

THIS DOES NOT  
CIRCULATE

A G R E E M E N T

Between

TOWNSHIP OF CHERRY HILL,  
CAMDEN COUNTY, NEW JERSEY

and

AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES, AFL-CIO  
LOCAL 2268

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January 1, 1975 through December 31, 1976

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RUTGERS UNIVERSITY

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PREAMBLE

This Agreement entered into this        day of        ,  
1975, by and between the TOWNSHIP OF CHERRY HILL, in the County  
of Camden, New Jersey, a municipal corporation of the State of New  
Jersey, (hereinafter called the "Township"), and AMERICAN FEDERATION  
OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, LOCAL 2268,  
(hereinafter called the "Union" or "Council"), represents the complete and  
final understanding on all bargainable issues between the Township and the  
Union.

ARTICLE I  
RECOGNITION

A. The Township, pursuant to Public Employment Relations Commission, Docket No. RO-880, recognizes the Union as the representative for the purposes of collective negotiations for all blue collar employees employed by the Township in the Department of Public Works, but excluding all other blue collar workers, Policemen, professional, craftsmen, confidential employees and supervisory employees within the meaning of the Act, and all other employees of the Township of Cherry Hill.

B. Whenever titles are used in this Agreement they shall be defined to include the plural as well as the singular, and to include males and females.

ARTICLE II

DEDUCTIONS IN SALARY

A. The Township agrees to deduct the Union monthly membership dues from the salaries of those employees covered by this Agreement who individually request in writing that such deductions be made. Such deductions shall be made in accordance with Chapter 310, Public Laws of 1967, N. J. S. A. (R. S.) 52:14-15.9(c), as amended. Said monies shall be transmitted to the Treasurer of the Union, together with a list of names of all employees for whom the deductions were made by the fifteenth (15th) day of each month of the succeeding month after the deductions were made.

B. If, during the life of this Agreement, there shall be any change in the rate of membership dues, the Union shall furnish to the Township Manager written notice sixty (60) days prior to the effective date of said change. The Township agrees to notify the Union in writing within thirty (30) days of termination of employment for the purposes of this Article.

C. The Union will provide the necessary "check-off authorization" form and deliver the signed form to the Township Manager. The Union shall indemnify, defend and save the Township harmless against any and all claims, demands, suits or other forms of liability that shall arise

Article II continued:

out of or by reason of action taken by the Township in reliance upon salary deduction authorization cards submitted by the Union to the Township.

D. It is understood that Local No. 2268 has assessed each of their members fifty dollars (\$50.00) payable July 1, 1975, and fifty dollars (\$50.00) payable January 1, 1976, payable to Council No. 71, AFSCME, and the Union represents that ratification of this Agreement is authorization for such deduction as set forth in Article XI.

ARTICLE III

HOURS AND OVERTIME

A. The normal working week shall consist of forty (40) hours per week, eight (8) hours per day, five (5) days a week, except for the Sanitation Division, as set forth in Section K.

B. The Township may change the starting time of work shifts and the work shift providing seventy-two (72) hours prior notice is given to the employees affected, except in the event of an emergency.

C. Where the nature of the work involved requires continuous operations on a twenty-four (24) hour per day, seven (7) days per week basis, employees so assigned will have their schedules arranged in a manner which will assure, on a rotation basis, that all employees will have an equal share of Saturdays and Sundays off, distributed evenly throughout the year.

D. All work performed in excess of forty (40) hours in any week or eight (8) hours per day shall be considered overtime and shall be paid for on the basis of time and one-half (1 1/2).

E. Overtime shall be distributed as equitably as possible provided the employee has the ability to do the work, and all employees shall be expected to work a reasonable amount of overtime when requested.

F. No employee shall have his work shift or regular work scheduled altered for the purpose of avoiding overtime.

Article III continued:

G. Where more than one work shift per day within a given classification is in effect, employees with such classifications will be given preference of shift in accordance with their seniority providing the most senior employee is otherwise qualified and experienced to perform the duties which would be required.

H. In the event an employee is recalled to duty on a scheduled compensatory day off, he shall be paid one and one-half times his regular rate of pay for all hours worked in addition to the compensatory day's pay.

I. All employees shall enjoy a fifteen (15) minute morning break, a thirty (30) minute lunch period and fifteen (15) minutes prior to the shift's end and lunch period for personal wash up.

J. Employees assigned to the second shift (4:00 p.m. to 12:00 midnight) shall receive premium pay of ten percent (10%) of their regular hourly rate of pay.

K. Special work rules for the Division of Sanitation are set forth in Schedule A attached hereto.

L. An assignment to the Sanitation Department shall submit the assigned employees to the work rules set forth in Schedule A.



ARTICLE IV  
MANAGEMENT RIGHTS

A. The Township hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights.

1. To the executive management and administrative control of the Township government and its properties and facilities and the activities of its employees;
2. To hire all employees, and subject to the provisions of law, to determine their qualifications and conditions for continued employment, or assignment, and to promote and transfer employees;
3. To suspend, demote, discharge or take other disciplinary action for good and just cause according to law.

B. The exercise of the foregoing powers, rights, authority, duties or other responsibilities of the Township, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the terms of this Agreement, and then only to the extent such terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States.

Article IV continued:

C. Nothing contained herein shall be construed to deny or restrict the Township of its rights, responsibilities and authority under R.S. 40 and 40A or any other National, State, County or Local Laws or Ordinances.

ARTICLE V

MAINTENANCE OF OPERATIONS

A. It is recognized that the need for continued and uninterrupted operation of the Township's Departments and Agencies is of paramount importance to the citizens of the community, and that there should be no interference with such operations.

B. The Union covenants and agrees that neither the Union nor any group of persons acting in its behalf, will cause, authorize, engage in, sanction, assist or support any strike (i. e., the concerted failure to report for duty, or willful absence of an employee from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employees duties of employment), work stoppage, slowdown, walkout or other job action against the Township. The Union agrees that such action would constitute a material breach of this Agreement.

C. The Union agrees that it will do everything in its power to prevent its members from participating in any strike, work stoppage, slowdown or other activities as set forth in Section B. or support any such action by any other employee or group of employees of the Township, and that the Union will direct all such members that participate in such illegal activities to cease and desist from same immediately and to return to work, and take such other reasonable steps as may be necessary under the circumstances to bring about compliance with the Union's order.

Article V continued:

D. In the event of a strike, slowdown, work stoppage, or other activity aforementioned, it is covenanted and agreed that participation in any such activity by any employee covered under this Agreement shall entitle the Township to take disciplinary action.

E. Nothing contained in this Agreement shall be construed to limit or restrict the Township in its right to seek and obtain such judicial relief as it may be entitled to have in Law or in equity for injunction or damages, or both, in the event of such breach by the Union or its members.

ARTICLE VI

GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement.

2. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Department.

B. Definition

The term "grievance" as used herein means any controversy arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement, and may be raised by an individual, the Council on behalf of an individual or individuals, or the Township.

C. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement, and shall be followed in its entirety unless any step is waived by mutual consent:

Step One:

(a) An aggrieved employee or the Council on behalf of an aggrieved employee or employees or the Township shall institute action under the provisions hereof within five (5) days of the occurrence

Article VI continued:

of the grievance, and an earnest effort shall be made to settle the differences between the aggrieved employee and his immediate supervisor, for the purpose of resolving the matter informally. Failure to act within said five (5) working days shall be deemed to constitute an abandonment of the grievance.

(b) The supervisor shall render a decision within five (5) days after receipt of the grievance, in writing.

Step Two:

(a) In the event a satisfactory settlement has not been reached, the employee or the Council shall, in writing and signed, file his grievance with the Superintendent within five (5) days following the determination at Step One.

(b) A conference will be held with the Superintendent, or his designee, within five (5) days following the receipt of the grievance and a decision in writing will be rendered within ten (10) days following the conference.

Step Three:

(a) In the event the grievance has not been resolved at Step Two, then within ten (10) days following the determination, the matter shall be submitted to the Director of the Department.

(b) The Director, or his designee, shall review the matter and make a determination within twenty (20) days from the receipt of the grievance. Said determination to be submitted in writing

Article VI continued:

to the aggrieved parties.

