

CITY OF VINELAND

ORDINANCE NO. 2015- 3

AN ORDINANCE TO AMEND AND SUPPLEMENT
ORDINANCE NO. 8, WHICH ESTABLISHED THE
CLASSIFICATION AND COMPENSATION PLANS FOR
THE CITY OF VINELAND (PRINCIPAL STOREKEEPER)

WHEREAS, on July 3, 1952, City Council adopted Ordinance No. 8, entitled “An Ordinance Adopting a Schedule of Classified Positions and Applicable Salary Ranges in the Civil Service of the City of Vineland in accordance with the classification and compensation plan contained in reports of the classification surveys submitted by the Civil Service Commission of the State of New Jersey, said Ordinance having been heretofore amended; and

WHEREAS, it becomes necessary and in the best interest of the City of Vineland to establish the salary ranges and/or hourly wage rates for classified and unclassified positions of the Civil Service of the City of Vineland as identified on the attached Schedule No. 1 – 2015, now, therefore,

BE IT ORDAINED by the Council of the City of Vineland that Ordinance No. 8, an Ordinance entitled “An Ordinance Adopting a Schedule of Classified Positions and Applicable Salary Ranges in the Civil Service of the City of Vineland in accordance with the classification and compensation plans contained in reports of the classification surveys submitted by the Civil Service Commission of the State of New Jersey,” be amended as follows:

Section 1. The salary ranges and/or hourly wages rate for classified and unclassified positions of the Civil Service of the City of Vineland identified on the attached Schedule No. 1 – 2015 incorporated herein and on file in the office of the City Clerk, are and the same are hereby established.

Section 2. This ordinance shall take effect upon publication and passage in the manner provided by law.

Passed first reading:

Passed final reading:

President of Council

Approved by the Mayor:

Mayor

ATTEST:

City Clerk

CITY OF VINELAND

SCHEDULE NO. 1 – 2015

**I.B.E.W., LOCAL 210 UNIT #2
NEW CLASSIFICATION:**

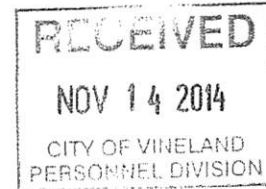
<u>TITLE</u>	<u>SALARY RANGE</u>
Principal Storekeeper	\$21.60 - \$28.66



Michael Lawler
VMWU Superintendent
Mlawler@vinelandcity.org
www.vinelandcity.org

330 E. Walnut Rd
PO Box 1508
Vineland, NJ 08360-1508
Phone: (856) 794-4056
Fax: (856) 405-4627

Memorandum



To: Joe Isabella
CC: Denis Monaco,
From: Michael S. Lawler, VMWU Superintendent, CPWM.
Date: 11/14/14
Re: Davis Garcia title change request

Good Morning Joe

I have an employee that I strongly feel is worthy of a title change and upgrade.

David Garcia has been with the City for 23 years and is currently a senior store keeper. His work ethic and quality of work that he performs for the water utility goes above and beyond his current job title.

He is very efficient with organizing our ware house and keeping inventory,

He does 90% of all our purchase orders, pays all of our invoices, keeps meticulous records of our contracts, writes specification and does the required paperwork for new contracts.

He also is trained and handles all our Right to Know requirements and very well I might add.

He is a retired Air force veteran Technical Sargent E-6.

I am respectfully requesting that his title be changed to Principal Storekeeper.

Joseph Isabella 

Thank You

Michael Lawler, Superintendent, CPWM

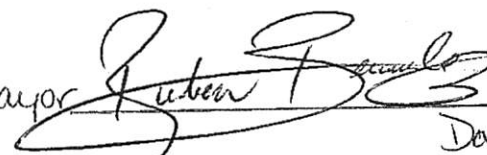
Approved by the Mayor  11/14/14
Date



Exhibit "C"

