

3-0247

16-15

1973-1974

THIS AGREEMENT, made and entered into this 15 day of September, in the year, One Thousand Nine Hundred and Seventy-three,

BETWEEN, the TOWNSHIP OF WEST MILFORD, IN THE COUNTY OF PASSAIC, a body politic, hereinafter referred to as the "Employer"

AND LOCAL # 1960, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO", hereinafter referred to as the "Union"

WHEREAS, the Employer has voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting its relations with its employees insofar as such practices and procedures are appropriate to the functions and obligations of the township, acting through its Municipal Manager, to retain the right effectively to operate in a responsible and efficient manner and are consonant with the paramount interests of the township and its citizens; and

WHEREAS, the parties recognize that this agreement is not intended to modify any of the discretionary authority vested in the township by the statutes of the State of New Jersey; and

WHEREAS, it is the intention of the agreement to provide where not otherwise mandated by statute or ordinances, for the salary structure, fringe benefits and employment conditions of the employees covered by this Agreement, to prevent interruptions of work and interference with the efficient operation of the township, and to provide an orderly and prompt method for handling and processing grievances; and

WHEREAS, this contract is entered into pursuant to the provisions of Chapter 303, Laws of the State of New Jersey, 1968;

The Parties hereto, therefore, agree as follows:

ARTICLE 1. RECOGNITION

The Employer recognizes the Union as the exclusive representative of all maintenance employees of the township's Department of Public Works, but excluding the Director of Public Works, any supervisors, professional employees, and summer seasonal employees. A classification of same is listed under Appendix "A" attached

hereto and made part hereof.

ARTICLE 2. DEDUCTION OF UNION DUES

The Employer agrees to deduct the Union monthly membership dues from the pay of those Employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Union and the aggregate deductions of all employees shall be remitted, to the treasurer of the Union together with a list of names of all employees for whom the deductions were made on or about the 15th day of the succeeding month after deductions are made. This authorization shall be irrevocable during the term of this Agreement or as may otherwise be provided in applicable statutes.

The Union agrees that the employees payment of dues or offer of such payment shall constitute his membership insofar as this agreement is concerned and any reason advanced by the Union for terminating the Union Membership of this bargaining committee shall not be considered cause for dismissal by the Employer.

The Union agrees to indemnify and hold the Employer harmless against any and all suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken under the provisions of this Article.

ARTICLE 3. MANAGEMENT RIGHTS

It is understood and agreed that the Township Council and the properly appointed and designated management officials of the Township possess the sole right to operate this Department of the Township, and retains the rights in accordance with applicable laws and regulations to:

- (1) Direct the employees of the Department, and to assign work
- (2) To hire, promote, transfer, assign and retain employees in positions within the Department and to discipline, promote, discharge or take any other disciplinary action against this employee; civil service procedure shall not be violated;
- (3) To remove employees from duties because of lack of work or other legitimate reasons, but subject to Civil Service regulations.

(4) To maintain the efficiency of the governmental operations entrusted to them;

(5) To take whatever action may be necessary to carry out the mission of the Department in the situation of an emergency; assign men to districts;

(6) To determine the care, maintenance and operation of equipment, road dept &c.;

(7) To employ, assign, and make promotions subject to Civil Service Regulations;

(8) To make rules, regulations and policies for the operation of the department;

(9) To prescribe the method of purchase of equipment and supplies for the department;

(10) To have full authority and right to contract for the performance of any work on the roads or public property, with or without aid, with or without bid, and with outside independent contractors;

(11) To contract out snow removal and for de-icing of roads as heretofore.

It is understood and agreed that in accordance with applicable laws and regulations management possess the sole right to

(a) Hire, assign and transfer employees

(b) Determine the budget and work program of the Department

(c) Determine the methods, means and number of personnel needed to carry out the specific program.

(d) Introduce new and improved methods or facilities.

(e) Exchange existing methods or facilities.

(f) Contract for goods or services.

(g) That work or work programs to be performed by the Public Works Department shall be all that work that is properly authorized by the Town Council.