Step Four:

(a) In the event the grievance has not been resolved at Step Three, then within ten (10) days following the determination, the matter may be submitted to the Township Manager. Said determination shall be in writing submitted to the aggrieved parties.

(b) The Township Manager, or his designee, shall review the matter and make a determination within twenty (20) days from receipt of the grievance.

Step Five - Arbitration

(a) In the event the grievance has not been resolved at Step Four, then within ten (10) days following the determination of the Township Manager, the grievances may be referred to the American Arbitration Association for the selection of an arbitrator in accordance with the rules and regulations of the Association. The decision of the arbitrator shall be binding upon the parties. The fees and expenses of the arbitrator shall be borne equally by the parties. The fees and expenses of the arbitrator shall be borne equally by the parties. However, all other expenses, including but not limited to the presentation of witnesses, shall be borne by the party incurring same.

(b) The arbitrator shall have no authority to add to, or subtract from the Agreement, and in rendering his decision shall be bound by the laws of the State of New Jersey and the decisions of its Courts.

Article VI continued:

D. Township Grievances

Grievances initiated by the Township shall be filed directly with the Council within five (5) days of the occurrence of the grievance. A meeting shall be held within ten (10) days after filing a grievance between representatives of the Township and the Council in an earnest effort to adjust the differences between the parties. In the event no such adjustment has been satisfactorily made, either party may file for arbitration in accordance with the provisions of this Article.



ARTICLE VII

VACATIONS

A. Each employee shall be entitled to annual vacation leave with pay in accordance with the following schedule:

- |  |                                   |
|--|-----------------------------------|
| 1. During the first calendar year of employment if appointed after June 30         | 0 days                            |
| 2. During the first calendar year of employment if appointed prior to June 30      | One (1) scheduled working week    |
| 3. From the second through and including the seventh calendar year of employment   | Two (2) scheduled working weeks   |
| 4. From the eighth through and including the fifteenth calendar year of employment | Three (3) scheduled working weeks |
| 5. From and after the sixteenth calendar year of employment                        | Four (4) scheduled working weeks  |

B. Accumulation of annual vacation leave from year to year may be permitted in the discretion of the Department Head with approval of the Township Manager, however, accumulated vacation leave must be utilized in the year succeeding its accumulation.

C. An annual vacation leave schedule shall be prepared based upon employee requests two (2) weeks in advance of the desired vacation period, in writing. In the event of multiple requests for the same times, seniority

Article VII continued:

shall prevail.

- D. All vacation time may be used in consecutive weeks.

ARTICLE VIII

HOLIDAYS

A. In lieu of official paid holidays each employee shall be granted six (6) compensatory days off.

B. In addition to the above, each employee shall enjoy six (6) paid holidays.

C. Employee shall enjoy the compensatory days off at their request provided a written request two (2) days in advance of the request is made, subject to the manpower needs of the Division. The two (2) days written notice may be waived in the discretion of the Division Head in the event of personal emergency. Such emergency leave days may not be unreasonably refused.

D. The Six (6) Paid Holidays specified in Section B above shall be

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

ARTICLE IX

PAY IN HIGHER CLASSIFICATION

A. An employee who performs the duties of a higher classification will be paid at the minimum rate for that higher classification while performing those duties provided the employee has performed the duties provided the employee has performed the duties of that higher classification during a minimum of fifteen (15) days during a calendar year.

B. The classifications in order of ascending priority shall be:

1. Laborer III
2. Laborer IV
3. Laborer V

C. The following job titles shall be assigned to the classification shown and the minimum rate for the classification shall be as shown for the year 1975 or the year 1976:

<u>Classification</u>	<u>Job Title</u>	<u>Minimum Rate</u>	
		<u>1975</u>	<u>1976</u>
A. Laborer II	Lifter		
B. Laborer III	Laborers Automotive Services, Division Serviceman, H.S.D. Laborer	+. 25 hr	+. 30 hr
C. Laborer IV	Truck Drivers, Assistant Plant Opera- tors, Shade Tree main- tainer, Public Grounds maintainer, welder, mechanic, H.S.D. Laborer	+. 25 hr	+. 30 hr
D. Laborer V	Plant Operators, H.S.D. Laborer	+. 25 hr	+. 30 hr

ARTICLE X

SICK LEAVE

A. Paid sick leave shall be earned at the rate of one and one quarter days per month and unused sick leave may be accumulated without limitation.

