

COUNTY OF BERGEN
BOROUGH OF PARAMUS
ORDINANCE No. 2024-21

AN ORDINANCE ADDING A
NEW SECTION TO CHAPTER 129 OF THE BOROUGH CODE TITLED
"BOARD OF SHADE TREE COMMISSIONERS" TO CREATE THE OFFICES OF
"SUPERINTENDENT" AND "ASSISTANT SUPERINTENDENT" AND
RENUMBERING SECTIONS 4 THROUGH 7

BE IT ORDAINED by the Mayor and Council of the Borough of Paramus, County of Bergen and State of New Jersey, as follows:

Section 1. Pursuant to N.J.S.A.40:48-1, 40:49-2 and 40A:9-165, the Mayor and Council of the Borough of Paramus hereby amend the Borough Code to add a new Section 4 to Chapter 129 titled "Superintendent and Assistant Superintendent" to read as follows:

§129 4-1. Office Created:

The office of Superintendent for the Shade Tree and Parks Department in and for the Borough of Paramus is hereby created, subject to the provisions of this chapter.

§129 4-2. Appointment.

The Superintendent for the Shade Tree and Parks Department shall be appointed by the Mayor with the advice and consent of the Council.

§129 4-3. Duties.

This is a professional position with education and training in the field of Landscape Architecture, Ornamental Horticulture, Park Maintenance and/or Forestry. This is an administrative, supervisory and technical position supervising the operation of the Shade Tree & Parks Commission. The employee in this class is responsible for directing landscape construction, maintenance and repair of the borough parks, recreation facilities and the shade tree program. In addition to this, the employee performs review, inspection and follow-up landscape inspection of commercial properties. The employee exerts considerable judgment in carrying out the programs established by the Shade Tree & Parks Commission. The work includes performing actual landscape architectural design, layout of new park areas, assisting commercial applicants with landscape architectural matters, as well as, supervising and administering parks and recreation maintenance and tree programs. A strong business background is required.

COUNTY OF BERGEN
BOROUGH OF PARAMUS
ORDINANCE No. 2024-21

- Meets with commercial developers, municipal employees and citizens.
- Assists in the establishment of the policies and objectives of the Shade Tree & Parks Commission with regard to commercial landscape development and maintenance, park development and maintenance, along with shade tree maintenance, and Park Ranger administration.
- Estimates costs for projects, requisitions necessary materials and supplies; plans work procedures and confers with the assistant superintendent and foremen concerning the layout of individual projects in a professional business manner.
- Investigates needed repairs and maintenance work in park facilities, shade trees and assigns jobs to the assistant superintendent and foremen, specifies methods and materials to be used in work on major scope; follows up through inspection to ensure compliance with ordinances and plans.
- Establishes and maintains a system for monitoring commercial landscaping to ensure that the approvals of the Planning Board and Board of Adjustment are maintained in a professional business manner.
- Administers the Shade Tree Program, borough nursery, leaf composting, and Police Ranger Program.
- Prepares detailed administrative reports for presentation to the Shade Tree & Parks Commission and the Mayor and Council.
- Recommends in the hiring and promotion of employees. Takes disciplinary action with employees that violate department rules and regulations and/or negotiated contract.
- Sets a high standard for work in a professional business manner.
- Performs actual landscape architectural services consisting of design, review, and implementation for parks, public building grounds, and all municipal areas.
- Advises the Shade Tree & Parks Commission and/or Mayor and Council on matters pertaining to the duties of the assistant superintendent, foremen and other employees.
- Must be able to operate typical landscape and/or forestry equipment.
- Performs related work as required in a professional business manner.

COUNTY OF BERGEN
BOROUGH OF PARAMUS
ORDINANCE No. 2024-21

§129 4-4. Compensation.

The Superintendent shall receive such compensation as shall be fixed, from time to time, by the general salary ordinance of the Borough of Paramus.

§129 4-5. Office Created:

The office of Assistant Superintendent for the Shade Tree and Parks Department in and for the Borough of Paramus is hereby created, subject to the provisions of this chapter.

§129 4-6. Appointment.

The Assistant Superintendent for the Shade Tree and Parks Department shall be appointed by the Mayor with the advice and consent of the Council.

§129 4-7. Duties.

This is a professional position with education and training in the field of Landscape Architecture, Ornamental Horticulture, Park Maintenance and/or Forestry. This is an administrative, supervisory and technical position assisting in the operation of the Shade Tree & Parks Commission. The employee in this class is responsible for directing or assisting in landscape construction, maintenance and repair of the borough parks, recreation facilities and the shade tree program. In addition to this, the employee performs review, inspection and follow-up landscape inspection of commercial properties. The employee exerts considerable judgment in carrying out the programs established by the Shade Tree & Parks Commission and/or Shade Tree & Parks Commission Superintendent. The work includes performing actual landscape architectural design, layout of new park areas, assisting commercial applicants with landscape architectural matters, as well as, supervising and administering parks and recreation maintenance and tree programs. The employee in this class is supervised directly by the Superintendent of the Board of Shade Tree & Parks Commission; however, considerable policy responsibility lies with the Board of Shade Tree & Parks Commissioners.

- Meets with commercial developers, municipal employees and citizens.
- Assists in the establishment of the policies and objectives of the

COUNTY OF BERGEN
BOROUGH OF PARAMUS
ORDINANCE No. 2024-21

Shade Tree & Parks Commission with regard to commercial landscape development and maintenance, park development and maintenance, along with shade tree maintenance and administration.

- Estimates costs for projects, requisitions necessary materials and supplies, plans work procedures and confers with the superintendent and foremen concerning the layout of individual projects.
- Investigates needed repairs and maintenance work in park facilities, shade trees and assigns jobs to foremen, specifies methods and materials to be used in work of major scope; follows up through inspection to ensure compliance with ordinances and plans.
- Establishes and maintains a system for monitoring commercial landscaping to ensure that the approvals of the Planning Board and Board of Adjustment are maintained.
- Assists with the administration of the Shade Tree Program, borough nursery and leaf composting.
- Assists the superintendent with detailed administrative reports for presentation to the Shade Tree & Parks Commission and the Mayor and Council.
- Assists with and recommends in the hiring and promotion of employees. Takes disciplinary action with employees that violate department rules and regulations and/or negotiated contract.
- Sets a high standard for work performance.
- Performs actual landscape architectural services consisting of design, review, and implementation for parks, public building grounds, and all municipal areas.

COUNTY OF BERGEN
BOROUGH OF PARAMUS
ORDINANCE No. 2024-21

- Advises the superintendent, Shade Tree & Parks Commission and/or Mayor and Council on matters pertaining to the duties of the assistant superintendent.
- Must be able to operate typical landscape and/or forestry equipment.
- Performs related work as required.

§129 4-8. Compensation.

The Assistant Superintendent shall receive such compensation as shall be fixed, from time to time, by the general salary ordinance of the Borough of Paramus.

Section 2. RENUMBERING. The current Sections 4 through 7 of Chapter 129 are hereby numbered to 5 through 8.

Section 3. REPEALER. All prior ordinances that are inconsistent with the ordinance are repealed.

Section 4. EFFECTIVE DATE: This ordinance shall take effect immediately upon approval and publication of notice of adoption as provided by law.

Attest:



ANNEMARIE KRUSZNIS, RMC, CMC
Borough Clerk

Approved:



CHRISTOPHER DI PLAZZA,
Mayor

Introduced: July 24, 2024

Adopted: