

**AGREEMENT BETWEEN
THE TOWNSHIP OF READINGTON**



AND

**TEAMSTERS LOCAL UNION NO. 469, AN AFFILIATE OF THE
INTERNATIONAL BROTHERHOOD OF TEAMSTERS**



DEPARTMENT OF PUBLIC WORKS EMPLOYEES

JANUARY 1, 2018 THROUGH DECEMBER 31, 2020

**Memorandum of Understanding
Teamsters 469
and
Readington Township Department of Public Works**

Winter Vacation Usage Policy (December 1-March 31)

The selection of pre-approved vacation time shall continue pursuant to Article 24.5 of the respective Collective Bargaining Agreements. However, the current practice of denying requests for vacation days that fall in the winter months between December 1 and March 31 because of the need to have all employees available for snow and ice removal and other weather-related emergencies will be amended. This MOU is limited to vacation time only.

One employee per week may be granted pre-approved vacation leave not to exceed one-week Sunday through Saturday that includes five consecutive business days (Monday through Friday), between December 1 and March 31. That employee is not required to be available for snow and ice removal and other weather-related emergencies during the pre-approved vacation time.

Requests seeking pre-approved vacation leave time for the period between December 1 and March 31 must be submitted in writing by no later than November 1 of the current year. After the November 1 deadline, management will review and respond to the requests no later than November 15 of the current year. In the event of a conflict caused by overlapping date requests, seniority shall take precedence. Vacation requests submitted after the November 1 deadline shall be on a first come basis for those weeks in which there is not an employee off (pre-approved) for vacation.

For Readington Township

Uita Melancon

Date 1-18-19

For Teamsters Local 469

[Signature]

Date Jan 14, 2019

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PREAMBLE

This Agreement is entered into on this 1st day of January 2018 between Teamsters Local Union 469, an affiliate of the International Brotherhood of Teamsters, hereinafter referred to as the "Union" and the Township of Readington, hereinafter referred to as "Readington Township" or the "Employer."

The effective date of this Agreement is January 1, 2018.

The Employer and the Union agree as follows:

ARTICLE 1 – RECOGNITION

- 1.1 The Employer recognizes Teamsters Local Union 469, an affiliate of the International Brotherhood of Teamsters as the sole and exclusive bargaining agency for all blue collar employees of the Department of Public Works of the Township of Readington as defined in PERC Certification of Representation dated June 18, 1980, Docket No. R0-80-195; in all matters pertaining to rates of pay, wages (salaries), hours of work, benefits and other terms and conditions of employment. The provisions of this Agreement shall apply to all drivers, laborers, working foremen, vehicle mechanics and road equipment operators.
- 1.2 Excluded are all professional, office clerical, supervisory, watchmen, guards and other employees excluded by law.
- 1.3 Except in cases of emergency, or when substitute help is unavailable, no excluded employee or employee with supervisory authority shall be permitted to perform any work covered by this agreement. The Supervisor will not perform work of unit if another person is available.

ARTICLE 2 – DUES CHECK OFF / D.R.I.V.E.

- 2.1 The Employer agrees that it will, in two (2) equal amounts in each month, deduct Union dues from the pay of each employee and transmit the same with a list of such employees to the Secretary / Treasurer of Local Union 469 within ten (10) days after the dues are deducted.
- 2.2 After an employee as been employed for one-hundred twenty (120) days, the Employer agrees to deduct the initiation fee in four (4) consecutive weekly payments and to transmit the same as set forth.
- 2.3 The Employer agrees to deduct from the paycheck of any employee who elects to make voluntary contributions to D.R.I.V.E. The Union shall notify the Employer of the amounts designated by each contributing employee to be deducted from his/her paycheck on a weekly basis for all weeks worked. The phrase "weeks worked" excludes any week other than a week in which the employee earned a wage. The Employer shall transmit to D.R.I.V.E. National Headquarters on a monthly basis, in one check, the total amount deducted along with the name and social security number of each employee on whose behalf a deduction is made.

- 2.4 The Union agrees to furnish written authorization in accordance with law, from each employee authorizing these deductions. The Union will furnish the Employer a written statement of the dues, initiation fees and/or voluntary D.R.I.V.E. contributions to be deducted.

ARTICLE 3 – AGENCY SHOP

- 3.1 Pursuant to the provisions of the “New Jersey Employer – Employee Relations Act”, as amended, all employees in this negotiating unit who are not now or subsequently elect not to be members of the Union or who hereinafter may be employed and who, after one-hundred twenty (120) days of employment, choose not to become members of the Union shall have deducted from their pay on a monthly basis a fair share representation fee in lieu of dues equivalent to eight-five percent (85%) of the dues charged by the Union to its members.
- 3.2 In addition, there shall be deducted such amounts as represent eighty-five percent (85%) initiation fees charged by the Union to its members. Such deductions shall be made on the same basis and for the same period as are made from members and all such deductions shall be paid over by the Employer to the Union at the same time and on the same basis as such payment is made to the Union for members’ deductions.
- 3.3 This Article shall incorporate by reference any and all rights guaranteed to employees by law with respect to Agency fee deduction.
- 3.4 The Union agrees that it will indemnify and hold harmless the Employer against any actions, claims, loss or expenses, in any manner resulting from action taken by the Employer at the request of the Union under Article II, Dues Deduction and this Article.

ARTICLE 4 – PROBATIONARY PERIOD

- 4.1 All newly hired employees shall serve a probationary period of one hundred and twenty (120) calendar days. During this probationary period, the Employer reserves the right to terminate a probationary employee for any reason. Such termination shall not have recourse through the grievance and arbitration provisions of this Agreement.
- 4.2 There may be times when the Employer would want to extend the probationary period. Therefore, the Union agrees to consider any request made by the Employer to extend the probationary period of a probationary employee up to forty-five (45) days on a case-by-case basis. If the Union rejects the request for an extension, then the Employer is within its rights to terminate the employee for any reason pursuant to Article 4.

ARTICLE 5 – NOTIFICATION TO THE UNION

- 5.1 Employer will notify the Union in writing of all promotions, demotions, transfers, suspensions and discharges.
- 5.2 Employer will notify the Union with an updated list of covered employees showing name, address, classification, social security number and rate of pay prior to negotiations.

- 5.3 Employer will notify the Union of additions and deletions to the payroll of covered employees as they occur.
- 5.4 Employer will notify the Union at the end of the first month of employment of any new hires.

ARTICLE 6 – PROMOTIONS AND DEMOTIONS

- 6.1 Employer agrees to offer the opportunity to fill promotional job vacancies from within the bargaining unit before hiring new employees.
- 6.2 Employer shall post all promotional vacancies. Employer shall post a notice stating the name of the job classification, location of assignment and the requirements. This notice shall remain posted on all bulletin boards for eleven (11) working days.
- 6.3 Employees have the right to request a lateral transfer.
- 6.4 Promotions shall be awarded to the most senior qualified employee who bids for the job, provided, however, all other factors being equal.
- 6.5 The successful bidder may receive a probationary period of a maximum of 120 days on the new assignment. Such employee shall be compensated at the rate of pay of the new classification.
- 6.6 Employee will be kept advised of the progress made in learning the new assignment. Employee will be given every assistance to successfully meet the requirements of the job. If the employee fails to successfully meet these requirements within the probationary period, such employee, as determined by management, shall be returned to the classification formerly held and shall assume seniority in pay as though the old classification was never left.

ARTICLE 7 – TEMPORARY PROMOTION

- 7.1 Definition: Temporary promotion means working a higher job classification for more pay for a period of eight (8) hours or more on a consecutive basis.
- 7.2 Employer agrees to offer temporary promotions to qualified employees in the next lower classification in order of greatest employment security.
- 7.3 An employee assigned to a classification at a higher rate of pay shall be paid the higher rate of pay for a period worked including overtime. Training of a lower classification for possible promotion is not to be considered a temporary promotion under this paragraph. Promotion can only occur after appropriate training and appropriate certification.

ARTICLE 8 – SUBCONTRACTING

- 8.1 Employer may subcontract work only if the following conditions are met:
 - 8.1.A There are no employees on lay-off with unexpired recall rights.
 - 8.1.B No employees will be laid off during the period of the work being subcontracted.
- 8.2 Employer agrees not to subcontract work out as a subterfuge to this Agreement. This provision is not intended to restrict the right of the Employer in the operation of its facilities.

