

Chapter 18

PUBLIC WORKS DEPARTMENT

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[HISTORY: Adopted by the Township of Union (now Barnegat) 3-1-76 as Ord. No. 1976-4. Amended 12-15-80 by Ord. No. 1980-42; 6-15-81 by Ord. No. 1981-20. Amended in its entirety 2-20-96 by Ord. No, 1996-8. Further amendments noted where applicable.]

Be it ordained by the Mayor and Township Committee of the Township of Barnegat, in the County of Ocean and State of New Jersey:

§ 18-1. Creation.

There is hereby created a Department of Public Works, to be a department of the Township of Barnegat. The Department shall be under the direction of the Township Committee of the Township of Barnegat under the direct supervision of the Department Head and the Township Administrator.

**§ 18-2. Membership.**

The Department of Public Works shall consist of but not limited to the following personnel:

Public Works Director, Sanitation/Recycling Foreman; Foreman of Roads, Beach, Docks and Drainage; Foreman of Buildings and Grounds, Parks Maintenance and Repairs. Support staff such as drivers, laborers, heavy equipment operators, mechanics and maintenance men shall be appointed by the Township Committee by resolution as deemed necessary and subject to appropriations in the current year budget.

**§ 18-3. Personnel policies.**

Personnel policies shall be as set forth in Chapter 13 of the Code of the Township of Barnegat entitled "Personnel Policy" and as set forth in any collective bargaining agreement for union members within the Department of Public Works.

- A. Job descriptions. Job descriptions shall be established by resolution of the Township Committee and maintained for each position in the Public Works Department. These job descriptions shall be kept on file in the office of the Township Clerk.
- B. Employee Manual.. All Public Works Department employees will be issued a "Department of Public Works Employee Manual" which shall set forth General Rules and Procedures and Safety Rules and Procedures. All Public Works Department employees are mandated to follow the rules and procedures set forth in this manual as adopted by resolution by the Township Committee.

**§ 18-4. Powers and duties.**

The Department of Public Works Department shall have charge and supervision of the care, maintenance and

construction of all streets, sidewalks, alleys and public ways accepted by the township; construction, operation and maintenance of all storm-water drains, gutters and appurtenances thereto, care and maintenance, erection and construction of all signs owned by the municipality; the clearing of all municipal roadways and ways; the maintenance of all parks and playgrounds accepted by the Township including public docks, beach areas and buildings and grounds; and shall perform such other services and functions as may from time to time be directed by the Department Head or Township Administrator or Township Committee. Any member of the Public Works Department may be assigned duties as the need and emergency arises.

**§ 18-5. Custodian of tools and equipment.**

The Department Head shall be the custodian of all tools, equipment and vehicles and property belonging to the Township of Barnegat and not assigned to the care of the township or any other public office. The Department Head shall establish rules and regulations for property storage of tools, equipment and vehicles.

**§ 18-6. Repealer.**

This ordinance repeals any other ordinance or parts of an ordinance inconsistent herewith.

**§ 18-7. Severability.**

If any work, phrase, clause, section or provision of this chapter shall be found by any court of competent jurisdiction to be unenforceable, illegal or unconstitutional, such word, phrase, clause, section or provision shall be severable from the balance of the ordinance and the remainder of the ordinance shall remain in full force and effect.

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**§ 18-8. When effective.**

**This ordinance shall take effect upon final passage and publication according to law.**