

AGREEMENT

BETWEEN

LOCAL 702 PUBLIC EMPLOYEES SERVICE UNION

and

THE BOROUGH OF RED BANK

TERM OF CONTRACT

JANUARY 1, 1993 through DECEMBER 31, 1995

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SECTION 2

NON-DISCRIMINATION

A. The Employer and the Union agree that there shall be no discrimination against any employee because of race, creed, color, age, religion, sex, national origin, political or union affiliation.

SECTION 3

FUNCTIONS OF MANAGEMENT

A. The Management of the Borough and direction of the working force is vested in the Employer which shall have the right to direct the operation of the Employer and the work of the Employees and to hire, dismiss and layoff Employees for just causes.

B. The Employer shall have the right to establish and maintain the rules and regulations not in conflict with this Agreement covering the operation of the Borough and the conduct of its Employees. Nothing in this Agreement shall be deemed to limit the Employer in any way in the exercise of regular and customary functions of management.

SECTION 4

DUES DEDUCTION AND CHECK-OFF

A. The Employer agrees to deduct from the salaries of its employees, subject to this Agreement, dues for the Union. Such deductions shall be made in compliance with N.J.S.A. 52:14-15.9e, as amended.

B. A check-off shall commence for each employee who signs an Authorization Card, supplied by the Union and verified by the Borough Treasurer during the month following the filing of such card with the Employer.

C. If during the life of this Agreement there shall be any change in the rate of membership dues, the Union shall furnish the Employer written notice thirty (30) days prior to the effective date of such change and shall furnish to the Employer either new Authorizations from its members showing the authorized deduction for each employee, or an official notification on the letterhead of the Union and signed by the President of the Union advising of such changed deduction.

D. The Union will provide the necessary "check-off authorization" form and the Union will secure the signatures of its members on the forms and deliver the signed forms to the

Treasurer.

E. The fair share fee for services rendered by the Union shall in an amount equal to the regular membership dues, initiation fees and assessments of the Union, less the cost of benefits financed through the dues and available only to members of the Union, but in no event shall the fee exceed eighty-five per cent (85%) of the regular membership dues, fees and assessments.

F. Agency Shop became effective December 31, 1987.

G. Provided prior approval is obtained from the Employer, an authorized representative of the Union may have access to the Employer's facility during working hours for the purpose of adjusting disputes and ascertaining that the agreement is being adhered to, provided however, that there is no interruption of the Employer's working schedule. The Union shall provide the Employer with a written list of the authorized representatives which list may be changed from time to time by written notice to Employer.

SECTION 5

HOURS OF WORK/OVERTIME

A. The standard work day shall consist of Seven (7) consecutive hours excluding a one (1) hour unpaid lunch period for all municipal employees including sanitation crews, but excluding all other employees of the Department of Public Utilities. Said employees shall work eight (8) hours consecutively excluding a lunch period.

B. The standard work week shall consist of thirty-five (35) hours in consecutive days; forty (40) hours for the Department of Public Utilities, excluding sanitation crews, Monday through Friday.

C. Premium pay shall be paid at the rate of one and one-half (1 1/2) times the employee's regular rate of pay for hours worked in excess of forty (40) hours in a week; time and one-half (1 1/2) will be paid for all Saturday and Sunday work.

D. Coffee Break Policy shall remain consistent with that established by the Policies and Procedure Manual, Chapter 5, Section 3.

E. Premium pay of an additional (\$1.00) dollar per hour shall be paid for Saturday and Sunday work to those employees who work Saturday and Sunday as part of their regular five day work week.

SECTION 6

GRIEVANCE PROCEDURE

A. 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 employment under this Agreement.

B. 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.

C. With regard to employees, the term "grievance" as used herein means an appeal by an individual employee or the Union on behalf of an individual employee or group of employees, from the interpretation, application or violation of policies, agreements, and administrative decisions affecting them. With regard to the Borough, the term "grievance" as used herein means a complaint or controversy arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement.

D. 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: The aggrieved or the Union shall institute action under the provision hereof within five (5) calendar days after the event and an earnest effort shall be made to settle the differences between the aggrieved employee and the immediate supervisor for the purpose of resolving the matter informally. Failure to act within said five (5) calendar days shall be deemed to constitute an abandonment of the grievance.

Step Two: If no agreement is reached orally under Step One within five (5) calendar days of the initial discussion with the immediate supervisor, the employee or the Union may present the grievance in writing within five (5) calendar days thereafter to the Department Head. The written grievance at this step shall contain the relevant facts and a summary of the preceding oral discussion, the applicable Section of the contract violated, and the remedy requested by the grievant. The Department Head or his designated representative shall meet within five (5) days, with the employee or the Union, unless such meeting is waived in writing, and shall respond in writing within ten (10) days of the close of this informal hearing.

Step Three: If the Union wishes to appeal the Step Two decision of the Department Head, such appeal shall be

presented in writing to the Business Administrator within five (5) calendar days thereafter. This presentation shall include copies of all previous correspondence relating to the matter in dispute. The Business Administrator shall conduct an informal hearing within five (5) days and shall respond in writing within ten (10) days of the close of this informal hearing.

Step Four: If the grievance is not settled through Steps One, Two and Three, either party shall have the right to submit the dispute to arbitration pursuant to the rules and regulations of the public Employment Relations Commission. The costs for the services of the arbitrator shall be borne equally by the Employer and the Union. Any other expenses, including but not limited to the presentation of witnesses, shall be paid by the parties incurring same.

E. 1. The parties direct the Arbitrator to decide, as a preliminary question, whether he has jurisdiction to hear and decide the matter in dispute.

2. The Arbitrator shall be bound by the provisions of this Agreement and the Constitution and Laws of the State of New Jersey, and be restricted to the application of the facts presented to him involved in the grievance. The Arbitrator shall

not have the authority to add, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto. The decision of the Arbitrator shall be final and binding.

F. The aggrieved employee shall have the right to request the presence of the Steward during any attempt between the parties to resolve the written grievance.

G. The Union will make every effort to avoid unnecessary and frivolous submission of grievances to arbitration under PERC Rules.

SECTION 7

BULLETIN BOARD

A. Official bulletin boards are located at the Municipal Building, 32 Monmouth Street; Police Headquarters, 51 Monmouth Street; and Public Utilities Office, 75 Chestnut Street. Notices affecting Borough Employees, or regarding Borough employment will be posted at these locations.

B. Space on the official bulletin boards will be provided for the recognized employee bargaining units.

(Policies and Procedures Manual, Chapter 1, Section 8)

SECTION 8

LABOR/MANAGEMENT SAFETY COMMITTEE

A. Representatives of the Union shall meet with the Administrator or his/her designee to discuss matters of safety. It is contemplated that a meeting will be held on a regular scheduled basis, such as monthly.

B. For purposes of efficiency, each party shall prepare and submit in writing to the other party, any agenda or items desired to be discussed. Such writing shall be delivered at least three (3) days before the scheduled meeting.

SECTION 9

SENIORITY

A. Seniority shall be defined as an employee's total length of continuous service with the Employer, beginning with the last date of hire. Employees who have the same date of hire shall have their seniority determined by establishing the lowest Social Security Card number.

SECTION 10

SHOP STEWARD

A. The Union shall notify the Borough in writing as to the names of the Chief Steward and the Alternate Chief. No more than one (1) Chief Steward and one (1) Alternate Chief are to be

designated by the Union. In addition, the Union will designate four (4) Department Stewards.

B. The Department Steward shall be permitted to visit with employees during working hours at their work stations for the purpose of investigating grievance matters by obtaining prior permission from the Department Head of the Department. Such permission will be granted as long as the work of the Department is not impaired.

C. The Steward shall not give orders to employees nor countermand orders of supervisory personnel.

SECTION 11

UNIFORMS

A. Employees whose jobs require uniforms or special clothing or equipment will be provided such uniforms or special clothing.

B. All employees now receiving clothing allowance will continue to receive the same.

C. Employees provided uniforms that are not washable will be reimbursed for one-half (1/2) of dry cleaning expenses upon presentation of appropriate documentation.

SECTION 12

PROBATIONARY PERIOD

All employees shall serve a probationary period of three (3) months.

A. DEFINITION - Probation is a period of fixed duration during which the employee learns the duties and responsibilities encompassed in the position.

B. POLICY - All new employees shall serve a probationary period of three (3) months and shall be so advised when appointed. Further, forthwith upon successful completion of the probationary period by an employee, that employee shall receive a \$500 increase in the employee's annual wages.

C. EVALUATION - Constructive evaluations shall be conducted during the probationary period at thirty (30) and sixty (60) days, identifying both the strengths and weaknesses of the employee. This evaluation should suggest ways for the employee to improve his/her skill and job performance and shall be used for determining merit increases.

D. EXTENDED PROBATION PERIOD - In recognition of the fact that a fair evaluation in some positions may take longer than 90 days, the Employer may extend the original 90 day probationary period to provide for a second 90 day probationary period;

provided however, it is agreed that this extended probationary period may occur only upon recommendation of the employee's department head and the concurrence of the Union and the employee. The same terms of constructive evaluation set forth in the original probationary period shall apply to this extended probationary period.

E. COMPLETION OF PROBATION - Following successful completion of the probationary period, an appointee shall become a permanent employee. An unsatisfactory performance evaluation shall result in separation.

F. PROBATIONARY EMPLOYEE RIGHTS - A probationary employee shall generally enjoy the same benefits and rights as other permanent employees but shall not have recourse to the grievance procedure and may be separated without right of appeal (except as stated in N.J.S.A. 38:16-1 and 2).

G. PROCEDURE - The Supervisor is responsible for evaluating employees and reviewing this evaluation with the employee. A written copy of the evaluation, signed by the supervisor and initialed by the employee as proof of review, should be forwarded to the Administrator's office for inclusion in the employee's personnel file and shall be the basis for determining continuation of probation, permanent appointment or separation.

SECTION 13

RE-HIRED EMPLOYEES

Former Union Employees who are subsequently re-hired shall receive compensation and benefits, such as vacation, utilizing their most recent date of hire as the reference date.

SECTION 14

SALARIES

Effective January 1, 1993 all bargaining unit employees with permanent status as of July 1, 1993, shall receive a salary increase of five and one-half (5 1/2%) per cent.

Effective January 1, 1994 all bargaining unit employees shall receive a salary increase of five and one-half (5 1/2%) per cent.

Effective January 1, 1995 all bargaining unit employees shall receive a salary increase of five and one-half (5 1/2%) per cent.

