the Township Committee. The Director of Public Works reports directly to the Township Administrator.

73-121 Duties:

1. Recommend various personnel actions, such as hiring, promoting, demoting, disciplining and dismissing to the Township Committee.
2. Keep accurate records of all transactions and work of the office, prepare budget recommendation for the Department and have full charge and management of the properties and equipment belonging to or assigned to the Department of Public Works and provide timely and accurate information to the Treasurer for certifying accuracy of the funds.
3. Attend regular or work meetings of the Township Committee if requested.

4. Render reports, recommendations or other documents to the Township Committee as may be required. Render technical assistance to all municipal officials, municipal boards, commissions and citizens.
5. Prepare and present long range planning recommendations for the improvement of the Township's roads, building and grounds, equipment and parks.
6. Coordinate the work of the Public Works Department with the works of other Township departments for whom the services of public works are required.
7. Prepare estimates and coordinate all capital improvements and maintain an accurate updated accounting of costs.
8. Supervise and oversee all road work and other projects in the Township.
9. Carry out any additional responsibilities as assigned by the Township Committee.
10. Supervise and administer the Department of Public Works and its personnel.
11. Must have the ability to communicate effectively with employees, other government agency representatives, Township officials and the general public.

73-122 Eligibility

1. Must be a Certified Public Works Manager pursuant to N.J.S.A. 40A:9-154.6(a).
2. Have proven administrative abilities based on previous work experience.
3. Have a valid New Jersey driver's license.
4. Have at least ten (10) years experience in the public works field. Five (5) years supervisory experience.

73-123 Compensation

The Director of Public Works shall receive such compensation as is limited by the Salary Ordinance and set by resolution.

Section 8: Chapter 73 of the Municipal Code shall be amended by adding Article XXIII as follows:

73-124 Position Established

The position of Supervisor of Public Works is hereby established.

73-125 Appointment

Appointment to the position of Supervisor of Public Works will be made by the Township Committee.

73-126 Duties

1. Has responsible charge of daily routine work schedules
2. Directs with Director of Public Works in the construction and maintenance of manholes, catch basins, storm sewers, headwall, curbs, bituminous macadam pavement, bituminous concrete pavement, stone seal coating, snow plowing, ice control, lawn maintenance and public building maintenance.
3. Oversees with the Director of Public Works proper safety precautions are taken by the crew at work and that proper procedures are taken to protect the public from injury which would result from the crew's activities.
4. Is on call for all emergency situations.
5. Attends meetings as required by the Director of Public Works.
6. Performs other duties as required by the Director of Public Works.

73-127 Eligibility

1. Formal and other education and training showing attainment capabilities to carry out duties as specified.
2. At least eight (8) years experience in the construction, operation, maintenance and repair of streets, storm sewers and sanitary landfills and five (5) years supervisory experience.
3. Wide knowledge of the procedures, materials and tools used in the cleaning, maintaining and repairing of streets, storm sewers and sanitary landfills.
4. Familiarity with the use and operation of heavy construction equipment and support vehicles including their job allocation, productivity, and maintenance.
5. Ability to direct subordinates, provide them with needed advice and assistance when difficult and unusual problems arise and check their work to see that proper procedures are followed, that reasonable standards of workmanship and output are maintained and that desired objectives are achieved. He/she shall also have the ability to organize assigned work, develop effective work methods and keep needed records.
6. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.
7. A valid New Jersey driver's license.
8. Resides within at twelve (12) mile radius from the Public Works Complex.

73-128 Compensation

The Supervisor of Public Works shall receive such compensation as is limited by the Salary Ordinance and set by resolution.

73-129 Personnel

1. The personnel of the Public Works Department, all of whom shall be appointed by the Township Committee, shall be hired under the following titles:
 - a. Supervisor of Public Works
 - b. Assistant Supervisor of Public Works
 - c. Equipment Operator
 - d. Mechanic
 - e. Public Works Worker
2. There may be within the Public Works Department, the following subdivisions:
 - a. The Subdivision of Roads, generally responsible to perform all functions relating to road maintenance and repair including the stormwater sewer systems, and including vehicle and equipment maintenance, leaf collection, and snow removal.
 - b. The Subdivision of Buildings and Grounds, generally responsible for the repair and maintenance of all public recreation equipment and park land and open spaces which do not include stormwater detention facilities.
3. The actual implementation and configuration of any Subdivisions shall be as deemed appropriate by the Township Administrator, with the advice of the Director of Public Works.
4. Each of the Subdivisions shall be under the direction of an Assistant Supervisor of Public Works so designated for that purpose and who shall report directly to the Supervisor of Public Works.
5. Notwithstanding, each Subdivision's primary function, all personnel of the Department of Public Works shall from time-to-time assist other Subdivisions and perform whatever duties are deemed necessary by the Director.

73-130 Assistant Supervisor of Public Works.

1. Description of position. The position of Assistant Supervisor of Public Works:
 - a. Assists in the supervision of and works with a group of employees engaged in the construction, operation, maintenance and repair of streets, storm sewers, sanitary landfills, public buildings and grounds, parks, open space and other public works facilities.
 - b. Does related work as required.

73-131 Duties

1. Assists in the supervision of and works with subordinates engaged in the construction and maintenance of manholes, catch basins, storm sewers, headwalls, curbs, bituminous macadam pavement, bituminous concrete pavement, stone pavement, seal coating; in loading, unloading and applying sand and street repair materials when needed; and in cutting brush and moving grass.
2. Assists in making assignments.
3. Sees that proper safety precautions are taken by the crew at work and that proper procedures are taken to protect the public from injury which would result from the crew's repair activities.
4. Assists in the inspection and checking of the work completed to see that proper procedures are followed, and that reasonable standards of workmanship and output are maintained and that desired objectives are achieved.

73-132 Eligibility

Said employee shall be proficient in the reading and writing of the English language in order to ensure complete communication by and between the personnel in the Department, including supervisory employees, so as to facilitate efficient operation and functioning of the Department. In addition he/she shall have:

1. At least five (5) years of experience in the construction, maintenance and repair of streets, storm sewers, sanitation or other public works facilities or similar heavy construction or maintenance work.
2. A valid New Jersey driver's license.
3. Considerable knowledge of the procedures, materials and tools used in construction, cleaning, maintaining and repairing streets, storm sewers and sanitary landfills.
4. The ability to assist in supervising subordinates and provide them with needed advice and assistance when difficult and unusual problems arise and to check their work to see that proper procedures are followed, that reasonable standards of workmanship and output are maintained and that desired objectives are achieved, and the ability to assist in organizing assigned work and developing effective work methods and the keeping of needed records.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

73-133 Compensation

All of the personnel appointed to fill the herein above described offices within the Department of Public Works shall receive such compensation as is limited by the Salary Ordinance and set forth by resolution.

Section 9: This Ordinance shall take effect upon its adoption, passage, and publication according to law.

ATTEST:

TOWNSHIP OF HILLSBOROUGH

Kevin P. Davis, Acting Township Clerk

Steven N. Sireci, Mayor