ARTICLE 9 – LAYOFF AND RECALL RIGHTS

- 9.1 Employer may reduce the working force due to lack of work, lack of money or other good reason. In such event the following procedures shall apply:
 - 9.1.A Employees shall be laid off in order of least total employment seniority based upon title or classification.
 - 9.1.B Notice of such layoff will be given at least twenty (20) working days before the scheduled layoff.
 - 9.1.C A laid off employee shall have preference for re-employment for a period of five (5) years.
- 9.2 Employer shall rehire laid off employees in order of greatest employment seniority provided, however, once given the opportunity for recall, if the employee fails to return to work, the Employer's obligation ceases. Under no circumstances shall the Employer hire from the open market while any employee has an unexpired term of preference for re-employment who is ready, willing and able to be re-employed unless such employee has been previously offered employment and refused work.
- 9.3 Notice of re-employment to an employee who has been laid off shall be made by registered or certified mail to the last known address of such employee.

ARTICLE 10 – SEPARATION OF EMPLOYMENT

- 10.1 Upon discharge, Employer shall, not later than the next pay period, pay all monies including pro-rata vacation pay due to the employee.
- 10.2 Upon quitting, Employer shall pay all monies due to the employee including pro-rata vacation pay on the next pay period following such quitting.
- 10.3 Failure to report for work for five (5) consecutive work days without notice will be considered an automatic quit.

ARTICLE 11 – JOB STEWARDS

- 11.1 Employer recognizes the right of the Union to designate one (1) job steward and one (1) alternate.
- 11.2 The authority of a job steward and an alternate so designated by the Union shall be limited to, and activity shall not exceed, the following duties and activities:
 - 11.2.A The investigation and presentation of grievances in accordance with the provisions of the collective bargaining agreement.
 - 11.2.B The collection of such messages and information which shall originate with, and are authorized by the Local Union or its officers provided such messages and information:
 - 11.2.B.i Have been reduced to writing, or
 - 11.2.B.ii If not reduced to writing, are of a routine nature and do not involve work stoppages, slowdowns, refusal to handle goods or any other interference with the employer's business.
- 11.3 A job steward and alternate have no authority to take strike action or any other action interrupting the Employer's business.
- 11.4 Employer recognizes these limitations upon the authority of a job steward and their alternate and shall not hold the Union liable for any unauthorized acts. Employer in so recognizing such limitations shall have the authority to impose proper discipline, including discharge, in the event the job steward or alternate have taken unauthorized strike action, slowdown or work stoppage in violation of this Agreement.
- 11.5 Steward shall be permitted to investigate, present and process grievances during scheduled working hours. Any time spent in handling grievances during scheduled working hours shall be considered as time worked. The foregoing shall not be conducted during working hours unless prior permission has been obtained from the Public Works Director, which will include a time limit imposed on such activity and such permission shall not be unreasonable withheld.

ARTICLE 12 – INSPECTION PRIVILEGES

- 12.1 Provided that prior approval is given by the Employer, authorized agents of the Union shall have access to the Employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions, collection of dues and ascertaining that the Agreement is being adhered to, provided, however, that there is no interruption of the Employer's working schedule.
- 12.2 When entering a facility of the Employer, the business representative shall notify the Township Clerk of his/her presence.

ARTICLE 13 – GRIEVANCE PROCEDURE

13.1 Definition:

13.1.A A Grievance shall be restricted to mean a claim by an employee(s) or the Union that there has been a violation, misinterpretation or misapplication of this Agreement.

13.1.B To be considered under this procedure a grievance must be initiated in writing by the aggrieved person, a group thereof, or by the Union, within five (5) working days from the time the aggrieved knew or should have known of its occurrence.

13.2 Purpose:

13.2.A The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or terms and conditions of employment.

13.2.B Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration provided the adjustment is not inconsistent with the terms of this Agreement, and that the Union has been given the opportunity to be present at such adjustment and to state its views.

13.3 Procedures:

13.3.A Any grievance arising between the Employer and the Union or any employee(s) represented by the Union shall be settled in the following manner:

STEP 1: The aggrieved employee(s) must present the grievance to the first line supervisor through the shop steward within five (5) working days after knowledge of the grievance or the reason for the grievance has occurred. If a satisfactory settlement is not reached with the first line supervisor within three (3) working days, the grievance may be appealed to Step 2.

STEP 2: The Union business representative shall then take the matter up with a representative of the Employer with authority to act upon such grievance. A decision must be made in writing within five (5) working days.

STEP 3: If no satisfactory settlement can be agreed upon, the matter may be referred to the New Jersey State Mediation Service. After the New Jersey State Mediation Service submits a list of arbitrators to the Union and the Employer, they shall reply with their preferred selection within the time limits set forth by the New Jersey State Mediation Service.

- 13.3.B The Arbitrator shall not have the authority to amend or modify this Agreement or establish new terms or conditions under this Agreement.
- 13.3.C A mutual settlement of the grievance pursuant to the procedures set forth herein and/or a decision of the Arbitrator will be final and binding on all parties and the employee(s) involved.
- 13.3.D The expense of the Arbitrator selected or appointed shall be borne equally by the Employer and the Union.
- 13.3.E The Local Union, or its authorized representative, shall have the right to examine the time sheets and other records pertaining to the computation of compensation of any individuals whose pay is in dispute or records pertaining to a specific grievance.
- 13.3.F The procedures set forth herein may be invoked only by an authorized representative of the Employer or the Union. An appeal to arbitration shall be instituted in writing twenty (20) calendar days from receipt of a decision at Step 2, then within twenty-five (25) calendar days from presenting the grievance at Step 2.
- 13.3.G Failure at any step of this procedure to appeal a grievance to the next step within this specified time limit shall be deemed to be an abandonment of such grievance and the decision rendered therein shall stand for the particular grievance.
- 13.3.H It is understood that employee(s) shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments, instructions and applicable rules and regulations of Readington Township, or its designee, until such grievance and any effect thereof shall have been fully determined.
- 13.3.I Failure at any step of this procedure to communicate the decision of the grievance within the specified time limits shall permit the aggrieved to proceed to the next step. However, a failure to render a decision shall not be considered as acquiescence to the grievance.

ARTICLE 14 – DISCHARGE OR SUSPENSION

- 14.1 Employer shall not discharge nor suspend any employee without just cause. In all cases involving the discharge or suspension of any employee, Employer must immediately notify the employee in writing within ten (10) days of the incident of his/her discharge or suspension and the reason for such action.
- 14.2 The Union shall have the right to appeal a suspension or discharge at Step 2 of the grievance procedure.

ARTICLE 15 – HOURS OF WORK / MEAL ALLOWANCE

- 15.1 Regular hours of the Department of Public Works shall be 7:00 a.m. to 3:30 p.m. daily, Monday through Friday, with a one-half (1/2) hour lunch period at 12:00 noon to 12:30 p.m., unless rescheduled by the Director.
- 15.2 On regular work days the Employer agrees to allow a paid one-half (1/2) hour meal period whenever an employee is required to work twelve (12) consecutive hours and an additional one-half (1/2) hour meal period for each subsequent six (6) hours of work. Meal allowance for the paid meal period will be \$13.00 each for all meals (breakfast, lunch and dinner).
- 15.3 On weekends and holidays the employer agrees to allow a paid one-half (1/2) hour meal period to employees after four (4) consecutive hours of work and for each six (6) hours of work thereafter. Meal allowance for the paid meal period will be \$13.00 each for all meals (breakfast, lunch and dinner).
- 15.4 Employer shall allow a paid fifteen (15) minute break during each four (4) hour work period which means during the regular work day one (1) break in the morning hours and one (1) break in the afternoon. Employer shall provide a paid ten (10) minute wash-up period at the end of each work day.
- 15.5 Employer agrees to guarantee an employee a minimum of four (4) hours work or pay in lieu thereof at the applicable premium rate of pay whenever such employee is required to report to work.
- 15.6 Employee(s) may accrue compensatory time in lieu of overtime pay on an hour and one-half compensatory time for each hour of overtime worked for a maximum of forty (40) hours (5 days) of compensatory time. This compensatory time is to be taken at a time mutually agreeable between the Employer and the employee(s).
- 15.7 On-Call for Emergency Duty (including Sewers): Employer will establish an “on-call” emergency schedule for the Department of Public Works and sewer emergencies and will assign two (2) employees a week to be available for emergency call-out duty. The “on-call” schedule will be rotated on a weekly basis with those employees assigned such duties required to carry a telephone “beeper” on a twenty-four (24) hour basis. Employees will be selected based upon seniority with the most senior being selected first unless the Union and the Department Head work out an equitable substitute method of assignment.
- 15.8 Effective January 1, 2019 employees who perform the on-call duty shall be compensated on a weekly basis above their regular rate of pay according to the following: \$0.95 = \$159.60 per week.
- 15.9 If an employee is required to report for emergency duty, he/she shall be compensated pursuant to Section 15.5 of this Article (four [4] hour guarantee). If an employee who is assigned to on-call duty wishes to change his/her schedule, he/she must give the Department Head a minimum of two (2) days advance notice, and if an adequate replacement is provided, the request will be granted.

- 15.10 If the Municipal offices are declared closed for emergency reasons, and the Department of Public Works is required to work, they will be given the day or partial day off when scheduling permits or equal compensatory time at a later day on an hour for hour basis equal to the number of premature closing hours of the Municipal offices.

ARTICLE 16 – PREMIUM PAY

- 16.1 Employer agrees to pay premium wages of one and one-half (1-1/2) times the straight time hourly rate of pay for:

16.1.A All hours spent or part thereof in the service of the Employer, at the specific request of the Employer, beyond the regular work day.

16.1.B All hours spent in the service of the Employer, at the request of the Employer, prior to the scheduled starting time, provided, however, the employee works the full regular work day thereafter.

16.1.C All hours spent in the service of the Employer, at the request of the Employer, on any Saturday or Sunday.

- 16.2 Employees who are required to work on an observed holiday (Article 23) shall receive their regular base pay plus one and one-half (1-1/2) times the base pay except for the following:

Employer agrees to pay premium wages of two (2) times the straight time hourly rate of pay for all hours worked in addition to eight (8) hours straight time hourly rate of pay for the following holidays:

Thanksgiving Day

Christmas Day

New Year's Day

- 16.3 Opportunity to earn premium pay shall be rotated with the intention to achieve equalization of premium pay earnings within each class of work, provided the employee is qualified to perform the overtime assignment. Employer shall post a notice of the opportunity to earn premium pay, but if no qualified applicant is available, Employer is free to select an employee as it sees fit.

ARTICLE 17 – SNOW REMOVAL

Employees performing emergency work such as snow plowing, sanding, flood control, storm damage, etc., for more than five (5) consecutive hours outside their normal work day may take a rest period of one-half (1/2) hour after each five (5) hours of work provided permission is granted by the Director's office.

ARTICLE 18 – JOB DESCRIPTIONS

- 18.1 Employer will prepare and make available to the Union job descriptions describing the principal functions of each job classification covered by this Agreement.

- 18.2 At least thirty (30) days before putting a new classification into effect, Employer shall give the Union a job description for the purpose of negotiating a rate of pay. The Union may recommend changes in the job description, but Employer is in no way obligated to accept these recommendations.
- 18.3 All job descriptions will include a requirement for a valid Commercial Driver's License. The Township will have the right to do a semi-annual driver's license check.

ARTICLE 19 – WORK ASSIGNMENTS

Employer agrees not to direct or require their employees or persons other than the employees in the bargaining unit here involved to perform work which is recognized as work of employees in said unit, except in cases of emergency or when qualified employees are unable to perform such assignments. Seasonal employees will not be used to deprive regular employees of overtime.

ARTICLE 20 – RATE OF PAY

Employees will be classified in accordance with skills used and shall be paid not less than the minimum for such classification in accordance with the rates of pay in Schedule A which is attached hereto and made part of this Agreement.

ARTICLE 21 – LONGEVITY

- 21.1 Readington full-time employees hired prior to June 1, 1994 shall, upon completion of five (5) years continuous employment service, receive a salary and wage stability increase computed at the rate of two percent (2%) of such employee's base pay. Thereafter, such employee shall receive an annual salary of wage stability increases computed as follows:

After completion of ten (10) years of employment:	4% of base pay
After completion of fifteen (15) years of employment:	6% of base pay

All salary and wage stability increases will be included in such employee's wages in the months of January and July.

- 21.2 Readington full-time employees hired after June 1, 1994 will be entitled to wage stability increases computed as follows:

After completion of eight (8) years of continuous employment:	2% of base pay
After completion of ten (10) years of continuous employment:	4% of base pay
After completion of fifteen (15) years of continuous employment:	6% of base pay

All salary and wage stability increases will be included in such employee's wages in the months of January and July.

ARTICLE 22 – PAYDAY

Current practice in the Township shall continue with regard to payment of all earnings.

ARTICLE 23 – HOLIDAYS

23.1 The following days will be considered as official paid holidays to full time employees:

New Year's Day
Martin Luther King's Birthday
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
July 4th
Labor Day
Veteran's Day
Columbus Day
General Election Day
Thanksgiving Day
Friday after Thanksgiving
Afternoon of December 24th, if it falls on a work day
Christmas Day
Afternoon of December 31st, if it falls on a work day

23.2 When an official holiday falls on a Sunday, the following Monday shall be observed as that holiday. When an official holiday falls on a Saturday, the preceding Friday will be observed as that holiday.

ARTICLE 24 – VACATIONS

24.1 Full time and salaried employees are authorized annual vacation allowance with pay on the following basis:

After completion of six (6) months continuous employment: one (1) week.

An additional week's vacation after completion of twelve (12) months employment.

The following calendar year: two (2) weeks shall be awarded on the first of each subsequent calendar year, up to the completion of five (5) years of continuous employment. Subsequent vacations will be in accordance with this Agreement.

One (1) day of vacation added during the sixth (6th) year and another vacation day added each year thereafter, resulting in a total of three (3) weeks in the tenth (10th) year of employment.

Service of ten (10) to fifteen (15) years: three (3) weeks.

Service of over fifteen (15) years: four (4) weeks.

24.2 Vacations must be completed within the calendar year and may not be accumulated.

- 24.3 Employees may receive vacation pay on the day prior to their vacation period provided the Municipal Clerk and Payroll office is notified at least two (2) weeks prior to the date payment is desired.
- 24.4 A recognized holiday (Article 23) occurring during an employee's vacation period entitles the employee to receive an extra day in extension of the vacation or at another time with the Department Head's approval.
- 24.5 Prior to April 1, the Department Head shall file the vacation schedule of employees with the Municipal Clerk. In the event of a conflict, seniority shall take precedence. If a conflict of vacation dates of key employees in one or more departments cannot be satisfactorily resolved, the Township Committee may request a review of the schedule for the department(s) affected and its decision shall be final.
- 24.6 Employees are urged to take vacations in periods of one (1) week and not more than two (2) weeks. Under unusual circumstances, with the recommendation of the Department Head, the Township Committee shall authorize vacation periods of more than two (2) concurrent weeks.

ARTICLE 25 – FUNERAL LEAVE

- 25.1 Employer agrees to grant an employee a three (3) day funeral leave with full pay when a death occurs in the employee's immediate family.
- 25.2 Employee's immediate family is considered to include: spouse, children, brother, sister, parents, parents-in-law, grandparents and grandchildren.
- 25.3 For relatives outside the immediate family, which include: uncle, aunt, nephew, niece, brother-in-law, sister-in-law, cousin of the first degree, one (1) day will be granted for funeral leave. An extension with pay may be granted upon request to the Township Committee. This provision also applies for any other relative which resides with the employee.
- 25.4 Funeral leave with pay shall not exceed three (3) working days and shall terminate the day following the funeral.

ARTICLE 26 – SICK LEAVE

- 26.1 Sick leave for illness of employees is authorized as follows:
- Full time employees of the Township shall receive sick pay for twelve (12) working days for each full year worked cumulative to ninety (90) days. Any day or days taken off for other than work-related illness or injury will be deducted from the cumulative leave. Special consideration may be applied for by application to the Department Head, who shall then make written report and recommendation to the Township Committee for any prolonged illness.
- 26.2 Full-time employees shall be paid for any balance of their first six (6) unused sick days at the end of the calendar year unless they wish to accumulate them.