Borough of Red Bank has established attached entry levels.

ENTRY LEVELS

Computer/Data Processor - \$7.25 per hour, \$7.50 after probation
Secretary - \$7.25 per hour, \$7.50 after probation.
Senior Computer Operator/Data Processor.....\$17,000
Senior Secretary.....\$17,000
Administrative Assistant.....\$19,500
Payroll/Purchasing.....\$19,500
Head Grounds Keeper.....\$22,000
Assistant Sanitation Foreman.....\$22,000
Sewer Foreman.....\$22,000
Sanitation Inspector.....\$23,500
Recycling Foreman.....\$22,000
Custodian - \$7.25 per hour, \$7.50 after probation
Sanitation Driver.....\$16,500
Sanitation Packer/Driver.....\$16,000
Sanitation Packer - \$7.25 per hour, \$7.50 after probation
Public Works Worker - \$7.25 per hour, \$7.50 after probation
Mechanic.....\$16,500
Heavy Equipment Mechanic.....\$17,000
Recycling Collector - \$7.25 per hour, \$7.50 after probation
Parks Worker - \$7.25 per hour, \$7.50 after probation
Street Sweeper Operator.....\$17,000
Parking Enforcement Officer - \$7.25 per hour, \$7.50 after probation
Water Filter Plant.....\$16,500
Printer.....\$16,000
Fire Inspector.....\$23,500

Animal Control - \$7.25 per hour, \$7.50 after probation

Bus Driver - \$7.25 per hour, \$7.50 after probation

Dispatchers.....\$17,500

Division Supervisors.....\$35,000

Employees reclassified to a higher position will receive the entry level salary for the higher position or a 4% increase of their current salary level, whichever is higher.

SECTION 15

HOLIDAYS

Employees shall be entitled to fourteen (14) paid holidays each year as follows:

A. The following holidays shall be celebrated and the Borough offices will be closed for the entire day.

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday	Election Day
Washington's Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day

B. Whenever a holiday, as specified above, falls on a Saturday, the holiday shall be celebrated on the Friday before the holiday. Whenever a holiday, as specified above, falls on a Sunday, the holiday shall be celebrated on the Monday following the holiday.

C. Employees are required to work the last day prior to the holiday and the first working day following the holiday in order to be paid for the holiday.

D. If an employee works on a holiday he shall receive one and one-half (1 1/2) times his straight time hourly rate for all hours worked in addition to eight (8) hours straight time for holiday pay.

E. An employee on sick leave for three (3) or more consecutive work days either before or after a holiday shall be eligible for holiday pay provided that acceptable medical evidence of the need for said sick leave is presented to the Business Administrator.

SECTION 16

VACATIONS

Full-time employees will receive vacations with pay as follows:

A. 1. During the calendar year of appointment, an employee will earn one-half (1/2) day for each month worked.

2. During the calendar year after appointment, the employee will be credited with ten (10) days vacation on January 1, but the vacation shall not be taken prior to June 1.

3. After the first full calendar year and through the fifth (5th) year, ten days vacation.

4. From the sixth (6th) year up to the tenth (10th) year, inclusive, fifteen (15) days.

5. From eleven (11) years to fifteen (15) years - 20 days.

6. From sixteen (16) years to twenty-nine (29) years 25 days.

7. From the thirtieth (30) year, 30 days.

B. If an official holiday falls during an employee's vacation period, an additional day of vacation will be granted in lieu of the holiday.

C. An employee may reserve no more than five (5) vacation days into the ensuing year, if his or her vacation has not been

used due to illness or action of the Employer.

Permanent part-time employees will receive (5) days paid vacation after one (1) full year's service.

D. Employer agrees to pay for vacation days prior to the employee going on vacation provided:

1. The employee is taking not less than five (5) days vacation time; and

2. The Borough Finance Office is notified in writing at least ten (10) days prior to the commencement of the vacation that the employee requests vacation pay prior to going on vacation.

E. PROCEDURE - All vacations must be scheduled and approved by the department head. It is his/her responsibility to schedule individual vacations so that activities of the Employer will be carried on with a minimum of interruption and inconvenience.

SECTION 17

SICK LEAVE

A. DEFINITION:

Sick leave is the absence from post of duty of an employee because of illness, accident (not arising out of, or in the course of, his employment), exposure to contagious disease, or attendance upon a member of the employee's immediate family who is seriously ill and requires the care or attention of such employee. Sick leave shall also be interpreted to include maternity leave.

B. POLICY:

1. Full-time employees are entitled to fifteen (15) sick days per year. During the first calendar year of service, a full-time employee shall earn one (1) working day of sick leave for each month of service, but no more than five (5) days.

2. Sick leave not taken shall accumulate to the employee's credit from year to year, and such employee shall be entitled to such accumulated sick leave with pay if and when needed. However, no employee shall be allowed to accumulate a total sick leave in excess of 260 days.

3. A medical certificate may be required as proof of

the employee's illness or of the need for the employee's attendance upon a member of his/her family. The medical certificate will be required after absence of five (5) or more consecutive days.

4. In case of leave of absence due to contagious disease, a certificate from the Department of Health shall be required.

5. Abuse of sick leave is grounds for disciplinary action.

6. For the purpose of sick leave, "immediate family" means: spouse, child, step-child, foster-child, or other individuals residing in the employee's household.

