

ORDINANCE NO. 15-1419

ORDINANCE OF THE BOROUGH OF MILLTOWN, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER II OF THE BOROUGH CODE OF THE BOROUGH OF MILLTOWN, ENTITLED "ADMINISTRATION," SO AS TO AMEND ARTICLE III ENTITLED, "ADMINISTRATIVE ORGANIZATION"

BE IT ORDAINED, by the governing body of the Borough of Milltown, County of Middlesex, State of New Jersey, as follows:

SECTION 1. Chapter II of the Borough Code of the Borough of Milltown, entitled "Administration," is hereby amended and supplemented so as amend § 2.4.1 of Article III, entitled, "Administrative Organization," so as to read in its entirety as follows:

ARTICLE III**Administrative Organization****§2-4.1 Departments, Officers, Boards and Commissions Enumerated.**

There shall be the following departments, officers, boards and commissions in the Borough of Milltown:

- a. Offices Established.
 - 1. Municipal Clerk.
 - 2. Business Administrator.
 - 3. Chief Financial Officer.
 - 4. Borough Attorney.
 - 5. Tax Collector.
 - 6. Tax Assessor.
 - 7. Borough Auditor.
 - 8. Borough Engineer.
 - 9. Borough Planner.
 - 10. Superintendent/Supervisor of Public Works (Certified Public Works Manager).
 - 11. Construction Official.
 - 12. Purchasing Agent.
 - 13. Public Defender.
 - 14. Superintendent of Electrical Utility and Water/Sewer Utility.
 - 15. Director of Municipal Utilities.

SECTION 2. Chapter II of the Borough Code of the Borough of Milltown, entitled

"Administrative Offices," is hereby amended and supplemented so as create § 2.21 – through § 2.21-4 of Article III, entitled, "Administrative Organization," which sections shall read in their entirety as follows:

§2-21 DIRECTOR OF MUNICIPAL UTILITIES

§2-21.1 Position Established.

Position of Director of Municipal Utilities is hereby established.

§ 2-21.2 Areas of responsibility.

Responsible for administration of all Water Utility and Electric Utility Operations of Substation and 4kV Distribution System. Direct and Supervise all Borough Utility Personnel, including Superintendent, Lineman, Linemen Apprentices and Groundmen. Coordinate and Supervise the training of all assigned personnel, and maintain training documentation. Responsible for utility personnel schedules, standby schedules and overtime schedules.

a) Electric Utility:

Supervises the administration, management and operations of the municipal electrical transmission distribution systems and staff; has charge of and directs varied activities involved in constructing, inspecting, maintaining and repairing the systems; does related work as required. Supervises the administration, management and operations of the electric generation power plant and staff; has charge of and directs varied activities involved in constructing, inspecting, maintaining and repairing the systems; does related work as required.

b) Water Utility:

Supervises the administration, management, and operation of a Sewage Disposal Plant and systems and staff; has charge of and directs varied activities involved in constructing, inspecting, maintaining, and repairing water service and sewer installations; does other related duties as required.

§ 2-21.3 Examples of Work.

1) Electric Utility- Distribution

a)Designs, lays out, orders, and supervises the obtaining, storing, safeguarding, installation, and use of needed equipment, materials, and supplies.

b) Plans construction and coordinates operation of facilities for transmitting power from transmission lines through substations and distribution points to consumers.

