

**BOROUGH OF NORTHVALE**  
**County of Bergen**  
**State of New Jersey**

**ORINANCE #974-2017**

**AN ORDINANCE CREATING THE POSITION OF DIRECTOR OF FLEET SERVICES  
IN THE DEPARTMENT OF PUBLIC WORKS AND ESTABLISHING A SALARY  
RANGE FOR THE NEWLY CREATED POSITION**

**WHEREAS**, the Borough of Northvale (“Borough”) has determined that the creation of the new position of “Director of Fleet Services,” is required in order to ensure efficient, orderly, and effective operation of the Borough’s Department of Public Works (“DPW”);

**NOW THEREFORE BE IT ORDAINED** by the Mayor and Council of the Borough of Northvale, as follows:

1. Section 46-2 of the Administrative Code of the Borough of Northvale (“Borough Code”), shall amended to read as follows (changes in bold):

**§ 46-2 Members**

The Department of Public Works shall consist of one Superintendent, **one Director of Fleet Services**, one Foreman, and up to five roadmen. Additional employees may be hired from time to time as may be required and determined by the Mayor and Council by resolution.

2. Section 46-8 shall be added to the Borough Code, creating the position of Director of Fleet Services and delineating the duties and responsibilities of this position. This section shall read as follows:

**§ 46-8 Director of Fleet Services**

- A. Within the Department of Public Works-Sanitation there shall be a Director of Fleet Services.
- B. The Director of Fleet Services shall serve at the pleasure of the Governing Body for an indefinite term.
- C. The Director of Fleet Services shall not be subordinate to the Superintendent, and shall answer directly to the Governing Body.
- D. The Director of Fleet Services shall be an at-will, managerial employee. The terms and conditions of employment for the Director, including removal, shall be set via the Borough’s Policies and Procedures and, where applicable, any employment contract between the Director and the Borough.
- E. The Director shall not be a member of the bargaining unit encompassing non-managerial DPW employees, and shall not be subject to the terms of any collective negotiations agreement between the Borough and the DPW union.
- F. The duties and responsibilities of the position of Director of Fleet Services shall be set by the Governing Body.

G. The Director of Fleet Services shall be responsible for:

- 1) The maintenance and repair of all Borough vehicles and equipment., including all police and fire vehicles—excluding fire engines—and emergency services vehicles.
- 2) Implementation and monitoring of a preventative maintenance program designed to ensure cost effective maintenance of all Borough vehicles and equipment, in accordance with manufacturer specifications.
- 3) Organizing and assigning work to subordinate employees, mechanics, foremen, and other staff, and developing efficient work methods.
- 4) Maintaining a complete inventory system through recording of all expenditures and income of each vehicle, maintenance equipment, fuel, repair parts, supplies, etc.
- 5) Monitoring user departments by analysis of vehicle and equipment utilization and evaluation of equipment specifications.
- 6) Implementing and maintaining a mechanic training and certification program to provide needed technical skills for mechanics in repair of automobiles and heavy equipment.
- 7) Ensuring DPW employees receive appropriate safety training with regard to the maintenance and repair of Borough vehicles and equipment.
- 8) Supervising, training, evaluating, and disciplining all DPW employees engaged in fleet services functions, regardless of job title.
- 9) Preparation of a annual budget for the maintenance, repair, and replacement of Borough vehicles and machinery, and presentation of same to the Governing Body.
- 10) Welding, replacing and repairing parts and electrical systems, and performing body and fender work, tune ups, and engine overhauls.
- 11) Keeping maintenance and repair records for Borough vehicles and machinery.
- 12) Performing preventative maintenance on Borough vehicles and machinery, and ordering repair parts.
- 13) Conducting physical inspections and road tests for recently repaired vehicles.
- 14) Overseeing registration/inspection of all vehicles.
- 15) Performing all related duties as required.

H. Qualifications

- 1) Graduation from high school plus course work in auto and equipment mechanics at a trade school, and six (6) years experience as a mechanic, or any equivalent combination of education and experience.
- 2) Possession of a valid New Jersey Commercial Driver's License.

- 3) Possession all other applicable mechanic licenses and certifications as the Borough may reasonably require.
- I. The Borough retains the right to hire an individual for the position of Director of Fleet Services, to determine the qualifications and conditions for continued employment or assignments and to promote and transfer said individual.
  - J. The Borough retains the right to suspend, promote, demote, transfer, assign, reassign, discharge, or take any other disciplinary action for just cause according to law in connection of the position of Director of Fleet Services.
  - K. The salary for the position of Director of Fleet Services shall be set forth in the Borough's annual salary ordinance. See § 50 of the Borough Code.

3. **Severability** - If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance shall be declared invalid for any reason whatsoever, such a decision shall not affect the remaining portions of the Ordinance, which shall remain in full force and effect, and for this purpose the provisions of this Ordinance are hereby declared to be severable.

4. **Enactment** - This Ordinance shall be effective on upon publication and shall remain in force until modified, amended or rescinded by the Borough of Northvale, County of Bergen, New Jersey.

Stanley E. Piehler, Mayor

ATTEST:

Wanda A. Worner  
Borough Clerk

Introduced: March 8, 2017

2<sup>nd</sup> reading: April 12, 2017

Adopted: April 12, 2017