7. An employee who has exhausted his/her paid sick leave, vacation and personal days, may be granted an unpaid sick leave of absence for a maximum of four (4) calendar months. During this time health benefits will continue to be paid by the Employer.

8. If, at the end of four months the employee is unable to return to work he/she will be terminated from employment.

9. The employee must submit a written request to the Borough Administrator for a sick leave of absence. If the employee is unable to make this request personally it may be made by an immediate family member or in the absence of such a family member may be made by the employee's Department Head.

10. Employees wishing to take sick leave must notify their Department Head within thirty (30) minutes of their scheduled starting time each day of the required absence.

11. If medical certificate is required, it shall be given to the employee's Department Head prior to returning to work. The Department Head will forward the medical certificate to the Administrator's Office for inclusion in the employee's personnel folder.

12. An employee hired after January 1, 1994 will be paid on retirement for one-half of accumulated sick leave, not to exceed \$15,000.00.

SECTION 18

BEREAVEMENT LEAVE

A. An employee may be granted time off with pay, not to exceed three (3) days, in the event of a death in his/her immediate family. The time off shall not be charged to vacation, personal, or sick leave. NOTE: "Immediate family" means spouse, father, mother, foster-parent, step-parent, father-in-law, mother-in-law; child, step-child, foster-child; grandparent, grandchild, sister, brother; and aunt, uncle, nephew, niece, or other relative of the employee residing in the employee's household.

B. The Borough may also provide one (1) day's leave in the event of the death of a relative not a member of the employee's immediate family or household.

C. Any additional leave must be approved by the employee's department head and charged against vacation, sick, or personal leave.

D. PROCEDURE - An employee should notify his/her department head of a death in his/her family and of the need for leave as soon as possible.

E. Any leave beyond the normal bereavement leave should be requested when the department head is first notified. The department head may require that the employee explain the need for additional leave. The employee should designate the leave to be charged whenever the additional leave is granted. Reasonable proof of death and relationship may be required.

F. The department head will keep a record of bereavement leave days taken by an employee and notify the Borough Administrator's office of the days for which bereavement leave has been granted. The department head will also report to the Administrator any additional leave which has been authorized in connection with a death in an employee's family.

SECTION 19

RECALL PAY

A. If an employee is recalled to duty, he shall receive a minimum guarantee of two (2) hours compensation at the overtime rate. The Borough shall have the right to retain the employee on duty for the minimum time period.

SECTION 20

OUT OF TITLE PAY

A. An employee may be temporarily assigned to functions of a different job title with a higher pay within the unit covered by this Agreement for a reasonable period of time (a reasonable period of time is defined as three (3) consecutive working days). Commencing on the fourth (4th) consecutive day, the employee's compensation shall be increased to the rate of the new job title.

B. A temporary assignment to a different, higher paying job title requires the employee to assume all duties and responsibilities of the new position in order to receive the higher rate for the job.

SECTION 21

LEAVES OF ABSENCE

A. Any employee desiring a leave of absence from the Borough shall secure written permission from the Borough. Such leaves shall be without pay.

B. Approval of such leave of absence shall be at the sole discretion of the Borough.

C. The maximum leave of absence shall be for three months. The leave may be renewed for one three month period upon request. Additional leave can be considered upon request.

D. Seniority shall continue to accrue while an employee is on a leave of absence.

E. Denial of request for leave of absence by the Borough shall not be grounds for grievance or arbitration.

SECTION 22

PERSONAL DAYS

A. Full-time Borough employees are credited with two (2) days per calendar year in addition to existing vacation and sick leave. Personal days are earned on the basis of one (1) personal day for each six (6) months service. Personal days may be taken in increments of one-half (1/2) day. Personal days shall not accumulate from year to year.

B. PROCEDURE - An employee wishing to take a personal day must submit a request in writing to his/her department head at least 24 hours in advance.

C. Department heads will make every effort to honor the request. The Department head will approve or disapprove the request in writing and will forward it to the Borough Administrator for inclusion in the employee's personal folder.

SECTION 23

MEDICAL BENEFITS

A. COVERAGE

All full-time employees are provided Medical, Hospital and Dental insurance on a group basis at Borough expense. Coverage shall be effective thirty (30) days after date of employment and shall continue for one (1) month following the month of

termination of employment.

B. PROCEDURE

Employees shall complete all necessary enrollment forms for insurance coverage upon employment. Any changes in the employee's marital status or dependents covered must be reported immediately to insure complete coverage.

C. MEDICAL BENEFITS

All employees hired after January 1, 1994 will contribute one-half the cost of any premium increase beginning January 1, 1994.

SECTION 24

DISABILITY INSURANCE

As agreed in the 1991 Contract, Employer and Union have looked into disability insurance. It is agreed that Employer shall use good faith and diligent efforts to enroll the employees in the State of New Jersey Disability Insurance Plan (Co-Contributory), effective, January, 1993.

SECTION 25

JURY DUTY

A. An employee who is required to serve as grand or petit juror shall be paid his/her regular rate of pay by the Borough. Any compensation the employee receives as a juror shall be returned to the Borough.

B. PROCEDURE - An employee who is summoned for service as a grand or petit juror shall immediately provide his/her department head with a copy of the summons so that arrangements may be made to cover his/her assignments.