B. Sick leave is defined as a temporary inability to perform ones duties by reason of illness or injury.

C. Employees shall present evidence of illness or injury after three (3) consecutive days leave or at the employers request in any case where the employer has reason to believe the employee has misused the benefit.

D. An employee who is injured on the job, and is sent home, or to a hospital, or who must obtain medical attention, shall receive full pay at the applicable hourly rate for the balance of his regular shift on that day.

E. In the event of a work-related illness or injury, the employee shall retain his rights pursuant to the workmen's compensation acts.

ARTICLE XI

SALARY SCHEDULE

An adjustment of fifty dollars (\$50.00) shall be payable to each employee on July 1, 1975, and January 1, 1976, subject to the provisions of Article II.

A. It is understood that all employees covered by this agreement shall receive a salary increase of \$830.00 which amount shall include the amount of any increase granted in 1975 provisions to the execution of this agreement.

Any increases granted in 1975 prior to execution of this Agreement in excess of this amount shall not be reduced.

B. Effective January 1, 1976, all salaries shall be increased in the amount of \$830.00.

ARTICLE XII

SENIORITY

- A. Seniority is defined as an employee's total length of service with the employer, beginning with his original date of hire.
- B. Interruptions of service with the Township excluding authorized leaves of absence shall not accrue as seniority.
- C. If question arises concerning two or more employees who were hired on the same date, the following shall apply; if hired prior to the effective date of this Agreement, seniority preference among such employees shall be determined by the order in which such employees are already shown on the employer's payroll records, first name, first preference, etc. For employees hired on the same date subsequent to the effective date of this Agreement, preference shall be given in alphabetical order of the employees last name.
- D. In all cases of promotions, demotions, lay off, recall and vacation schedules, an employee with the greatest amount of seniority shall be given preference provided he has the ability to perform the work involved.

ARTICLE XIII

JURY DUTY

A. Employees shall be granted a leave of absence with pay any time they are required to report for jury duty or jury service.

B. Employees shall be paid the difference between any jury duty compensation they receive and their regular wages for each day of jury duty or jury service.



ARTICLE XIV

BEREAVEMENT LEAVE

A. In the event of a death in the family of an employee --- spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, --- the employee shall be granted a leave of absence with full pay of up to five (5) days from the date of death to day of in terment.

B. Proof of death may be required in the Township's discretion.

ARTICLE XV  
UNION RIGHTS

A. Employees elected to any State or National Union Office shall at the written request of the Union be granted a leave of absence without pay. The leave of absence shall not exceed one (1) year, but it shall be renewed or extended for a similar period at any time upon the request of the Union.

B. Authorized representatives of Council #71, stewards or officers, whose names shall be filed in writing with the Township Manager, or his designee, shall be permitted to visit any Division of Public Works facility for the purpose of processing or investigating grievances, provided that prior approval has been secured from the Department Head, or his designee, on condition that such approval shall not be unreasonably withheld. The Union representative shall not unreasonably interfere with the normal conduct of the work within the facility.

C. The Township agrees to release for one (1) day with pay, three (3) authorized delegates for attendance at the quarterly Council 71 A. F. S. C. M. E. leadership development program.

The Union agrees to provide two (2) weeks prior notice of the meeting.

ARTICLE XVI

LEAVES OF ABSENCE WITHOUT PAY

A. A leave of absence without pay shall, in the discretion of the Township be granted for good cause to any employee who has been employed for a period of ninety (90) days after the probationary period.

B. Employees returning from authorized leaves of absence as set forth herein will be restored to their original classification at the then appropriate rate of pay, with no loss of seniority, or other employee rights, privileges or benefits.

ARTICLE XVII

SAFETY CLAUSE

A. The Employer shall maintain reasonably safe conditions of employment pursuant to the requirements of the applicable laws of New Jersey and the United States.

B. At the request of either party the Director of Public Works and/or his designee, and authorized representatives of the Union agree to meet from time to time to discuss the general safety conditions of the Township's facilities, or forthwith to discuss any imminently dangerous conditions.