The work to be performed by the employees, and/or road department shall be on streets and roads, public property of the township, - public grounds, as town hall property, recreation fields

and areas - and on all other properties owned or leased by the township - and the Employer shall have the right to assign the work to be performed thereon. Work shall consist of emergencies, the Employer to have priority in matters of snow removal, wind, rain and damages, and in road repairs and maintenance, which shall include black topping seal coating, drainages, and like work as performed in the past, and the Employer shall have the right to assign the work to be performed.

ARTICLE 4. WORK SCHEDULES

a. The work week shall consist of five (5) consecutive days, Monday through Friday, inclusive.

b. The regular starting time of work shifts will not be changed without reasonable notice to the affected employees and without first having discussed such changes and the needs for same with representatives of the Union.

c. The work day will consist of 8 hours, 8 A.M. to 4:30 P.M. with a half-hour for lunch. During the months of January, February, March, April, November and December, starting time will be 8 A.M. with quitting time of 4:30 P.M. During the months of May, June, July, August, September and October, starting time will be 7:00 A.M. with quitting time of 3:30 P.M. All employees are required to respond in emergencies.

ARTICLE 5. OVERTIME

a. Time and one-half the employees's regular hourly rate of pay shall be paid for work under any of the following conditions:-

- (1) All work performed in excess of eight (8) hours in any one day.
- (2) All work performed in excess of forty (40) hours in any one week.
- (3) All work performed on Saturday or Sunday.

b. Holidays - all work performed by any employee on any holiday shall be paid for by the Employer at the rate of time and one-half the regular wage rate of said employee in addition to the

straight time pay, when not worked, hereinafter provided for. The Employer shall pay straight time, eight (8) hours per day for holidays, listed herein, although not worked.

c. Regularly scheduled overtime work will be distributed as equally as possible among all employees in a classification. Emergency call in overtime shall not be used in the equalization of regularly scheduled overtime. No employee shall be eligible for emergency call in within 24 hours of sick period.

d. In overtime on emergencies, seniority in the road district, in order of seniority, shall prevail. No payment shall be made for overtime not actually worked.

ARTICLE 6. CALL IN TIME

a. Any employee who is requested and returns to work during periods other than his regularly scheduled shift shall be paid time and one half for such work and be guaranteed not less than three (3) hours pay, regardless of the number of hours actually worked. If the employee's call in time work assignment and his regular shift overlap, he shall be paid time and one-half for the first three hours of work. Thereafter, for the balance of his regular work shift he shall be paid at the appropriate rate.

b. Employees working through their supper or lunch time shall be paid time and one-half at the appropriate rate; or employees will receive One (1) hour for supper or lunch. All employees shall receive two rest periods:- one 15 minutes period in the morning, between 10:-- A.M. and 10:30 A.M.; and one 15 minute period in the afternoon between 2 P.M. and 2:30 P.M., except that in July and August the morning period shall be between 9 A.M. and 9:30 A.M.

c. Any employee who is requested or called in for snow removal or any other emergency, and such employee responds and is employed during the call in time by the township, shall be entitled to a paid supper hour; in the event there is no place open there such employee may secure food during this hour, the person in

charge shall send out for food for this employee, food to be paid for by the employee.

ARTICLE 7. PAY SCALES

a. The pay scales for all employees covered by this Agreement shall be in accordance with an ordinance entitled "An Ordinance Concerning Salaries and Compensation and Amending a Portion of Section 13-5 of the Revised Ordinances of the Township of West Milford, New Jersey, 1958", adopted by the Township Council on September 5th, 1973, a copy of this ordinance is attached hereto as Appendix "B" and made part hereof.

b. During the term of this Agreement the pay scales will not be changed unless by mutual consent of both parties.

c. Rates of pay for 1973 are to be retroactive to January 1, 1973.

d. Each member of the Department shall be paid longevity compensation in accordance with the rates as set forth in the above entitled ordinance, Appendix "B" and payable on December 1. In the event higher rates are paid any other employee unit in the township for longevity, the rates listed in Appendix "B" shall be automatically increased to those paid the other employee units.

