COLLECTIVE AGREEMENT

BETWEEN

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 3047

CUPE | Canadian Union of Public Employees

AND

THE TOWN OF WESTLOCK

January 1, 2015 to December 31, 2018

copesepb

Canadian Office & Professional Employees
Local #491

TABLE OF CONTENTS

	Preamble	1
Article 1	Term of Agreement	1
Article 2	Scope	2
Article 3	Definitions	2
Article 4	Managerial Rights	3
Article 5	Discharge and Discipline	3
Article 6	Union Recognition	4
Article 7	Working Conditions	5
Article 8	Remuneration	8
Article 9	Statutory Holidays	8
Article 10	Vacation Leave	9
Article 11	Leave of Absence	11
Article 12	Union Leave	11
Article 13	Sick Leave	12
Article 14	Employee Benefits and Pension Plan	13
Article 15	Supplementation of Worker's Compensation	14
Article 16	Employment	14
Article 17	Promotions	15
Article 18	Layoffs and Recalls	15
Article 19	Posting and Filling Vacancies	16
Article 20	Seniority	16
Article 21	Classification	17
Article 22	Employee Performance Review and Employee Files	17
Article 23	Grievance Procedure	17
Article 24	Arbitration	19
Article 25	Boot and Clothing Allowance	19
Article 26	Miscellaneous	20
Article 27	Health and Safety	21
Article 28	Duty to Accommodate	21
	Signing Page	21
	Appendix I - Rates of Salaries, Stand-by Pay, Boot Allowance	22
	Appendix II - Position Duties	26
	Letter of Understanding "1"	61
	Letter of Understanding "2"	62
	Letter of Understanding "3"	63
	Letter of Understanding "4"	64
	Letter of Understanding "5"	65

COLLECTIVE AGREEMENT

BETWEEN

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047
(hereinafter referred to as the "Union")

OF THE FIRST PART

- and -

THE TOWN OF WESTLOCK, A MUNICIPAL CORPORATION
(hereinafter referred to as the "Employer")

OF THE SECOND PART

WHEREAS it is the purpose of both parties to this agreement:

1. To maintain and improve harmonious relations between the Employer and the Union;

2. To recognize the mutual value of joint discussions and negotiations in matters pertaining to working conditions and employment;

3. To encourage efficiency and effectiveness in operations;

4. To enhance the quality of service provided to the people of the Town of Westlock; and

5. To promote the morale, well-being and security of the Employees in the bargaining unit of the Union;

AND WHEREAS it is now desirable that matters pertaining to the working conditions of Employees be described in a collective agreement;

THEREFORE the Employer and the Union agree with each other as follows:

ARTICLE 1 - TERM OF AGREEMENT

1.1 This agreement shall be in full force and effect as of January 1, 2015 and shall continue in full force and effect until the 31st day of December, 2018 and from year to year thereafter, except as hereinafter provided.

1.2 Either of the parties hereto may serve notice to commence collective bargaining by notice in writing not less than sixty (60) days nor more than one hundred twenty (120) days prior to the expiration date of this agreement.

1.3 If amendment is desired, the contents of the amendment shall be transmitted to the other party at the first collective bargaining meeting and the existing agreement shall remain in force until the process of collective bargaining has been completed in accordance with the provisions of the Labour Relations Code or the parties hereto are in a legal position to conduct a lockout or strike vote, whichever first occurs. Changes in this agreement agreed upon by the parties hereto, however, may be

made at any time, provided that such changes are properly reduced to writing and executed by authorized representatives of the parties to this agreement. Such changes shall form part of the Collective Agreement and are subject to the grievance and arbitration procedure.

ARTICLE 2 – SCOPE

2.1 This agreement shall apply to all Employees of the Employer for whom the Union has the right to bargain as set out in the Labour Relations Board Certificate Number 349-92, issued August 6, 1992.

ARTICLE 3 – DEFINITIONS

3.1 "ANNIVERSARY DATE" refers to the Employee's commencement date which establishes payroll, benefits and years of service.

3.2 "BARGAINING COMMITTEE" means those Employees elected by the Employees within the Union to bargain on their behalf.

3.3 "CLASSIFICATION" means a group of positions having sufficiently similar duties, responsibilities, authority and required qualifications that a common descriptive title may be used.

3.4 "EMPLOYEE" means a person assigned to a position within the scope of this agreement.

3.5 "EMPLOYER" means the Town of Westlock.

3.6 "FULL-TIME EMPLOYEE" means an Employee who is regularly scheduled to work the hours described in Article 7.

3.7 "PART-TIME EMPLOYEE" means an Employee who is regularly scheduled to work less than the full-time hours described in Article 7.

3.8 "PERMANENT EMPLOYEE" means any Employee who has successfully completed the required probationary period pursuant to Article 16.

3.9 "POSITION" means a specific set of duties and conditions, as described in a position description, developed for the purpose of assignment to a single incumbent.

3.10 "PROBATIONARY EMPLOYEE" means an Employee who is serving a probationary period of employment in his initial employment with the Employer pursuant to Article 16.

3.11 "PROBATIONARY PERIOD" means the initial period of employment of a new Employee coming within the scope of this agreement pursuant to Article 16.

3.12 "PROMOTION" means the advancement of an Employee to a position with a higher level of duties and responsibilities and with a higher regular rate of pay.

3.13 "REGULAR HOURS OF WORK" means the assigned daily hours of work exclusive of overtime, standby and call-back.

3.14 "REGULAR RATE OF PAY" means the rate of pay assigned to a classification as set out in the Schedule of Wages attached to this agreement exclusive of all premiums.

3.15 "SHIFT" means the regular daily hours of work assigned to an Employee.

3.16 "TEMPORARY EMPLOYEE" means an Employee who is hired for a pre-determined period of time or a pre-determined task, or is engaged for relief, not to exceed six (6) months in duration. When a Permanent Employee accepts a temporary assignment, that Employee maintains his Permanent status. The provisions of this agreement shall apply to Temporary Employees where applicable, with the exception of Articles 5, 13, 14, 18.

3.17 "CASUAL" means an employee that may be called in when needed or requested but with no scheduled or guaranteed hours nor any commitment on the casual employee's part to be available for any set or predetermined hours. The provision of this Agreement shall apply to casual employee where applicable, with the exceptions of Article 5, 13, 14 and 18. Casual employees may be discharged at any time, for any reason without just cause and without recourse to the grievance and arbitration.

3.18 "CAO" means the CAO of the Town of Westlock.

3.19 "TRIAL TERM" means the initial period of employment of an Employee upon promotion or transfer to a new classification or position in order to determine the suitability of the employee in the classification or position pursuant to Article 17.

3.20 Unless otherwise required by the context, all words in the singular include the plural and all words in the plural include the singular; words of masculine gender shall include the feminine.

ARTICLE 4 - MANAGERIAL RIGHTS

4.1 The Union recognizes that it is the exclusive right of the Employer to exercise all the usual and customary rights of management. Such managerial rights include, but are not limited to, the right of the Employer to manage its business, direct the working forces, make rules and regulations and the right to hire, suspend, discharge, discipline, lay off, transfer, classify, promote or demote any Employee, except as expressly limited by this agreement. The question of whether any management rights are expressly limited by this agreement shall be decided through the grievance and arbitration procedure.

ARTICLE 5 - DISCHARGE AND DISCIPLINE

5.1 The Employer may discharge and discipline Employees but only for just cause, and the burden of proof shall rest with the Employer.

5.2 When an Employee is called to a meeting where the Employer intends to issue discipline, the Employer shall inform the Employee of the purpose of the meeting, and inform them of their right to Union representation at the meeting.

5.3 The Employer when disciplining an Employee, shall provide the Employee with written warning notice, or notice of discipline. Copies of all warning notices, or

notices of discharge, suspension or other discipline shall be provided to the Union as soon as reasonably possible.

5.4 Employees absent for three (3) working days without notifying their immediate supervisor shall be considered to have terminated their employment with the Employer, unless, in the opinion of the Employer, proof is subsequently produced that emergency circumstances made it impossible for the Employee to contact their supervisor. The Employer's determination of the impossibility of contact shall not be subject to grievance or arbitration.

ARTICLE 6 - UNION RECOGNITION

6.1 The Employer recognizes the Union as the exclusive bargaining agent of the Employees covered by Labour Relations Board Certificate 349-92 with respect to terms and conditions of employment.

6.2 No one outside the bargaining unit shall be permitted to do bargaining unit work if it results in a reduction in the regularly scheduled hours of work of a permanent bargaining unit member.

6.3 The Employer shall not enter into any agreement with any individual Employee or group of employees in the bargaining unit respecting the terms and conditions of employment.

6.4 The Employer shall negotiate with the Union or any of its authorized committees concerning matters affecting the relationship between the Employer and the Union, aiming towards a peaceful and amicable settlement of any differences that may arise between them. In order that this may be carried out, the Union will supply the Employer with the names of its officers and the Employer shall supply the Union with a list of its supervisory personnel with whom the Union may be required to transact business.

6.5 The Union shall have the right to have the assistance of representatives of the Canadian Union of Public Employees when dealing with or negotiating with the Employer.

6.6 Check off of Union Dues:

(a) The Town agrees to deduct from Employees in the bargaining unit, an amount equal to the monthly dues, as shall be decided upon from time to time by the Union, and in a manner which is in keeping with the payroll system in effect.

(b) Deductions shall be forwarded to the National Secretary Treasurer of the Union in Ottawa accompanied by a list of names of those Employees from whom wage deductions have been made.

(c) The Union shall advise the Town in writing of any change in the amount of dues to be deducted from Employees covered by this agreement. Such notice shall be provided at least thirty (30) days prior to the effective date of the change.

(d) Income tax (T4) slips provided to Employees shall indicate the amount of Union dues paid by each Employee in the previous year.

6.7 The Employer shall supply to each Employee within the bargaining unit a copy of this agreement within thirty (30) days of the signing of the agreement. All new Employees within the bargaining unit shall be given a copy of the agreement when they are hired.

6.8 All correspondence between the parties, except as otherwise set out in this agreement, arising out of this agreement or incidental thereto, shall pass to and from the CAO.

6.9 There shall be no discrimination and/or coercion against any Employee by reason of engaging in lawful activities in support of or as a member of the Union.

6.10 A representative of the Union will have the opportunity to make a presentation of up to fifteen (15) minutes in duration to new Employees for Union orientation purposes, at a time acceptable to the Employer.

ARTICLE 7 - WORKING CONDITIONS

7.1 Employees shall report for their regular hours of work at the place directed by the person in charge and shall go to and from such place on their own time. Where an Employee is required to report to a new place during his regular hours of work, he shall do so without loss of pay.

7.2 Hours of work for the distinct Employee groups shall be as follows:

Operations

Regular hours of work for Full-time Employees shall be eight (8) hours per day and forty (40) hours per week, Monday through Friday 7:30 to 4:30. Such hours shall be scheduled consecutively. Hours may be modified at the Employers discretion to meet operational requirements of the Employer.

Permanent Full-time Employees shall take up to six (6) days each year as a day off without pay, limited to one (1) day in a month. The Employer reserves the right to schedule such days off to ensure for adequate staffing levels in order to meet operational requirements.