ARTICLE XVIII

NON-DISCRIMINATION

A. Neither the Employer or the Union will discriminate against any person by reason of race, color, creed or sex or by reason of Union membership or non-membership.

ARTICLE XIX

SEPARABILITY AND SAVINGS

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XX

FULLY BARGAINED PROVISIONS

A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues which were or could have been the subject of negotiations.

During the term of this Agreement, neither party will be required to negotiate with respect to any matter, whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by the parties thereto.

ARTICLE XXI


TERM AND RENEWAL

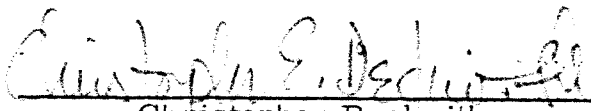
This Agreement shall be in full force and effect as of January 1, 1975, and shall be in effect to and including December 31, 1976. This Agreement shall continue in full force and effect from year to year thereafter, unless one party or the other gives notice, in writing, no sooner than one hundred fifty (150) nor later than ninety (90) days prior to the expiration date of this Agreement, of a desire to change, modify or terminate the Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals at Cherry Hill, New Jersey, on this \_\_\_\_\_ day of \_\_\_\_\_, 1975.

AMERICAN FEDERATION OF  
STATE, COUNTY AND MUNICIPAL  
EMPLOYEES, AFL-CIO, LOCAL 2268

By:

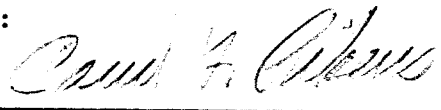
  
\_\_\_\_\_  
Hall Conley, President  
Local 2268

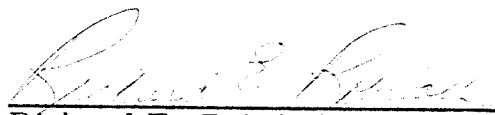
  
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Christopher Beckwith,  
Council No. 71, AFSCME

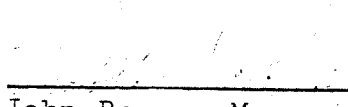
Witness:  
  
\_\_\_\_\_  
  
\_\_\_\_\_

TOWNSHIP OF CHERRY HILL,  
CAMDEN COUNTY, NEW JERSEY

By:

  
\_\_\_\_\_  
Carrol F. Pickens, Township Manager

  
\_\_\_\_\_  
Richard E. Rohrbach, Director of  
Public Works

  
\_\_\_\_\_  
John Rocco, Mayor



The following regulations were agreed to at a meeting held in my office at 4:30 P.M. on Thursday, May 29, 1975. The following personnel were in attendance: Messrs. Dogostino, Miller, Sherman, Venturo and myself.

1. The paychecks will be held by the clerical staff until a supervisory employee requests them at the time the trucks have completed their collection routes on Friday. The checks will be handed out in sealed envelopes by the supervisory employee to the sanitation personnel after all the collection routes have been completed.
2. Each employee in the sanitation division shall be entitled to a 15 minute coffee break which shall be taken between 9:00 A.M. and 10:00 A.M. The coffee break shall be taken within the collection route area or on the route to the landfill.
3. Each employee in the sanitation division shall be entitled to a 30 minute lunch break with a 15 minute washup time. The lunch break shall be taken between the hours of 12 noon and 1 P.M. The lunch break shall be taken within the collection route area or on the route to the landfill.
4. All employees who have been assigned to a collection crew shall be out of the Public Works yard and on their way to the collection route no later than 7:10 A.M. each day.
5. Trucks that are more than half loaded at the end of the work day shall go the landfill and dump the load providing the landfill is still open.
6. All collection routes must be complete prior to any collection crew clocking out at the end of the day.
7. All trucks which breakdown must be reported to the foreman or supervisor immediately.
8. All trucks are to be cleaned at least once a week providing the work schedule permits, but in no event shall the vehicles not be cleaned at least once within a two week period.
9. Based on availability of personnel, employees normally assigned as drivers may be assigned as lifters.
10. Regulation "T" shirt must be worn during the summer. No modified "T" shirts or athletic shirts will be permitted.
11. Work shoes must be worn by all employees - tennis shoes, sneakers, or soft shoes are prohibited.
12. The parties recognize a 6-day work week applicable to employees in the Division of Sanitation; and that they may use sick leave and personal days for 6th day absences, and that they shall be paid at the rate of 48 straight time hours for each week's vacation.

