



TOWNSHIP OF NORTH BERGEN

DEPARTMENT OF PUBLIC WORKS
4233 KENNEDY BOULEVARD
NORTH BERGEN, NEW JERSEY 07047
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ANTHONY P. VAINIERI, JR.
COMMISSIONER

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To: Michael DeOrio

From: Anthony P. Vainieri, Jr., Commissioner

Date: July 20, 2023

Re: **Deputy Director, Department of Public Works, Job Description, Work Hours, Etc.**

1. Background and Purposes

- 1.1 Pursuant to N.J.S.A. 40:72-9, each Commissioner ("Director") is authorized to appoint a Deputy Director, who shall serve at the will of the Director.
- 1.2 Pursuant to N.J.S.A. 40:70-9, each Director shall prescribe, in writing, the powers and duties of the Deputy so appointed by him and the acts of such Deputy within the scope of his authority shall in all cases be as legal and binding as if done and performed by the Director for whom he is acting, but such Deputy shall not be authorized to act for the Director at meetings of the Board of Commissioners.
- 1.3 I wish to confirm your appointment as Deputy Director of the Department of Public Works, prescribe in writing your powers and duties, and set forth additional terms and conditions of your employment.

2. Employment & Effective Date

2.1 Pursuant to N.J.S.A. 40:72-9, this will confirm your appointment as a full-time Deputy Director in the Department of Public Works (hereinafter "Deputy Director").

2.2 The effective date of your appointment was May 16, 2023.

3. Termination of Employment

3.1 YOU ARE EXPRESSLY ADVISED THAT YOUR EMPLOYMENT AS DEPUTY DIRECTOR IS AT WILL, AND I MAY TERMINATE YOUR EMPLOYMENT AS DEPUTY DIRECTOR WITH THE TOWNSHIP AT ANY TIME, WITH OR WITHOUT CAUSE, AND NO CAUSE NEED BE STATED, IN ACCORDANCE WITH N.J.S.A. 40:72-9.

3.2 Your employment as Deputy Director shall also terminate at such time as my term as Director of Public Works terminates.

4. Reporting

You shall report to and be responsible solely to me.

5. Job Description/Duties

It is expected that you will perform the following duties and responsibilities on an as needed basis:

- 5.1 Any necessary executive, managerial or administrative functions of the Department of Public Works.
- 5.2 Coordinate with and act as a liaison to the other Township Departments and the Township Administrator.
- 5.3 Execute on my behalf any and all documents requiring my signature, and such execution shall be as binding as if I had executed said documents, unless otherwise required by law. Said authorization shall include, but not be limited to, signing, vouchers, employment documents, disciplinary notices, and contracts.
- 5.4 Review and evaluate and make determinations as to employee issues.
- 5.5 Assist in the day to day administration of all areas of government placed within the Department of Public Works.
- 5.6 Provide any assistance I need to more effectively and efficiently serve as the Commissioner of Public Works.
- 5.7 Act on my behalf at meetings or at official appearances I am unable to attend, except Board of Commissioners meetings.
- 5.8 Attend neighborhood, church, and other citizen group meetings to gain an understanding of citizens' concerns so that they may be addressed and resolved by the Township.
- 5.9 Work with the public on resolving various issues and concerns.

- 5.10 Respond to emergencies on my behalf to make sure residents get assistance available from the Township or other agencies.
- 5.11 Respond to citizen complaints, concerns and issues on behalf of my office, whether they be of an emergent nature or otherwise.
- 5.12 Attend various public agency meetings, including County meetings.
- 5.13 Act as a liaison between my office and Hudson County.
- 5.14 Oversee and assist Township employees with respect to Winterfest, National Night Out, and other events, involving the Department of Public Works.
- 5.15 Perform any other duties as I may reasonably assign.

6. Benefits

The benefits you receive (insurance, sick, vacation, etc.) will be consistent with those received by other non-union employees, as per the Township's current Policies and Procedures Manual.

7. Residency

Township residency is not mandated for the position of Deputy Director of Public Works.

8. Hours/Time Requirements

It is anticipated that you will work, on average, at least 35 hours per week. You are on call 24 hours per day, 7 days per week. Many of your duties require that you work irregular and non-business hours, on weekends, and on holidays. Your hours will vary greatly from day to day and week to week, and you will be required to spend whatever amount of time is required to fulfill the duties of the position. On occasions, time worked will exceed the typical day or week, and on other occasions, the time worked may be less than typical. Your responsibilities and duties do not require specific uniform starting or ending times.

9. Civil Service

Your position for Civil Service recordkeeping purposes is Deputy Municipal Department Head, Title Code 07026, or such other successor title Civil Service determines applicable to this statutory position. Such position is a non-competitive, unclassified position and as such, you have no Civil Service protections in this position.

10. No Contract – Unilateral Changes of Employment Terms

NOTHING CONTAINED IN THIS MEMO, OR IN ANY WRITTEN OR ORAL STATEMENT CONTRADICTING, MODIFYING, INTERPRETING, EXPLAINING OR CLARIFYING ANY PROVISION OF THIS MEMO, IS INTENDED TO CREATE, OR SHALL CREATE, ANY EXPRESS OR IMPLIED CONTRACTUAL OBLIGATIONS THAT ARE BINDING UPON THE TOWNSHIP OF NORTH BERGEN. REGARDLESS OF WHAT THIS MEMO SAYS OR PROVIDES, THE TOWNSHIP PROMISES NOTHING AND REMAINS FREE TO CHANGE WAGES AND ALL OTHER WORKING CONDITIONS WITHOUT HAVING TO CONSULT ANYONE AND WITHOUT ANYONE'S AGREEMENT.

I hereby acknowledge receipt of the foregoing.

Dated:

07/20/23



Michael DeOrio