

**COUNTY OF BERGEN  
BOROUGH OF PARAMUS  
ORDINANCE 2021-16**

**ORDINANCE CREATING NEW TITLE AND UPDATING JOB  
DESCRIPTION AND SALARY SCALE**

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**Section 1. Purpose & Authority.** Pursuant to N.J.S.A. 40:48-1, 40:49-2, and 40A:9-165, the Borough of Paramus hereby adds one new title to the Paramus Recreation Department and updates the job description.

**Section 2. New Title:** The following title is hereby created in the Paramus Recreation Department.

**P/T PARKS MAINTENANCE**

**Section 3. Job Description.** The job description for the following title is hereby created. The description shall be kept on file with the Borough Clerk as an appendix to this ordinance.

**Salary Scale as Follows:**

**2021 PART TIME -Following prevailing rate**

**Section 4. No New Rights/No Vacancies.** Unless expressly stated otherwise or required by law, this ordinance shall not create any rights that did not exist before this ordinance and this ordinance shall not be deemed to create any vacancies unless the law requires otherwise.

**Section 5. Repealer.** All prior ordinances that are inconsistent with this ordinance are repealed. All ordinances are hereby amended to be consistent with this ordinance and all ordinances, including this one, shall be construed consistent with the express purpose of this ordinance.

**Section 6. Savings and Construction.** This ordinance shall be construed consistent with the purpose stated in section 1 hereof. Any ambiguities in this ordinance shall be construed in accordance with the purpose of this ordinance. If any part of this ordinance is invalidated by a court of competent jurisdiction, the remainder of this ordinance shall be saved to the full extent possible. This ordinance repeals provisions of the Borough Code only where stated herein; otherwise this ordinance is amendatory and supplementary to existing provision of the Borough Code.

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**Section 7. Codification.** This ordinance shall be codified as an amendment to the salary ordinance and other chapters of the Borough Code, where necessary. The appendix to this ordinance shall not be codified but shall be available for inspection.

**Section 8. Effective Date.** This ordinance shall take effect immediately upon approval and publication of notice of adoption as provided by law.

Attest:



ANNEMARIE KRUSZNIS, RMC  
Borough Clerk

Approved:



RICHARD A. LABARBIERA  
Mayor

Introduced: March 23, 2021

Final: April 13, 2021

## **P/T PARKS MAINTENANCE**

### **DEFINITION**

Under direction of the Director of Parks and Recreation and Assistant Director of Park Maintenance, or other supervisory official does tasks involved in the maintenance of grounds; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **EXAMPLES OF WORK**

Performs work involved in constructing, assembling, and positioning various items of playground, park, and sports equipment.

Lays out and maintains baseball diamonds, tennis courts, football fields, and other playground and recreation areas.

Performs painting of signs, benches, tables, bleachers, and other items of recreation equipment.

Performs the maintenance of institutional grounds.

Prepares soil and the seeds, rolls, cuts, weeds, waters, trims lawns.

Sprays, prunes, and trims orchards and shrubs.

Plants, transplants, and thins trees and shrubs.

Removes dirt, rubbish, snow, leaves and other refuse and assists in the maintenance of roads, lawns, shed, benches, and parking areas.

Participates in the maintenance and marking of athletic fields.

Performs simple filling, surfacing, hauling, and fertilizing operations.

May participate in the removal of snow; operates snow blowers and salt spreaders.

Sees that the no cultivated areas are properly maintained.

Sees that equipment, materials, and supplies including tractors, grass cutters, scythes, hoes, rakes, sprinklers, garden house, cultivators, spades, sheers, spraying devices, fertilizers, seeders, and other garden and grounds keeping equipment and tools are used properly.

Obtains, stores, safeguards, and uses needed equipment, materials, and supplies.

**Maintains essential records and files.**

**May drive a truck or operate one or more pieces of motorized equipment in the performance of recreation maintenance tasks.**

**Reports unusual occurrences and significant conditions in the buildings and on the grounds, and takes those steps required to ensure safe, orderly conditions.**

**May be required for short periods to perform assigned duties within buildings.**

## **REQUIREMENTS**

### **EXPERIENCE**

**One (1) year of experience in the performance of semiskilled grounds keeping work.**

### **LICENSE**

**Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.**

### **KNOWLEDGE AND ABILITIES**

**Knowledge of the operation of power mowers, chain saws, and brush cutters.**

**Knowledge of methods used to plan, lay out and perform lawn and grounds maintenance work.**

**Knowledge of how to assemble and position various items of playground, park, and sports equipment.**

**Knowledge of the layout and maintenance of baseball diamonds, tennis courts, football fields, and playground areas.**

**Knowledge of methods used in painting signs, bleachers, tables, benches, and other items of recreation equipment.**

**Knowledge of methods used in obtaining, storing, maintaining, repairing, safeguarding, and using needed equipment, materials, and supplies.**

**Ability to organize work and develop effective work methods.**

**Ability to act courteously and effectively with the public.**

**Ability to take safety precautions in performing the work.**

**Ability to take care of tools, equipment, materials, and supplies.**

**Ability to give suitable assignments and instructions to employees.**

**Ability to properly use equipment, materials, tools, and supplies, and to train other staff in their proper handling and maintenance.**

**Ability to maintain and make ordinary repairs to walks, lanes, parking places, sheds, and benches.**

**Ability to requisition, safeguard, store, and record equipment, tools, materials, and supplies.**

**Ability to prepare reports and maintain records.**

**Ability to read, writes, speak, understand or communicate in English sufficiently to Perform the duties of the position.**