

BOROUGH OF FRACKVILLE
SCHUYLKILL COUNTY, PENNSYLVANIA

ORDINANCE NO. 2-2006

AN ORDINANCE OF THE BOROUGH OF FRACKVILLE CREATING THE OFFICE OF PUBLIC WORKS DIRECTOR AND PROVIDING THE MANNER OF FILLING SAID OFFICE, METHOD OF COMPENSATING SUCH OFFICER, AND THE POWERS AND DUTIES OF SAID OFFICE

The Council of the Borough of Frackville hereby ordains:

SECTION I. Creation of Office. The office of Public Works Director (hereinafter “Director”) is hereby created by Council of the Borough of Frackville.

SECTION II. Appointment and Removal. The Director shall be appointed for an indefinite term by a majority of all members of Council. The Director shall serve at the pleasure of Council, and he may be removed at any time by a majority vote of all its members. At least thirty (30) days before such removal is to become effective, Council shall furnish the Director with a written statement setting forth its intention to remove him. Should the Director be removed, Council acknowledges and will honor any transfer rights as provided for in the Borough’s Collective Bargaining Agreement, if applicable.

SECTION III. Qualifications. The Director shall be a management employee responsible for directing the municipal workforce in the day-to-day conduct of municipal business, operations, and services. The Director shall carry out the policies of Council and keep Council informed of municipal problems, needs, and topics in need of consideration.

The duties of the Director shall involve frequent contact with citizens, employees, and other government officials to inform, explain, and resolve problems. The duties will require

considerable judgment and discretion in making the decisions necessary to reach goals established by municipal policies, ordinances, and other state and federal requirements. Job performance shall be reviewed by Council through periodic written and oral reports and by observation of results.

SECTION IV. Director's Compensation. The salary of the Director shall be fixed from time to time by Council.

SECTION V. Powers and Duties. Subject to recall by ordinance of the Borough of Frackville, the powers and duties of the Borough of Frackville Public Works Director shall include, but not be limited to, the following:

1. Directs the assignment of municipal services, such as road maintenance and recreation facilities, and includes preparing cost estimates and time/labor projections for projects for Council consideration.
2. Directs and supervises the work of municipal employees.
3. Has input as to hiring, discipline, and discharge of Borough employees.
4. Will have meetings every Friday afternoon to go over last week's work and to prepare a schedule for upcoming week.
5. Will ensure efficient operation of crews, both at starting and quitting times, in addition to daily tasks and breaks.
6. Submit monthly reports to Council. Reports on any future plans.
7. Meets with employees and employee representatives to resolve grievances and to negotiate terms of collective bargaining agreements.

8. Work schedules will be posted preceding the work week. A copy will also be at the Borough Hall to review at any time. This will help to ensure what projects the crews are working on at any given time (except in emergency).

9. Maintains vacation schedules and posts them at Borough Hall to record time off in advance of one week (except emergency). This includes days, ½ days, and full weeks.

10. Performs related work as required by Borough Council.

SECTION VI. Repealer. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

ENACTED and ORDAINED into an Ordinance and passed by Council of the Borough of Frackville on this 14th day of March, 2006.

ATTEST:

Brenda Deeter
Secretary

BOROUGH OF FRACKVILLE

By: Stephen J. Bobiak
President, Borough Council

APPROVED, this 14th day of March, 2006

Debra Phillips
Mayor