

**ORDINANCE #3342**  
**INTRODUCED BY: BOARD OF COMMISSINERS**  
**INTRODUCED ON: SEPTEMBER 20, 2016**  
**PUBLISHED: SEPTEMBER 29, 2016**  
**PUBLIC HEARING: OCTOBER 18, 2016**  
**PUBLISHED: OCTOBER 27, 2016**

**ORDINANCE NO. 3342**  
**AN ORDINANCE TO FIX THE SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE**  
**TOWNSHIP OF NUTLEY, COUNTY OF ESSEX, STATE OF NEW JERSEY, EFFECTIVE OCTOBER 18, 2016.**

**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF NUTLEY, IN THE**  
**COUNTY OF ESSEX, NEW JERSEY, AS FOLLOWS:**

**SECTION 1**

**The salaries of certain officers and employees, either permanent or temporary, as the case may be, of the Township of Nutley, herein mentioned, shall be as follows:**

**NON-UNION EMPLOYEES**

**LEGAL DEPARTMENT**

<b>TITLE</b>	<b>BASE SALARY MINIMUM</b>	<b>BASE SALARY MAXIMUM</b>
<b><u>TOWNSHIP ATTORNEY</u></b>		
Township Attorney	\$ 55,000.00	\$ 75,000.00
<b><u>MUNICIPAL PROSECUTOR</u></b>		
Municipal Prosecutor	\$ 45,000.00	\$ 65,000.00
Municipal Prosecutor – Per Diem	\$200.00/session	\$400.00/session
<b><u>PUBLIC DEFENDER</u></b>		
Public Defender	\$ 15,000.00	\$ 16,000.00
Public Defender – Per Diem	\$200.00/session	\$500.00/session
<b><u>PLANNING BOARD</u></b>		
Attorney, Planning Board	\$ 20,000.00	\$ 40,000.00
Attorney, Planning Board – Special Meeting	\$800.00/meeting	\$800.00/meeting
Attorney, Planning Board – Redevelopment Consulting	\$125.00/hour	\$ 10,000.00
Recording Secretary, Planning Board	\$150.00/meeting	\$150.00/meeting
<b><u>RENT LEVELING BOARD</u></b>		
Attorney, Rent Leveling Board	\$ 6,500.00	\$ 10,000.00
<b><u>ZONING BOARD OF ADJUSTMENT</u></b>		
Attorney, Board of Adjustment	\$ 20,000.00	\$ 40,000.00
Attorney, Board of Adjustment – Special Meeting	\$800.00/meeting	\$800.00/meeting
Recording Secretary, Board of Adjustment	\$150.00/meeting	\$150.00/meeting

**DEPARTMENT OF PUBLIC AFFAIRS**

<b>TITLE</b>	<b>BASE SALARY MINIMUM</b>	<b>BASE SALARY MAXIMUM</b>
<b>Director of Public Affairs</b>	\$ 2,250.00	\$ 2,250.00
<b><u>HEALTH DEPARTMENT</u></b>		
Assistant to Commissioner	\$ 45,000.00	\$ 65,000.00
Administrative Clerk / Registrar	\$ 30,000.00	\$ 45,000.00
Keyboarding Clerk 1	\$ 30,000.00	\$ 65,000.00
Clerk 1 – P/T	\$ 20,000.00	\$ 40,000.00
Clerk 1 (2)	\$ 20,000.00	\$ 40,000.00
Registered Environmental Health Specialist–Public Health	\$ 20,000.00	\$ 50,000.00
Registered Environmental Health Specialist–Public Health – P/T	\$ 10,000.00	\$ 50,000.00
Public Health Coordinator – P/T	\$ 10,000.00	\$ 25,000.00
Public Health Investigator - P/T	\$ 10,000.00	\$ 35,000.00
Public Health Physician	\$ 20,000.00	\$ 25,000.00
Graduate Nurse (2)	\$ 35,000.00	\$ 60,000.00
Graduate Nurse – P/T	\$ 30,000.00	\$ 40,000.00
Graduate Nurse Public Health – P/T	\$18.00/hour	\$40.00/hour
Graduate Nurse – P/T	\$15.00/hour	\$35.00/hour
Clerk 1 – P/T	\$8.00/hour	\$25.00/hour
Clerk 1 – Seasonal	\$8.00/hour	\$20.00/hour
<b><u>MILITARY AND VETERANS AFFAIRS BUREAU</u></b>		
Clerk 1	\$ 20,000.00	\$ 40,000.00
Clerk 1 – P/T	\$10.00/hour	\$25.00/hour
Clerk 1 – Seasonal	\$8.00/hour	\$20.00/hour

