

**CITY OF NORTHFIELD, NJ
ORDINANCE NO. 10-2021**

**AN ORDINANCE AMENDING CHAPTER 43 AND CHAPTER A376 OF
THE CODE OF THE CITY OF NORTHFIELD**

WHEREAS, the City of Northfield has developed Personnel Policy governing various issues in the City of Northfield; and

WHEREAS, the City of Northfield has also developed detailed job descriptions for various positions throughout the municipality; and

WHEREAS, the City of Northfield wishes to amend certain sections of the City Code with regard to the City's officers and employees and job descriptions.

BE IT ORDAINED, by the Common Council of the City of Northfield, in the County of Atlantic and State of New Jersey as follows:

Section I: Chapter 43 Officers and Employees.

In addition to those officers, offices, positions and employees which are required and set forth pursuant to statute or which are set forth in any Collective Bargaining Agreement in effect within the City, both of which shall take precedence over this ordinance, the following positions and job descriptions are hereby placed in effect within the City of Northfield to be filled in the discretion of the Mayor and Council of the City of Northfield:

Article XVI Clean Communities Coordinator

§ 43-55 Duties

Implement a comprehensive program of litter abatement, education, and enforcement consistent with the guidelines set for by the State.

Article XVII Municipal Alliance Coordinator

§ 43-56 Duties

Under direction plans, develops, implements, administers, and coordinates drug and alcohol abuse prevention treatment, and rehabilitation programs for the jurisdiction; does related work as required

Article XVIII Housing Officer

§ 43-57 Duties, pursuant to § 275-2

To administer and enforce the terms and provisions of the City of Northfield Rental Registration Regulations, and to assist with the enforcement of the City of

Northfield Municipal Code, and laws promulgated by the NJ Division of Fire Safety, as related to rentals and resales of residential property.

Section II: Chapter A376-404 job descriptions. The job descriptions attached to this Ordinance as Exhibit “A” are specifically incorporated into this Ordinance and shall be adopted pursuant to this Ordinance and shall be kept on file in the City Clerk’s Office.

Section IV: Repealer. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

Section V : Severability. If any Section or part of this Ordinance is deemed to be invalid or illegal in any Court of competent jurisdiction then said part is severable from the Ordinance as a whole and the remaining sections or parts of this Ordinance shall remain in full force and effect.

Section VI: Effective Date. This Ordinance shall take effect according to law after final passage and publication.

_____ Mary Canesi, RMC Municipal Clerk	_____ Erland Chau Mayor
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The above Ordinance was introduced and passed on its first reading at a Regular meeting of the Common Council of the City of Northfield, New Jersey held on August 31, 2021 and will be taken up for a second reading, public hearing and final passage at a meeting of said Council held September 14, 2021 in Council Chambers, City Hall, Northfield, New Jersey.

First Reading:	August 31, 2021
Publication:	September 4, 2021
Final Reading:	September 14, 2021
Publication:	September 18, 2021

ORDINANCE 10-2021 – EXHIBIT “A”

POSITION DESCRIPTION CLEAN COMMUNITIES COORDINATOR

GENERAL PURPOSE

Implement a comprehensive program of litter abatement, education, and enforcement consistent with the guidelines set for by the State.

SUPERVISION RECEIVED:

Works under the supervision of the Mayor and Council Liaison.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Preparation of a variety of reports and records including but not limited to an annual statistical report.

Carry out effective litter abatement programs.

Attend meetings held by your County Clean Communities Coordinator.

Attend Clean Communities Council sponsored meetings/workshops.

Obtain the Clean Communities Coordinator certification.

PERIPHERAL DUTIES

Can schedule appointments, meetings, makes reservations, and arranges a variety of conferences and meetings.

Work within grant funds and prepare expenditure of funds.

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

DESIRED MINIMUM QUALIFICATIONS

General: (A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State; (C) No felony convictions or disqualifying criminal histories within the past seven years; (D) Must be able to read and write the English language.