Recreation Employees

Regular hours of work for full-time Recreation Employees shall be eight (8) hours per day and forty (40) hours per week, working shifts Monday through Sunday, or at the Employer's option, a compressed work week consisting of four (4) days in the week at ten (10) hours each day, also totalling forty (40) hours per week, and with three (3) consecutive days off.

Custodians

Regular hours of work for full-time Custodians shall be eight (8) hours per day and forty (40) hours per week, working shifts Monday through Sunday.

7.3 The Employer reserves the right to establish the start and end times of shifts for Employees within the bargaining unit; provided that the Employer shall not establish any split shifts, except for Recreation Employees where split shifts shall be permitted. The Employer, acting reasonably, will attempt to avoid or minimize the use of split shifts. Operations Employees shall receive seventy-five cents ($0.75) per hour for each hour of a shift which falls between 9:00 p.m. and 6:00 a.m. Aquatic Centre Employees shall receive thirty cents ($0.30) per hour for each hour of a shift which falls between 4:30 p.m. and 12:00 a.m. Shift differentials shall not be included for the purpose of calculating overtime where applicable. If the total of all split shift hours worked within one day does not meet the minimum paid hours per day under Alberta Employment Standards, the difference shall be paid.

7.4 (a) Employees shall be allowed one (1) paid fifteen (15) minute coffee break during each shift equal to or more than 4 hours, but less than 6 hours

(b) Employees shall be allowed two (2) paid fifteen minute breaks during each shift equal to or more than 6 hours, and a further one (1) hour unpaid meal break for each shift of eight (8) hours or more.

(c) All fifteen (15) minute breaks per this Article must be taken on site.

7.5 An Employee scheduled to work a full shift who reports for work on his regular shift shall be paid at his regular rate of pay for the full shift, unless in the case of a Temporary Employee, this Employee has received notification from his Supervisor a minimum of one (1) hour prior to the start of his regular shift and that the Employee is not required to report for work.

7.6 Where an Employee is required to work hours in excess of the regular full time hours of work as defined in 7.2, all such excess hours of work shall be considered overtime and he shall be paid at one and one half ($1^1/_2$) times his regular hourly rate for the first two (2) hours and at two (2) times for all continuous time thereafter. Where an Employee is required to work and receives less than four (4) consecutive hours off immediately prior to his next regular shift, that Employee shall continue to be paid at two (2) times his regular rate of pay for all hours worked until such time as he is relieved from duty for at least four (4) consecutive hours. An Employee so relieved will suffer no loss of regular earnings as a result. Except in the case of emergencies, an Employee shall receive a minimum of twenty-four (24) hours advance notice of overtime work.

7.7 An Employee shall not suffer any reduction to their established regular hours of work to equalize any overtime worked. An employee shall have the option to receive time off in lieu of pay for overtime worked, calculated at one and one-half (1½) or two (2) times, as the case may be, his regular hourly rate of pay for such overtime hours worked. It is understood and agreed that such time off shall accumulate to a maximum of five (5) days at any one time. Once five (5) days have been so accumulated, overtime will be paid until the five (5) days have been taken off by the Employee at a time mutually agreed upon between the Employee and the Employer. Accumulated time off must be taken within three (3) months of the time it is earned or it shall be paid out to the Employee.

7.8 All Employees shall be subject to call out. An Employee called out for work outside of his regular hours of work shall be paid a minimum of two (2) hours at overtime rates and overtime in accordance with Article 7.6 thereafter. Calls within two (2) hours of each other shall be considered one (1) call out.

7.9 An Employee required to work overtime on a Statutory Holiday, specified in Article 9.1 of this agreement, shall be paid at two (2) times his regular hourly rate of pay for each hour worked. This premium rate of pay shall be paid only to those employees who work on the actual calendar day observed as the holiday.

7.10 When an Employee is assigned to relieve in an acting capacity to a position assigned with a higher level of duties and responsibilities and with a higher regular rate of pay, for two (2) shifts or longer, he shall be paid at his regular rate of pay plus twelve and one-half percent (12.5%).

7.11 Standby

When an Employee is on Standby Service with the Employer, he shall be paid three (3) hours at regular rate of pay plus Thirty Dollars ($30.00) Standby Pay per day for Saturday, Sunday and Stat Holidays and shall be readily available and in fit condition to return to duty immediately upon request.

Stand-By Pay	
Monday-Friday Incl.	$47.42/day effective January 1, 2015 $48.60/day effective January 1, 2016 $50.06/day effective January 1, 2017 $51.56/day effective January 1, 2018
Sat., Sun., Stat Hol.	rate of pay for three (3) hours plus Thirty ($30.00) Dollars Standby Pay per day

Standby service will be done on a voluntary basis by permanent Full-time Employees, other than Community Service Employees. Where insufficient Employees volunteer, the Employer reserves the right to assign Standby. A list of Employees who agree to work Standby service shall be established by January 31 of each year. The list shall be operated on a rotational basis and will ensure that there is at least one (1) Employee available for Standby service at all times. The services listed below are the obligation of Employees on standby and will not attract call out or any other pay in addition to Standby Pay. Responses to problems uncovered during the checks will be subject to call out pay with the approval of the Director of Operations.

Standby Duties: Weekends & Holidays

- check Water Plant a minimum of three (3x) times per day
- check Low Lift in the morning
- check Sewer Lift in the morning
- check Water Towers in the morning
- check Employer Shop once a day
- drive-by-duties: shall include checking for obvious problems regarding:

  (a) malfunction(s) of Employer operations
  (b) security
  (c) safety
  (d) vandalism

Including drive-by checking in the following areas of responsibility:

i. Highways 18 & 44, 107 Street, Main Street (100 Ave)
ii. Mountie Park, Recycle Depot and Yard, Fire Hall
iii. Check with temporary staff during special events (i.e. Fair, Trade Shows, Tours, etc.)
iv. Answer automatic building alarm(s) by:
- notifying person in charge
- calling out staff as required
v. Check problem areas as indicated by Director of Operations or CAO
vi. Building checks of Administration, Heritage, Curling Rink, Spirit Centre, Museum buildings, Aquatics Centre, Outdoor Skate Shack and Jubilee Arena.

7.12 An Employee required to work in excess of ten (10) hours in any one shift shall be provided with a paid meal period of one half ($^1/_2$) hour, and reimbursed for the cost of the meal.

ARTICLE 8 - REMUNERATION

8.1 The Employer shall pay each Employee bi-weekly according to the rates of pay as set out in Appendix "I" attached to and forming part of this agreement, and each Employee shall be provided with an itemized statement of wages, overtime and other supplementary pay and deductions.

8.2 An Employee in the service as of the ratification of this agreement shall be eligible for retroactive payment of wages paid to the Employee during the period from the effective date of this agreement as provided in Article 1.1 to the implementation of this agreement. This retroactive payment shall be calculated by applying the percentage increase in wages for the applicable position to the gross earnings of the Employee from the first day of the term of this agreement to the date of the implementation of this agreement.

8.3 Past Employees who were in the service of the Employer between the first day of the term of this agreement and the date of implementation of this agreement shall be entitled to any retroactive adjustment for the regular rate of pay provided that they have left a forwarding address.

ARTICLE 9 - STATUTORY HOLIDAYS

9.1 The following days shall be recognized as Statutory Holidays for the purpose of this agreement:

New Year's Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Remembrance Day
Good Friday	Civic Holiday	Christmas Day
Easter Monday	Labour Day	Boxing Day

And any other day proclaimed as a holiday by the Employer or the Provincial Government for their Employees. This shall include the Employer declared "Christmas Floater day" that it provides to all Town Employees either before or after Christmas and will be designated as follows:

- On December 24th, when Christmas Day falls on a Tuesday, Thursday, Friday or Saturday;
- On December 27th, when Christmas Day falls on a Monday or Wednesday;

- On December 28th, when Christmas Day falls on a Sunday.

9.2 All Employees shall receive the recognized Statutory Holidays in accordance with Article 9.1 for which they are eligible, in accordance with the General Holiday provisions of the *Employment Standards Code*, with pay, or other days with pay in lieu of such Statutory Holidays, or pay in lieu, providing they are available for work in accordance with the shift preceding, during and following the designated day for the holiday or on approved leave.

9.3 For Employee types that normally do not work weekends, should any of the above named holidays fall on a weekend, the following scheduled working day shall be observed as the day off. Every effort shall be made to schedule this day off immediately prior or following the Employee's regular two (2) days off.

ARTICLE 10 - VACATION LEAVE

10.1 An Employee shall not take vacation leave without prior authorization from the Employer.

10.2 Authorized vacations may be changed by mutual consent of the Employer and Employee.

10.3 Permanent Employees shall earn annual vacation with pay based on years of continuous service, as follows:

Full time vacation accrual based on 8 hours per day			
Anniversary	Annual Days*	Annual Hours	Hours Accrued per Pay Period
0 to 5th	15	120	4.62
6th	16	128	4.92
7th	17	136	5.23
8th	18	144	5.54
9th	19	152	5.85
10th	20	160	6.15
11th	21	168	6.46
12th	22	176	6.77
13th	23	184	7.08
14th	24	192	7.38
15th	25	200	7.69
16th	26	208	8
17th	27	216	8.31
18th	28	224	8.62
19th	29	232	8.92
20th and thereafter	30	240	9.23

* 1 Day = 8 hours
It is understood and agreed that to ensure accuracy of vacation accrual and the use of vacation, the actual base calculation shall be in hours, which will ensure accuracy as well as equitable and equivalent treatment of Employees, both working a regular five (5) day schedule as well as any working on a Compressed Work Week. An Employee's years of service shall be calculated according to the Employee's anniversary date.

10.4 Employees may take their vacation as soon as it is earned, however they are required to take their vacation no later than the end of the year after it is earned in accordance with Article 10.3 but shall be allowed to carry over any vacation entitlement with the agreement of the Employer.

10.5 If a recognized Statutory Holiday falls or is observed during an Employee's vacation period, he shall be allowed an additional vacation day with pay immediately following his vacation period or an additional paid vacation day on some other day if mutually agreed to between the Employee and the CAO.

10.6 If an Employee becomes ill or is injured and/or hospitalized during his vacation, vacation leave equal to the number of days ill, injured or hospitalized will be restored, subject to medical certification being provided to the Employer, upon request.

10.7 Vacation pay for Temporary Employees shall be calculated and paid in accordance with the *Employment Standards Code* based upon the Employee's regular rate of pay. If during his vacation, there is a death in the Employee's family, Article 11.3 will become effective.

10.8 An Employee shall be entitled to receive his vacation in an unbroken period except where his vacation entitlement is in excess of four (4) weeks. In such a case, the Employee's vacation entitlement may be taken in an unbroken period in excess of four (4) weeks only with the approval of the CAO.

10.9 An Employee who has been on a leave of absence without pay for thirty (30) or more consecutive calendar days, except where the leave is for the purpose of attending a training course, shall for the year in which the absence occurs, earn annual vacation with pay proportionate to the number of months that the Employee worked or part thereof (on a pro rata basis) with pay in the service of the Employer.

10.10 Employees shall submit their written request for annual vacation, indicating their first and second choice, by March 1 of each year. Where it is not operationally feasible to grant the request of more than one (1) Employee for the same period, seniority shall be the deciding factor. The Employer shall post the vacation schedule by March 15 of each year. Once the vacation schedule is posted, it will not be changed without the consent of the affected Employees, except in case of emergency. Where an Employee fails to submit a written request for vacation by March 1, and subsequently makes a vacation request, such requests will be granted, if possible, once the vacation schedule has been posted. In the case of a late request where no mutually acceptable time can be arrived upon between the Employee and the Employer, or where no vacation request is made, the Employer reserves the right to schedule vacation for the Employee upon the provision of two (2) week's written notice.