ARTICLE 8. INSURANCE

The existing Group Insurance Program presently in effect, for the employeaa and dependents, and which provides for full family major medical insurance, shall continue in effect for the permanent employees, at no cost to the employees. The Employer shall have the right to substitution, provided the same coverage is provided. Workmen's Compensation Insurance as now in effect shall be continued by the Employer.

ARTICLE 9. LEAVES OF ABSENCE

Leaves of absence for employees covered by this Agreement shall be as follows:-

W. M.
3+2
for

<u>Purpose of Leave</u>	<u>Number of Days</u>	<u>Paid or Unpaid</u>	<u>Special Provision</u> <u>If any</u>
Funeral	2 plus 2 days travelling time if out of state	Paid	Proof of attendance required see* below
Jury Duty	Required by law	Employee agrees to surrender jury check received to Township for full pay received	
Occupational Illness or accident	As in effect now	Paid	See * below
Personal Leave	3 days	Paid	2 days notice except in emergency
Public Office	Required by Law	Unpaid	
Union Employment	1 year renewal	Unpaid	
Education	If sent by town full pay will be given		
Military	Required by law	Unpaid	
National Guard or other U.S. Reserve Units	Required by law	Unpaid	
Other business	For such periods for leave of absence, as permitted by Civil Service and in accordance with procedure outlined in existing personnel ordinance	Unpaid	
Convention	3 days	Paid	For one delegate only
Sick time	15 days per year (Civil Service)	Paid	Accumulative see "below"

* - the provisions of a resolution adopted by the Township Committee on August 16th, 1963, except as may have been modified herein, are to continue in full force and effect. A copy of said resolution is attached hereto as Appendix "C" and made a part hereof.

Employees returning from authorized leaves of absence as set forth above will be restored to their original classification at the then appropriate rate of pay, with no loss of seniority, or other employee rights. Privileges and benefits shall be restored

only upon return to work.

Accumulated Sick Time. Effective as of January 1, 1972 employees shall be entitled accumulated sick time at the rate of \$10.00 per day; this accumulated amount shall be paid the employee at the time of retirement or if the employee leaves his employment with the township and is in good standing, his termination of employment to be only after two weeks written notice is given. Any employee who has accumulated sick time prior to January 1, 1972 shall not be paid for this time. If an employee is sick, he must use his accumulated sick time that has accrued prior to January 1, 1972.

ARTICLE 10. SENIORITY

a. Seniority is defined as an employees total length of permanent service with the Employer, beginning with his original date of permanent hire.

b. An employee having broken service with the Employer (as distinguished from leave of absence) shall not accrue seniority credit for the time when not employed by the Employer.

c. If a question arises concerning two or more employees who were hired on the same date the following shall apply: if hired prior to the effective date of this agreement, seniority preference among such employees shall be determined by the order in which such employees are already shown on the Employer's payroll records, first name first preference etc. For employees hired on the same date subsequent to the effective date of this agreement, preference shall be given in alphabetical order of the employee's last name.

d. In all cases of demotions, layoff, recall, vacation schedules, where substantial employee advantages or disadvantages are concerned, employee with the greatest amount of seniority shall be given preference, subject to grievance procedure.

e. The Employer shall maintain an accurate, up-to-date seniority roster showing each employee's date of hire, classification and pay rate and shall furnish copies of same to the Union upon request.

f. The Employer shall promptly advise the appropriate Union representative of any changes which necessitates amendments to the seniority list.

g. Nothing herein shall in any way affect the rules of Civil Service insofar as Seniority, and the rules of Civil Service shall govern.

h. In cases of temporary appointments which involve higher positions or higher salaries, appointments should be from persons next in rank, who would be eligible to take an examination for such a position, and seniority in this rank shall prevail, the employer reserving its right of consideration on the basis of qualifications.

ARTICLE 11. HOLIDAYS

Section 1.

The following days shall be recognized and observed as paid holidays.

New Years Day	Labor Day
Lincolns Birthday	Columbus Day
Washington Birthday	General Election Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day and the day following
Independence Day	Christmas
Martin Luther King's Birthday, but only if the State of New Jersey makes it a holiday for state employees.	

