

**CITY OF SALEM
ORDINANCE 24-05**

**AN ORDINANCE AMENDING CHAPTER 3, ARTICLE II AND CHAPTER 53 OF THE
CODE OF THE CITY OF SALEM, NEW JERSEY TO ESTABLISH THE POSITION
OF A CERTIFIED PUBLIC WORKS MANAGER**

WHEREAS, it is the intent of the City to establish a new Certified Public Works Manager position to oversee and manage the City's public works department; and

WHEREAS, the City wishes to amend Chapter 3, Article II (City Officials) and Chapter 54 of the City Code to create the position of the Certified Public Works Manager.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SALEM:

Section 1. The above-mentioned recitals are incorporated herein as though fully set forth at length.

Section 2. Chapter 3, Article II (City Officials) of the Code of the City of Salem is hereby amended as follows:

a. Added new §3-20 as indicated below:

“§3-20 Certified Public Works Manager
See Chapter 53, Public Works Department.”

Section 3. Chapter 53 (Public Works Department) of the Code of the City of Salem is hereby amended as follows:

a. Added new §53-3 as indicated below:

“§53-3 Position of Certified Public Works Manager

A. The position of Certified Public Works Manager (“CPWM”) is hereby created in the City of Salem and shall act as the department head of the Public Works Department.”

b. Added new §53-4 as indicated below:

“§53-4 Appointment; term; vacancy; removal of CPWM.

A. The Council shall appoint the CPWM. The CPWM shall hold a current public works manager certificate issued pursuant to N.J.S.A. 40A:9-154.6c, which certificate has not been revoked or suspended in accordance with N.J.S.A. 40A:9-137 by majority vote of its members.

B. The term of the position shall be for one year.

C. When a vacancy occurs in a position in which the duties of the principal CPWM are performed, the Council may select, for a period not to exceed one year and commencing on the date of the vacancy, a person who does not hold a certified public works manager certificate to perform on an interim basis, the duties of a principal CPWM. Any person so selected may be selected as principal CPWM for one additional year; provided, however, that no person shall perform on an interim basis the duties of a temporary principal CPWM for more than two years in any municipality.”

c. Added new §53-5 as indicated below:

“§53-5 Qualifications and Requirements of CPWM.

A. The CPWM shall be appointed on the basis of his/her knowledge, abilities and qualifications with regard to operation and maintenance of heavy equipment, roads, drainage systems, stormwater systems, street marking and traffic control devices, and the local public contracts law. He/she shall have the ability to efficiently organize and schedule work to give clear assignments and instructions to groups and individuals, to prepare suitable reports and to keep needed records and files.”

d. Added new §53-6 as indicated below:

“§53-6 Compensation of CPWM.

A. The CPWM shall receive as compensation such sum as may be fixed and adopted by the City Council in the Salary Ordinance of the City.”

e. Added new §53-7 as indicated below:

“§53-7 Powers and Functions of CPWM.

A. The CPWM shall perform the administrative and supervisory duties related to installation, maintenance and repair of public works facilities, or assists in planning, organizing and directing programs related to a public works activity, or a combination thereof.

B. The CPWM shall be responsible to develop, implement and coordinate the trash and recycling program of the City, file all necessary related reports with the proper person or agency, make recommendations as to the potential improvement of service, work closely with the City Administrator to develop the annual solid waste/recycling budget, and communicate with residents and haulers to respond to resident questions and concerns and other related duties as required.

C. The CPWM shall advise City elected officials and employees in proper compliance and administration of the various laws, regulations, technical practices, operations and management techniques with regard to public works activities conducted by the City.”

f. Added new §53-8 as indicated below:

“§53-8 General Duties of CPWM.