## SHADE TREE

### L-4 MAINTAINER

Climbs trees in order to prune, top and/or remove large trees using the various safety apparatus, safety and expediting techniques common in the trade.

Uses hand and power tools in and out of trees.

Fells and saws large trees into pieces, loads into trucks and transports for disposal.

Feeds chipper as necessary.

Prunes trees for specific solutions (Light clearance, traffic signs, safety, etc.)

Elevates street trees for vehicle and pedestrian traffic.

Plants, fertilizes, waters trees, cuts roots for sidewalk alignment, removes stumps.

Prunes and plants trees in accordance with the best practices of the trade and within Township regulations.

Makes minor adjustments and repairs to power tools and equipment.

Drives truck with trailer attachment.

Transports crew to site.

Performs other work related to tree care and conservation as required.

Reports to supervisor and supervises crew activities.

Performs other work related to recreation programs in the community.

## PUBLIC GROUNDS

### L-3 LABORER

Assists more skilled workers on the job by passing tools, lowering limbs, etc.

Loads brush and wood into truck, feeds chipper as required.

Cleans up work area while job progresses and afterwards maintains safety in the work area.

Works off ladder to remove low branches with hand tools.

Uses pole saws, hand saws, pole clippers, lopers, hand shears as directed.

Plants trees under supervision.

Cleans and maintains equipment in an operatable condition.

Mows grass, edges, trims, sweeps, cleans up public areas by hand or with powered equipment.

Cuts brush and weeds by hand powered equipment.

Rakes playing fields, public areas, waters as directed.

Rakes, grades fertilizes, waters lawn and other public areas.

Cleans and applies normal maintenance to parks, playgrounds and equipment as directed.

Rakes leaves etc., cleans debris from public grounds and the roadsides under Township care.

Cleans and applies normal maintenance to the equipment used in the work.

PUBLIC GROUNDS  
L-3 Laborer cont.

Works on general duties involved in park recreation activities.  
Performs other work related to the proper building and maintenance of public grounds facilities.  
Works in general duties involved in park and recreation activities such as moving stands, erecting temporary fences, etc.  
Performs related work as required.

PUBLIC GROUNDS  
L-4 MAINTAINER

Acts as lead man for grounds maintenance crew.  
Transports men and equipment.  
Mows grass with power mower and/or tractor.  
Grades, seeds, fertilizes, waters public areas.  
Plants trees and ornamental plantings.  
Assists in street tree planting as necessary.  
Marks out and maintains in good playing condition with hand or mechanized tools under supervision.  
Cleans and applies normal maintenance to the equipment used.  
Works in general duties involved in park and recreation activities such as moving stands, erecting temporary fences, etc.  
Performs other work related to the proper building and maintenance of Public Grounds and Recreation Facilities.

AUTOMOTIVE SERVICES DIV.  
L-3 SERVICEMAN

Repairs tires, changes same.  
Lubricates vehicles and equipment.  
Checks police cars at lot and garage.  
Cleans shop, assists mechanics as helper when needed.  
Parts pick-up at various locations when necessary.  
Changes drum lubricants on pressure systems.  
Maintains and keeps various records in regard to department functions, gas reports, work orders, telephone.  
Police car check when situation dictates.  
Maintains stock, disperses parts, keeps records and performs other various duties related to the position.  
Parts pick-up when necessary.

AUTOMOTIVE SERVICES DIV.  
L-4 WELDER

Does all types of welding on various equipment, also lays out and modifies framing and etc., also performs other duties like mechanics when situation arrives, also burning.

AUTOMOTIVE SERVICES DIV.

L-4 MECHANIC

Makes repairs to all types of equipment and vehicles. Removes engines, overhauls same and re-installs, also makes rear-trans., driveline, front end, brake overhaul etc. calls and towing when necessary. Also does lubrication.

HIGHWAY SERVICES DIV.

LABORER III

Laborer working with construction crews for the installation of pipe, laying asphalt, stream cleaning, are working with the mosquito control unit, etc.