Employees eligible for holiday pay shall receive eight hours pay at their regular straight time hourly rate of pay for the above enumerated holidays when not worked. Whenever any of the holidays listed above shall fall on a Saturday, the preceding Friday shall be observed as the holiday, if so provided by State law. Whenever any of the holidays listed above shall fall on a Sunday, the succeeding Monday shall be observed as the holiday. All employees shall be granted four hours early quitting time on New Years Eve and Christmas Eve days.

Section 2.

All employees shall be eligible for holiday pay if the employee worked his last scheduled work day prior to the holiday or he is absent by prior consent of his superior, or on any day of leave under Article 9 for which he would be paid.

Section 3.

If a holiday falls within an employees vacation he shall be paid an additional days pay for the unworked holiday or he shall be granted one additional days vacation at his option.

Section 4.

If any employee works on any of the holidays listed in Section 1 of this article he shall be paid one and one half times his regular rate of pay in addition to the straight time holiday pay.

ARTICLE 12. GRIEVANCE PROCEDURE

Any grievance or dispute which may arise between the parties on the application, meaning or interpretation of this agreement, shall be settled in the following manner:-

STEP 1.

The Steward, or in his absence, the alternate, with the employee, shall take up the grievance or dispute with the Public Works Superintendent within 1 day of its occurrence. The Public Works Superintendent shall then attempt to adjust the matter and shall respond to the steward within three working days.

STEP 2.

If the grievance has not been settled, it shall then be presented in writing by the Steward, or in his absence, the alternate, to the Director, Department of Public Works, within 3 days after the Public Works Superintendent's response is due. The Director shall respond to the Steward in writing within 3 working days. All grievances shall be made in triplicate form.

STEP 3.

If the grievance still has not been settled, it shall then

be presented by the Steward, or alternate, to the Township Manager, in writing, within 3 days after the response of the Director, Department of Public Works, is due. The Township Manager shall respond in writing to the Steward, or alternate, within 10 working days.

ARBITRATION PROCEEDINGS

The Employer and Union will attempt to mutually agree on an arbitration panel of not less than 2 and not more than 5 arbitrators who may be called upon to arbitrate grievances. Wherever feasible, the same arbitrator shall not be used twice in succession. Either party may remove an arbitrator from the panel by written notice to the other. If the parties to this agreement cannot agree on a panel of arbitrators, they shall request such a panel from the New Jersey Public Employment Relations Commission, or from the New Jersey State Mediation Service, or from the American Arbitration Association, and then select an arbitrator through the procedure outlined by that organization.

REPRESENTATION:- The Union Shall notify the Employer of the names of the Steward or Alternate in writing, and who are designated by the Union to represent employees under the above grievance procedure. Employees so designated by the Union will be permitted to confer with other Union Representatives, employees, and with Employer Representatives regarding matters of employees representation, during the last hour of the work day and only with the prior approval of the Public Works Superintendent.

Representatives of the Union, who are not employees of the Employer, will be permitted to visit the employees during the last hour of the work day, at their work stations, for the purpose of discussing Union representation matter, but only after prior arrangement and notification has been made to the Public Works Superintendent. Such representatives shall also be recognized by the Employer as an authorized spokesman for the Union in meetings between the parties regarding employee representation matter.

Exception:- The failure or refusal of the Township Manager to give permanent status or promotion to one on probation shall not be subject to grievance.

ARTICLE 13. SAFETY AND HEALTH

a. The Employer shall at all times maintain safe and healthful working conditions, and shall furnish safety equipment, with safety apparel whenever required, and tools. The employer agrees to furnish each employee with safety shoes at the employer's expense - one pair per employee for the year. The Employer agrees to furnish each employee a safety helmet. The Employer agrees to furnish employees, where required, safety glasses, but with uncorrected lenses. Cost of the safety shoes, helmets and glasses shall be that of the employer. Any employee failing to wear helmets, safety shoes, or other safety equipment furnished by the employer shall be subject to disciplinary proceedings.

b. The Steward shall be the Union safety committee member. Such safety committee member shall meet periodically with the Public Works Superintendent.

ARTICLE 14. EQUAL TREATMENT.

The Employer agrees that there shall be no discrimination or favoritism for reasons of age, sex, nationality, race, religion, marital status, political affiliation, union membership or union activities.