- 26.3 New full-time employees having worked six (6) months, but less than a full year, may receive an allowance of six (6) paid sick days.
- 26.4 Sick time allowance is granted only for an employee's sickness or injury, not work-related, and cannot be taken for any other reason except as related within this section.
- 26.5 At time of retirement or disability, accumulated sick leave may be converted to a cash payment at a rate of 50% of the employee's current daily salary. The employee will have the option of utilizing accumulated sick days to adjust the last day of work.
- 26.6 Compensable illness or injury: Employees will be paid the difference between compensation payment and full salary for twenty (20) working days for each full year worked, cumulative over a three (3) year period. Consideration of pay beyond this amount would be by application to the Department Head, who shall then report in writing and make written recommendation to the Township Committee, which shall make a decision.
- 26.7 The following shall be construed as being allowable sick days:
 - 26.7.A Absence of any employee from duty because of personal illness or injury by reason of which such employee is unable to perform the usual duties of his/her position.
 - 26.7.B Exposure to contagious disease by reason of such employee being placed under quarantine by a duly constituted health authority.

ARTICLE 27 – PERSONAL DAYS

- 27.1 Department of Public Works employees hired prior to July 1, 1997 will receive three (3) personal days each year.
- 27.2 Department of Public Works employees hired after July 1, 1997 will receive personal days as follow:

After one (1) year of employment	one (1) personal day
After two (2) years of employment	two (2) personal days
After three (3) years of employment	three (3) personal days
- 27.3 Employees shall be required to give three (3) days advance notice to the Director or Superintendent of the Department of Public Works unless the employee has a personal emergency.
- 27.4 Request for personal leave shall be acted upon at the time of submission.
- 27.5 Personal days cannot be accumulated beyond December 31st.

ARTICLE 28 – HEALTH CARE INSURANCE PROGRAM

- 28.1 Any employee who retires at the age of sixty (60) or thereafter, and who has been employed by Readington Township for ten (10) or more continuous years, will be permitted to purchase their health benefits from the then contracted insurance

companies under the employer's group rate if said insurance company is agreeable. The retiree will reimburse Readington Township monthly for his/her assessment.

- 28.2 Any employee who retires with 25 years service in the Public Employee's Retirement System and their spouses, and those eligible under disability retirement, will be eligible to receive health benefits and Medicare charges under the provisions of Chapter 88, Public Laws of 1974, as amended by Chapter 436, P.L. 1981.
- 28.3 A prescription drug plan will be provided under the existing State Health Benefits Plan. The co-pay amounts are subject to change in accordance to changes made under the State Health Benefits Plan.
- 28.4 If Readington Township elects to leave the State Health Benefits Plan "SHBP", it will provide equal to or better insurance and prescription drug plans to the employees.
- 28.5 In addition to the present health care insurance coverage, the Employer will join the Temporary Disability State Benefits Plan, the cost of which will be borne equally by the Employer and employee.

ARTICLE 29 – MILITARY LEAVE

Readington will comply with all applicable state and federal laws regarding leaves of absence due to military commitments.

ARTICLE 30 – JURY DUTY

Any full-time employee serving on jury duty will receive his/her regular earnings but is expected to report for work any time when excused during this period.

ARTICLE 31 – CLOTHING ALLOWANCE

- 31.1 All Department of Public Works employees shall receive a clothing and safety footwear allowance to a maximum of \$725 per year in 2018 and \$750 per year in 2019 and 2020.
- 31.2 The purchase of all such work clothing and safety footwear shall be through a Township-approved vendor using a voucher system in which the Township pays the vendor directly. The clothing allowance is limited to work clothing for the employee only and cannot be used for any other unrelated purchases.
- 31.3 All Department of Public Works employees must wear steel-toed shoes or safety approved reinforced-toed boots at all times during working hours. Employees shall also wear a safety vest or high visibility Class II clothing.
- 31.4 Employees are permitted to use up to one-half (1/2) of their clothing allowance to purchase prescription eye glasses for themselves upon the submission of a copy of the prescription and an original receipt for purchase of the eye glasses. Eye glass reimbursements shall be done twice a year when the receipts are submitted by the Department Head.

31.5 In addition, the Employer shall also provide each employee with the following gear in addition to any other protective clothing or equipment necessary to perform his/her duties:

1. safety glasses
2. pair of gloves
3. safety hat
4. pair of rubber boots
5. rain suit
6. safety vests

31.6 Employer shall replace protective clothing and other issued equipment on a fair wear and tear basis.

31.7 In the event of separation of employment, clothing allowance due for the year will be pro-rated. The adjustment being made on the employee's final paycheck.

ARTICLE 32 – UNION BULLETIN BOARD

Employer agrees to provide a bulletin board in a conspicuous place in each facility where employees report to work. Postings by the Union on such bulletin boards are to be confined to official business of the Union and official notices of the Employer. The subject matter of the posting shall be furnished to the Municipal Administrator for his/her review.

ARTICLE 33 – SAFETY

33.1 Employees, upon discovering an unsafe or hazardous condition, will immediately notify his/her supervisor in writing. The Supervisor will determine and advise how the work can be done safely.

33.2 Supervisor shall not direct any employee to work under unsafe or hazardous conditions.

ARTICLE 34 – SANITARY CONDITIONS

Employer agrees to maintain a clean, sanitary washroom having hot and cold running water with toilet facilities.

ARTICLE 35 – COMPENSATION CLAIMS

In the event that an employee is injured on the job, the Employer shall pay such employee his/her days guarantee for that day off because of such injury. An employee who is injured on the job and is sent home, or to the hospital, or who must obtain medical attention, shall receive pay at the applicable hourly rate of pay for the balance of his/her regular shift or overtime guarantee on that day. Any employee who has returned to his/her regular duties after sustaining a compensable injury who is required by the Worker's Compensation doctor to receive additional medical treatment during his/her regular scheduled working hours, shall receive his/her regular hourly rate of pay for such time.

ARTICLE 36 – NON-DISCRIMINATION

Neither the Employer nor the Union will discriminate against any employee or those seeking employment because of race, creed, color, sex, age or national origin, nor because of membership or non-membership in any church, society, fraternity or the Union.

Whenever any words are used in this Agreement in the masculine gender, they will be construed as though they were also used in the feminine gender.

ARTICLE 37 – NO STRIKE – NO LOCKOUT

The parties agree to settle any differences through the grievance and arbitration procedures; therefore, the Union agrees that it will not call a strike or any other action interrupting the Employer's business and the Employer agrees that it will not lockout its employees during the term of this Agreement, or during good faith negotiation.

ARTICLE 38 – MANAGEMENT RIGHTS

- 38.1 The Union recognizes that the Employer may not by agreement delegate authority and responsibility which by law are imposed upon Readington Township.
- 38.2 Readington Township, subject only to the language of this Agreement, reserves to itself sole jurisdiction of authority of matters of policy and retains the right, in accordance with the laws of the State of New Jersey, and the rulings of the state courts, to do the following:
 - 38.2.A To direct employees of Readington Township.
 - 38.2.B To hire, assign, promote, transfer and retain employees covered by this Agreement within Readington Township or to suspend, demote, discharge or take other disciplinary action against employees.
 - 38.2.C To relieve employees from duties because of lack of work, lack of money, lack of cooperation or initiative, or other legitimate reasons.
 - 38.2.D To maintain the efficiency of Readington Township operations entrusted to them.
 - 38.2.E To determine the methods, means and personnel by which such operations are to be conducted.
 - 38.2.F To take whatever other action may be necessary to accomplish the mission of Readington Township in any situation.

ARTICLE 39 – FULLY BARGAINED PROVISION

- 39.1 The parties hereto acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

39.2 Therefore, the Employer and the Union for the life of this Agreement each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or the respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE 40 – SEVERABILITY AND SAVINGS CLAUSE

40.1 If any Article or Section of this Agreement or any supplements or riders thereto should be held invalid by operation of law or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and of such supplements or riders thereto, or the application of such Article or Section to persons or circumstances other than those to which it has been invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

40.2 In the event that any Article or Section is held invalid or enforcement of or compliance with has been restrained, as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations after receipt of written notice of the desired amendments by either Employer or Union for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint.

