

**BOROUGH OF FRACKVILLE**  
**SCHUYLKILL COUNTY, PENNSYLVANIA**

ORDINANCE NO. 4-12

AN ORDINANCE OF THE BOROUGH OF FRACKVILLE CREATING THE OFFICE OF BUILDING AND MAINTENANCE SUPERVISOR AND PROVIDING THE MANNER OF FILLING SAID OFFICE, METHOD OF COMPENSATING SUCH OFFICER, AND THE POWERS AND DUTIES OF SAID OFFICE

Council of the Borough of Frackville hereby ordains:

**Section 1. Creation of Office.** The office of Building and Maintenance Supervisor (hereinafter "Supervisor") is hereby created by Council of the Borough of Frackville.

**Section 2. Appointment and Removal.** The Supervisor shall be appointed for an indefinite term by a majority of all members of Council. The Supervisor 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 Supervisor with a written statement setting forth its intention to remove him.

**Section 3. Qualifications.** The Supervisor shall be a management employee responsible for directing the municipal workforce in the day-to-day conduct of municipal business, operations, and services related to its buildings and facilities. The Supervisor shall carry out the policies of Council and keep Council informed of municipal problems and concerns in need of consideration.

The duties of the Supervisor 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 4. Supervisor's Compensation.** The salary of the Supervisor shall be fixed from time to time by Resolution of Council.

**Section 5. Powers and Duties.** Subject to recall by ordinance of the Borough of Frackville, the powers and duties of the Borough of Frackville Building and Maintenance Supervisor shall include, but not be limited to, the following:

1. Directs the assignment of municipal services related to building and facility maintenance and includes preparing cost estimates and time/labor projections for Council's 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 and coordination 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 to resolve concerns and misunderstandings
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).

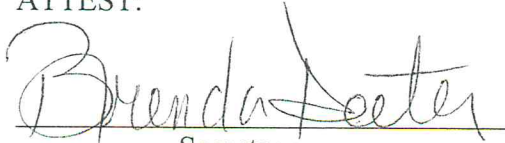
9. Maintains vacation schedules and posts them at Borough Hall to record time off in advance of one week (except emergency). This includes days, ½ days, and full weeks.

10. Performs such other related work as required and/or assigned by Borough Council

**Section 6. Repealer.** All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

ENACTED and ORDAINED this 13<sup>th</sup> day of June, 2012, by Council of the Borough of Frackville in lawful session duly assembled.

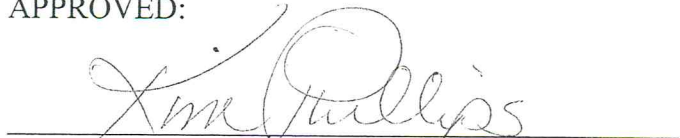
ATTEST:

  
Secretary

**BOROUGH OF FRACKVILLE**

By: \_\_\_\_\_  
President, Borough Council

APPROVED:

  
Mayor