**DEPARTMENT OF REVENUE AND FINANCE**

<b>TITLE</b>	<b>BASE SALARY MINIMUM</b>	<b>BASE SALARY MAXIMUM</b>
<b>Director of Revenue and Finance</b>	\$ 2,250.00	\$ 2,250.00
<b><u>ASSESSMENT OF TAXES</u></b>		
Tax Assessor – P/T	\$ 75,000.00	\$ 90,000.00
Tax Assessing Clerk P/T	\$ 11,000.00	\$ 18,000.00
Clerk 1	\$ 32,000.00	\$ 48,000.00
<b><u>TREASURY DEPARTMENT</u></b>		
<b><u>TREASURER'S OFFICE</u></b>		
Municipal Treasurer / Chief Financial Officer	\$ 85,000.00	\$155,000.00
Account Clerks (2)	\$ 40,000.00	\$ 62,000.00
Clerk 1 (2)	\$ 40,000.00	\$ 62,000.00
Clerk 1 – Seasonal	\$10.00/hour	\$20.00/hour
<b><u>TAX COLLECTOR'S OFFICE</u></b>		
Tax Collector	\$50,000.00	\$60,000.00
Assistant Tax Collector	\$45,000.00	\$55,000.00
Clerk 1 (3)	\$43,000.00	\$55,000.00
<b><u>PURCHASING OFFICE</u></b>		
Purchasing Agent/Executive Assistant	\$60,000.00	\$75,000.00
Senior Purchasing Assistant	\$52,000.00	\$65,000.00
Clerk P/T	\$25,000.00	\$35,000.00
<b><u>WATER BILLING OFFICE</u></b>		
Account Clerk	\$45,000.00	\$55,000.00
<b><u>TOWNSHIP CLERK'S OFFICE</u></b>		
Township Clerk	\$ 65,000.00	\$ 95,000.00
Clerk 1 (2)	\$ 40,000.00	\$ 50,000.00
<b><u>CODE ENFORCEMENT</u></b>		
Construction Code Official – P/T	\$ 15,000.00	\$ 45,000.00
Building Sub-Code Official / Zoning Officer	\$ 50,000.00	\$ 80,000.00
Building Sub-Code Official – P/T	\$ 25,000.00	\$ 40,000.00
Building Inspector	\$ 62,000.00	\$ 90,000.00
Electrical Sub-Code Official – P/T	\$ 25,000.00	\$ 37,000.00
Electrical Sub-Code Official – Per Diem	\$30.00/hour	\$35.00/hour
Plumbing Sub-Code Official – P/T	\$ 20,000.00	\$ 32,000.00
Plumbing Sub-Code Official – Per Diem	\$25.00/hour	\$30.00/hour
Assistant Zoning Clerk – P/T	\$20.00/hour	\$25.00/hour
Keyboarding Clerk 2	\$ 38,000.00	\$ 53,000.00
Clerk 2	\$ 41,000.00	\$ 63,000.00
Clerk 1 (3)	\$ 35,000.00	\$ 45,000.00
COAH, Economic Development Coordinator – P/T	\$ 40,000.00	\$ 58,000.00