ARTICLE 15. VACATIONS.

Employee shall receive such annual vacation as provided for by the rules of the N.J. Civil Service Commission, and/or as provided for by State Statute.

ARTICLE 16. CLASSIFICATION AND DESCRIPTION

The classifications (and job descriptions) for employees covered by this Agreement are attached hereto as Appendix "D" and by reference are made a part of this agreement. Any additions or modifications made to them by Civil Service, and adopted by the Township, shall automatically become part of this agreement.

ARTICLE 17. GENERAL PROVISIONS

a. Bulletin boards will be made available by the Employer at each of the work locations for the use of the Union for the purpose of posting Union announcements and other information of a non-controversial nature. Prior to the posting of any notices, the Union shall first present such notices to the Employer and obtain the Public Works Superintendent's approval of the posting thereof.

b. Should any portion of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific portion of the Agreement affected by such decision, whereupon the parties agree immediately to negotiate a substitute for the invalidated portion thereof.

ARTICLE 18. STRIKES

Union acknowledges that the employees of the Employer or Township, which it represents, are not entitled to strike, slow-down, or to take any other collective action to disable the Employer in the discharge of its statutory and governmental duties, and Union agrees that such action would constitute a material breach of this agreement. Nothing contained in this agreement shall be construed to limit or restrict the Employer in its right to seek and obtain such judicial relief as it may be entitled to have, in law, or in equity, for injunction or damages or both in the event of such breach. It is further agreed that participation in any such illegal activity by any employee represented by the Union shall constitute sufficient ground for termination of the employment of such employee or employees. The employer agrees that it will not during the term of this agreement engage in any unlawful lock-out or shut-down.

ARTICLE 19. TERMINATION

a. This agreement shall be effective as of January 1st, 1973, except as hereinabove stated, and shall remain in full force and

effect until the 31st (12 midnight) day of December, 1974, thereafter unless prior to the termination date, either party shall notify the other in writing 60 days in advance, that it desires to modify this agreement. In the event that such notice is given, negotiations shall begin not later than 30 days prior to the termination date; this Agreement shall remain full force and be effective during the period negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

b. In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than 10 days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, and/or caused their corporate seals to be hereto affixed, after signature of their corporate officers the day and year first above written.

TOWNSHIP OF WEST MILFORD, IN THE
COUNTY OF PASSAIC

ATTEST:

George S. Eckhardt Jr.
Township Clerk

by

George E. Eckert
MAYOR

LOCAL # 1960, AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL EMPLOYEES,
AFL-CIO

ATTEST:-

by

Charles J. Manning
PRESIDENT

Martin A. Stubble Jr.

APPENDIX "A"

Employees assigned to the Department of Public Works:

Senior Building Maintenance Worker

Building Maintenance Worker

Road Foreman

Sewer Foreman

Mechanical Repairman Foreman

Mechanical Repairman Helper

Mechanical Repairman (automotive)

Heavy Equipment Operator

Equipment Operator

Truck Driver

Laborer

Sewer repairman (laborer)

Laborer (first year)

APPENDIX "B"

AN ORDINANCE CONCERNING SALARIES AND COMPENSATION
AND AMENDING A PORTION OF SECTION 13-5 OF THE
REVISED ORDINANCES OF THE TOWNSHIP OF WEST MILFORD,
NEW JERSEY, 1958

BE IT ORDAINED, by the Township Council of the Township of West Milford, in the County of Passaic:-

1. That a portion of Section 13-5 of the Revised Ordinances of the Township of West Milford, New Jersey, 1958, as amended and supplemented and which relates to the employees assigned to the Department of Public Works, be and the same is hereby amended to read as follows:-