ARTICLE 41 – MISCELLANEOUS

41.1 A leave of absence without pay may be requested by any employee who shall submit all facts bearing on the request in writing to the Department Head. The Department Head will make recommendations in writing to the Administrator and Township Committee, which will consider the request and grant or reject the request of leave of absence.

41.2 Any employee absent for more than five (5) days without notice to the Department Head or to the Municipal Clerk without sufficient reason may be considered to have resigned without notice and no longer in the employ of the Township.

41.3 All unauthorized and unreported absences shall be considered absent without leave and deduction of pay shall be made for such absence.

41.4 Sewer Training: As needed, new hires for the Department of Public Works will be encouraged to obtain a “C-1” license to be trained in sewer work. There will be a maximum of six (6) sewer operator positions.

ARTICLE 42 – TERMINATION CLAUSE

This Agreement shall be in full force and effect from January 1, 2018 to and including December 31, 2020 and thereafter for successive periods of one (1) year until terminated by either party as hereinafter provided.

Should either party desire to terminate this Agreement, written notice of such desire shall be given to the other party at least sixty (60) days prior to the termination date of this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this 19th day of December, 2018 to be effective for a period of January 1, 2018 until December 31, 2020.

TOWNSHIP OF READINGTON

BY: Benjamin S. Smith
(Mayor)

TEAMSTERS LOCAL UNION NO. 469

BY: [Signature]
(President)

ATTEST: Vita Melavetty
(Municipal Clerk)

Admin\Vita\Share\union-contracts\dpw

SCHEDULE A

Table A

Rates for Titles Held Longer than One (1) Year

Title	Hourly 2018	Hourly 2019	Hourly 2020
	2.25%	2.25%	2.25%
Driver – Lab 6	\$31.44	\$32.15	\$32.87
Sr. Driver – Laborer	\$34.46	\$35.24	\$36.03
Jr. Mechanic	\$28.95	\$29.60	\$30.27
Mechanic	\$36.91	\$37.74	\$38.59
Sr. Mechanic	\$40.52	\$41.43	\$42.36
Crew Leader	\$39.17	\$40.05	\$40.95
Operator	\$36.91	\$37.74	\$38.59
Working Foreman Position	\$42.73	\$43.69	\$44.67
Sewer Operators:			
C-1 License (Hourly Additions)	\$1.00	\$1.00	\$1.00
C-2 License (Hourly Additions)	\$1.25	\$1.25	\$1.25

Table B

Rates for Grades Within Titles

Title	Hourly 2018	Hourly 2019	Hourly 2020
	2.25%	2.25%	2.25%
Laborer – 1	\$21.87	\$22.36	\$22.87
Laborer – 2	\$22.79	\$23.30	\$23.83
Driver – Laborer – 1	\$23.71	\$24.24	\$24.79
Driver – Laborer – 2	\$24.61	\$25.16	\$25.73
Driver – Laborer – 3	\$25.53	\$26.10	\$26.69
Driver – Laborer – 4	\$26.44	\$27.03	\$27.64
Driver – Laborer – 5	\$27.33	\$27.94	\$28.57
Driver – Laborer – 6	\$28.25	\$28.89	\$29.54

TOWNSHIP OF READINGTON

JOB DESCRIPTION

TITLE: Junior Mechanic

DEPARTMENT: Department of Public Works

IMMEDIATE SUPERVISOR: Director \ Superintendent of Public Works

WORK LOCATION: Public Works Facility
287 Mountain Road, Whitehouse Station, NJ 08889
Phone 908-534-4334, Fax 908-534-0784

HOURS OF WORK: 8 hours per day, 5 days per week
On call, 24 hours per day, while on beeper duty, available December through March for snow/ice control as well as for other emergency related duties that may arise throughout the year.

GENERAL STATEMENT OF DUTIES:

Works under the supervision of the Director of Public Works\Superintendent. Performs apprentice level work in the maintenance and repair of a wide variety of motorized equipment.

Repairs automobiles, trucks, tractors, heavy equipment, and their related mechanical, electrical and hydraulic components. Repairs and maintains all other mechanical and motorized equipment including small engines (chain saws, compactors, etc.).

EXAMPLE OF DUTIES:

Examples of some but not all work assignments which may be required.

- 1) As assigned provides for the ordering of supplies and repair materials for Township vehicles and equipment.
- 2) Perform repairs on any and all pieces of Township owned vehicles and equipment, within the limits of repair equipment available at the maintenance facility (excludes Fire/Rescue, Schools and Garbage Collection).
- 3) Performs diagnostic evaluations, and carries out repairs and maintenance as dictated by the evaluation, including emergency road repairs.
- 4) Follows Township safety programs, advises Director's Office on safety needs for all Township owned vehicles.
- 5) Maintain records of purchases, maintenance, and repairs for all Township owned vehicles and equipment.
- 6) Maintains training and skill levels necessary to provide for service requirements which meet current Local, State and Federal requirements for vehicle\equipment inspection.

**TOWNSHIP OF READINGTON
DEPARTMENT OF PUBLIC WORKS
JUNIOR MECHANIC
PAGE 2**

- 7) Familiar with the operational characteristics of any and all Township owned vehicles and equipment.
- 8) As necessary to accomplish the mission of the Township, in emergency situations, functions as an equipment operator or truck driver.

QUALIFICATIONS:

- 1) **EDUCATION:**
Successful completion of the 12th grade, or its current equivalent.
- 2) **EXPERIENCE:**
 - A. Two years of experience on the apprentice level, either learning automotive mechanic trade, or heavy truck/diesel mechanic trade.
 - B. Able to weld & fabricate to facilitate repairs.
- 3) **LICENSES:**
Must possess a valid New Jersey Motor Vehicle License, and valid Commercial Drivers License class "A" with air brake endorsement (or be able to attain it within the 90 day probationary period). Licenses to be checked semi-annually by the Township.
- 4) **PHYSICAL REQUIREMENTS:**
Good health and ability to pass required physical and drug tests required by Township or other regulations.

Persons with mental or physical disabilities are eligible as long as they can perform the 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.

TOWNSHIP OF READINGTON

JOB DESCRIPTION

TITLE: Operator

DEPARTMENT: Department of Public Works

IMMEDIATE SUPERVISOR: Director \ Superintendent of Public Works

WORK LOCATION: Public Works Facility
287 Mountain Road, Whitehouse Station, NJ, 08889
Phone 908-534-4334, Fax 908-534-0784

HOURS OF WORK: 8 hours per day, 5 days per week
On call, 24 hours per day, while on beeper duty, available December through March for snow/ice control as well as for other emergency related duties that may arise throughout the year.

GENERAL STATEMENT OF DUTIES:

Works under the supervision of the Director of Public Works\Superintendent, and\or under the supervision of the designated crew leader of the work unit assigned to for daily work assignments.

Regularly operates various types of power driven, digging, grading, clearing, specialty and heavy equipment classification public service equipment, requiring over the road driving and operating skills, other than normal truck driving skills.

EXAMPLE OF DUTIES:

Examples of some but not all work assignments which may be required.

- 1) Regularly operates various types of power driven specialty or heavy equipment, such as graders, backhoes, articulated loaders, mechanical flail boom mowers, paver, 8 and 10 ton rollers, or other such equipment purchased or rented by the Township.
- 2) Performs regular daily inspections and routine weekly maintenance on assigned equipment before use and upon completion of assignments. Routine maintenance includes necessary cleaning and washing, lubrication, fluids checking and maintenance, checking and maintaining fasteners, bolts, and cutting edges or heads required to allow the equipment to operate satisfactorily. Minor repairs as directed by the supervisor and mechanic are also allowed. Reports repairs to mechanic.
- 3) Carry out a pre-inspection of the equipment before operation of the assigned equipment. Report repairs or other maintenance needed on said equipment to the supervisor and/or mechanic before beginning or continuing operation of equipment. Completes basic records or forms such as CDL pre trip inspection, or others as required.
- 4) Understands the Underground Dig Laws and Rules associated with excavations, and abides by them.