The CPWM shall have the following duties and authority:

- A. Act as the overall department head of Public Works.
- B. The CPWM shall be responsible to take charge of and be responsible for the construction, operation and maintenance of all public buildings, grounds, streets, roads and other facilities, the cutting of brush, mowing of grass and removal of snow, the cleaning of ditches, the maintenance of parks and the care of other public works in the Town, subject to the orders and directions of the Council.
- C. Assist the City Administrator in any and all disciplinary actions of Public Works employees.
- D. Conduct annual performance evaluation of Public Works employees.
- E. Execute and plan for the effective utilization of available funds, personnel, equipment, materials, and supplies.
- F. Prepare the operating and capital budgets in conjunction with the City Administrator.
- G. Assist with the preparation of specifications for department bids.
- H. Establish and maintain cooperative working relationships with contacting, engineering, and state agencies.
- I. Research, evaluate, and plan for the long-term needs of the Public Works Department.
- J. Develop suitable work programs for the varied functions of the Department.
- K. Establish and supervise the maintenance of essential records and files.
- L. Prepare plans and specifications or assist in same for work performed by private contractors and follow through on public works projects undertaken by private contractors to ensure that such work is completed properly and in compliance with terms of contract.
- M. Communicate to the City Council and City Administrator the activities and needs of the Department on a monthly basis.
- N. Prepare and file annual state reports.
- O. Plan, coordinate, and develop the recycling program for the efficient collection and disposal of recyclable material.

- P. Implement safety programs as per insurance safety guidelines and PEOSHA regulations and ensure that proper safety precautions are taken by employees at all times.
- Q. Act as the Storm Water Coordinator for the City of Salem.
- R. Prepare, oversee and conduct reporting responsibilities to NJ Department of Environmental Protection regarding the City's stormwater management plan and activities.
- S. Monitor, prepare and oversee all public works agreements in conjunction with the City Administrator.
- T. Receive after-hour phone calls from county dispatch, police and emergency services and schedule employees as needed to address immediate needs.
- U. Consult with property owners, developers, professionals, and contractors on compliance issues.
- V. Schedule employees for snow and ice removal.
- W. Operate snow and ice removal equipment during storms.
- X. Ensure compliance of park events with local, state, and federal legislation, rules, and regulations.
- Y. Coordinate with the City Administrator pertaining to park improvements and maintenance.
- Z. Such other duties as may be assigned by the City Council and/or City Administrator."

Section 4. All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

Section 5. In the event any clause, section or paragraph of the Ordinance is deemed invalid or unenforceable for any reason, it is the intent of the City Council that the balance of the Ordinance remains in full force and effect to the extent it allows the City to meet the goals of the Ordinance.

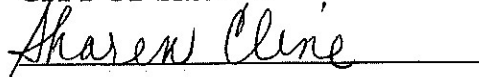
Section 6. This Ordinance shall take effect after final adoption and publication according to law.

ATTEST:



Ben Angeli, RMC

CITY OF SALEM



Sharen Cline, Council President

COUNCIL	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
E. Gage	X		Y			
T. Gregory			Y			
V. Groce			Y			
S. Kellum		X	X			
C. Loatman			X			
J. Long			X			
C. Smith			X			
S. Cline			X			

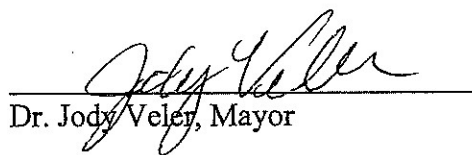
I, Ben Angeli, City Clerk of the City of Salem, in the County of Salem, do hereby certify the foregoing to be a true and correct copy of an Ordinance introduced by the Common Council of the City of Salem on March 18, 2024. Public Hearing shall take place on April 15, 2024.

3-18-24
Date


Ben Angeli, RMC

COUNCIL	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
E. Gage			X			
T. Gregory	X		Y			
V. Groce			Y			
S. Kellum		X	X			
C. Loatman			X			
J. Long			X			
C. Smith			X			
S. Cline			X			

4-15-24
Date


Dr. Jody Velez, Mayor

I, Ben Angeli, Municipal Clerk of the City of Salem, in the County of Salem, do hereby certify the foregoing to be a true and correct copy of an Ordinance adopted by the Common Council of the City of Salem after a second reading and public hearing on April 15, 2024.