Grade and Classification Wage Schedule

Grade and Classification	Step	2010	2011	2012	2013
4-B III					
▪ Maintenance Repairer, Electrical, Heating & Air Conditioning	1	17.33	17.37	17.72	18.08
	2	18.07	18.12	18.48	18.85
▪ Mechanic	3	18.82	18.87	19.24	19.63
▪ Storekeeper	4	19.55	19.60	19.99	20.39
▪ Storekeeper, E.U.	5	20.29	20.34	20.75	21.16
	6	21.04	21.09	21.51	21.94
	7	21.77	21.82	22.26	22.71
	8	23.25	23.31	23.77	24.25
5-B I					
▪ Heavy Equipment Operator	1	18.71	18.76	19.13	19.51
▪ Pumping Station Operator	2	19.47	19.52	19.91	20.31
▪ Water Repairer	3	20.22	20.27	20.68	21.09
(Water Repairer 1)	4	20.97	21.02	21.44	21.87
▪ Water Service Technician	5	21.72	21.77	22.21	22.65
▪ Water Treatment Plant Operator	6	22.47	22.53	22.98	23.44
	7	23.23	23.29	23.75	24.23
	8	24.70	24.76	25.26	25.76
6-B I					
▪ Sr. Maintenance Repairer, Electric, Heating & Air Conditioning	1	19.18	19.23	19.61	20.00
	2	19.94	19.99	20.39	20.80
▪ Sr. Mechanic	3	20.70	20.75	21.17	21.59
▪ Sr. Pumping Station Operator	4	21.45	21.50	21.93	22.37
▪ Sr. Storekeeper	5	22.20	22.26	22.70	23.15
▪ Sr. Water Repairer	6	22.95	23.01	23.47	23.94
(Water Repairer 2)	7	23.71	23.77	24.24	24.73
▪ Sr. Water-Sewer Repairer	8	25.19	25.25	25.76	26.27
▪ Sr. Water Treatment Plant Operator					
6-B II					
▪ Sr. Water/Sewer Repairer/Water Service Inspector	1	20.71	20.76	21.18	21.60
	2	21.57	21.62	22.06	22.50
▪ Supervising Maintenance Repairer	3	22.43	22.49	22.94	23.39
	4	23.30	23.36	23.83	24.30
	5	24.16	24.22	24.70	25.20
	6	25.02	25.08	25.58	26.10
	7	25.88	25.94	26.46	26.99
	8	27.48	27.55	28.10	28.66
7-B I					
▪ Assistant Supervisor, Water (Water Repairer 3)	1	22.85	22.91	23.37	23.83
	2	23.92	23.98	24.46	24.95
▪ Supervising Pump Station Operator	3	25.01	25.07	25.57	26.09
	4	26.09	26.16	26.68	27.21
	5	27.16	27.23	27.77	28.33
	6	28.25	28.32	28.89	29.46
	7	29.32	29.39	29.98	30.58
	8	31.13	31.21	31.83	32.47

Current title →

← Current hourly rate

New title → Pr. Storekeeper

← New hourly rate

*400 Stipend for Bilingual Variant in Title



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification 02852

PRINCIPAL STOREKEEPER

DEFINITION:

Under direction, has charge of and supervises the activities of workers engaged in receiving, storing, inventorying, and issuing supplies, parts, and equipment, does related work as required.

NOTE: The definition and 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:

Checks the delivery sheets when shipments are received to see that the specified stores are delivered and that they are in good condition.

Unpacks, weighs, counts, and measures the contents of shipments to see that the delivered stores conform with the quantity and quality specified as delivered.

Records the kind and quantity of the stores received.

Supervises the placing of stores in appropriate bins, shelves, and other receptacles and areas to ensure orderliness and safety.

Supervises the safeguarding of stores against fire, theft, and damage.

Supervises the issuing of equipment and materials.

Makes periodic physical inventories of the kind and quantity of stores on hand.

Supervises the work needed to keep the storeroom clean and orderly.

Prepares card indexes for stores received.

Establishes and maintains other storeroom records and files.

Prepares requisitions for needed supplies, materials, and equipment.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Four (4) years of experience in obtaining, recording, storing, safeguarding, and issuing of varied types of equipment, materials, and supplies in an organized stockroom.

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 the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of problems involved in formulating work schedules for workers assigned to the storeroom.

Knowledge of methods used in giving employees clear, sound accurate, and informative directions.

Knowledge of problems, procedures, and methods involved in checking the delivery sheets of incoming shipments to see that the specified goods are delivered and that they are in good condition.

Knowledge in unpacking, weighing, counting, and measuring the contents of the shipments to see that the delivered stores conform with the quantity and quality specified as delivered.

Knowledge of recording the kind and quantity of the received stores.

Knowledge of placing the stock in appropriate bins, shelves, and other receptacles and areas to ensure orderliness and safety, and in safeguarding stores against fire, theft, and damage.

Knowledge in issuing needed stores when requisitions or other types of proper authorization are received.

Knowledge in making periodic physical inventories of the kind and quantity of stores on hand and in keeping the storeroom clean and orderly.

Knowledge of methods used in obtaining, storing, safeguarding, distributing, and supervising the proper use of equipment, materials, and supplies.

Knowledge to supervise the checking of the delivery sheets of incoming shipments to see that the specified stores are delivered and that they are in good condition.

Ability to oversee the unpacking, weighing, counting, and measure contents of shipments to see that the delivered stores conform with the quantity and quality specified as delivered.

Ability to direct the recording of the kind and quantity of the received stores.

Ability to prepare clear, sound, accurate, and informative reports, containing findings, conclusions, and recommendations.

Ability to establish and maintain records and files.

Ability to analyze storekeeping problems, organize assigned work, and develop effective work methods.

Ability to take a leading part in working out internal organization and operating procedures of the storeroom.

Ability to deal firmly and effectively with varied types of individuals and give them clear, accurate, and informative directions.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG-02852 MER 10/07/2010

This job specification is for local government use only.