C. If the employee is released early from jury duty, he/she should contact his/her department head to determine whether his/her services are required for the remainder of the day.

SECTION 26

LAYOFFS AND RECALL

A. Employees shall be laid off in the order of least total employment seniority provided that the more senior employee is qualified to perform the available work.

B. Notice of re-employment to an employee who has been laid off shall be made by Certified Mail to the last known address of such employee.

C. Each employee is required to notify the Borough of any change of address and/or telephone number within two (2) working days of said change.

D. Employees shall retain recall rights for a period of one (1) year from the date of layoff. Upon notice of recall, employees shall, within 36 hours, make arrangements with the Borough for their return to work. The employees shall be required to return to work, within five (5) working days from the notice of recall.

SECTION 27

CONTINGENCY ADJUSTMENT

A. For the term covered by this Agreement, any wage increases negotiated above Local 702 increases with the P.B.A. shall be passed on to Local 702 Bargaining Unit; provided, however, any wages received by P.B.A. members as a result of third party arbitration shall not be extended to Local 702 Bargaining Unit and Employees. It is further understood that calculations are based upon overall percentage labor costs over the term of the Agreement.

B. For the term covered by this Agreement, any increase or upgrade of benefit levels granted to P.B.A. members shall be passed on to Local #702.

SECTION 28

POLICIES AND PROCEDURES MANUAL

A. It is mutually agreed by the Borough of Red Bank, and Local #702 Public Employees Service Union, that the Policies and Procedures Manual previously approved by both the Borough and the MEA, shall remain in effect except for those revisions contained in this contract.

SECTION 29

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.

SECTION 30

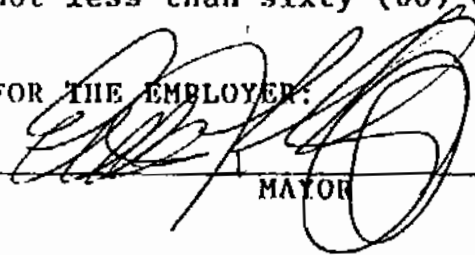
COMPLETE CONTRACT

It is agreed and understood between the parties that this Agreement constitutes the entire understanding between the parties.

DURATION OF AGREEMENT

The provisions of this Agreement shall be effective January 1, 1993 and shall continue and remain in full force and effect to and including December 31, 1995 when it shall expire, unless an extension is agreed to by both parties and expressed in writing prior to that date. If either party wishes to terminate, amend or otherwise modify the terms and conditions set forth herein at the time of expiration, he must notify the other party in writing not less than sixty (60) days prior to such expiration date.

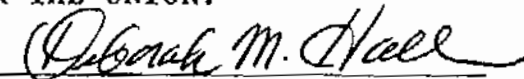
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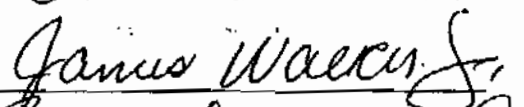



MAYOR

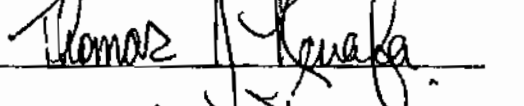
CLERK

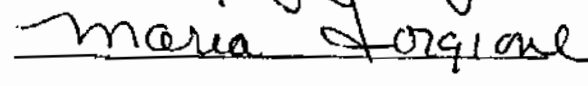
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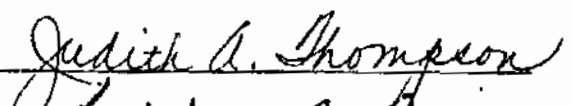


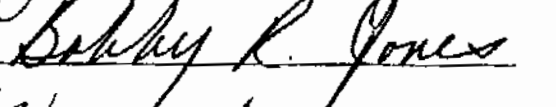


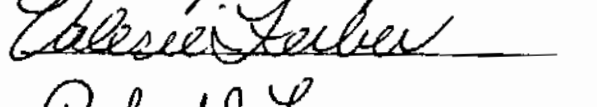


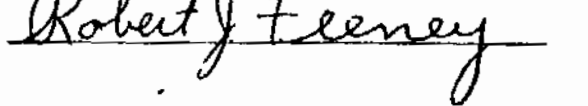












JOB CLASSIFICATIONS

CODE ENFORCEMENT OFFICER

Description:

Under general directions, assist Director of Public Utilities by performing varied technical and administrative tasks in the enforcement of sanitation, sidewalk, and litter codes. Issues warning and summons as needed. Encourages and promotes litter awareness. Performs other related duties as required.

SENIOR FILTER PLANT TECHNICIAN

Description:

Under general directions of Water and Sewer Manager assists in the operation of Boro Water Treatment facilities, to include chemical feeding, filter maintenance, plant, facility and grounds maintenance, provide water samples for all required testing for laboratory analysis. supply all required readings and reports. Responsible for training and safety procedures of all personnel under his charge. Responsible charge in absence of Sewer and Water Manager. Performs other related duties as required.

FILTER PLANT TECHNICIAN

Description:

Under general directions of the Senior Filter Plant Technician assists in all operations for the continuing operation of Boro Water Treatment facilities, to include chemical feeding, filter maintenance, plant, facility and grounds maintenance. Provide water samples for all required testing for laboratory analysis. Supply all readings and reports. Responsible charge in absence of Senior Filter Plant Technician. Performs all other related duties as required.