**DEPARTMENT OF PUBLIC SAFETY**

<b>TITLE</b>	<b>BASE SALARY MINIMUM</b>	<b>BASE SALARY MAXIMUM</b>
<b>Director of Public Safety</b>	\$ 2,250.00	\$ 2,250.00
<b><u>FIRE DEPARTMENT</u></b>		
Keyboarding Clerk 2	\$ 43,000.00	\$ 55,000.00
Clerk Stenographer 1	\$ 30,000.00	\$ 48,000.00
Clerk 1	\$ 33,000.00	\$ 54,000.00
Signal Systems Technician 1	\$ 25,000.00	\$ 36,000.00
Fire Prevention Specialist	\$ 25,000.00	\$ 52,000.00
Fire Alarm Operator	\$ 30,000.00	\$ 52,000.00
Volunteer Fire Chief	\$ 4,000.00	\$ 6,000.00
Clerk 1 – P/T	\$10.00/hour	\$25.00/hour
Fire Protection Sub-Code Official – P/T	\$ 15,000.00	\$ 15,000.00
Fire Protection Sub-Code Per Diem	\$20.00/hour	\$35.00/hour
<b><u>MUNICIPAL COURT</u></b>		
Municipal Magistrate	\$ 50,000.00	\$ 74,000.00
Municipal Magistrate – Per Diem	\$200.00/session	\$500.00/session
Municipal Court Administrator	\$ 60,000.00	\$ 75,000.00
Deputy Municipal Court Administrator	\$ 49,000.00	\$ 62,000.00
Violations Clerk	\$ 39,000.00	\$ 53,000.00
Assistant Violations Clerk Typing	\$ 41,000.00	\$ 51,000.00
Clerk 1	\$10.00/hour	\$20.00/hour
<b><u>POLICE DEPARTMENT</u></b>		
Keyboarding Clerk 1	\$ 56,000.00	\$ 67,000.00
Clerk 1	\$ 55,000.00	\$ 66,000.00
Clerk 1	\$ 47,000.00	\$ 55,000.00
Clerk Stenographer 1	\$ 41,000.00	\$ 48,000.00
Keyboarding Clerk 1	\$ 40,000.00	\$ 62,000.00
Clerk Stenographer 1	\$ 38,000.00	\$ 50,000.00
Clerk 1 – P/T	\$10.00/hour	\$25.00/hour
Supervising Mechanic	\$ 55,000.00	\$ 75,000.00
Mechanic	\$ 55,000.00	\$ 64,000.00
Special Law Enforcement Officer	\$10.00/hour	\$35.00/hour
School Traffic Guard	\$ 18.00/hour	\$ 20.00/hour
Public Safety Telecommunicator – Per Diem	\$ 15.00/hour	\$ 25.00/hour
Traffic Safety Coordinator – P/T	\$ 40,000.00	\$ 58,000.00
<b><u>OTHER EMPLOYEES</u></b>		
Municipal Alliance Coordinator – Stipend	\$ 3,300.00	\$ 3,300.00
Election Guards	\$100.00/day	\$100.00/day

**DEPARTMENT OF PUBLIC WORKS AND WATER**

<b>TITLE</b>	<b>BASE SALARY MINIMUM</b>	<b>BASE SALARY MAXIMUM</b>
<b>Mayor and Director of Public Works</b>	\$ 2,700.00	\$ 2,700.00
<b><u>ENGINEERING DEPARTMENT</u></b>		
Engineering/Chief Project Coordinator–Construction	\$ 75,000.00	\$105,000.00
Clerk Stenographer 1	\$ 25,000.00	\$ 40,000.00
<b><u>ROAD DEPARTMENT</u></b>		
General Supervisor Roads	\$ 65,000.00	\$ 90,000.00
Supervising Equipment Operator	\$ 60,000.00	\$ 85,000.00
Supervising Mechanic	\$ 69,000.00	\$ 85,000.00
Supervisor Traffic Maintenance	\$ 55,000.00	\$ 75,000.00
Clerk 1	\$ 25,000.00	\$ 40,000.00
Clean Communities Coordinator – Stipend	\$ 2,000.00	\$ 2,000.00
Sign Maker	\$ 22,000.00	\$ 31,000.00
Senior Mason	\$ 50,000.00	\$ 65,000.00
Laborer 1 – P/T	\$ 25,000.00	\$ 45,000.00
Laborer 1 – Seasonal	\$12.00/hour	\$15.00/hour
<b><u>SEWER DEPARTMENT</u></b>		
Sewer Repair Supervisor/Water Repair Supervisor	\$ 60,000.00	\$ 85,000.00
Laborer 1 – P/T	\$ 25,000.00	\$ 45,000.00
Laborer 1 – Seasonal	\$12.00/hour	\$15.00/hour
<b><u>PARKING LOT AND METER MAINTENANCE</u></b>		
Parking Enforcement Officer – P/T	\$ 20,000.00	\$ 40,000.00
<b><u>WATER DEPARTMENT</u></b>		
Public Works Superintendent	\$ 80,000.00	\$120,000.00
Assistant Public Works Superintendent	\$ 65,000.00	\$ 90,000.00
Water and Sewer Superintendent / Operator	\$ 65,000.00	\$ 96,000.00
General Supervisor Water	\$ 60,000.00	\$ 85,000.00
Supervising Equipment Operator	\$ 60,000.00	\$ 85,000.00
Supervising Mechanic	\$ 69,000.00	\$ 85,000.00
Keyboarding Clerk 2	\$ 25,000.00	\$ 35,000.00
Data Processing Technician	\$ 35,000.00	\$ 61,000.00
Clerk 1 – P/T	\$ 25,000.00	\$ 40,000.00
Clerk 1 – P/T	\$ 25,000.00	\$ 40,000.00
Clerk Stenographer 1 – P/T	\$ 25,000.00	\$ 40,000.00
Laborer 1 – P/T	\$ 25,000.00	\$ 45,000.00
Laborer 1 – Seasonal	\$12.00/hour	\$15.00/hour