ARTICLE 11 - LEAVE OF ABSENCE

11.1 The Employer may grant leave of absence without pay and without loss of seniority to any Employee requesting such leave for good and sufficient cause, such requests to be in writing and approved by the CAO. The Employee making such request must indicate an intended date of return. The failure to return as specified in the written request will result in the immediate termination of employment unless:

a) permission in writing to extend the leave is granted in advance by the CAO; or

b) the Employee provides an explanation acceptable to the Employer.

11.2 An Employee engaged in other employment for gain without the express written consent of the CAO while on leave of absence shall be deemed to have automatically terminated his service with the Employer.

11.3 Temporary leave of absence without loss of regular earnings shall be granted up to a maximum of four (4) working days because of the death of an Employee's spouse, child, step child(ren), parent, brother, sister, mother-in-law, father-in-law, grandparent, grandchild, aunt, uncle, fiancé, related dependent, ward, guardian, brother-in-law or sister-in-law.

11.4 In the event of critical illness or hospitalization of an Employee's parents, parents-in-law, spouse or child, a leave without loss of regular earnings will be granted up to a maximum of three (3) days.

11.5 Additional compassionate leave without loss of regular earnings due to exceptional circumstances, may be granted at the sole discretion of the CAO.

11.6 Employees who have completed a minimum of nine (9) months continuous service in the employ of the Employer shall be entitled to maternity and/or parental, or adoption leave in accordance with current provisions set out in the Alberta *Employment Standards Code*.

11.7 While on a leave of absence in excess of thirty (30) days in duration, an Employee shall have the opportunity to remain on the Employee Benefit package with the understanding that he is responsible for the pre-payment of the Employee and the Employer portions of the benefit premiums for the approved leave of absence.

ARTICLE 12 - UNION LEAVE

12.1 In the event that an Employee is elected or appointed to the bargaining committee for the Union, he shall be granted leave at his regular rate of pay for the purpose of attending joint collective bargaining, conciliation or mediation meetings in the establishment of a new collective agreement. It is understood that no more than two (2) Employees from the Union will be granted leave with pay for the purpose of attending such meetings.

12.2 If an accredited representative of the Union is required to meet with the Employer, or attend a hearing to discuss a grievance during work hours, he shall be granted leave with pay subject to suitable arrangements with his immediate supervisor concerning

his own work responsibilities. If the Employee who is grieving is required to attend a hearing he shall be granted leave with pay at his regular rate of pay.

12.3 An Employee who is elected to attend a Union convention, conference, school, or to attend any other Union function or meeting of CUPE, its affiliated or chartered bodies, or any other labour organization with which the Union is affiliated, shall be granted leave of absence with pay and benefits. The Union shall reimburse the Employer for all pay and benefits during the period of absence.

ARTICLE 13 - SICK LEAVE

13.1 When used in this Article 13, the word "disability" shall mean the inability of a Permanent Employee to perform the regular duties of his position by reason of an illness or injury which is non-compensable by WCB. Employees serving the initial six (6) month probationary period in accordance with Article 16.1 shall be entitled to accrue sick leave but will not be entitled to use sick leave credit.

13.2 A maximum of ten (10) days accumulated sick leave shall be credited to an Employee. The initial ten (10) days of sick leave credits will be accrued at a rate of one and a half (1.5) days per month. When an Employee is absent from work on sick leave, short-term disability or long-term disability, upon his return to work accumulated sick leave credit will again be provided to a maximum of ten (10) days. Both the rate of initial accrual and maximum sick leave credits shall be pro-rated for Part-time Employees in accordance with their FTE.

13.3 When an Employee eligible to use sick leave credits in accordance with Article 13.1 is prevented from performing his duties for the Employer by reason of disability, such Employee shall be paid at his regular rate of pay for each day of such disability, and the Employee shall have his sick leave entitlement reduced by an amount equal to the number of days for which the Employee receives such payment. A day for the purpose of this Article shall be equal to the number of regularly scheduled hours of the Employee.

13.4 An Employee in receipt of sick leave pay shall assign to the Employer any weekly indemnity benefits received by the Employee.

13.5 An Employee may be required to deliver to the Employer, a Doctor's Certificate proving disability in order to be eligible for payment under the provisions of this Article 13. Where the disability is for a duration of three (3) days or longer such a medical certificate if required shall be supplied by the Employee to the Employer. The cost of such certificate, if any, will be borne by the Employer. At the Employer's request, the Employee will be required to provide documentation from a Doctor of the Employer's choice.

13.6 Employees who are not absent due to illness in any six (6) month calendar period shall be entitled to one (1) day off with pay or one (1) day's pay at the Employee's discretion. Part-time Employees shall be compensated at their usual full-time equivalency. If the Employee elects to take the day off with pay, the date shall be arranged by mutual agreement.

ARTICLE 14 - EMPLOYEE BENEFITS AND PENSION PLAN

14.1 Permanent Employees working in excess of twenty (20) hours per week consistently over the calendar year shall be entitled to the following benefits which shall be compulsory for all permanent Employees unless they provide proof of similar or better coverage elsewhere.

14.2 In addition to the Canada Pension Plan, every Permanent Employee, working in excess of thirty (30) hours per week consistently over the calendar year, shall join the Local Authorities Pension Plan and Employees and the Employer shall make contributions to such plan in accordance with the provisions of the plan.

14.3 The Employer shall pay

(a) one hundred percent (100%) of the premium cost for Short-Term Disability (Weekly Indemnity) Benefit Plan in place as of January 1, 2012. Premium costs related to any subsequent increase to level of coverage shall be borne by the Employee;

(b) one hundred percent (100%) of the premium cost for the Dental Plan in place as of January 1, 2012. Premium costs related to any subsequent increase to level of coverage shall be borne by the Employee;

(c) seventy-five percent (75%) of the premium for the Alberta Health Care Plan, if applicable;

(d) seventy-five percent (75%) of the premium for all Employees for the Group Life Insurance Plan;

(e) seventy-five percent (75%) of the premium for the Extended Health Care Plan in place as of January 1, 2012. Premium costs related to any subsequent increase in level of coverage shall be borne by the Employee; and

(f) fifty percent (50%) of the premium cost for the Accidental Death and Dismemberment Insurance Plan.

14.4 The Employees shall pay:

(a) one hundred percent (100%) of the premium cost of the Long Term Disability Benefit Plan;

(b) one hundred percent (100%) of the premium cost of the Employee Assistance Program; and

(c) one hundred percent (100%) of the premium cost of the Dependant Life Insurance Plan.

14.5 The coverage described in Articles 14.3 and 14.4 is currently provided through the Alberta Municipal Services Corporation. The Employer reserves the right, upon consultation with the Union, to change plans and insurers provided the level of coverage does not fall below current levels. The Employer does not require the Union's consent or permission to make such changes.

14.6 The decision to extend coverage for any particular claim rests exclusively with the benefit provider and, where the Employer has complied with all of their requirements regarding a claim, such decision will not be the subject of the Grievance or Arbitration process.

14.7 Once a permanent full-time Employee has completed one (1) full year of employment, the Employee shall be entitled up to a maximum of $300.00 per year reimbursement of Health/Fitness expenses of the Employee upon submission of receipts, or one (1) single fitness pass per family.

ARTICLE 15 - SUPPLEMENTATION OF WORKERS' COMPENSATION

15.1 Subject to the provisions hereinafter set forth, if an Employee is unable to perform his regular duties due to an occupational accident or illness that occurred in the course of his work for the Employer and the accident or illness is recognized by the Workers' Compensation Board as compensable, the Employee shall during the period of compensation payments, receive his regular rate of pay as set forth in Appendix "I" from the Employer and the Employee shall assign all Workers' Compensation payments to the Employer. Notwithstanding these provisions, a deduction of one-tenth ($^{1}/_{10}^{th}$) of one day shall be made from the accumulated sick leave credits for each day an Employee is absent and in receipt of Workers' Compensation Benefits.

15.2 The supplementation of Workers' Compensation Awards shall not be payable to any Employee entitled to compensation after pension age if such an Employee is entitled to a pension or after the full age of sixty-five (65) years if an Employee is not entitled to a pension.

15.3 The supplementation of Workers' Compensation Awards shall not be payable to an Employee when he is able to return to work or after he is granted a permanent pension by the Workers' Compensation Board for either partial or total disability.

15.4 In no event shall the supplementation of Workers' Compensation Awards be paid to an Employee in excess of twelve (12) months supplementation for a single injury/incident; or in the case of cumulative time from separate injuries/incidents in excess of a total of twelve (12) months supplementation within any thirty-six (36) month period.

ARTICLE 16 – EMPLOYMENT

16.1 The normal probationary period for Full-time Employees shall be six (6) months. The Employer may extend or shorten this period up to three (3) months after consulting with the Union, but not requiring consent or permission from the Union. Where the probationary period is extended, the Employee and the Union shall be provided with written reasons and the Employee shall be advised of what he is required to do to bring his work up to the required standard. Probation is served once at the outset of the employment relationship and no Employee will be required to serve more than one (1) probationary period.

16.2 For Part-time Employees, the probationary period length specified in article 16.1 above shall be one hundred twenty (120) shifts worked rather than six (6) months, and a potential sixty (60) shift extension rather than three (3) months. Recreation

Employees shall go to job rate at the end of six (6) months or upon completion of probation, whichever occurs first.

16.3 New Employees who in the opinion of the Employer and acting in good faith,

(a) are unsuitable; or
(b) do not meet the requirements of the position or for permanent status

during the probationary period may be discharged without just cause and without recourse to the Grievance or Arbitration Procedures. The Employee shall be provided with the reason in writing for termination and a copy of such will be provided to the Union. Where applicable, such Employees will be provided with notice or pay in lieu of notice in accordance with the minimum requirements of the *Employment Standards Code.*

16.4 The Union shall be notified in writing of all appointments, hiring, layoffs, transfers, recalls and terminations within the bargaining unit as they occur.

ARTICLE 17 - PROMOTIONS

17.1 In making promotions to vacant positions coming within the jurisdiction of the bargaining unit, the considerations shall be seniority, knowledge, qualifications, abilities and skills.

17.2 A Permanent Employee who has been selected for promotion shall have a trial period of three (3) months. The trial period may be extended a further three (3) months by the Employer where warranted by special circumstances. In the event that the normal trial period is extended, the Employee and the Union shall be advised in writing of the Employer's reasons and the Employee shall be advised of what he is required to do to successfully complete the trial period. During the trial period an Employee may elect to revert to his former position or may be reverted by the Employer.

ARTICLE 18 - LAYOFFS AND RECALLS

18.1 In the event of a layoff, as a result of a shortage of work, Employees shall be laid off in the reverse order of their seniority, provided that those remaining have the required knowledge, qualifications, abilities and skills to fill the positions available.

18.2 Employees shall be recalled in the order of their seniority when work becomes available, provided that they have the required knowledge, qualifications, abilities and skills to fill the positions available. Once recalled, the Employee must return to work within five (5) working days of being notified in writing by registered letter to do so. The failure to return to work within that period will result in the termination of the Employee's employment with the Employer and all recall rights unless there are valid reasons accepted by the CAO as to why the Employee cannot return.