<u>EMPLOYEES</u>	<u>1973</u>	<u>1974</u>
Senior Building Maintenance Worker --	\$8,925.00 per annum	\$9,461.00 per annum
Building Maintenance Worker-----	\$6,156.00 per annum	\$6,520.00 per annum
Road Foreman -----	\$4.60 per hour	\$4.88 per hour
Sewer Foreman -----	\$4.60 per hour	\$4.88 per hour
Mechanical Repairman Foreman -----	\$4.60 per hour	\$4.88 per hour
Mechanical Repairman Helper-----	\$4.29 per hour	\$4.55 per hour
Mechanical Repairman (automotive) ---	\$4.29 per hour	\$4.55 per hour
Heavy Equipment Operator-----	\$4.23 per hour	\$4.48 per hour
Equipment Operator-----	\$4.15 per hour	\$4.40 per hour
Truck Driver-----	\$4.07 per hour	\$4.31 per hour
Laborer -----	\$3.89 per hour	\$4.12 per hour
Sewer repairman (laborer) -----	\$4.07 per hour	\$4.31 per hour
Laborer (first year) -----	\$3.49 per hour	\$3.70 per hour

Longevity pay shall be paid to the above named employees as follows, payable on December 1st:-

- After five years of service ----- \$65.00 per year
- After ten years of service ----- \$130.00 per year
- After fifteen years of service ----- \$195.00 per year
- After twenty years of service ----- \$260.00 per year
- After twenty-five years of service ----- \$325.00 per year

2. The hours of duty for the above named employees and the amount of days of annual vacation for each shall be fixed and determined by and between the Township Council and representatives of the employees, by agreement, in accordance with the provisions of Chapter 303, Laws of the State of New Jersey, 1968.

3. The compensation provided herein shall be retroactive to January 1, 1973.

4. Any and all ordinances or parts thereof in conflict or inconsistent with any of the terms of this ordinance are hereby repealed to such extent as they are so in conflict or inconsistent.

5. This ordinance shall take effect 20 days after its final passage by the Township Council.

Introduced: August 15th, 1973

Passed:

MAYOR

ATTEST:-

Township Clerk

APPENDIX "C"

RESOLVED, that the following rules be and the same shall be adopted, and shall apply to and for the benefit of all officers and employees:-

(1). In the event any officer or employee shall suffer an injury during the course of his employment, the time during which he shall be absent from his duties as the result of such injury shall not be charged to his allowable sick time;

(2) During the period of such absence from duty, as the result of said injury, said officer or employee shall be entitled to his regular salary and/or compensation, provided, however, and this shall be on condition that said officer and employee shall pay the Township, either by direct payment, assignment or endorsement, such amount or amounts he shall receive weekly for temporary disability, either direct from the Township insurance carrier writing compensation insurance, or as the result of any award made by the Workmen's Compensation Bureau, N.J. Department of Labor.

(3) All sums paid for medical treatment for any injury sustained by the officer or employee shall not be calculated in any refund to the Township, such payments to be the property of the person or person rendering treatment.

(4) Any lump sum settlement received by the officer or employee, in any negligence action, over and above the amount paid for compensation, shall remain and be the property of the officer and employee.

(5) The following period of leave of absence shall be allowable to an officer or employee: Three (3) days, with pay, to an officer or employee, in the event of death of husband or wife, child, father, mother, sister, brother, mother-in-law, or father-in-law, this allowable period shall not be charged to allowable sick time.

Introduced: August 16, 1963

Approved: August 16, 1963

ATTEST:

GEORGE F. ECKHARDT, JR. (L.S.)
TOWNSHIP CLERK

ROBERT L. LITTLE (L.S.)
MAYOR

George F. Eckhardt, Jr.
George F. Eckhardt, Jr. Twp. Clk I HEREBY CERTIFY the above to be a true copy of a resolution adopted by the Township Committee of the Township of West Milford at a regular meeting held August 16, 1963.

APPENDIX "D"

(Includes all of the following attached classifications)

ROAD FOREMAN

DEFINITION: Under direction, supervises and works with a group of employees engaged in the construction, maintenance and repair of roads; does related work as required.

EXAMPLES OF WORK: Supervises and works with a group of employees engaged in the construction, maintenance, and repair of roads; supervises and works with a group of employees engaged in work involving the patching of roads with oil and stone or cold patch, the cleaning of side drains, catch basins, and drain pipes, the cutting of brush and trees, and the widening of roads; supervises and works with a group of employees engaged in work involving the plowing of snow, the sanding and salting of roads, and the unloading and storing of salt; supervises and works with a group of employees engaged in work involving the erecting of posts, the installing of drain pipes and catch basins, the laying of walls, and the painting of guard rails; may operate, check, service and make minor repairs to road maintenance equipment in addition to supervisory tasks; inspects the construction, reconstruction, maintenance and repair of roads to bring about compliance with plans and specifications; gives suitable assignments and instructions to assigned employees; prepares and maintains records of personnel, work accomplished, equipment and materials used, and time spent on operations.