**DEPARTMENT OF PARKS AND PUBLIC PROPERTY**

<b>TITLE</b>	<b>BASE SALARY MINIMUM</b>	<b>BASE SALARY MAXIMUM</b>
<b>Director of Parks &amp; Public Property</b>	\$ 2,250.00	\$ 2,250.00
<b><u>PARKS AND PUBLIC PLAYGROUNDS</u></b>		
General Supervisor Parks	\$ 70,000.00	\$110,000.00
Maintenance Supervisor Grounds	\$ 60,000.00	\$ 87,000.00
Supervising Mechanic	\$ 53,000.00	\$ 85,000.00
Assistant Supervisor Recreation Maintenance	\$ 55,000.00	\$ 75,000.00
Keyboarding Clerk 3	\$ 50,000.00	\$ 65,000.00
Account Clerk	\$ 45,000.00	\$ 70,000.00
Account Clerk – Insurance Stipend	\$ 1,000.00	\$ 5,000.00
Clerk 1	\$ 35,000.00	\$ 50,000.00
Clerk 1 – P/T	\$ 15,000.00	\$ 21,840.00
Clerk 1 – P/T	\$12.00/hour	\$20.00/hour
Clerk 1 - Seasonal	\$12.00/hour	\$20.00/hour
Receptionist/Telephone Operator	\$ 30,000.00	\$ 47,000.00
Receptionist/Telephone Operator – P/T	\$ 8.00/hour	\$20.00/hour
Painters Helper	\$ 40,000.00	\$ 69,070.00
Laborer 1 – P/T	\$ 8.00/hour	\$20.00/hour
Laborer 1 – Seasonal	\$ 8.00/hour	\$18.00/hour
<b><u>SHADE TREE</u></b>		
Tree Maintenance Supervisor	\$ 55,000.00	\$ 85,000.00
Keyboarding Clerk 2	\$ 38,000.00	\$ 60,000.00
Keyboarding Clerk 2 – Insurance Stipend	\$ 1,000.00	\$ 5,000.00
Laborer 1 – P/T	\$ 8.00/hour	\$20.00/hour
Laborer 1 – Seasonal	\$ 8.00/hour	\$20.00/hour
<b><u>BUILDINGS AND GROUNDS</u></b>		
Supervising Carpenter	\$ 53,600.00	\$ 80,000.00
Building Maintenance Worker	\$ 27,000.00	\$ 42,000.00
Building Maintenance Worker – P/T	\$12.00/hour	\$24.00/hour
Construction Supervisor – P/T	\$ 20,000.00	\$ 40,000.00
Laborer 1 – P/T	\$ 8.00/hour	\$20.00/hour
Laborer 1 – Seasonal	\$ 8.00/hour	\$20.00/hour
<b><u>RECREATION</u></b>		
Recreation Director	\$ 80,000.00	\$120,000.00
Recreation Leader	\$ 42,000.00	\$ 52,000.00
Recreation Leader – Insurance Stipend	\$ 1,000.00	\$ 5,000.00
Recreation Leader	\$ 28,000.00	\$ 38,000.00
Recreation Leader – P/T	\$ 7.50/hour	\$25.00/hour
Recreation Leader – Seasonal	\$ 7.50/hour	\$25.00/hour
Special Recreation Instructor	\$ 10.00/hour	\$ 35.00/hour
Special Recreation Instructor - P/T	\$14.00/hour	\$25.00/hour
Bus Driver – P/T		
<b><u>INFORMATION TECHNOLOGY</u></b>		
Computer Service Technician III	\$ 40,000.00	\$ 85,000.00
Computer Service Technician II	\$ 35,000.00	\$ 50,000.00
Computer Service Technician I	\$ 30,000.00	\$ 44,000.00
<b><u>RECREATION COMMISSION</u></b>		
Art Teacher	\$20.00/hour	\$40.00/hour