18.3 No new Employee will be hired until those laid off who have the required knowledge, qualifications, abilities and skills to fill the positions available have been given an opportunity of recall.

ARTICLE 19 - POSTING AND FILLING VACANCIES

19.1 Any vacancy in a permanent position or a newly created permanent position within the jurisdiction of the Union which the Employer determines must be filled shall be posted and remain posted for a period of seven (7) calendar days in all departments having jobs coming within the jurisdiction of the Union.

19.2 All job postings shall contain at least the following information: nature of the position, qualifications, required knowledge and education, skills, shift and wage rate.

19.3 Where conditions of the service indicate that the position is required to be filled immediately, a temporary appointment may be made for the duration of the posting procedure.

19.4 A copy of all postings shall be sent to the Union as soon as a vacant position is posted.

19.5 Upon the completion of the selection process, the Union shall be notified of the proposed appointee and the names of all Employees who were unsuccessful applicants. The Employer shall also notify each Employee who was an unsuccessful applicant and of the name of the successful applicant.

19.6 Appointments may be made by mutual agreement in writing between the Union and the Employer without posting.

ARTICLE 20 – SENIORITY

20.1 Seniority shall operate on a bargaining unit basis. When an Employee achieves permanent status, his length of unbroken service (including such service prior to certification of the Union) in positions coming within the jurisdiction of this agreement shall determine his seniority standing.

20.2 A temporary transfer outside the bargaining unit for a period of less than twelve (12) months shall not affect the seniority standing of such Employee.

20.3 An Employee shall not lose seniority rights if he is absent from work because of sickness, accident, lay-off, or leave of absence approved by the Employer.

20.4 An Employee shall lose seniority rights only if he is discharged and not reinstated, if he resigns, if he is laid-off and fails to return to work within five (5) working days of being notified in writing by registered letter to do so, or if he is laid-off for a period in excess of twelve (12) months. It shall be the responsibility of the Employee to keep the Employer informed of his current address.

20.5 The Employer shall provide the Union with an updated seniority list of all Employees in the bargaining unit by January 15 of each year. This list shall include each Employee's current address and phone number to the extent the Employer has such information.

20.6 Temporary Employees shall not have seniority standing.

ARTICLE 21 – CLASSIFICATION

21.1 The Employer agrees to draw up job descriptions for all positions for which the Union is the Bargaining Agent. If the Employer is making changes to existing job descriptions, these descriptions will be presented and discussed with the Union and shall become the recognized job descriptions unless the Union presents written objections within thirty (30) days. If such objection cannot be resolved the issue may be subject to grievance and arbitration.

21.2 If the Employer creates a new classification which is not included in this agreement, or where the duties of an existing classification are altered to change the nature of the work being performed, such position description or changes will be presented to and discussed with the Union, who shall provide input on the position description, and the rate of pay shall be subject to negotiation between the Employer and the Union. If the parties are unable to agree on the rate of pay for the position in question, or whether the Employee is correctly classified, the dispute shall be settled through the grievance procedure commencing with the CAO, within five (5) working days of written notification to the Union.

By mutual agreement, the parties may agree to submit the dispute to "Grievance Mediation" prior to proceeding to Arbitration. Any costs charged for this service, shall be shared by the parties on an equal basis.

ARTICLE 22 - EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES

22.1 When a formal assessment of an Employee's performance is made, the Employee concerned must be given an opportunity to sign the assessment form in question upon its completion to indicate that its contents have been read and understood. An Employee must sign the assessment form, however, a signature on the assessment form does not mean that the Employee agrees with the assessment.

22.2 Upon request of an Employee, the personnel file of that Employee shall be made available for examination in the presence of an authorized representative of the Employer. Employees shall have the right to obtain a copy of any material contained in their personnel file at no cost to the Employee. Employees may have a representative of the Union present during such review. An Employee may respond to any documents in the personnel file and such response, if in writing, will become part of that file.

22.3 Notice of disciplinary action which may have been placed in the personnel file of an Employee shall be deemed void after two (2) years free of any discipline and shall be removed from the file.

ARTICLE 23 - GRIEVANCE PROCEDURE

23.1 Any difference concerning the interpretation, application, operation or alleged violation of this agreement shall be settled without stoppage of work in accordance with the following procedures.

23.2 Grievances shall be of two types; namely:

(a) Individual grievances: Grievances relating to or affecting the rights of one or more specific individuals.

(b) Policy grievances: Grievances which cannot be made grievance of an individual Employee or Employees and must be initiated by the Union.

23.3 Individual grievances must be initiated in writing within fifteen (15) working days of the date when the Employee became aware or ought to have become aware of the alleged violation of the collective agreement and shall be initiated by the Union or the individual concerned with the Director (Operations or Community Services). All grievances shall specify the full particulars of the grievance and the remedy requested.

23.4 The Director (Operations or Community Services) shall review the individual grievance and shall provide the Union and the griever with a written decision, together with the reasons therefore within five (5) working days from the day the grievance was initiated.

23.5 If the decision of the Director does not settle the individual grievance, the Union must within five (5) working days from the day that the decision was received by the Union, appeal the decision in writing to the CAO and such appeal shall specify the full particulars of the grievance and the remedy requested.

23.6 A policy grievance must be initiated in writing by the Union with the CAO within fifteen (15) working days of the date when the Union became aware or ought to have become aware of the alleged violation of the collective agreement. The policy grievance shall specify the full particulars of the grievance and the remedy requested.

23.7 The CAO shall review the individual or policy grievance and shall provide the Union with a written decision together with the reasons therefore within five (5) working days from the date that the grievance was appealed to the CAO.

23.8 If the decision of the CAO does not settle the individual or policy grievance, the Union must within ten (10) working days from the day the decision was received by the Union, providing the grievance was properly processed in accordance with the grievance procedure, refer the grievance to Arbitration as hereinafter provided. The Parties by mutual agreement may submit the grievance to "Grievance Mediation" as provided by the Department of Labour, prior to proceeding to arbitration. Any costs charged by the Department of Labour for this service, shall be shared on an equal basis by the parties.

23.9 For the purposes of this Article 23, "working days" shall mean consecutive days exclusive of Saturdays and Sundays.

23.10 Where there is a failure by an Employee or the Union to follow the grievance procedure, including a failure to comply with any of the time limits prescribed in the grievance procedure, the grievance shall be deemed to have been withdrawn and abandoned.

23.11 Time limits within the grievance procedure may be extended by mutual agreement in writing between the Employer and the Union.

ARTICLE 24 – ARBITRATION

24.1 When a grievance is referred to arbitration under this agreement, the notice referring the matter to arbitration shall state the name and address of the nominee of the Union. Within seven (7) days thereafter, the Employer shall advise the Union of the name and address of its nominee to the Arbitration Board. The two (2) nominees shall then select a third person who shall be Chairman of the Arbitration Board. Notwithstanding the above, the parties, by mutual agreement may submit the dispute to a single arbitrator.

24.2 If the Employer fails to appoint an arbitrator within the time limits specified, or if the two (2) nominees fail to agree upon a Chairman within seven (7) days of their appointment, the required appointment shall be made by the Minister of Labour upon the request of either party.

24.3 The Arbitration Board shall hear and determine the grievance and shall issue an award in writing and its decision is final and binding upon the Employer and the Union and upon any Employee affected by it. The decision of the majority is the award of the Arbitration Board, but if there is no majority, the decision of the Chairman governs and it is then deemed to be the award of the Board.

24.4 Each party to the Arbitration shall bear the expense of its respective nominee to the Arbitration Board and the two parties shall bear equally the expenses of the Chairman.

24.5 The Arbitration Board, by its decision, shall not alter, amend or change the terms of this Collective Agreement.

24.6 The time limits fixed in the arbitration procedure may be extended by consent of the parties.

24.7 In order to provide an orderly and speedy procedure for settling of grievances, the Employer acknowledges the rights and duties of the Union Grievance Committee and the Union Steward. The Steward, subject to Article 24.7 may assist any Employee which the Steward represents in preparing and presenting his grievance in accordance with the grievance procedure.

24.8 The Employer agrees that Stewards or other authorized representatives of the Union shall not be hindered, coerced, restrained or interfered with in the performance of their duties when investigating a grievance as provided in this Article or Article 23. The Union recognizes that union representatives employed full time by the Employer will not leave work during hours without first obtaining the permission of his Supervisor in accordance with Article 12.2.

ARTICLE 25 – BOOT AND CLOTHING ALLOWANCE

25.1 With regard to clauses (a) and (b) following, for each Operations Department, Custodians, and Facility Operator or Coordinator who are Permanent Full-time Employees covered by this agreement, the Employer will:

(a) Provide a boot/shoe allowance of One Hundred and Seventy Five Dollars ($175.00) per annum; this boot allowance shall not be subject to annual increase for the term of this agreement. This boot allowance is provided on the

condition that the Employee is complying with the Town of Westlock Personal Protective Equipment policies requiring appropriate safety footwear such as steel-toed boots.

(b) (i) Supply to each Operations and Facility Operator/Coordinator Employee a winter jacket and coveralls, as well as summer coveralls.

(ii) Supply to each Custodian Employee, three (3) shirts and three (3) pairs of pants.

(iii) Regular cleaning of all of these uniforms shall be the responsibility of the Employee and replacement as required due to wear and tear shall be the responsibility of the Employer.

(c) Employees who are employed at the Aquatic Centre swimming pool shall be provided with one (1) bathing suit within the first three (3) months of employment and with a second bathing suit upon completion of the probationary period. Additional bathing suits shall be provided upon demonstrated need with the approval of the Town of Westlock Community Services Director.

(d) Employees who are employed at the Aquatic Centre swimming pool shall, after three (3) months employment be provided a deck shoe allowance of Thirty Dollars ($30.00) per annum on the condition that deck shoes purchased and used comply with the Town of Westlock policies.

(e) The Employer shall provide two (2) Lifeguard uniforms to consist of a T-shirt, shorts and a whistle to Aquatic Centre swimming pool Employees once per year.

(f) All Town of Westlock Employees required by Town policy to wear particular articles of clothing shall be provided with a copy of the section of Town policy indicating these requirements.

ARTICLE 26 - MISCELLANEOUS

26.1 The Employer shall pay the cost of tuition and materials of an academic or technical course approved by the Employer. In addition, where an Employee is required by the Employer to attend training, the Employee shall suffer no loss of regular earnings and shall be reimbursed for expenses in accordance with Town Policy.

26.2 The Employer shall pay professional, license and/or certification fees for an Employee who, as a condition of employment, is required to be a member of a professional association, or be licensed or certified.

26.3 If not required or booked for any other purpose CUPE Local 3047 shall be able to utilize the All Purpose Room of the Westlock and District Recreation Centre for Union activities at no cost to the Local.

ARTICLE 27 - HEALTH AND SAFETY

27.1 The Union and the Employee shall work together in developing and maintaining practices which promote a safe and healthy occupational environment where all applicable federal, provincial and municipal health and safety requirements and standards are met.

27.2 No Employee shall suffer any discrimination or repercussions as a result of complying with this Article.

27.3 Each Town Department shall hold Occupational Health & Safety meetings as prudent and necessary. Issues that arise from Occupational Health & Safety department meetings may be forwarded to the Employer's Joint Health & Safety department for consideration, potential implementation of changes or additions upon the approval of Town Administration.

