ORDINANCE 3 – 2010
ORDINANCE ESTABLISHING EMPLOYMENT POSITION OF MECHANIC/MUNICIPAL PUBLIC WORKS SPECIALIST

WHEREAS, in an effort to substantially reduce expenses for maintenance and repair of public works vehicles and equipment the Borough intends to employ a qualified mechanic to perform such duties and to also perform certain other duties hereinbelow enumerated; and

WHEREAS, the Borough anticipated incurring a substantial increase of its costs for outside repair and maintenance of its vehicles and equipment and the establishment of an employment position to perform such services is expected to reduce the total costs of the Borough;

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Woodbury Heights, with the Mayor concurring, that the employment position of Mechanic/Municipal Public Works Specialist is hereby established to perform the below enumerated duties and upon the qualifications set forth herein.

BE IT FURTHER ORDAINED as follows:

A. Qualifications. Any person appointed to the position of Mechanic/Municipal Public Works Specialist shall possess the following minimum qualifications:

1. Possession of a valid driver's license;

2. A minimum of ten (10) years working experience in automotive mechanics with such experience to include diesel engine repairs, gasoline engine repairs, transmission repairs, automotive brake system repairs, automotive electrical system repairs, hydraulic system repairs and heavy duty truck and equipment repairs;

3. Successful completion of formal training in automobile mechanics;

4. Successful completion of formal training in diesel engine repairs;

5. Successful completion of formal training in transmission repairs;

6. Successful completion of formal training in automobile brake system repairs;

7. Qualifications to demonstrate good organizational and work scheduling skills;

8. Qualifications demonstrating good automotive and equipment diagnostic skills;

B. Duties. The duties of a Mechanic/Municipal Public Works Specialist shall include:

1. Perform maintenance and repairs of all Borough owned vehicles and public works equipment;

2. Perform maintenance and repairs of all vehicles and repairs of all vehicles and public works equipment owned by any organization that participates in a shared service or inter-local maintenance and repair arrangement with the Borough of Woodbury Heights;

3. Schedule and implement a vehicle and equipment preventative maintenance program;

4. Maintain a current, written record of all vehicle and equipment maintenance and repairs;

5. Submit a written monthly report to the Principal Public Works Manager of all vehicle and equipment maintenance and repairs performed;

6. Maintain an inventory of all parts and maintenance supplies;

7. Upon approval by the Principal Public Works Manager, accomplish ordering of all parts and supplies required to perform vehicle and equipment repairs or maintenance;

8. At the discretion of the Principal Public Works Manager, attend such training programs to obtain licenses or certifications required to perform the above listed duties;

9. Such other duties as maybe assigned by the Principal Public Works Manager to include, but not be limited to, the operation of vehicles and

equipment; perform water system repairs, maintenance or operations; perform sewer system repairs, maintenance or operations; perform storm sewer repairs, maintenance or operations; maintenance of municipal buildings and grounds;

10. Roadway maintenance and repairs including snow and ice removal;

11. Perform repairs, maintenance or replacement of public signs.

BE IT FURTHER ORDAINED as follows:

A. Effective. This Ordinance shall take effect upon final adoption, publication and as otherwise provided by law;

B. Repealer. All Ordinances or parts of Ordinances inconsistent with the terms and provisions of this Ordinance are hereby repealed to the extent of such inconsistency;

C. Save from Repeal. All Ordinances or parts of Ordinances not inconsistent with the terms and provisions of this Ordinance are hereby saved from repeal.

BOROUGH OF WOODBURY HEIGHTS

BY: _____
HARRY W. ELTON, JR., MAYOR

ATTEST: _____
JANET PIZZI, CLERK/ADMINISTRATOR

NOTICE

The foregoing Ordinance was introduced at a Regular Meeting of the Mayor and Borough Council of the Borough of Woodbury Heights conducted on January , 2010 and will be considered for final hearing and adoption at a meeting to be held on the 11 day of February , 2010, at 7:30 P.M., at which time any objections hereto may be heard.

_____
JANET PIZZI, BOROUGH CLERK

PUBLIC NOTICE

ORDINANCE 3-2010

ORDINANCE ESTABLISHING EMPLOYMENT POSITION OF MECHANIC/ MUNICIPAL PUBLIC WORKS SPECIALIST

Notice is hereby given that the above Ordinance was adopted at a regular meeting of the Mayor and Borough Council of the Borough of Woodbury Heights held on the 17th day of February 2010.

Janet Pizzi

JANET PIZZI, BOROUGH CLERK