REQUIREMENTS:

1. Ability to read and write English.
2. Three years of experience in the cleaning, maintenance and repair of roads, including or supplemented by one year of experience in work involving the operation and maintenance of trucks and/or other construction and maintenance equipment.
3. Possession of a valid New Jersey driver's license may be required.
4. Thorough knowledge of the processes used in construction, maintenance, and repair of roads.
5. Ability to supervise and work with subordinates in the work involved in the construction, maintenance, and repair of roads; to 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 are maintained, and that desired objectives are achieved; to prepare work schedules and develop effective work methods; to obtain, store, safeguard, and use needed equipment, materials, and supplies, and to keep necessary 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.

HEAVY EQUIPMENT OPERATOR

DEFINITION: Under direction, operates, checks, services and makes minor repairs to the heavier and more complex construction and maintenance equipment primarily, and performs manual and unskilled laboring work occasionally or in connection with equipment operation; does related work as required.

EXAMPLES OF WORK: Operates the heavier and more complex construction and maintenance equipment such as a large bull dozer and/or power shovel, and/or crane, and/or gradall, and/or large front end loader, and/or large road grader, and/or 10 ton roller, and/or tractor trailer, and/or clam shell for repairing and grading of streets and roads, excavating trenches, drainage of streams and culverts, maintaining parks and grounds, distributing and pushing earth, lifting and loading of materials and/or other maintenance and construction operations requiring the use of heavy power driven construction machinery; in addition to other equipment, drives trucks; checks, services, and assists in making minor and emergency adjustments and repairs in the field and in the repair shop; occasionally or incidentally performs manual and unskilled laboring work; keeps necessary records.

REQUIREMENTS:

1. Ability to read, write and understand English sufficiently to perform the duties of this position.
2. Two years of experience in the operation and maintenance of heavy construction and maintenance equipment.
3. Possession of a valid New Jersey driver's license.
4. Thorough knowledge of the care, maintenance and competent, safe and efficient operation of construction and maintenance equipment, including cleaning, greasing, servicing and making minor adjustments and minor repairs, and of construction and maintenance procedures.
5. Ability to analyze problems involving the operation of construction and maintenance equipment; to organize and carry out fairly complex work projects; to understand, remember, and carry out oral and written directions; to learn quickly from explanations and demonstrations; to operate equipment in a skilled and safe manner; to check, clean, service and make minor and emergency repairs, and to keep necessary 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.

NOTE: The following variant titles have been approved for the Heavy Equipment Operator specifications:

Mosquito Extermination
Parks
Public Works
Roads
Beach Maintenance

Sanitation
Sewers
Streets
Water
Sanitary Land Fill

ARM
7/25/68

EQUIPMENT OPERATOR

DEFINITION: Under direction, operates, checks, services and makes minor repairs to motorized and mechanized maintenance equipment such as an air compressor and/or street sweeper and/or front end loader and/or back hoe and/or road grader and/or tractor primarily, and performs manual and unskilled laboring work occasionally or in connection with equipment operation work; does related work as required.

EXAMPLES OF WORK: Operates an air compressor and/or street sweeper and/or front end loader and/or back hoe and/or road grader and/or tractor; in addition to other equipment, drives trucks; checks, services, and assists in making minor and emergency adjustments and repairs in the field and in the repair shop; occasionally or incidentally performs manual and unskilled laboring work; keeps necessary records.

