

ORDINANCE 2011-08

**AN ORDINANCE OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN,
STATE OF NEW JERSEY TO ESTABLISH THE POSITION OF MANAGER OF
MUNICIPAL OPERATIONS IN THE TOWNSHIP OF BARNEGAT**

BE IT ORDAINED BY the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey, this 6th day of June, 2011, as follows:

SECTION 1. Chapter 17 of the Codified Ordinances of Barnegat Township shall be and is hereby established, and shall be entitled "Manager of Municipal Operations."

SECTION 2. Chapter 17 of the Codified Ordinances of Barnegat Township shall be amended to include § 17-1 entitled "Duties and Qualifications of the Manager of Municipal Operations."

Subsection "A" of § 17-1 of Chapter 17 the Codified Ordinances of Barnegat Township shall read as follows:

"The duties of Manager of Municipal Operations shall be as follows:

"Maintain liaison between the Township Administrator and the Department of Public Works and the Water and Sewer Utility Department. Maintain liaison between the Department of Public Works and the Water and Sewer Utility Department. Advise the Township Administrator on all issues regarding personnel and administration of the Department of Public Works and the Water and Sewer Utility Department. Prepare all necessary reports concerning the Department of Public Works and the Water and Sewer Utility Department. Manages work operations and/or functional programs, and has responsibility for employee evaluations and for effectively recommending to the Township Administrator the hiring, firing, promoting, demoting and/or disciplining of employees of the Department of Public Works and the Water and Sewer Utility Department. Supervise the establishment and maintenance of essential records and files regarding the Department of Public Works and the Water and Sewer Utility Department. Provide suitable assignments and instructions to the Superintendent of Public Works and the Water and Sewer Utility Manager. Receives and handles complaints concerning the Department of Public Works and the Water and Sewer Utility Department. Supervises the obtaining, storing, safeguarding, distributing, and proper use of needed equipment, materials and supplies. Plans the use of available funds, personnel, equipment and materials. In coordination with the Superintendent of Public Works, directs snow and ice control in winter including salting, sanding, plowing and removal. Develops effective work plans relating to the Department of Public Works and the Water and Sewer Utility Department. In coordination with the Superintendent of

Public Works and the Water and Sewer Utility Manager, develops, administers and implements a variety of public works and water and sewer utility programs, including, but not limited to, the construction, reconstruction and improvement of streets, roads, bridges, public buildings, water and sewer facilities and recreation facilities. Prepares, inspects and approves plans and specifications, and consults with general contractors on construction projects. At the direction of the Township Administrator, directs studies of public works and water and sewer utility functions. Helps to determine the factors that cause unnecessarily high costs and delays in issues related to the Department of Public Works and the Water and Sewer Utility Department. Prepares recommendations for the improvement of processes and techniques used. In coordination with the Township Administrator, establishes priorities among work programs and implements plans. In coordination with the Township Administrator, prepares the annual capital improvements budget for the Department of Public Works and the Water and Sewer Utility Department. Performs other duties and tasks as assigned by the Township Administrator.”

SECTION 3. Subsection “B” of Chapter of § 17-1 of Chapter 17 of the Codified Ordinances of Barnegat Township shall read as follows:

“The Manager of Municipal Operations shall demonstrate to the satisfaction of the Township of Barnegat, at the minimum, the following qualifications:

- a) Shall be a current holder of NJDEP Licenses T3, W3 and C3; and
- b) Shall be a current holder of a CPWM Certification; and
- c) Shall possess a Bachelor’s Degree from an accredited college or university; and
- d) Shall have at a minimum 5 years of demonstrable experience as a Utility Manager.

SECTION 4. Chapter 17 of the Codified Ordinances of Barnegat Township shall be amended to include § 17-2 entitled “Manager of Municipal Operations - Organizational Table.”

Section 17-2 of Chapter 17 of the Codified Ordinances of Barnegat Township shall read as follows:

There is hereby created within the Township of Barnegat the position of Manager of Municipal Operations, who shall serve as a confidential employee of the Township of Barnegat and confidential aide to the Township Administrator, and report directly to, the Township Administrator, who shall serve at the pleasure of the Township Committee of the Township of Barnegat and whose employment shall be at will. The job title and position of Manager of Municipal Operations is not located in either the Department of Public Works or the Water and Sewer Utility, but is rather an office existing separate and apart from each reporting directly to the Township Administrator. The Superintendent of Public Works, or the highest position in the Department of Public Works if the position of Superintendent of Public Works does not exist, shall report directly to the Manager of Municipal Operations. The Superintendent of Public Works, or the highest position in the

Department of Public Works if the position of Superintendent of Public Works does not exist, shall receive assignments directly from the Manager of Municipal Operations. The Water and Sewer Utility Manager, or the highest position in the Water and Sewer Utility Department if the position of Water and Sewer Utility Manager does not exist, shall report directly to the Manager of Municipal Operations. The Water and Sewer Utility Manager, or the highest position in the Water and Sewer Utility Department if the position of Water and Sewer Utility Manager does not exist, shall receive assignments directly from the Manager of Municipal Operations. Nothing in this Ordinance is intended to limit or impair the ability of the Township Administrator to make workload assignments directly to any official or position in the Township of Barnegat, nor is it intended to limit or impair the ability of the Township Administrator to directly communicate with any official or position in the Township of Barnegat.

SECTION 5. Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be effected thereby.

SECTION 6. Repealer. Any ordinance or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced and passed by the Township Committee of Barnegat on first reading at meeting held on the 2nd day of May, 2011. The Ordinance will be considered for second and final reading at a meeting which is scheduled for the 6th day of June, 2011, at 6:30p.m., or as soon thereafter as the matter may be reached, at the Municipal Building located at 900 West Bay Avenue, Barnegat, New Jersey, at which time the public is invited to ask questions, raised objections, or provide public comment with regard to the proposed adoption of this Ordinance.

KATHLEEN T. WEST, Municipal Clerk

Prepared by:

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