HIGHWAY SERVICES DIV.

LABORER IV

One who drives dump trucks and operate such equipment as small rollers, street sweepers, small type front-end loaders-rubber tire and lawnmower tractors. A laborer IV must also have such skills as laying pipe, finishing concrete, building inlets or manholes, laying and finishing asphalt also must be able to instruct pack crew when driving dump truck on patching.

HIGHWAY SERVICES DIV.

LABORER V

One who operates a more complexed type equipment such as draglines, road graders and larger type front end loaders, also must have the ability to read blue prints, grade stakes, and be able to finish grade such areas as streets, tennis courts, basketball courts, etc. This position also requires the ability to supervise on various projects in the absence of the foreman, are also able to work in the form of self supervision.

## L-III

### Definition of Class

This is semi-skilled work in maintaining and performing work related to the operation duties within the Division.

This work involves laboring duties connected with the operation of Treatment Plants, Pumping Stations or the maintenance of Sanitary and Storm Sewer Lines.

Employees in this class are given close supervision.

### Examples of Work Performed

Assists in cleaning of pumping station wet wells.

May act as helper in maintenance of pumping stations.

Performs duties such as grass cutting, painting, general clean-up, washing trucks or building clean-up.

May act as helper on T.V. Inspection of sewer lines.

May be used to clean sludge, grease or grit from tanks or digestors during routine cleaning.

May dig ditches for repairs or installation of pipes and manholes.

May operate pick-up trucks from time to time as required.

Assists in setting up sewer rodder or jetter at work site.

Assists in operating the sewer line rodder or jetter to free stopped up sewer lines or as preventative maintenance of sewer lines.

Cleans out manholes and inlets of sand and grease.

May act as helper to Sewage Plant Operators in general cleaning and maintenance of plant.

Performs related work as required by superiors.

### Knowledges, Skills and Abilities

Some knowledge of the general methods and techniques involved in sewer line maintenance.

Knowledge of safe working methods.

Some skill in the operation of a sewer line rodder, jetter, vactor and related equipment.

Ability to perform heavy manual tasks including heavy lifting, often under unfavorable climatic or working conditions.

Ability to understand and follow simple oral and written instructions.

### Minimum Requirements of Training and Experience

Completion of the 8th school grade and some experience in performing heavy manual labor.

Definition of Class

This is moderately responsible work in assisting in the operation of a sewerage treatment plant and operating the plant during the week and on week-ends, holidays, also operating or surveillance on the plants at night.

The employees in this class are responsible for the operation and maintenance of one of the Township's sewerage plants during the week and on week-ends. Work involves running all tests required by the E.P.A. necessary for the plant to meet the standards of the National Pollutant Discharge Elimination System (NPDES) permit, and includes, but is not limited to checking chlorine residual and oxygen supply, reading flow meters and other gauges, maintaining pumps, blowers, electric motors and other equipment. Work is performed under the general supervision of the Water Pollution Control Superintendent or under the direct supervision of a Treatment Plant Operator. Employees are expected to exercise some independent judgement regarding the day to day operation of the plant. The work may involve the supervision of an employee of lower grade.

This work also involves the operation of medium-sized dump trucks tank trucks or any other large over the road trucks.

The work involves responsibility for the safe and efficient operation of dump trucks, in the hauling of material, men and equipment, sludge, dirt and other material. Work also extends to performing manual labor in the loading and unloading of equipment or trucks. The employee is responsible for the cleanliness, servicing and light maintenance of assigned equipment, and is expected to report major equipment problems to the Supervisor at the first sign of trouble. Work assignments are received directly from an immediate supervisor at the start of each job, with the employee expected to carry the more routine jobs through to completion, free of direct supervision. Work is reviewed by the immediate supervisor by observation, equipment condition, and equipment maintenance costs.

Examples of Work Performed

May operate pick-up truck from time to time as required.

Takes samples of influent and effluent and checks for chlorine residual, B.O.D., performs other requested chemical tests and submits daily report on same.

Takes readings of all meters and gauges daily, adjusts treatment process accordingly.

Cleans tanks, oils and greases mechanical equipment, tests auxillary equipment.

May operate Vacuum Filter from time to time.

Responsible for general housekeeping and grounds maintenance.