Building Supervisors	\$10.00/hour	\$25.00/hour
Fitness Instructor	\$25.00/hour	\$50.00/hour
Fitness Instructor – Boot Camp	\$50.00/hour	\$75.00/hour
Latin Aerobics Instructor	\$20.00/hour	\$40.00/hour
Recreation Leader – Art/Music/Dance	\$10.00/hour	\$35.00/hour
Senior Fitness Instructor	\$10.00/hour	\$35.00/hour
Site Supervisor	\$10.00/hour	\$25.00/hour
Summer Clinic Instructor	\$10.00/hour	\$25.00/hour
Summer Clinic Instructor	\$1,800.00/session	\$2,000.00/session
Yoga Instructor	\$20.00/hour	\$40.00/hour

#### **RECREATION COMMISSION – SPORTS OFFICIALS**

Basketball Officials	\$ 8.00/game	\$75.00/game
Basketball Score Keepers	\$ 7.50/game	\$40.00/game
Flag Football Officials	\$10.00/game	\$40.00/game
Lacrosse Officials	\$ 8.00/game	\$75.00/game
Soccer Referees	\$ 8.00/game	\$75.00/game
Softball Umpires	\$ 8.00/game	\$75.00/game
Tackle Football Officials	\$25.00/game	\$75.00/game
Volleyball Officials	\$15.00/game	\$40.00/game
Wrestling Officials	\$ 7.50/game	\$75.00/game

#### **BUS TRANSPORTATION**

Bus Driver	\$25,000.00	\$42,500.00
Senior Citizen Bus Driver – P/T	\$10.00/hour	\$25.00/hour
Bus Driver – P/T	\$10.00/hour	\$25.00/hour
Bus Driver – Seasonal	\$10.00/hour	\$25.00/hour

#### **CAMP NUTLEY**

Camp Director	\$15.00/hour	\$35.00/hour
Camp Teacher	\$10.00/hour	\$18.00/hour
Camp Counselor – College	\$ 8.00/hour	\$12.00/hour
Camp Counselor – High School	\$ 8.00/hour	\$12.00/hour
Bus Driver	\$10.00/hour	\$30.00/hour

#### **SUMMER PLAYGROUND PROGRAM**

Playground Director	\$10.00/hour	\$25.00/hour
Playground Teacher	\$10.00/hour	\$20.00/hour
Playground Counselor	\$ 8.00/hour	\$12.00/hour

#### **PRE-K PROGRAM**

Pre-K Program Director	\$15.00/hour	\$25.00/hour
Pre-K Program Helper	\$ 8.00/hour	\$12.00/hour

### **SECTION 2**

The annual salaries of the employees of the Departments of Public Works, Water, Parks and Public Property, excepting office employees, shall be on the basis of forty (40) hours per week. When overtime is required, it shall be paid on a "time and one-half" basis. The provisions for overtime as stated in this paragraph shall not apply to the Public Works Superintendent, Municipal Engineer and Construction Code Official.

### **SECTION 3**

Payment of vacation time in advance may be made upon request in writing to the Treasurer at least one month in advance of the pay period requested. Written request must be approved by the Department Head before submission to the Treasurer.

### **SECTION 4**

**All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed and this ordinance shall take effect twenty (20) days after final passage in accordance with the law.**

**SECTION 5**

**To the extent not set forth herein, all total salaries per annum will include longevity as set forth in Nutley Municipal Code Chapter 103.**