- c) Makes complex electrical computations to determine type and arrangement of circuits and size, type and number of pieces of equipment, such as transformers, circuit breakers, switches, and lightning arresters.
- d) Computes sag and stress for specifications on wire and cable.
- e) Plans layout of pole lines and underground cable and solves problems, such as determining height, location, spacing, guying, and insulating of poles.
- f) Supervises the staff in maintaining and repairing electrical distribution and transmission lines.
- g) Supervises the installation and maintenance of street lighting standards, transformers, wire fixtures and overhead and underground cables.
- h) Advises and helps customers on matters dealing with the installation and servicing of electrical equipment and the maintenance thereof.
- i) Determines power and light metering installations.
- j) Supervises the meter reading and meter repair activities.
- k) Supervises subordinates working in varied community projects, including decorations, public address systems and celebrations.
- l) Determines the internal organization of the electric distribution unit and develops effective work methods.
- m) Interprets organization policies to workers.
- n) Gives suitable assignments and instructions to individuals and groups, provides them with needed advice and assistance when difficult and unusual problems arise, and checks their work to see that proper procedures are followed, that reasonable standards of workmanship are maintained and that desired objectives are achieved.
- o) Recommends personnel actions, such as promotions, transfers or disciplinary measures.
- p) Assists in handling employee grievances, prepares and recommends the annual distribution unit's capital, assists in the formulation of the municipal budget.
- q) Prepares and directs the preparation of suitable reports.
- r) Supervises the establishment and maintenance of needed records and files.
- s) Provides assignments and instructions and checks their work to see that proper

procedures are followed.

- t) Supervises the operators of varied types of equipment, maintenance and repair of equipment, maintenance of buildings and grounds, and obtaining, storing, safeguarding, and use of equipment, materials and supplies.
- u) Supervises and coordinates the activities of staff engaged in operating and controlling electric equipment.
- v) Establishes and adjusts work procedures to meet production schedules.
- w) Recommends personnel actions, such as promotions, transfers or disciplinary measures.
- x) Assists in handling employee grievances, prepares and recommends the annual distribution unit's capital, assists in the formulation of the municipal budget.
- y) Supervises the operators of the varied types of equipment, the maintenance and repair of equipment, the maintenance of the building and grounds and the obtaining, storing, safeguarding and use of needed equipment, materials, and supplies.
- z) Prepares and supervises the preparation of reports.
- aa) Supervises the establishment and maintenance of records and files.
- bb) Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

2) Water Utility

- a) Oversees the establishment, development, and execution of work plans and procedures for the construction, maintenance, repair, and inspection of water service and sewer installations.
- b) Gives assignments and instructions to workers and oversees their work.
- c) Maintain liaison with other municipal units.
- d) Takes the lead in developing the work program, internal organization, and operational procedures for the inspection, maintenance, repair, and construction of water and sewer installations.
- e) Plans work to be done and decides on the methods to use.
- f) Gives assignments to staff.

- g) Periodically inspects work being performed in the field.
- h) Plans the use of personnel, equipment, and materials.
- i) Prepares recommendations for the improvement of processes and techniques used.
- j) Helps to determine the factors that cause unnecessarily high costs and delays in making needed repairs.
- k) Oversees work to maintain the condition, operation, and effectiveness of the water system.
- l) Helps prepare the annual budget estimates for the unit.
- m) Receives complaints and requests for repairs and takes proper remedial action.
- n) Prepares reports.
- o) Acknowledges and replies to correspondence.
- p) Supervises the establishment and maintenance of records and files.
- q) Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

§ 2-21.4 Requirements.

1) Experience

Five (5) years of experience involving the maintenance, repair, and installation of water and sewer distribution lines . Five (5) years of experience in the maintenance and repair of an electrical distribution system.

2) License.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

3) Fields of knowledge

- a) Knowledge of Municipal liability and risk management.
- b) Knowledge of Basic Electrical Power Theory relative to kVA, kW, Power Factor, kV, Amps and their effect on the Substation and Distribution

System Operation.