**TOWNSHIP OF READINGTON
DEPARTMENT OF PUBLIC WORKS
OPERATOR
PAGE 2**

- 5) Performs all other public works duties as outlined in lower job classifications (Senior Driver \ Laborer, Driver \ Laborer & Laborer) as required by daily assignments, or as required to complete duties assigned to a work unit.
- 6) Follows Township safety programs.
- 7) As directed by the Supervisor, provides On the Job Training to other public works employees towards the safe and proper operation, as well as basic maintenance of the equipment we have and use at the Department of Public Works.
- 8) As necessary to accomplish the mission of the Township, performs other related work as required or assigned by the supervisor.

QUALIFICATIONS:

- 1) **EDUCATION:**
Successful completion of the 12th grade, or its current equivalent. Current employees, as of June 1, 1994, holding the position are grand fathered from this requirement, all others must comply.
- 2) **EXPERIENCE:**
At least two (2) years of Township supervised training and experience in the operation of heavy or specialty equipment. A record of training shall be kept by the employee and supervisor, to validate the experience. Experience obtained outside of the employ of the Township will not count toward the two year minimum.
- 3) **LICENSES:**
Must possess a valid New Jersey Motor Vehicle License, and valid Commercial Drivers License class "A" with air brake endorsement. Licenses to be checked semi-annually by the Township.
- 4) **KNOWLEDGE AND ABILITY:**
 - A. Good working knowledge of use, operation, and maintenance of power driven, truck mounted and/or specialty equipment.
 - B. Demonstrated ability to operate equipment skillfully and safely, in accordance with current OSHA and/or other standards.
 - C. Ability to work well with others, fill out forms, and to understand and carry out instructions.
 - D. Willingness to work under adverse conditions and weather, in emergency situations.
- 5) **PHYSICAL REQUIREMENTS:**
Good health and ability to pass required physical and drug tests required by Township or other regulations.

Persons with mental or physical disabilities are eligible as long as they can perform the 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.

TOWNSHIP OF READINGTON

JOB DESCRIPTION

TITLE: Mechanic

DEPARTMENT: Department of Public Works

IMMEDIATE SUPERVISOR: Director \ Superintendent of Public Works

WORK LOCATION: Public Works Facility
287 Mountain Road, Whitehouse Station, NJ 08889
Phone 908-534-4334, Fax 908-534-0784

HOURS OF WORK: 8 hours per day, 5 days per week
On call, 24 hours per day, while on beeper duty, available December through March for snow/ice control as well as for other emergency related duties that may arise throughout the year.

GENERAL STATEMENT OF DUTIES:

Works under the supervision of the Director of Public Works\Superintendent. Performs journeyman level work in the maintenance and repair of a wide variety of motorized equipment.

Repairs automobiles, trucks, tractors, heavy equipment, and their related mechanical, electrical and hydraulic components. Repairs and maintains all other mechanical and motorized equipment including small engines (chain saws, compactors, etc.).

EXAMPLE OF DUTIES:

Examples of some but not all work assignments which may be required.

- 1) As assigned provides for the ordering of supplies and repair materials for Township vehicles.
- 2) Perform repairs on any and all pieces of Township owned vehicles and equipment, within the limits of repair equipment available at the maintenance facility (excludes Fire/Rescue, Schools and Garbage Collection).
- 3) Performs diagnostic evaluations, and carries out repairs and maintenance as dictated by the evaluation, including emergency road repairs.
- 4) Follows Township safety programs, advises Director's Office on safety needs for all Township owned vehicles.
- 5) Maintain records of purchases, maintenance, and repairs for all Township owned vehicles and equipment.
- 6) Maintains training and skill levels necessary to provide for service requirements which meet current Local, State and Federal requirements for vehicle/equipment inspection.
- 7) Familiar with the operational characteristics of any and all Township owned vehicles and equipment.

**TOWNSHIP OF READINGTON
DEPARTMENT OF PUBLIC WORKS
MECHANIC
PAGE 2**

- 8) As directed by the Supervisor, provides On the Job Training to other public works employees towards the safe and proper operation, as well as basic maintenance of the equipment we have and use at the Department of Public Works.
- 9) As necessary to accomplish the mission of the Township, in emergency situations, functions as an equipment operator or truck driver.

QUALIFICATIONS:

1) **EDUCATION:**

Successful completion of the 12th grade, or its current equivalent.

2) **EXPERIENCE:**

A. Four years of experience at a journeyman level in either automotive mechanic trade or heavy truck/diesel mechanic trade.

OR

Four years of experience with the Township at the Junior Mechanic level.

B. Hold current National Institute for Automotive Service Excellence (ASE) certifications in:

1. Engine Repair
2. Auto Trans/Transaxle
3. Manual Drive Train & Axles
4. Suspension & Steering
5. Brakes
6. Engine Performance
7. Electrical/Electronic Systems

Employees that currently hold this title are grand fathered from this requirement (section B under experience). Employees moving "up" into this position are not exempt.

3) **LICENSES:**

Must possess a valid New Jersey Motor Vehicle License, and valid Commercial Drivers License class "A" with air brake endorsement (or be able to attain it within the 90 day probationary period). Licenses to be checked semi-annually by the Township.

4) **PHYSICAL REQUIREMENTS:**

Good health and ability to pass required physical and drug tests required by Township or other regulations.

Persons with mental or physical disabilities are eligible as long as they can perform the 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.

TOWNSHIP OF READINGTON

JOB DESCRIPTION

TITLE: Crew Leader

DEPARTMENT: Department of Public Works

IMMEDIATE SUPERVISOR: Director \ Superintendent of Public Works

WORK LOCATION: Public Works Facility
287 Mountain Road, Whitehouse Station, NJ 08889
Phone 908-534-4334, Fax 908-534-0784

HOURS OF WORK: 8 hours per day, 5 days per week
On call, 24 hours per day, while on beeper duty, available December through March for snow/ice control as well as for other emergency related duties that may arise throughout the year.

GENERAL STATEMENT OF DUTIES:

Works under the supervision of the Director of Public Works and Superintendent, by overseeing employees assigned to a work crew within the Department of Public Works. Supervises the care and operation of all tools and equipment assigned to said crew.

In an emergency absence of the Director and Superintendent, may assume the administrative role of assigning crews to work areas, as directed by the Administrator or Committee.

The position requires direct contact with the Director's office, on a daily basis, in the planning and implementation of daily and future work.

The individual shall have a working knowledge of all Public Works procedures.

EXAMPLE OF DUTIES:

Examples of some but not all work assignments which may be required.

- 1) On a regular basis (daily) meets with the Director \ Superintendent to plan and schedule daily and future work. Fill out and maintain daily work log records and advise as to materials needed.
- 2) Daily, supervises work crew(s). Responsible for bringing appropriate equipment and materials to efficiently complete the job at hand. Provides for assignment of operator, truck driver or laborer skills as required by the work assignments.
- 3) Daily, keeps track of disposition of employees under their supervision, and reports problems with work and/or discipline issues to a supervisor. Files reports as required by administrative procedures.
- 4) Ensures that the crew takes safety precautions and that proper procedures are taken to protect the public from injury.
- 5) Inspects and checks completed work to ensure proper road repair and maintenance procedures are followed.

**TOWNSHIP OF READINGTON
DEPARTMENT OF PUBLIC WORKS
CREWLEADER
PAGE 2**

- 6) Follows safety program(s) as established by Township. Responsible for traffic control measures.
- 7) As assigned, provides for training of subordinate positions.
- 8) As assigned, follows up on residents complaints, with recommended actions to supervisor.
- 9) Performs public works equipment operator, truck driver and laborer duties as required to complete duties assigned to a work crew.
- 10) Completes basic records or forms such as C.D.L. pre trip inspection, or others as required on equipment used by crew leader.
- 11) On a daily basis, keeps vehicle assigned to the individual clean (interior & exterior). This means washed/waxed periodically (cleaned up promptly after snow/ice control measures), interiors free of debris, exterior bodies clean of materials, and appropriate tools onboard.
- 12) As necessary to accomplish the mission of the Township, performs other related work as required or assigned by the supervisor.