27.4 No Employee shall be required to work on any job or operate any piece of equipment until he/she has received proper training and instruction.

27.5 The Employer shall provide safety equipment such as hardhats, safety glasses, hearing protection and rubber gloves to Employees as needed. The supply of safety equipment pursuant to this article does not include equipment, boots or clothing which is intended to be covered by the Boot and Clothing Allowance in Article 25.1.

ARTICLE 28 - DUTY TO ACCOMMODATE

28.1 In circumstances where a member of the CUPE bargaining unit may be unable to perform the regular duties of his/her position due to a mental or physical disability, the Employer and the Union agree to abide by current common laws and statutes.

28.2 The parties agree to consider how the Employee's disability can best be accommodated without causing undue hardship to the Employer, the Employee, or the Union. The affected Employee shall participate and cooperate fully in this process.

SIGNED THIS 23 DAY OF January A.D. 20 15.

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047

[redacted]

TOWN OF WESTLOCK

[redacted]

APPENDIX "I"

Classifications	Probationary ($/hour)	Job Rate ($/hour)				
		6 mo–9 yrs	10–14 yrs	15-19 yrs	20-24 yrs	25 yrs and over
Building Maintenance Officer	30.15	33.27	33.94	34.62	35.31	36.01
Equipment Operator I	24.53	27.09	27.63	28.19	28.75	29.32
Equipment Operator II	26.51	28.43	29.00	29.58	30.17	30.78
Equipment Operator III	27.88	29.82	30.41	31.02	31.64	32.28
Facility Operator Coordinator	25.86	27.73	28.28	28.85	29.42	30.01
Facility Operator I	23.00	24.17	24.65	25.15	25.65	26.16
Arena Seasonal	18.70	18.70	19.07	19.45	19.84	20.24
Custodian	18.43	19.58	19.97	20.37	20.78	21.19
Lead Hand	28.84	30.85	31.47	32.10	32.74	33.40
Mechanic/Maintenance Worker	30.15	33.27	33.94	34.62	35.31	36.01
Utility Technician I	29.38	29.79	30.38	30.99	31.61	32.24
Utility Technician II	30.64	31.24	31.87	32.50	33.15	33.82
Utility Technician III	31.24	31.67	32.31	32.95	33.61	34.28
Lead Operator	34.44	36.21	36.94	37.68	38.43	39.20
Permanent Labourer	22.99	24.17	24.65	25.15	25.65	26.16
Labourer	18.70	18.70	19.07	19.45	19.84	20.24
Recreation Centre Employees:						
Lifeguard-Instructor (Part-time)						
Junior Level	15.43	16.92	17.26	17.61	17.96	18.32
Senior Level	17.20	18.40	18.77	19.14	19.52	19.92
Shift Supervisor	24.98	26.32	26.85	27.39	27.93	28.49

EFFECTIVE JANUARY 1, 2015

Stand-By Pay

Monday-Friday Incl. $47.42 per day

Sat., Sun., Stat Hol. rate of pay for three (3) hours plus Thirty ($30.00) Dollars Standby Pay per day

EFFECTIVE JANUARY 1, 2016

Classisfications	Probationary ($/hour)	Job Rate ($/hour)				
		6 mo–9 yrs	10–14 yrs	15-19 yrs	20-24 yrs	25 yrs and over
Building Maintenance Officer	30.90	34.10	34.79	35.48	36.19	36.91
Equipment Operator I	25.14	27.77	28.32	28.89	29.47	30.06
Equipment Operator II	27.17	29.14	29.73	30.32	30.93	31.55
Equipment Operator III	28.58	30.56	31.17	31.80	32.43	33.08
Facility Operator Coordinator	26.51	28.42	28.99	29.57	30.16	30.76
Facility Operator I	23.58	24.77	25.27	25.77	26.29	26.82
Arena Seasonal	19.16	19.16	19.55	19.94	20.34	20.74
Custodian	18.89	20.07	20.47	20.88	21.30	21.72
Lead Hand	29.56	31.62	32.26	32.90	33.56	34.23
Mechanic/Maintenance Worker	30.90	34.10	34.79	35.48	36.19	36.91
Utility Technician I	30.11	30.53	31.14	31.76	32.40	33.05
Utility Technician II	31.40	32.02	32.66	33.32	33.98	34.66
Utility Technician III	32.02	32.46	33.11	33.78	34.45	35.14
Lead Operator	35.30	37.12	37.86	38.62	39.39	40.18
Permanent Labourer	23.57	24.77	25.27	25.77	26.29	26.82
Labourer	19.16	19.16	19.55	19.94	20.34	20.74
Recreation Centre Employees:						
Lifeguard-Instructor (Part-time)						
Junior Level	15.81	17.35	17.69	18.05	18.41	18.78
Senior Level	17.63	18.86	19.24	19.62	20.01	20.41
Shift Supervisor	25.60	26.98	27.52	28.07	28.63	29.20

Stand-By Pay

Monday-Friday Incl. $48.60 per day

Sat., Sun., Stat Hol. rate of pay for three (3) hours plus Thirty ($30.00) Dollars Standby Pay per day

EFFECTIVE JANUARY 1, 2017

Classifications	Probationary ($/hour)	Job Rate ($/hour)				
		6 mo–9 yrs	10–14 yrs	15-19 yrs	20-24 yrs	25 yrs and over
Building Maintenance Officer	31.83	35.13	35.83	36.55	37.28	38.02
Equipment Operator I	25.90	28.60	29.17	29.76	30.35	30.96
Equipment Operator II	27.98	30.02	30.62	31.23	31.86	32.49
Equipment Operator III	29.43	31.48	32.11	32.75	33.41	34.07
Facility Operator Coordinator	27.30	29.27	29.86	30.45	31.06	31.68
Facility Operator I	24.28	25.52	26.03	26.55	27.08	27.62
Arena Seasonal	19.74	19.74	20.13	20.54	20.95	21.37
Custodian	19.46	20.67	21.08	21.50	21.93	22.37
Lead Hand	30.45	32.57	33.22	33.89	34.57	35.26
Mechanic/Maintenance Worker	31.83	35.13	35.83	36.55	37.28	38.02
Utility Technician I	31.01	31.45	32.08	32.72	33.37	34.04
Utility Technician II	32.35	32.98	33.64	34.32	35.00	35.70
Utility Technician III	32.98	33.44	34.11	34.79	35.48	36.19
Lead Operator	36.36	38.23	39.00	39.78	40.57	41.38
Permanent Labourer	24.27	25.52	26.03	26.55	27.08	27.62
Labourer	19.74	19.74	20.13	20.54	20.95	21.37
Recreation Centre Employees:						
Lifeguard-Instructor (Part-time)						
Junior Level	16.29	17.87	18.22	18.59	18.96	19.34
Senior Level	18.16	19.42	19.81	20.21	20.61	21.03
Shift Supervisor	26.37	27.79	28.35	28.91	29.49	30.08

Stand-By Pay

Monday-Friday Incl. $50.06 per day

Sat., Sun., Stat Hol. rate of pay for three (3) hours plus Thirty ($30.00) Dollars Standby Pay per day

EFFECTIVE JANUARY 1, 2018

Classisfications	Probationary ($/hour)	Job Rate ($/hour)				
		6 mo–9 yrs	10–14 yrs	15-19 yrs	20-24 yrs	25 yrs and over
Building Maintenance Officer	32.78	36.18	36.90	37.64	38.39	39.16
Equipment Operator I	26.67	29.46	30.05	30.65	31.26	31.89
Equipment Operator II	28.82	30.92	31.54	32.17	32.81	33.47
Equipment Operator III	30.32	32.42	33.07	33.73	34.41	35.10
Facility Operator Coordinator	28.12	30.15	30.75	31.37	32.00	32.64
Facility Operator I	25.01	26.28	26.81	27.34	27.89	28.45
Arena Seasonal	20.33	20.33	20.74	21.15	21.57	22.01
Custodian	20.04	21.29	21.71	22.15	22.59	23.04
Lead Hand	31.37	33.55	34.22	34.91	35.60	36.32
Mechanic/Maintenance Worker	32.78	36.18	36.90	37.64	38.39	39.16
Utility Technician I	31.94	32.39	33.04	33.70	34.37	35.06
Utility Technician II	33.32	33.97	34.65	35.35	36.05	36.77
Utility Technician III	33.97	34.44	35.13	35.83	36.55	37.28
Lead Operator	37.45	39.38	40.17	40.97	41.79	42.63
Permanent Labourer	25.00	26.28	26.81	27.34	27.89	28.45
Labourer	20.33	20.33	20.74	21.15	21.57	22.01
Recreation Centre Employees:						
Lifeguard-Instructor (Part-time)						
Junior Level	16.77	18.40	18.77	19.15	19.53	19.92
Senior Level	18.70	20.01	20.41	20.82	21.23	21.66
Shift Supervisor	27.16	28.62	29.20	29.78	30.38	30.98

Stand-By Pay

Monday-Friday Incl. $51.56 per day

Sat., Sun., Stat Hol. rate of pay for three (3) hours plus Thirty ($30.00) Dollars Standby Pay per day

APPENDIX II

Town of Westlock

Department: ***Operations***
Position: **EQUIPMENT OPERATOR 1**

Mission:
As a member of the Town of Westlock Team – to help make Westlock the greatest place to live by providing a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:
The function in this position is to perform various assigned duties in relation to the maintenance and operations of the Operations Department including support services to other departments of the Town of Westlock. To maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

NOTE: An individual in an existing position shall only be advanced to a higher level upon Completion of the qualifications of the higher level, manager approval and if there is a requirement for an individual at this higher level; the fact that the individual may have the qualifications defined in the job description of a higher level position shall not solely give rise to an increase from the individual's current wage level to the wage rate of the higher level or promotion to the level.

Position reports to:
The designated supervisor and/or superintendent of the Operations Department.

The following job description is to be reviewed periodically.

1. General Duties

1). Safely perform various assigned duties related to the overall maintenance of the Operations Department and other agencies of the Town of Westlock.
2). To provide general maintenance and/or assistance for all municipal infrastructure systems.
3). To provide general knowledge of municipal infrastructure systems.
4). To provide general operation of the Operations Department's small hand tools, power tools, light and heavy equipment.
5). Complete assigned duties with no supervision.
6). Periods of strenuous physical work may exist.
7). Perform other duties as assigned by the designated supervisor.
8). Shall assist with animal control when required.

2. Communication/Public

The Equipment operator I shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
2). Being a respectful ambassador of the Town.
3). Maintain a professional appearance.

3. Responsibilities

1). Ensure assigned duties are completed in a safe and timely manner.
2). Participation required in departmental safety and operational staff meetings.
3). To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
4). Work together with other employees in a team effort, stressing cooperation and good communication between staff.

4. Qualifications

1). General experience in Labourer and equipment duties within a municipal environment.
2). General experience with hand and mechanical tools.
3). General experience and operation of light/heavy equipment in relation to various facility equipment.
4). Demonstrated proficiency in the operation of a minimum four (4) pieces of specified equipment identified in Appendix II-A.
5). General knowledge of various municipal infrastructure systems.
6). Valid Alberta Class 3 Operator's permit.
7). Air Brakes Endorsement.
8). Basic knowledge of computer programs/applications.
9). Standard First Aid/CPR certificate.
10). WHMIS/TDG certification.
11). Equipment Safety.
12). Trenching Safety.
13). Education minimum Grade12 or equivalent.