JOB CLASSIFICATIONS (CONT.)

WATER FOREMAN

Description:

Under directions of the Water and Sewer Manager assists in the maintenance and operation of the Boro Water distribution system. Installs and repairs water taps, property connections, water mains and meters. Responsible for street trenches and pavement in areas where work was performed. Conducts flushing program. Responsible for the training and safety of all personnel under his supervision. Performs other related duties as required.

WATER MECHANIC

Description:

Under general supervision, assists water foreman in all duties necessary for the continuing distribution of the Boro Water System, to include installation and repair to water taps, property connections, water mains, and meters. Digs and repairs street trenches and pavement in areas where work was performed. Assist in flushing program. Performs other related duties as required.

METER READER

Description:

Under general directions of Water and Sewer Manager, performs the timely reading of water meters throughout water distribution system. Calculate consumption for billing. Perform final readings, help customers understand meter readings, set and remove meters when requested. Perform other related duties as required.

JOB CLASSIFICATIONS (CONT.)

SEWER FOREMAN

Description:

Under general directions of Water and Sewer Manager is responsible for the continuing operation of the sanitary sewer collection system, to include scheduling the cleaning, maintenance and repairs to all sanitary sewer lines and pumping stations. Keep records and files. Installs lateral connections and maintain pavement and trenches where laterals were installed. Responsible for training and safety procedures of all personnel under his charge. Performs other related duties as required.

SEWER MECHANIC

Description:

Under general directions of the Sewer Foreman assists in the cleaning, maintenance and repair to all sanitary sewer lines and pumping stations. Keeps records and files. In absence of Sewer Foreman responsible for the continuing operation of the Boro's Sanitary Sewer collection system. Installs lateral connections and maintains and repairs pavement and trenches where laterals were installed. Performs other related duties as required.

ROAD FOREMAN

Description:

Under directions, assists in the maintenance and installation of streets, curbs, sidewalks, trees, drainage and other public works related projects. Assigns and instructs individuals and supervises their work. Responsible for the training and safety procedures of all personnel under this charge. Keeps records and files. Ensures proper workmanship, output and desired objectives are achieved. Performs all other related duties as required.

JOB CLASSIFICATIONS (CONT.)

HEAVY EQUIPMENT OPERATOR

Description:

Under directions, operates, maintains and schedules for service and repairs heavy to medium equipment such as loader, backhoe, grader, sweeper, trucks etc, and performs work in public works projects. May be lead person in smaller projects in absence of foreman. Responsible for safety of work area in proximity of equipment being used. Performs manual laboring work as needed. Assists foreman in training and safety procedures. Maintains records and files. Performs other related duties as required.

EQUIPMENT OPERATOR

Description:

Under directions, operates, maintains and schedules for service and repairs medium to light equipment such as loader, backhoe, sweeper, tractors, trucks, etc, and performs work in public works projects. Responsible for safety of work area in proximity of equipment being used. May be lead person on smaller public works projects. Maintains records and files when requested. Performs other related duties as required.

PUBLIC WORKS WORKER

Description:

Under directions, drives, operated, checks, maintains and schedules for service and repairs light equipment and trucks and performs manual and other work in the construction of public works projects. Ensures that property safety procedures are followed, that reasonable standards of workmanship and output are maintained, and desired objectives achieved. Performs other related duties as required.

JOB CLASSIFICATIONS (CONT.)

SWEEPER OPERATOR

Description:

Under directions, operates, checks, maintains and schedules for service and repairs for service and repairs Boro Sweeper. Ability to work alone and maintain sweeping schedule. Performs manual and other public works functions as required. Responsible for safety of public in vicinity of sweeping operation. Performs other related duties as required.

TREE TRIMMER/CLIMBER

Description:

Under directions, prunes, sprays, plants, removes and maintains trees and shrubs. Ability to work alone or with small group. Responsible for training and safety procedures of all personnel under his charge. Operates, maintains, repairs equipment such as bucket truck, stump grinder, chipper, chain saws, tree saws, truck etc. Performs manual and other work in the construction of public works projects. Performs other related duties as required.

RECYCLING FOREMAN

Description:

Under general directions, assists the General Foreman by performing technical, supervisory and administrative tasks. Oversee the recycling operation and maintenance of facilities and equipment. Oversees routing, scheduling, collection and disposal of all recycling materials. Responsible for performance of safety procedures of personnel working under his charge. Performs other duties as required. Ensures proper workmanship, output and desired objectives are achieved. Performs other related duties as required.

JOB CLASSIFICATIONS (CONT.)

RECYCLING COLLECTOR

Description:

Under general supervision, working alone or as one of a small group; drives, operates, cleans, checks, maintains and schedules for service and repairs trucks and small equipment related to recycling. Collects recyclables in a safe, timely and workmanlike manner. Performs manual labor in collection of recyclables and other public works projects. Performs other related duties as required.

CHIEF MECHANIC FOREMAN

Description:

Under general directions, assists the Director of Public Utilities by performing varied technical, supervisory and administrative tasks. Develops, plans, organizes, directs, administers, and supervises a comprehensive work program for the storage, servicing, maintenance and repair of all motor vehicles and equipment owned by the Boro. Performs other duties as required. Responsible for training and ensures a safe working environment for personnel under his charge. Keeps records and files. Performs other related duties as required.