- c) Experience as Individual in Responsible Charge of a Utility Substation of at least Subtransmission Primary and Distribution Secondary for a period of at least 5 years.
- d) Experience with Overhead and Underground Power Distribution preferred.
- e) Electric Utility Generation:
 - i) Knowledge of the methods of overseeing the obtaining, storing, safeguarding and use of needed equipment, materials and supplies.
 - ii) Knowledge of the establishment and maintenance of records.
 - iii) Ability to evaluate use patterns of electricity and project future requirements in terms of expanding or changing consumer demands.
 - iv) Ability to gather and organize varied data, establish priorities and plan for future contingencies.
 - v) Ability to determine the types of manpower required to operate and maintain the facility.
 - vi) Ability to evaluate employee effectiveness, identify training needs and provide formal or on-the-job instruction in electric functions.
 - vii) Ability to analyze and interpret problems that arise.
 - viii) Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- f) Electric Utility Distribution:
 - i) Knowledge of the problems and approved procedures involved in constructing and maintaining a large electrical transmission and distribution system.
 - ii) Knowledge of electrical transmission and distribution facilities design, construction and operational characteristics and equipment installation.
 - iii) Knowledge of street light and fire alarm..
 - iv) Knowledge of the functions and purposes of electrical substations.
 - v) Knowledge of the operation, maintenance, and repair of electric meters and of the proper laying out of electric lines.

- vi) Knowledge of effective management techniques.
 - vii) Knowledge of personnel management and labor relations concepts and methods.
 - viii) Knowledge of the electric utility budgetary process.
 - ix) Ability to formulate effective working policies and develop effective work methods.
 - x) Ability to work harmoniously with consumers, make investigations of complaints, and take proper remedial action.
 - xi) Ability to plan and coordinate the operation of electrical substation and distribution facilities.
 - xii) Ability to give suitable assignments and instructions to individuals and groups, provide them with needed advice and assistance when difficult and unusual problems arise, and check their work to see that proper procedures are followed, that reasonable standards of workmanship and output are maintained, and that desired objectives are achieved.
 - xiii) Ability to evaluate employee effectiveness and identify training need and provide for formal or on-the-job instruction in electric transmission and distribution functions.
 - xiv) Ability to supervise the design, installation, and maintenance of switchgear for the power house and the substation.
 - xv) Ability to supervise the obtaining, storing, safeguarding and use of needed equipment, materials and supplies.
 - xvi) Ability to prepare clear, sound, accurate and informative reports.
- g) Water Utility
- i) Knowledge of problems, procedures, and methods used in inspecting, analyzing, and determining the repair and maintenance work to be done and materials needed.
 - ii) Knowledge of problems involved in establishing, maintaining, and developing work procedures.
 - iii) Knowledge of procedures for obtaining and storing supplies.
 - iv) Knowledge of procedures for maintaining records and files.
- v) Knowledge of problems and procedures involved in operating, adjusting,

regulating, and maintaining chemical feed machines and chlorinators, pumps, flowmeters, and other related equipment.

- vi) Ability to analyze maintenance problems.
 - vii) Ability to give assignments and instructions to subordinates.
 - viii) Ability to handle complaints tactfully and pleasantly and take needed remedial action.
 - ix) Ability to conduct periodic inspections to determine the condition of facilities and efficiency of subordinates.
 - x) Ability to prepare reports and files.
 - xi) Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- i) General Abilities:
- i) Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
 - ii) Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

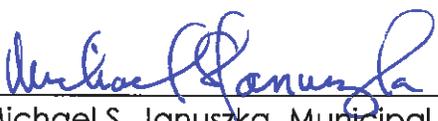
SECTION 3. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

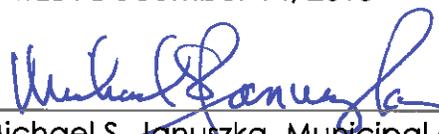
SECTION 3. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

SECTION 5. This ordinance shall take effect after second reading and publication as required by law.

ADOPTED ON FIRST READING
DATED: November 9, 2015

ADOPTED ON SECOND READING
DATED: December 14, 2015


Michael S. Januszka, Municipal Clerk


Michael S. Januszka, Municipal Clerk

APPROVAL BY MAYOR ON THIS 16th DAY OF December, 2015.


Eric A. Steeber, Mayor