REQUIREMENTS:

1. Formal or other education and training showing attainment of the level represented by completion of the eighth grade.
2. Two years of experience in the operation and maintenance of motorized and mechanized equipment.
3. Possession of a valid New Jersey driver's license.
4. Wide knowledge of the care, maintenance and competent, safe and efficient operation of motorized and mechanized maintenance equipment, including cleaning, greasing, servicing and making minor adjustments and minor repairs, and of construction and maintenance operations and procedures.
5. Ability to analyze problems involving the operation of motorized and mechanized equipment, to organize and carry out fairly complex work projects, to understand, remember, and carry out oral and written directions, to learn quickly from explanations and demonstrations, to operate equipment in a skilled and safe manner, to check, clean, service and make minor and emergency repairs, and to keep necessary records.
6. Good health and freedom from disabling physical and mental defects.

TRUCK DRIVER

DEFINITION: Under direction, drives, cleans, services makes minor repairs to, loads and unloads trucks primarily; performs manual and unskilled laboring work occasionally or in connection with truck driving work; does related work as required.

EXAMPLES OF WORK: Drives trucks, picks up, hauls and delivers materials; checks, cleans and greases trucks; makes minor repairs to trucks; loads and unloads trucks with or without assistance; occasionally or incidentally performs manual and unskilled laboring work; keeps necessary records.

REQUIREMENTS:

1. Ability to read, write and understand English sufficiently to perform the duties of this position.
2. Possession of a valid New Jersey driver's license.
3. Considerable knowledge of the care, maintenance and competent, safe and efficient operation of trucks, including cleaning, lubrication, servicing of batteries and care of tires; of minor repair procedures, and of the procedures involved in loading, unloading and delivering difficult kinds of freight.
4. Ability to analyze problems involving the operation of trucks; to understand, remember, and carry out oral and written directions; to learn from explanations and demonstrations; to drive trucks in a skilled and safe manner; to check, clean, service and make minor and emergency repairs to trucks; to keep necessary 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.

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MECHANICAL REPAIRMAN

DEFINITION: Under direction, performs varied mechanical work involved in the maintenance and repair of motor vehicles and mechanized equipment, working with various machine and hand tools common to the trade; does related work as required.

EXAMPLES OF WORK: In the garage and in the field does mechanical work on automobiles, trucks and other motorized and mechanized equipment, including road construction and maintenance equipment; performs the work involved in the installation, maintenance and repair of motors, fuel systems, exhaust systems, electrical systems, suspension systems, steering systems and instruments; occasionally acts in the capacity of driver or operator; may do welding of various types of simple blacksmithing; obtains, stores, records, safeguards and properly uses equipment, materials and supplies; keeps necessary records.

REQUIREMENTS:

1. Ability to read, write and understand English sufficiently to perform the duties of this position.
2. Three years of varied experience in the installation, maintenance and repair of varied types of motors, vehicles and equipment.
3. Thorough knowledge of varied types of motors and equipment and their operation; of the diagnosing of reasons for motor failure and the steps necessary to correct the condition, and of the obtaining, storing, recording, safeguarding, and properly using equipment, materials and supplies, and of the keeping of necessary records.
4. Ability to analyze mechanical problems, organize assigned work, and develop effective work methods; to do mechanical work in the garage and in the field; to obtain, store, record, safeguard and properly use equipment, material and supplies, and to keep necessary 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.

LABORER

DEFINITION: Under direction, performs varied types of manual and unskilled laboring work primarily, and may occasionally drive a truck in connection with laboring work; does related work as required.

EXAMPLES OF WORK: Loads, lifts and moves supplies, furniture and equipment; digs trenches; does manual grading; cleans incinerators; shovels ashes and coal; collects rubbish, ashes and other refuse; cuts the grass; mows lawns; rakes lawns; trims hedges; waters lawns and flower and vegetable beds; loads and unloads trucks; shovels snow; whitewashes walls; shovels gravel and sand; does cold patching; helps in mixing cement and mortar; helps in the placing of the forms used in concrete work; cleans up underbrush, foliage, vines and weeds; helps cut down trees; digs out stumps of trees; digs out and destroys poisonous vines, weeds and undergrowth; helps clean sludge beds; sweeps streets; cleans sewers; occasionally or incidentally drives trucks.

REQUIREMENTS:

1. Ability to read, write and understand English sufficiently to perform the duties of this position.
2. Some knowledge of laboring routines.
3. Ability to understand, remember and carry out oral and written directions.
4. 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.

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