CHIEF MECHANIC

Description:

Under general directions, assists the mechanic foreman in ensuring proper workmanship, output and desired objectives are achieved. Responsible for mechanic division in absence of mechanic foreman. Checks, adjusts, regulates, maintains, and services, light and medium sized motor vehicles, construction and maintenance equipment. Keeps records and files. Keeps garage and facilities safe and clean. Performs other related duties as required.

JOB CLASSIFICATIONS (CONT.)

HEAVY EQUIPMENT MECHANIC

Description:

Under directions, checks adjusts, regulates, maintains and services light, medium and heavy sized motor vehicles, construction and maintenance equipment. Keeps records and files. Keeps garage and facilities in a safe and clean condition. Performs other related duties as required.

HEAD GROUNDSKEEPER

Description:

Under directions, assists General Foreman in co-ordinating and scheduling the operation and maintenance of the Boro Parks and Playgrounds. Operates, maintains and schedules for service and repairs trucks, tractors, mowers and other park maintenance equipment. Ensures compliance with safety procedures and reasonable standards of workmanship and output are maintained to achieve desired objective. Keeps parks mowed, trimmed, and all fields prepared for their particular events. Keeps building and grounds clean and safe. Performs other related duties as required.

PARKS WORKER

Description:

Under directions, assist Head Groundskeeper in the maintenance of parks and playgrounds. Operates, maintains and schedules for service and repairs trucks, tractors, mowers and other park maintenance equipment. Keeps parks and playgrounds mowed, trimmed and all fields prepared for their special events. Keeps building and grounds clean and safe. Acts as Head Groundskeeper in his absence. Performs other related duties as required.

JOB CLASSIFICATIONS (CONT.)

CUSTODIAN

Description:

Under directions, responsible for the cleaning and light maintenance of Boro buildings. Performs scheduled rug vacuuming; floor stripping, sealing and waxing; bathroom cleaning and sanitizing; garbage collection and disposal; washing of windows and blinds; dusting of cabinets and furniture; minor electrical, plumbing, carpentry repairs. Removes snow and dirt from sidewalks etc. Keeps interior and exterior of buildings in a safe and clean condition. Responsible to perform these tasks in a safe and workmanlike manner. Performs other related duties as required.

SANITATION FOREMAN

Description:

Under directions, assists the General Foreman by performing technical, supervisory and administrative tasks. Oversees the collection and disposal of solid waste and recyclables; the maintenance of sanitation building, grounds, equipment and personnel. Responsible for the performance, training and safety procedures of the personnel working under his charge. Ensures proper workmanship, output and desired objectives are achieved. Performs other related duties as required.

ASSISTANT SANITATION FOREMAN

Description:

Under general directions, assist sanitation foreman by performing technical, supervisory and administrative tasks. Responsible for sanitation division in absence of sanitation foreman. Oversees the collection and disposal of solid waste and recyclables; the maintenance of sanitation building, grounds equipment and personnel. Responsible for the performance, training and safety procedures of the personnel working under his charge. Ensures proper workmanship, output and desired objectives are achieved. Performs other related duties as required.

JOB CLASSIFICATIONS (CONT.)

SANITATION DRIVER

Description:

Under general directions, either working alone or one of a small group, drives, operates, checks, maintains and schedules for service and repairs sanitation trucks; and performs work in the collection and disposal of solid waste and recyclables. Responsible for collection of assigned route. Ensures that proper safety procedures are followed and that reasonable standards of workmanship and output are maintained and desired objectives are achieved. Performs all other related duties as required.

SANITATION DRIVER/PACKER

Description:

Under general directions, collects, packs and disposes of solid waste and recyclables. May be called upon on occasions to substitute as a sanitation driver. Keeps sanitation trucks clean, maintain and schedule for service and repair. Keeps sanitation garage and work area clean and safe. Responsible for the clean and safe collection of solid waste and recyclables ensuring that collection areas are kept as clean and litter free as practical. Performs other related duties as required.

SANITATION PACKER

Description:

Under general directions, performs laboring work in the collection and disposal of solid waste and recyclables. Responsible for the clean and safe collection of solid waste and recyclables ensuring that collection areas are kept as clean and litter free as practical. Keeps sanitation trucks clean and maintain and schedule for service and repairs. Keeps sanitation garage and work area clean and safe. Does other related duties as required.

JOB CLASSIFICATIONS (CONT.)

ADMINISTRATIVE ASSISTANT

Description:

Typing, records maintenance, departmental purchasing processing, transcription, correspondence, telephone communications, scheduling departmental personnel, manage and responsible for operation of office - including supervision of clerical/secretarial personnel. Acts as direct assistant to Department Head, responsible for office operations in the absence of Department Head. Performs other related duties as required.

SENIOR SECRETARY

Description:

Typing, word processing, filing, stenography/dictaphone transcription, correspondence, records maintenance, telephone communications, business machines, customer service, conducts normal officer operations in the Department Head's absence. Performs other related duties as required.

SECRETARY

Description:

Typing, filing, transcription, correspondence, telephone communication, customer service, business machines, records maintenance. Performs other related duties as required.

COMPUTER OPERATOR/DATA PROCESSOR

Description:

Typing, filing, bookkeeping, computer operations/data processing, cashier, telephone communications, customer service. Performs other related duties as required.