Signatures:

1. I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

_____ _____
Employee Signature Date

_____ _____
Department Manager Signature Date

Department: ***Operations***
Position: **EQUIPMENT OPERATOR 2**

Mission:
As a member of the Town of Westlock Team – to help make Westlock the greatest place to live by providing a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:
The function in this position is to perform various assigned duties in relation to the maintenance and operations of the Operations Department including support services to other departments of the Town of Westlock. To maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

NOTE: An individual in an existing position shall only be advanced to a higher level upon Completion of the qualifications of the higher level, manager approval and if there is a requirement for an individual at this higher level; the fact that the individual may have the qualifications defined in the job description of a higher level position shall not solely give rise to an increase from the individual's current wage level to the wage rate of the higher level or promotion to the level.

Position reports to:
The designated supervisor and/or superintendent of the Operations Department.

The following job description is to be reviewed periodically.

1. General Duties

1). Safely perform various assigned duties related to the overall maintenance of the Operations Department and other agencies of the Town of Westlock.
2). To provide intermediate maintenance and/or assistance for all municipal infrastructure systems.
3). To provide intermediate knowledge of all municipal infrastructure systems.
4). To provide intermediate operation of the Operations Department's small hand tools, power tools, light equipment and heavy equipment.
5). Complete assigned duties with no supervision.
6). Durations of strenuous physical work may exist.
7). Perform other duties as assigned by the designated supervisor.
8). Shall assist with animal control when required.

2. Communication/Public

The Equipment Operator 2 shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
2). Being a respectful ambassador of the Town.

3). Maintain a professional appearance.

3. Responsibilities

1). Ensure assigned duties are completed in a safe and timely manner.
2). Participation required in departmental safety and operational staff meetings.
3). To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
4). Work together with other employees in a team effort, stressing cooperation and good communication between staff.

4. Qualifications

1). Pre-requisite of Equipment Operator 1 qualifications.
2). Intermediate experience in Labourer and equipment duties within a municipal environment.
3). Intermediate experience with hand and mechanical tools.
4). Intermediate experience and operation of light/heavy equipment in relation to all facility equipment.
5). Demonstrated proficiency in the operation of a minimum seven (7) pieces of specified equipment identified in Appendix II-A.
6). Intermediate knowledge of various municipal infrastructure systems.
7). Valid Alberta Class 3 Operator's permit.
8). Air Brakes Endorsement.
9). Basic knowledge of computer programs/applications.
10). Standard First Aid/CPR Certificate.
11). WHMIS/TDG Certification.
12). Heavy Equipment Safety.
14). Trenching Safety.
15). Education minimum Grade12 or equivalent.
16). Minimum of twelve (12) months experience as Equipment Operator 1.

Signatures:

1. I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

_____ _____
Employee Signature Date

_____ _____
Department Manager Signature Date

Department: ***Operations***
Position: **EQUIPMENT OPERATOR 3**

Mission:
As a member of the Town of Westlock Team – to help make Westlock the greatest place to live by providing a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:
The function in this position is to perform various assigned duties in relation to the maintenance and operations of the Operations Department including support services to other departments of the Town of Westlock. To maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

NOTE: An individual in an existing position shall only be advanced to a higher level upon Completion of the qualifications of the higher level, manager approval and if there is a requirement for an individual at this higher level; the fact that the individual may have the qualifications defined in the job description of a higher level position shall not solely give rise to an increase from the individual's current wage level to the wage rate of the higher level or promotion to the level.

Position reports to:
The designated supervisor and/or superintendent of the Operations Department.

The following job description is to be reviewed periodically.

1. General Duties

1). Safely perform various assigned duties related to the overall maintenance of the Operations Department and other agencies of the Town of Westlock.
2). To provide advanced general maintenance and/or assistance for all municipal infrastructure systems.
3). To provide advanced knowledge of municipal infrastructure systems.
4). To provide advanced operation of all Operations Department's small hand tools, power tools, light equipment and heavy equipment.
5). Complete assigned duties with no supervision.
6). Durations of strenuous physical work may exist.
7). Perform other duties as assigned by the designated supervisor.
8). Shall assist with animal control when required.

2. Communication/Public

The Equipment Operator 3 shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
2). Being a respectful ambassador of the Town.

3). Maintain a professional appearance.

3. Responsibilities

1). Ensure assigned duties are completed in a safe and timely manner.
2). Participation required in departmental safety and operational staff meetings.
3). To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
4). Work together with other employees in a team effort, stressing cooperation and good communication between staff.

4. Qualifications

1). Pre-requisite of Equipment Operator 2 qualifications.
2). Advanced experience in Labourer and equipment duties within a municipal environment.
3). Advanced experience with hand and mechanical tools.
4). Advanced experience and operation of light/heavy equipment in relation to all facility equipment.
5). Demonstrated proficiency in the operation of a minimum ten (10) pieces of specified equipment identified in Appendix II-A.
6). Advanced knowledge of all municipal infrastructure systems.
7). Experience and understanding of annual maintenance operations required for municipal infrastructure.
8). Valid Alberta Class 3 Operator's permit.
9). Air Brakes Endorsement.
10). Basic knowledge of computer programs/applications.
11). Standard First Aid/CPR Certificate.
12). WHMIS/TDG Certification.
13). Heavy Equipment Safety in relation to all facility equipment.
14). Trenching Safety.
15). Confined Space Entry.
16). Education minimum Grade12 or equivalent.
17). Minimum of twelve (12) months experience as Equipment Operator 2.

Signatures:

1. I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

_____ _____
Employee Signature Date

_____ _____
Department Manager Signature Date

Department: ***Operations***
Position: **MACHINE OPERATOR 3 Lead Hand**

Mission:
As a member of the Town of Westlock Team – to help make Westlock the greatest place to live by providing a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:
The function in this position is to perform various assigned duties in relation to the maintenance and operations of the Operations Department including support services to other departments of the Town of Westlock. To provide assistance to the Director of Operations in relationship to the overall operation and management of the Operations Department. To maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

Position reports to:
The designated supervisor and/or the Director of Operations Department.

The following job description is to be reviewed periodically.

1. General Duties

1). Safely perform various assigned duties related to the overall maintenance of the Operations Department and other agencies of the Town of Westlock.
2). To assist as required in the supervision of the Operations Department in relation to the general operations and maintenance for all municipal infrastructure systems.
3). To assist in the project administration including project planning, supervision and reporting, budget preparation and cost control.
4). To provide advanced knowledge in relations to the operations and maintenance requirements on municipal infrastructures systems.
5). Advanced operation of all Operations Department's small hand tools, power tools, light equipment and heavy equipment.
6). Complete assigned duties with no supervision.
7). Durations of strenuous physical work may exist.
8). Perform other duties as assigned by the designated supervisor.
9). Shall assist with animal control when required.

2. Communication/Public

The Equipment Operator 3 shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
2). Being a respectful ambassador of the Town.
3). Maintain a professional appearance.

3. Responsibilities

1). Ensure assigned duties are completed in a safe and timely manner.
2). Participation required in departmental safety and operational staff meetings.
3). To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
4). Work together with other employees in a team effort, stressing cooperation and good communication between staff.

4. Qualifications

1). Pre-requisite of Equipment Operator 3 qualifications.
2). Advanced Experience in labourer and equipment duties within a municipal environment.
3). Advanced Experience with hand and mechanical tools.
4). Advanced Experience and operation of light/heavy equipment in relation to all facility equipment.
5). Demonstrated proficiency in the operation of a minimum ten (10) pieces of specified equipment identified in Appendix II-A.
6). Advanced knowledge of all municipal infrastructure systems.
7). Demonstrated experience in project administration including project planning, supervision and reporting, budget preparation and cost control.
8). Valid Alberta Class 3 Operator's permit.
9). Air Brakes Endorsement.
10). Basic knowledge of computer programs/applications.
11). Standard First Aid/CPR Certificate.
12). WHMIS/TDG Certification.
13). Heavy Equipment Safety in relation to all facility equipment.
14). Trenching Safety.
15). Confined Space Entry.
16). Education minimum Grade12 or equivalent.
17). Minimum of twelve (12) months experience as Machine Operator 3.
18). Demonstrated supervisory and administration skills.

Signatures:

I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

_____ _____
Employee Signature Date

_____ _____
Department Manager Signature Date

Department: ***Operations***
Position: **MECHANIC**

Mission:
As a member of the Town of Westlock Team – to help make Westlock the greatest place to live by providing a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:
The function in this position is to perform various assigned duties in relation to the maintenance and operations of the Operations Department including support services to other departments of the Town of Westlock. To maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

NOTE: An individual in an existing position shall only be advanced to a higher level upon Completion of the qualifications of the higher level, manager approval and if there is a requirement for an individual at this higher level; the fact that the individual may have the qualifications defined in the job description of a higher level position shall not solely give rise to an increase from the individual's current wage level to the wage rate of the higher level or promotion to the level.

Position reports to:
The designated supervisor and/or Director of the Operations and Environmental Services Department.

The following job description is to be reviewed periodically.

1. General Duties

1). Safely perform various assigned duties related to the overall fleet maintenance of the Operations Department and other agencies of the Town of Westlock.
2). To provide intermediate maintenance and/or assistance for all municipal infrastructure systems.
3). To provide intermediate maintenance of all municipal building systems.
4). To provide maintenance for the safe operation of the Operations Department's small hand tools, power tools, light equipment and heavy equipment.
5). Complete assigned duties with minimal supervision.
6). Durations of strenuous physical work may exist.
7). Perform other duties as assigned by the designated supervisor.
8). Shall assist with animal control when required.

2. Communication/Public

The Mechanic shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
2). Being a respectful ambassador of the Town.
3). Maintain a professional appearance.

3. Responsibilities

1). Ensure assigned duties are completed in a safe and timely manner.
2). Participation required in departmental safety and operational staff meetings.
3). To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
4). Work together with other employees in a team effort, stressing cooperation and good communication between staff.
5). Responsible for the maintenance and repair of the Town of Westlock's fleet and equipment.
6). Responsible for the maintenance and repair of hand and mechanical tools.
7). Responsible for Operations Department supplies and materials inventory in relation to operations.
8). Responsible for the general maintenance and cleanliness of the Operations equipment bays.
9). Shall assist with equipment inventory and equipment procurement and replacement programs.

4. Qualifications

1). Registered with the Province of Alberta as a Journeyman Heavy Duty Technician.
2). Basic knowledge of computer programs/applications.
3). Standard First Aid/CPR Certificate.
4). WHMIS/TDG Certification.
5). Education minimum Grade 12 or equivalent.

Signatures:

1. I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

_____ _____
Employee Signature Date

_____ _____
Department Manager Signature Date

Department: ***Operations***
Position: **UTILITY TECHNICIAN I**

Mission:
As a member of the Town of Westlock Team – to help make Westlock the greatest place to live by providing a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:
The function in this position is to perform various assigned duties in relation to the maintenance and operations of the Water Treatment Plant including support services to other departments of the Town of Westlock. To also maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

NOTE: An individual in an existing position shall only be advanced to a higher level upon Completion of the qualifications of the higher level, manager approval and if there is a requirement for an individual at this higher level; the fact that the individual may have the qualifications defined in the job description of a higher level position shall not solely give rise to an increase from the individual's current wage level to the wage rate of the higher level or promotion to the level.