QUALIFICATIONS:

- 1) **EDUCATION:**
Successful completion of the 12th grade, or its current equivalent. Current employees, as of June 1, 1994, are grand fathered from this requirement as approved by the Township Committee. All others must comply.
- 2) **EXPERIENCE:**
At least four (4) years of Township experience in the Department of Public Works, with at least two (2) years experience as a Driver or as an Equipment Operator. A record of training shall be kept by the employee and supervisor, to validate the experience. Experience obtained outside of the employ of the Township will not count toward the minimum requirements, unless approved by the Township Committee.
- 3) **LICENSES/CERTIFICATIONS:**
 - A. Must possess a valid New Jersey Motor Vehicle License, and valid Commercial Drivers License class "A" with air brake endorsement. Licenses to be checked semi-annually by the Township.
- 4) **KNOWLEDGE AND ABILITY:**
 - A. Good working knowledge of use, maintenance, and operation of; hand tools, powered tools such as a chain saws, light trucks, and automotive equipment.
 - B. Demonstrated ability to operate equipment skillfully and safely, in accordance with current OSHA and/or other standards.
 - C. Ability to read and understand plans, cutsheets, and blueprints.
 - D. Ability to use a level to check and establish grade elevations relative to public works projects.
 - E. Ability to work harmoniously with fellow employees, use good judgement in carrying out projects, fill out forms/reports, and to understand and carry out instructions.

**TOWNSHIP OF READINGTON
DEPARTMENT OF PUBLIC WORKS
CREWLEADER
PAGE 3**

- F. Ability to be courteous and polite when dealing with the public.
- G. Willingness to work under adverse conditions and weather, in emergency situations.

5) **PHYSICAL REQUIREMENTS:**

Good health and ability to pass required physical and drug tests required by Township or other regulations. Persons with mental or physical disabilities are eligible as long as they can perform the 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.

**TOWNSHIP OF READINGTON
JOB DESCRIPTION**

TITLE: Laborer - L1-2

DEPARTMENT: Department of Public Works

IMMEDIATE SUPERVISOR: Director \ Superintendent of Public Works

WORK LOCATION: Public Works Facility
287 Mountain Road, Whitehouse Station, NJ 08889
Phone 908-534-4334, Fax 908-534-0784

HOURS OF WORK: 8 hours per day, 5 days per week
On call, 24 hours per day, while on beeper duty, available
December through March for snow/ice control as well as for other
emergency related duties that may arise throughout the year.

GENERAL STATEMENT OF DUTIES:

Works under the supervision of the Director of Public Works\Superintendent, and\or under the supervision of the designated crew leader of the work unit assigned to for daily work assignments.

Performs a variety of semi-skilled and skilled tasks in the construction, maintenance, and operation of Township owned, and\or operated facilities, and public infrastructure.

Will be required to operate various types of single unit trucks, trucks with trailers, and public service equipment, requiring over the road driving and operating skills.

EXAMPLE OF DUTIES:

Examples of some but not all work assignments which may be required.

- 1) Perform work of a laboring character.
- 2) Pickup and dispose of refuse and debris.
- 3) Perform routine as well as advanced construction, and maintenance activities on public infrastructure such as streets, storm and sanitary sewers, buildings, and recreational facilities. This may include roadside ditching, bituminous asphalt repairs, concrete work, snow and ice control, clearing and trimming of woody and grassy materials, painting, striping, sign maintenance, traffic control, recycling, and other necessary work.
- 4) Be available to perform snow and ice control measures.
- 5) Supervise and maintain facility in and around recycling depot.
- 6) Operate vehicles and equipment such as pickups, mason dumps, lawn and field mowers, tractors with and without mowing attachments, air compressors, jack hammer, small rollers, compaction equipment, pumps, etc.

TOWNSHIP OF READINGTON
DEPARTMENT OF PUBLIC WORKS
LABORER – L1-2
PAGE 2

- 7) On a daily basis, keeps Township vehicle's and equipment clean (interior & exterior). This means washed/waxed periodically (cleaned up promptly after snow/ice control measures), interiors free of extraneous debris, exterior bodies clean of materials (tools put away), and appropriate tools onboard.
- 8) Follow Township safety programs.
- 9) As assigned, and under the direction of a mechanic, perform maintenance activities and repairs on Township owned and operated equipment.
- 10) Perform emergency work as assigned by the supervisor.
- 11) Perform sanitary sewer maintenance work on a regular basis. Employees are encouraged to obtain a "C-1" sanitary sewer collections system license.
- 12) Completes basic records or forms such as CDL pre-trip inspection, or others as required.
- 13) As necessary, to accomplish the mission of the Township, performs other related work as required or assigned by the supervisor.

QUALIFICATIONS:

- 1) **EDUCATION:**
Successful completion of the 12th grade, or its current equivalent.
- 2) **EXPERIENCE:**
Completion of probationary period of training.
- 3) **LICENSES:**
 - A. Must possess a valid New Jersey Motor Vehicle License as well as possess a minimum valid Class B CDL w/air brake endorsement. Will be required to obtain a Class A w/air brake endorsement within two years, before advancing to the DL1 Grade. and valid Commercial Drivers License class "A" with air brake endorsement (or be able to attain it within the 120 calendar day probationary period). Licenses to be checked semi-annually by the Township.

TOWNSHIP OF READINGTON
DEPARTMENT OF PUBLIC WORKS
LABORER - L1-2
PAGE 3

4) **KNOWLEDGE AND ABILITY:**

- A. Good working knowledge of use, maintenance, and operation of; hand tools, powered tools such as a chain saws, light trucks, and automotive equipment.
- B. Demonstrated ability to operate equipment skillfully and safely, in accordance with current OSHA and/or other standards.
- C. Ability to work well with others, fill out forms, and to understand and carry out instructions.
- D. Ability to be courteous and polite when dealing with the public.
- E. Willingness to work under adverse conditions and weather, in emergency situations

5) **PHYSICAL REQUIREMENTS:**

Good health and ability to pass required physical and drug tests required by Township or other regulatory authorities. Persons with mental or physical disabilities are eligible as long as they can perform the 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.

TOWNSHIP OF READINGTON

JOB DESCRIPTION

TITLE: Senior Driver \ Laborer

DEPARTMENT: Department of Public Works

IMMEDIATE SUPERVISOR: Director \ Superintendent of Public Works

WORK LOCATION: Public Works Facility
287 Mountain Road, Whitehouse Station, NJ 08889
Phone 908-534-4334, Fax 908-534-0784

HOURS OF WORK: 8 hours per day, 5 days per week
On call, 24 hours per day, while on beeper duty, available December through March for snow/ice control as well as for other emergency related duties that may arise throughout the year.

GENERAL STATEMENT OF DUTIES:

Works under the supervision of the Director of Public Works\Superintendent, and\or under the supervision of the designated crew leader of the work unit assigned to for daily work assignments.

Regularly operates various types of single unit and heavy truck classification public service equipment, with trailer certification, requiring over the road driving and operating skills.

EXAMPLE OF DUTIES:

Examples of some, but not all work assignments which may be required.

- 1) Regularly operates various types of heavy truck equipment, such as single unit trucks, dump trucks (single & tandem axle), and trucks with trailers, or other such equipment purchased or rented by the Township.
- 2) Performs regular daily inspections, CDL and others, and routine maintenance on assigned equipment before use and upon completion of assignments. Routine maintenance includes necessary lubrication, fluids checking and maintenance, checking and maintaining fasteners, bolts, and cutting edges or heads required to allow the equipment to operate satisfactorily. Minor repairs as directed by the supervisor and mechanic are also allowed. Reports repairs to mechanic.
- 3) Follows Township safety programs.
- 4) Performs all other public works duties as outlined in lower job classifications (Driver \ Laborer & Laborer) as required by daily assignments, or as required to complete duties assigned to a work unit.
- 5) As directed by the Supervisor, provides On the Job Training to other public works employees, towards the safe and proper operation, as well as basic maintenance, of the equipment we have and use at the Department of Public Works.

**TOWNSHIP OF READINGTON
DEPARTMENT OF PUBLIC WORKS
SENIOR DRIVER \ LABORER
PAGE 2**

- 6) Completes basic records or forms such as CDL pre-trip inspection, or others as required.
- 7) On a daily basis, keeps vehicle assigned to the individual clean (interior & exterior). This means washed\waxed periodically (cleaned up promptly after snow/ice control measures), interiors free of debris, exterior bodies clean of materials, and appropriate tools onboard.
- 8) As necessary to accomplish the mission of the Township, performs other related work as required or assigned by the supervisor.