PAYROLL/PURCHASING OFFICER

Description:

Typing, filing, record maintenance and processing, bookkeeping, computer operations, telephone communications, correspondence, customer and employee service. Performs other related duties as required.

PRINTER

QUALIFICATION: Ability to operate the following equipment:
Presses AM 1250 LW
ATF Chief 17
Daidson 700 & 701
Diddy Glazer Applo Web Press
Townsend T 51 Color Head
(used to print 2 colors in one pass in the press)
Graphic Art Camera
Develop Negatives
Strip Negatives
Make Plates
Padding Press
Paper Cutter
Paper Folder
Book Stitches
Typesetting Equip.
Heat Shrinking Machine

RESPONSIBILITIES:

Purchasing for the print shop
Printing all Boro Letterhead, business cards, envelopes,
newsletters or any forms used by the boro
Repair (MINOR) equipment
Must be able to mix and match inks to get required colors.
Must be familiar with types: grades and paper weight
Must also perform other duties as directed by the Chief of
Police.
Also does other towns printing

DOG WARDEN

Patrol Red Bank, Little Silver, Shrewsbury Borough and Shrewsbury Township looking for loose and stray ~~dogs~~ *animals*
Apprehend loose and stray dogs and return to owner or transport to Pound.

Issue warnings and summons to violators of Dog Ordinance.

Maintain dog control vehicle, wash, disinfect, check oil, and etc.

Keep records of time and activities.

Appear in Court

Pick up and dispose of dead animals

Feed and care for animals in pound facility

Clean and maintain pound facility

JOB DESCRIPTION

PARKING ENFORCEMENT OFFICER FULL-TIME AND/OR PART-TIME

Shall be responsible for the proper enforcement of all parking regulation in the downtown area or other areas as directed.

EXAMPLES OF WORK PERFORMED

1. Patrolling the downtown area (lots and streets) or other areas as directed, and issuing parking tickets for all violations, both local ordinances and N.J. Title 39 (Parking).
2. Will mark tires or use printed survey sheets to help enforce and to eliminate long term parking in short term zones.
3. Shall keep daily record of all tickets issued as per instruction.
4. Shall conduct periodic parking decal checks on instruction.
5. Shall appear in Court when required.
6. Shall be responsible for all tickets issued.
7. Shall perform all related work as required.
8. Shall keep needed records and files as directed.

KNOWLEDGE, SKILLS REQUIRED

1. Must have a high school diploma or equivalent.
2. Background check, Red Bank Police Department.
3. Must have a valid N.J. Driver's License.
4. Ability to read, write, and understand English sufficiently to perform the duties of this position.
5. Ability to learn all parking violations, local ordinances, N.J. State Title 39 (Parking)
6. Ability to take directions and give directions when necessary.
7. Willing to work overtime if needed.
8. Must be in good physical condition to permit working in all types of weather.
9. Must be able to cope with the public and deal with, at times, stressful situations.

RED BANK FIRE MARSHAL/CONSTRUCTION OFFICIAL'S OFFICE

Job Description

Position: Fire Protection Inspector/Investigator

Qualifications: Valid Driver's License
High School Diploma
Certification as Fire Official/Inspector
H.H.S. Fire Protection Inspector's License
Fire Protection Subcode Official's License
Fire Investigation Training
Hazardous Materials Awareness Training
N.J. Division of Criminal Justice 90 Hour
Arson Investigation Course

Duties:

Conduct fire prevention inspections and enforce Uniform Fire Code through the issuance of Notices of Violations and Orders to Correct. Serves as acting Fire Official in the absence of the Fire Marshal.

Conduct fire protection inspections and enforce the Fire Protection Subcode through the preparation and issuance of inspection reports. Serves as acting Fire Subcode Official in the absence of the Fire Marshal.

Assists Fire Marshal with review of plans and permit applications.

Conduct inspections for compliance with locally adopted fire safety ordinances and take appropriate actions to gain compliance.

Conduct investigations into complaints received from the public and take appropriate action where necessary.

Review fire prevention permit applications, conduct inspections, and issue fire prevention permits on behalf of the enforcing agency.

Assist public with questions regarding fire safety and inspections.

Assist with presentation of public fire education programs.

RED BANK FIRE MARSHAL/CONSTRUCTION OFFICIAL'S OFFICE

Job Description

Position: Building Inspector/Code Enforcement Officer

Qualifications: Valid Driver's License
High School Diploma
Certification as Fire Inspector
H.H.S. Building Inspector's License

Duties: Conduct property maintenance inspections and enforce Property Maintenance Code through the issuance of Warning Notices and Municipal Court Summonses.

Conduct building inspections and enforce the Building Subcode through the preparation and issuance of inspection reports.

Assists Building Subcode Official with review of plans and permit applications.

Assists Fire Official with enforcement of the Uniform Fire Code provisions relating to one & two family dwellings.

Conducts inspections for compliance with Planning and Development Regulations and takes appropriate action to gain compliance.

Conducts inspections for compliance with locally adopted ordinances and takes appropriate actions to gain compliance.

Conducts investigations into complaints received from the public and takes appropriate action where necessary.

Assist public with questions relating to code enforcement and property maintenance inspections.

Provide testimony in Municipal and Superior court concerning enforcement actions.