Position reports to:
The designated supervisor and/or Director of the Operations and Environmental Services Department.

The following job description is to be reviewed periodically.

1. General Duties

- Safely perform various assigned duties related to the overall operations and maintenance of the Water Treatment Plant and other agencies of the Town of Westlock.
- To provide general maintenance and/or assistance for municipal infrastructure systems.
- To provide general knowledge of municipal infrastructure systems.
- To provide general operation of small hand tools, power tools and light equipment.
- Complete assigned duties with minimal supervision.
- Periods of strenuous physical work may exist.
- Perform other duties as assigned by the designated supervisor.
- Shall assist with animal control when required.

2. Communication/Public

The Utility Technician I shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

- Maintain positive communication with all Town of Westlock Departments and the Public-at-large.

- Being a respectful ambassador of the Town.
- Maintain a professional appearance.

3. Responsibilities

- Ensure assigned duties are completed in a safe and timely manner.
- Participation required in departmental safety and operational staff meetings.
- To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
- Work together with other employees in a team effort, stressing cooperation and good communication between staff.

4. Qualifications

- Experience with infrastructure systems in relation to municipal operations.
- Ability to obtain within one calendar year, Level I Certification in Water Treatment, Water Distribution, Sanitary Treatment and Sanitary Collection as described by Alberta Environmental Protection and Enhancement Act.
- Experience in the operations of a Water Treatment Plant, Water Reservoir, River Intake Structures and Sanitary Sewage Lagoons would be an asset.
- Experience in records management and retention as described by Alberta Environmental Protection and Enhancement Act in relation to operations would be an asset.
- Experience and operation of light equipment, hand and mechanical tools in relation to various facility operations.
- Knowledge of computer programs and applications in relation to water treatment, water distribution and sanitary sewer treatment.
- Valid Alberta Class 5 Operator's permit.
- Knowledge of Microsoft programs/applications.
- Standard First Aid/CPR certificate.
- WHMIS/TDG certification.
- Education minimum Grade12 or equivalent.

Signatures:

1. I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualifications required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

_____ _____

Employee Signature Date

_____ _____

Department Manager Signature Date

Department: ***Operations***
Position: **UTILITY TECHNICIAN II**

Mission:
As a member of the Town of Westlock Team – to help make Westlock the greatest place to live by providing a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:
The function in this position is to perform various assigned duties in relation to the maintenance and operations of the Water Treatment Plant including support services to other departments of the Town of Westlock. To also maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

NOTE: An individual in an existing position shall only be advanced to a higher level upon Completion of the qualifications of the higher level, manager approval and if there is a requirement for an individual at this higher level; the fact that the individual may have the qualifications defined in the job description of a higher level position shall not solely give rise to an increase from the individual's current wage level to the wage rate of the higher level or promotion to the level.

Position reports to:
The designated supervisor and/or Director of the Operations and Environmental Services Department.

The following job description is to be reviewed periodically.

1. General Duties

- Safely perform various assigned duties related to the overall operations and maintenance of the Water Treatment Plant and other agencies of the Town of Westlock.
- To provide general maintenance and/or assistance for municipal infrastructure systems.
- To provide general knowledge of municipal infrastructure systems.
- To provide general operation of small hand tools, power tools and light equipment.
- Complete assigned duties with minimal supervision.
- Periods of strenuous physical work may exist.
- Perform other duties as assigned by the designated supervisor.
- Shall assist with animal control when required.

2. Communication/Public

The Utility Technician II shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

- Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
- Being a respectful ambassador of the Town.

- Maintain a professional appearance.

3. Responsibilities

- Ensure assigned duties are completed in a safe and timely manner.
- Participation required in departmental safety and operational staff meetings.
- To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
- Work together with other employees in a team effort, stressing cooperation and good communication between staff.

4. Qualifications

- Experience with infrastructure systems in relation to municipal operations.
- Obtained Level II certification in Water Treatment, Water Distribution and Sanitary Treatment. Level I in Sanitary Collection as described by Alberta Environmental Protection and Enhancement Act.
- Demonstrates experience in the operations of a Water Treatment Plant, Water Reservoir, River Intake Structures and Sanitary Sewage Lagoons.
- Demonstrates experience in records management and retention as described by Alberta Environmental Protection and Enhancement Act in relation to operations.
- Demonstrates experience and operation of light equipment, hand and mechanical tools in relation to various facility operations.
- Demonstrates proficiency of computer programs and applications in relation to water treatment, water distribution and sanitary sewer treatment.
- Valid Alberta Class 3 Operator's permit.
- Knowledge of Microsoft programs/applications.
- Standard First Aid/CPR certificate.
- WHMIS/TDG certification.
- CCTV, Underground Utility Locating.
- Equa -potential Certification for hydro-vacing electrical underground utilities.
- Trenching Safety.
- Education minimum Grade12 or equivalent.

Signatures:

1. I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

_____ _____

Employee Signature Date

_____ _____

Department Manager Signature Date

Department: ***Operations***
Position: **UTILITY TECHNICIAN III**

Mission:
As a member of the Town of Westlock Team – to help make Westlock the greatest place to live by providing a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:
The function in this position is to perform various assigned duties in relation to the maintenance and operations of the Water Treatment Plant including support services to other departments of the Town of Westlock. To also maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

NOTE: An individual in an existing position shall only be advanced to a higher level upon Completion of the qualifications of the higher level, manager approval and if there is a requirement for an individual at this higher level; the fact that the individual may have the qualifications defined in the job description of a higher level position shall not solely give rise to an increase from the individual's current wage level to the wage rate of the higher level or promotion to the level.

Position reports to:
The designated supervisor and/or Director of the Operations and Environmental Services Department.

The following job description is to be reviewed periodically.

1. General Duties

- Safely perform various assigned duties related to the overall operations and maintenance of the Water Treatment Plant and other agencies of the Town of Westlock.
- To provide general maintenance and/or assistance for municipal infrastructure systems.
- To provide general knowledge of municipal infrastructure systems.
- To provide general operation of small hand tools, power tools and light equipment.
- Complete assigned duties with minimal supervision.
- Periods of strenuous physical work may exist.
- Perform other duties as assigned by the designated supervisor.
- Shall assist with animal control when required.

2. Communication/Public

The Utility Technician III shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

- Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
- Being a respectful ambassador of the Town.

- Maintain a professional appearance.

3. Responsibilities

- Ensure assigned duties are completed in a safe and timely manner.
- Participation required in departmental safety and operational staff meetings.
- To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
- Work together with other employees in a team effort, stressing cooperation and good communication between staff.

4. Qualifications

- Advanced experience with infrastructure systems in relation to municipal operations.
- Ability to perform the duties of the designated supervisor int heir absence as per collective agreement.
- Obtained Level II certification in Water Treatment, Water Distribution, Sanitary Collection and Sanitary Treatment as described by Alberta Environmental Protection and Enhancement Act.
- Demonstrates experience in the operations of a Water Treatment Plant, Water Reservoir, River Intake Structures and Sanitary Sewage Lagoons.
- Demonstrates experience in records management and retention as described by Alberta Environmental Protection and Enhancement Act in relation to operations.
- Demonstrates experience and operation of light equipment, *Hydro-Vac*, hand and mechanical tools in relation to various facility operations.
- Demonstrates proficiency of computer programs and applications in relation to water treatment, water distribution and sanitary sewer treatment.
- General knowledge of various municipal infrastructure systems.
- Valid Alberta Class 3 Operator's permit.
- Air Brakes Endorsement.
- Knowledge of Microsoft programs/applications.
- Standard First Aid/CPR certificate.
- WHMIS/TDG certification.
- CCTV, Underground Utility Locating.
- Equa-potential Certification for hydro-vacing electrical underground utilities.
- Trenching Safety.
- Education minimum Grade12 or equivalent.

Signatures:

I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

Employee Signature	Date
Department Manager Signature	Date

Department: ***Operations***
Position: **LABOURER 1**

Mission:
As a member of the Town of Westlock Team – to help make Westlock the greatest place to live by providing a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:
The function in this position is to perform various assigned duties in relation to the maintenance and operations of the Operations Department including support services to other departments of the Town of Westlock. To maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

NOTE: An individual in an existing position shall only be advanced to a higher level upon Completion of the qualifications of the higher level, manager approval and if there is a requirement for an individual at this higher level; the fact that the individual may have the qualifications defined in the job description of a higher level position shall not solely give rise to an increase from the individual's current wage level to the wage rate of the higher level or promotion to the level.

Position reports to:
The designated supervisor and/or Director of the Operations Department.

The following job description is to be reviewed periodically.

1. General Duties

1). Safely perform various assigned labour duties within the Operations Department and other agencies of the Town of Westlock.
2). Limited operation of the Operations Department's small hand tools, mechanical power tools and light mechanical equipment.
3). Periods of strenuous physical work may exist.
4). Complete assigned duties with minimal supervision
5). Perform other duties as assigned by the designated supervisor.

2. Communication/Public

The Labourer 1 shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
2). Being a respectful ambassador of the Town.
3). Maintain a professional appearance.

3. Responsibilities

1). Ensure assigned duties are completed in a safe and timely manner.
2). Participation required in departmental safety and operational staff meetings.

3). Work together with other employees in a team effort, stressing cooperation and good communication between staff.

4. Qualifications

1). Experience in general labourer duties.
2). Experience with small hand and mechanical power tools.
3). Experience with light mechanical equipment.
4). Valid Alberta Class 5 Operator's permit.
5). Standard First Aid/CPR certificate or willingness to obtain.
6). WHMIS/TDG certification or willingness to obtain.
7). Education minimum Grade10 or equivalent.

Signatures:

I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

Employee Signature	Date
Department Manager Signature	Date

Department: ***Community Services***
Position: **BUILDING MAINTENANCE OFFICER**

Mission:
As a member of the Town of Westlock Team – to assist in providing a quality service in a courteous, timely, efficient and cost effective manner.

Position Summary:
The function in this position is to perform various assigned duties in relation to the maintenance and operations of all Town operated buildings. The individual will maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

Position reports to:
This position reports directly to the Director of Community Services, or designate, or specified alternate.

The following job description is to be reviewed periodically.

1. General Duties

1). Safely perform various assigned duties related to the overall maintenance and repair of all Town owned and leased buildings and facilities.
2). To assist in the project administration including project planning (long term and short term), budget preparation and cost control.
3). Responsible for routine, scheduled maintenance on boilers, pumps, HVAC equipment, furnaces, and other related equipment.
4). Advanced operation of all Operations Department's small hand tools and power tools,
5). Complete assigned duties with no supervision.
6). Durations of strenuous physical work may exist.
7). Perform other duties as assigned by the designated supervisor.
8). Disaster Services duties may be assigned.
9). Development of preventative and operational maintenance programs for all facilities.
10). Occasional supervision of contractors and/or other seasonal staff.
11). Responsible for carrying out small jobs such as plumbing, mechanical, carpentry, etc.
12). Responsible for implementation of M.M.S. (Maintenance Management System) for necessary infrastructure maintenance and mechanical systems for all Town buildings.
13). Responsible for all other duties as assigned.

2. Communication/Public

The Building Maintenance Officer shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.