Education and Experience:

(A) High school diploma or GED equivalent; and (B) Two years of general office, communications, or records management experience, or (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Some skill in the operation of most of the tools and equipment listed below.

(B) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and

supervisors; Ability to follow verbal and written instructions; Ability to learn the City's geography.

(C)

TOOLS AND EQUIPMENT USED

Computer terminal, personal computer, copy machine, calculator, postage meter.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POSITION DESCRIPTION MUNICIPAL ALLIANCE COORDINATOR

GENERAL PURPOSE

Under direction plans, develops, implements, administers, and coordinates drug and alcohol abuse prevention treatment, and rehabilitation programs for the jurisdiction; does related work as required.

SUPERVISION RECEIVED:

Works under the supervision of the Mayor and Council Liaison.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Attend meetings held by your County Municipal Alliance.

Under direction (A) Create a network of community leaders, private citizens, and representatives from public and private human service agencies who are dedicated to promoting and supporting alcohol and other drug and crime prevention and education programs. (B) assist in the development of programs at the Municipal level that accomplishes the purpose of the Alliance effort. (C) Cooperate with the Governor's Council on Alcoholism and Drug Abuse and the County Alliance Committee to provide data, reports, or other information that may be needed to assist in the Alliance effort. Ensures all Alliance meetings are conducted in compliance with the NJ Open Public Meetings Act.

PERIPHERAL DUTIES

Can schedule appointments, meetings, makes reservations, and arranges a variety of conferences and meetings.

Work within grant funds and prepare expenditure of funds.

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

DESIRED MINIMUM QUALIFICATIONS

General: (A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State; (C) No felony convictions or disqualifying criminal histories within the past seven years; (D) Must be able to read and write the English language.

Education and Experience:

(A) High school diploma or GED equivalent; and (B) Two years of general office, communications, or records management experience, or (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Some skill in the operation of most of the tools and equipment listed below.

Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to follow verbal and written instructions; Ability to learn the City's geography.

TOOLS AND EQUIPMENT USED

Computer terminal, personal computer, copy machine, calculator, postage meter.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POSITION DESCRIPTION

Class Title: Housing Officer
Department: Inspection Department
Location City Hall
FLSA Status: Exempt

GENERAL PURPOSE

To administer and enforce the terms and provisions of the City of Northfield Rental Registration Regulations, and to assist with the enforcement of the City of Northfield Municipal Code, and laws promulgated by the NJ Division of Fire Safety, as related to rentals and resales of residential property.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Construction Official.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administers and enforces the terms and provisions of the City of Northfield's Rental Registration laws, and laws applicable to the presence of smoke detectors, carbon monoxide detectors, and fire extinguishers in residential dwellings, for rentals and resales.

Accepts and processes applications for landlord and tenant registrations, including payment of fees.

Accepts and processes applications for Certificates of Occupancy, including payments of fees, for residential resales and rental properties.

Inspects residential resales and rentals to determine compliance with laws related to smoke detectors, carbon monoxide detectors, and fire extinguishers in residential dwellings.

Inspects residential rental properties to determine if fit for human habitation in compliance with all housing related ordinances.

Prepares correspondence, memoranda, notices, and reports relating to housing and inspection related enforcement issues and actions.

Maintains a complete and comprehensive record system for inspection and enforcement activities.

Coordinates efforts with the police, planning, building, fire, plumbing, electric code officials and related departments, and other staff or agencies, as needed.

PERIPHERAL DUTIES

None

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent;
- (B) Two years' experience related to inspection, law enforcement, building inspection, land use, or a related field, or
- (C) Any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various public safety codes; working knowledge of inspection techniques;

Skill in operating the listed tools and equipment;

Ability to prepare, organize and maintain inspection field data, reports and systems;

Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly. Ability to communicate effectively orally and in writing;

Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people. Ability to take and maintain a firm, correct stand when

controversial matters are considered.

Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position

SPECIAL REQUIREMENTS

Must possess a valid New Jersey driver's license.

NJ Certified Fire Official/Inspector Preferred

TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Word and Microsoft Excel software applications; phone; mobile or portable radio, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.