QUALIFICATIONS:

- 1) **EDUCATION:**
Successful completion of the 12th grade, or its current equivalent.
- 2) **EXPERIENCE:**
At least six (6) years of Township supervised training and experience in the Driver\Laborer classification, grades 1-6. Familiar with the operation of heavy truck equipment. Experience obtained outside of the employ of the Township will not count toward these requirements.
- 3) **LICENSES:**
Must possess a valid New Jersey Motor Vehicle License, and valid Commercial Drivers License class "A" with air brake endorsement. Licenses to be checked semi-annually by the Township.
- 4) **KNOWLEDGE AND ABILITY:**
 - A. Good working knowledge of use, operation, and maintenance of truck and automotive equipment.
 - B. Demonstrated ability to operate equipment skillfully and safely, in accordance with current OSHA and/or other standards.
 - C. Ability to work well with others, fill out forms, and to understand and carry out instructions.
 - D. Willingness to work under adverse conditions and weather, in emergency situations.
- 5) **PHYSICAL REQUIREMENTS:**
Good health and ability to pass required physical and drug tests required by Township or other regulations.

Persons with mental or physical disabilities are eligible as long as they can perform the 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.

TOWNSHIP OF READINGTON

JOB DESCRIPTION

TITLE: Driver \ Laborer (DL grades 1 through 6)

DEPARTMENT: Department of Public Works

IMMEDIATE SUPERVISOR: Director \ Superintendent of Public Works

WORK LOCATION: Public Works Facility
287 Mountain Road, Whitehouse Station, NJ 08889
Phone 908-534-4334, Fax 908-534-0784

HOURS OF WORK: 8 hours per day, 5 days per week
On call, 24 hours per day, while on beeper duty, available December through March for snow/ice control as well as for other emergency related duties that may arise throughout the year.

GENERAL STATEMENT OF DUTIES:

Works under the supervision of the Director of Public Works\Superintendent, and\or under the supervision of the designated crew leader of the work unit assigned to for daily work assignments.

Regularly operates various types of single unit and heavy truck classification public service equipment, with trailer certification, requiring over the road driving and operating skills.

EXAMPLE OF DUTIES:

Examples of some but not all work assignments which may be required.

- 1) Regularly operates various types of equipment such as, automotive equipment, pickup trucks, mason dumps, dump trucks, trucks with trailers, tractors with and without mowing attachments, or other such equipment purchased or rented by the Township.
- 2) Performs regular daily inspections, CDL and others, and routine maintenance on assigned equipment before use and upon completion of assignments. Routine maintenance includes necessary lubrication, fluids checking and maintenance, checking and maintaining fasteners, bolts, and cutting edges or heads required to allow the equipment to operate satisfactorily. Minor repairs as directed by the supervisor and mechanic are also allowed. Reports repairs to mechanic.
- 3) Follows Township safety programs.
- 4) Performs all other public works duties as outlined in lower job classifications (Laborer) as required by daily assignments, or as required to complete duties assigned to a work unit.
- 5) As directed by the Supervisor, provides On the Job Training to other public works employees, towards the safe and proper operation, as well as basic maintenance, of the equipment we have and use at the Department of Public Works.
- 6) Completes basic records or forms such as CDL pre-trip inspection, or others as required.

TOWNSHIP OF READINGTON
DEPARTMENT OF PUBLIC WORKS
DRIVER \ LABORER 1-6
PAGE 2

- 7) On a daily basis, keeps vehicle assigned to the individual clean (interior & exterior). This means washed\waxed periodically (cleaned up promptly after snow/ice control measures), interiors free of debris, exterior bodies clean of materials, and appropriate tools onboard.
- 8) As necessary to accomplish the mission of the Township, performs other related work as required or assigned by the supervisor.

QUALIFICATIONS:

- 1) **EDUCATION:**
Successful completion of the 12th grade, or its current equivalent.
- 2) **EXPERIENCE:**
Upon successful completion of 2 years of "On the Job Training" (Laborer classification), the Director of Public Works will recommend that the employee be moved to the Driver\Laborer Classification, Grade 1, and proceed from there.
- 3) **LICENSES:**
Must possess a valid New Jersey Motor Vehicle License, and valid Commercial Drivers License class "A" with air brake endorsement. Licenses to be checked semi-annually by the Township.
- 4) **KNOWLEDGE AND ABILITY:**
 - A. Good working knowledge of use, operation, and maintenance of truck and automotive equipment.
 - B. Demonstrated ability to operate equipment skillfully and safely, in accordance with current OSHA and/or other standards.
 - C. Ability to work well with others, fill out forms, and to understand and carry out instructions.
 - D. Ability to be courteous and polite when dealing with the public.
 - E. Willingness to work under adverse conditions and weather, in emergency situations.
- 5) **PHYSICAL REQUIREMENTS:**
Good health and ability to pass required physical and drug tests required by Township or other regulations. Persons with mental or physical disabilities are eligible as long as they can perform the 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.

TOWNSHIP OF READINGTON

JOB DESCRIPTION

TITLE: Senior Mechanic

DEPARTMENT: Department of Public Works

IMMEDIATE SUPERVISOR: Director \ Superintendent of Public Works

WORK LOCATION: Public Works Facility
287 Mountain Road, Whitehouse Station, NJ 08889
Phone 908-534-4334, Fax 908-534-0784

HOURS OF WORK: 8 hours per day, 5 days per week
On call, 24 hours per day, while on beeper duty, available December through March for snow/ice control as well as for other emergency related duties that may arise throughout the year.

GENERAL STATEMENT OF DUTIES:

Works under the supervision of the Director of Public Works\Superintendent. Performs journeyman level work in the maintenance and repair of a wide variety of motorized equipment.

Repairs automobiles, trucks, tractors, heavy equipment, and their related mechanical, electrical and hydraulic components. Repairs and maintains all other mechanical and motorized equipment including small engines (chain saws, compactors, etc.).

EXAMPLE OF DUTIES:

Examples of some but not all work assignments which may be required.

- 1) As assigned provides for the ordering of supplies and repair materials for Township vehicles.
- 2) Perform repairs on any and all pieces of Township owned vehicles and equipment, within the limits of repair equipment available at the maintenance facility (excludes Fire/Rescue, Schools and Garbage Collection).
- 3) Performs diagnostic evaluations, and carries out repairs and maintenance as dictated by the evaluation, including emergency road repairs.
- 4) Follows Township safety programs, advises Director's Office on safety needs for all Township owned vehicles.
- 5) Maintain records of purchases, maintenance, and repairs for all Township owned vehicles and equipment.
- 6) Maintains training and skill levels necessary to provide for service requirements which meet current Local, State and Federal requirements for vehicle/equipment inspection.

**TOWNSHIP OF READINGTON
DEPARTMENT OF PUBLIC WORKS
SENIOR MECHANIC
PAGE 2**

- 7) Familiar with the operational characteristics of any and all Township owned vehicles and equipment.
- 8) As directed by the Supervisor, provides On the Job Training to other public works employees towards the safe and proper operation, as well as basic maintenance of the equipment we have and use at the Department of Public Works.
- 9) As necessary to accomplish the mission of the Township, in emergency situations, functions as an equipment operator or truck driver.

QUALIFICATIONS:

1) **EDUCATION:**

Successful completion of the 12th grade, or its current equivalent. Current employees, as of June 1, 1994, are grandfathered from this requirement as approved by the Township Committee. All others must comply.

2) **EXPERIENCE:**

Four years of experience at a journeyman level in either automotive mechanic trade or heavy truck/diesel mechanic trade.

Four years of experience with the Township at the Mechanic level. Outside experience is not included in this time period.

A. Hold current National Institute for Automotive Service Excellence (ASE) certifications in Medium & Heavy Truck Repair:

1. Diesel Engines
2. Gasoline Engines
3. Drive Train
4. Brakes
5. Suspension & Steering
6. Electrical & Electronic systems

Employees that currently hold this title are grandfathered from this requirement (section A under experience). Employees moving "up" into this position are not exempt.

3) **LICENSES:**

Must possess a valid New Jersey Motor Vehicle License, and valid Commercial Drivers License class "A" with air brake endorsement. Licenses to be checked semi-annually by the Township.

4) **PHYSICAL REQUIREMENTS:**

Good health and ability to pass required physical and drug tests required by Township or other regulations.

Persons with mental or physical disabilities are eligible as long as they can perform the 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.