Moves trucks as necessary under conveyor belt in vacuum filter operation.

Drives dump truck and transports men and equipment to and from job.

Hauls stone, gravel, sludge, etc., to job sites.

Checks gas, oil, tires, safety equipment, etc., of assigned truck

Plows snow from Township streets and spreads sand.

Performs manual laboring tasks when there is no need for equipment operation.

Performs related work as required by supervisor.

Drives tank truck and assists in loading and unloading of truck.

2.  
Knowledge, Skill and Abilities

Working knowledge of the over-all process involved in the treatment of sewerage.

Some knowledge of elementary waste and water treatment principles, chemical reactions, physical characteristics of water during the different treatment changes.

Ability to perform necessary chemical analysis of sewerage influent and effluent.

Ability to keep accurate and legible records.

Ability to adhere to a rigid time schedule.

Ability to study and learn new materials.

Ability to react calmly and effectively in emergency situations.

Knowledge of the proper operation and maintenance procedures for light and medium-sized trucks.

Ability to operate trucks in a safe and efficient manner.

Ability to service assigned equipment so as to assure maximum operating life.

Ability to follow oral and written instructions and to carry out assignments of immediate supervisors thoroughly and timely.

Minimum Requirements of Training and Experience

Either 1) Graduation from a standard senior high school  
and 1 year experience in the commercial operation of automotive equipment, or Sewerage Treatment Plant.

or 2) Completion of the eighth school grade  
and 2 years of experience in the operation of commercial automotive equipment or Sewerage Treatment Plant.

Necessary Special Qualification

Possession of a valid driver's license issued by the State of New Jersey.

Definition of Class

This is responsible skilled manual work in the operation and maintenance of a sewerage treatment plant.

The employees in this class are responsible for the daily operation and maintenance of the Township's sewerage treatment plants, including week-ends. Work involves running all tests required by the E.P.A. necessary for plant to meet the standards of the National Pollutant Discharge Elimination System (NPDES) permit., reading flow meters and other gauges, maintaining pumps, blowers, electric motors and other equipment. Work is performed under the direct supervision of the Superintendent of the Water Pollution Control or his designee with employees expected to exercise some judgement regarding the day to day operations of the plant. The work may involve the supervision of an employee of lower grade.

Examples of Work Performed

May operate pick-up truck from time to time as required.

Takes samples of influent and effluent and checks for chlorine residual, B.O.D., performs other requested chemical tests and submits reports on same.

Takes reading of all meters and gauges daily, adjusts treatment process accordingly.

Cleans tanks, oils and greases mechanical equipment, tests auxiliary equipment.

May supervise an employee who assists in plant operation and performs less complicated tasks.

Performs related work as required by Superintendent.

May operate Vacuum Filter from time to time.

Responsible for general housekeeping and grounds maintenance.

Moves trucks as necessary under conveyer belt in vacuum filter operation.

Knowledge, Skills and Abilities

Good knowledge of the overall process involved in the treatment of sewerage.

Working knowledge of elementary waste and water treatment principles, chemical reactions, physical characteristics of water during the different treatment changes.

Ability to perform necessary chemical analysis of sewerage influent and effluent.

Ability to keep accurate and legible records.

Ability to adhere to a rigid time schedule.

Ability to study and learn new material.

Ability to react calmly and effectively in an emergency situation.

Ability to instruct and supervise a subordinate.

Minimum Requirements of Training and Experience

Either

- 1) Graduation from a standard senior high school with some course work in mechanical, electrical, repair or in routine chemical analysis and graduation from introductory course in sewerage treatment.



Pg. 2 - Minimum Requirements of Training and Experience (Continued)

and 2-years experience in the operation of Sewerage Treatment Plant at the level of a Sewerage Plant Assistant and obtaining a satisfactory grade in an examination given by the Township of Cherry Hill to qualify for this classification.

or 2) Completion of the eighth school grade and graduation from introductory course in sewerage treatment.  
and 4 years experience in the operation of a Sewerage Treatment Plant at the level of a Sewerage Plant Operator and graduation from introductory course in sewerage treatment and obtaining a satisfactory grade in an examination given by the Township of Cherry Hill to qualify for this classification.