2). Maintain a professional appearance.
3). Being a respectful ambassador of the Town.

3. Responsibilities

1) Participation required in departmental safety and operational staff meetings.
2) To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
3) Ensure assigned duties are completed in a safe and timely manner.
4) Work together with other employees in a team effort, stressing cooperation and good communication between staff.

4. Qualifications

1). Certification in a Trade or Building Maintenance.
2). Advanced Experience in labourer and equipment duties within a municipal environment.
3). Advanced Experience with hand and mechanical tools.
4). Demonstrated experience in project administration including project planning, supervision and reporting, budget preparation and cost control.
5). Valid Alberta Class 5 Operator's permit
6). Basic knowledge of computer programs/applications.
7). Standard First Aid/CPR Certificate.
8). WHMIS/TDG Certification.
9). Education minimum Grade12 or equivalent.
10). Minimum of twelve (12) months experience in maintenance.
11). Demonstrated supervisory and administration skills.

Signatures:

I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

_____ _____
Employee Signature Date

_____ _____
Department Manager Signature Date

Department: ***Community Services***
Position: **FACILITY OPERATOR 1**

Position Summary:
The function in this position is to perform various assigned duties in relation to the arena operation and parks and open spaces operations in the Department of Community Services. This individual will maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

Position reports to:
This position reports directly to the Director of Community Services, or designate, or specified alternate.

The following job description is to be reviewed periodically.

1. General Duties

1). Responsible for ice making and removal, ice plant operations and quality playing surface.
2). Safe operation of ice resurfacing equipment.
3). Ensure overall arena cleanliness in dressing rooms, bleachers, etc.
4). Safely perform various assigned duties related to the overall maintenance and enhancement of the Town of Westlock parks and open spaces. Including: grass cutting, overall presentation of parks and open spaces, ball diamond preparation and maintenance, playground maintenance, outdoor rink maintenance.
5). Operation of variety of small hand tools, power tools, mowers, quad, snow blower etc.
6). Complete assigned duties with minimal supervision.
7). Physical work may exist.
8). Perform other duties as assigned by the designated supervisor.

2. Communication/Public

The Spirit Centre employee shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
2). Being a respectful ambassador of the Town.
3). Maintain a professional appearance.

3. Responsibilities

1). Ensure assigned duties are completed in a safe and timely manner.
2). Participation required in departmental safety and operational staff meetings.
3). To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
4). Work together with other employees in a team effort, stressing cooperation and good communication between staff.

5). Assist Building Maintenance personnel when necessary.

4. Qualifications

1). Completion of Arena Operators Level 1.
2). Ammonia and WHIMS Training.
3). Demonstrated experience in project administration including project planning, supervision and reporting, budget preparation and cost control.
4). Self motivated and have ability to work alone.
5). Valid Alberta Driver's License Class 5 Operators permit.
6). Basic knowledge of computer programs/applications.
7). Standard First Aid/CPR Certificate.
8). Education minimum Grade12 or equivalent.
9). Must demonstrate relevant administration skills.

Department: ***Community Services***
Position: **FACILITY OPERATOR COORDINATOR**

Position Summary:
The function in this position is to provide direct leadership to a team of staff responsible for operating and maintaining recreation and park facilities and amenities. The individual is responsible for performing various assigned duties in relation to the arena operation and parks and open spaces operations in the Department of Community Services. This individual will maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

Position reports to:
This position reports directly to the Director of Community Services, or designate, or specified alternate.

The following job description is to be reviewed periodically.

1. General Duties

1). Responsible for ice making and removal, ice plant operations and quality playing surface.
2). Safe operation of ice resurfacing equipment, when needed.
3). Ensure overall arena cleanliness in dressing rooms, bleachers, etc.
4). Schedule ice booking requests accordingly with public, school and user groups and assists in resolution of conflicts.
5). Develops and proposes recommendations for new policies and policy changes for the Parks and Facilities section.
6). Train and supervise the work of staff of the Spirit Centre.
7). Directly oversee all outdoor recreation services; including parks, open spaces, outdoor rink, campground and ball diamonds.
8). Safely perform all duties related to the overall maintenance and enhancement of the Town of Westlock parks and open spaces.
9). To assist in the project administration including project planning, supervision and reporting, budget preparation and cost control.
10). To provide advanced knowledge in relations to the operations and maintenance requirements on municipal recreation facilities.
11). Operation of variety of small hand tools, power tools, mowers, quad, snow blower etc.
12). Complete assigned duties with minimal supervision.
13). Physical work may exist.
14). Perform other duties as assigned by the designated supervisor.

2. Communication/Public

The Spirit Centre employee shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.

2). Being a respectful ambassador of the Town.
3). Maintain a professional appearance.

3. Responsibilities

1). Ensure assigned duties are completed in a safe and timely manner.
2). Supervision of staff and contractors relevant to position duties.
3). Participation required in departmental safety and operational staff meetings.
4). To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
5). Work together with other employees in a team effort, stressing cooperation and good communication between staff.
6). Assist Building Maintenance personnel when necessary.

4. Qualifications

1). Completion of Arena Operators Level 1 and Level 2.
2). Playground Inspectors Certification.
3). Ammonia and WHIMS Training.
4). Demonstrated experience in project administration including project planning, supervision and reporting, budget preparation and cost control.
5). Self motivated and have ability to work alone.
6). Valid Alberta Driver's License Class 5 Operators permit
7). Basic knowledge of computer programs/applications.
8). Standard First Aid/CPR Certificate.
9). Education minimum Grade12 or equivalent.
10). Must demonstrate administration skills.

Custodian, Town of Westlock
Full Time/ 40 hours per week

Reports To:
This position reports directly to the Director of Community Services, or designate, or specified alternate.

Position Summary:
The Custodian is responsible for ensuring the cleanliness, maintenance and overall appearance of the Town of Westlock Community Services Buildings, Operations and Town Office Buildings; including grounds/parking lot areas. The individual will ensure that the areas are maintained to meet the standards as set out by the management team and clientele of the facility. In addition, this position is responsible for providing friendly, courteous and professional services.

Duties and Requirements

- Performs custodial duties on buildings, grounds and equipment.
- Clean and sanitize restrooms/bathrooms using established practices and procedures.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; empty and clean ash trays and cigarette urns; replace light bulbs; refill restroom dispensers.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, as well assist in the setting up of sporting equipment in the field house at the Westlock Rotary Spirit Centre.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.
- Lock and unlock assigned buildings: secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.
- Attend to emergencies when necessary.
- Attend safety meetings and other related meetings.
- Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.
- Handle recycling materials.
- Assist with inventory control and security.
- Safely operate all vehicles and other job related equipment.
- Support and enforce all policies, WHIMIS, OH&S Safety regulations and guidelines etc.

- Enforce and support policies established by the Facilities.
- Perform related duties as required.

Qualifications

Education

- Formal Custodial training would be an asset.
- WHMIS/CPR and Standard First Aid Certification.
- Valid Class 5 Operator License (current abstract will be required).

Experience

- Minimum six (6) months custodial related experience, setting up and taking down sporting equipment preferably in a Recreation Facility.
- Prior municipal experience would be an asset.

Knowledge, skills and abilities

- Knowledge of proper cleaning procedures and the use of cleaning agents and materials.
- Knowledge of Occupational Health & Safety Standards.
- Knowledge of Hazard Assessment and Control.
- Able to provide Quality Customer Service.
- Computer skills in Microsoft Office applications.
- Ability to work from scaffolds and ladders and in space that has limited mobility.
- Be self motivated and have the ability to work both independently and in a team environment.
- Excellent organizational, customer services and time-management skills with the ability to multi-task and prioritize workload efficiently.
- Enable effective team work and promote positive internal/external customer relations.
- The ability to work flexible shifts, evenings and weekends on a rotation basis.
- Work together with other Employees in a team effort, stressing cooperation and good communication between staff.

Working Conditions

Travel between facilities is required in the performance of duties. The incumbent must wear safety equipment and observe recognized safety practices in the performance of duties. Contact with the public in person is required. Majority of the work will be indoors, however since variance in temperature and humidity will be experienced dependent on the area of work.

Department: ***Community Services***
Position: **COMMUNITY SERVICES SEASONAL STAFF**

Position Summary:
The function in this position is to perform various assigned duties in relation to the arena operation in the Department of Community Services. This individual will maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

Position reports to:
This position reports directly to the Director of Community Services, or designate, or specified alternate.

The following job description is to be reviewed periodically.

1. General Duties

1). Safe operation of ice resurfacing equipment.
2). Ensure overall arena cleanliness in dressing rooms, bleachers, etc.
3). Operation of variety of small hand tools, power tools, snow blower etc.
4). Complete assigned duties with minimal supervision.
5). Physical work may exist.
6). Perform other duties as assigned by the designated supervisor.

2. Communication/Public

The Spirit Centre employee shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
2). Being a respectful ambassador of the Town.
3). Maintain a professional appearance.

3. Responsibilities

1). Ensure assigned duties are completed in a safe and timely manner.
2). Participation required in departmental safety and operational staff meetings.
3). To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
4). Assist Building Maintenance personnel when necessary.
5). Work together with other employees in a team effort, stressing cooperation and good communication between staff.

4. Qualifications

1). Ammonia and WHIMS Training
2). Self motivated and have ability to work alone.
3). Valid Alberta Driver's License Class 5 Operators permit

4). Basic knowledge of computer programs/applications.
5). Standard First Aid/CPR Certificate.
6). Must demonstrate administration skills relevant to the job.

Town of Westlock

Department: ***Community Services – Aquatics***
Position: **JUNIOR LIFEGUARD-INSTRUCTOR**

Mission:
As a member of the Town of Westlock Team- to help make Westlock the greatest place to live by providing a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:
The lifeguard/instructor plans and prepares for swimming lessons, instructs students at their appropriate level in accordance with guidelines set out by Red Cross and provides feedback to participants and/or parents with recommendations for improvements. He/she also performs lifeguard duties and participates in meetings and in-service training.

Position reports to:
The Aquatic Supervisor and the Director of Community Services.

The following job description is to be reviewed periodically.

General Duties

1) Maintains standards for instruction for lessons/lifeguard skills.
2) Administers first aid and provides emergency care as provided, maintaining a safe aquatic environment and facility.
3) Understand and follow Facility Policies and Procedures to ensure a clean, safe and healthy environment.
4) Understand and follow all Emergency Procedures, participate in in-services to ensure appropriate emergency response and follow up.
5) Assist in daily operations and maintenance of the pool.
6) Perform the assigned duties relevant to the job.

Communication/Public

1) Provide and promote a safe and enjoyable aquatic experience through effective lifeguarding and customer service
2) Conduct oneself in a professional manner to the public and use effective and appropriate communications
3) Responds to supervisor's direction and asks for clarification when needed.
4) Being a respectful ambassador of the Town.

Responsibilities

1) To be prepared to begin the shift on time.
2) To ensure that awards are current and knowledge is up to date.
3) Understand and follow the Safety Policies as set out in accordance with the Town Policies eg: Personal protective equipment.
4) Ability to work as a team player and communicates with management staff.

Qualifications

1) CURRENT RED CROSS WATER SAFETY INSTRUCTOR CERTIFICATION

2) CURRENT NATIONAL LIFEGUARD SERVICE AWARD
3) CURRENT STANDARD FIRST AID/CPR C
4) BRONZE CROSS
5) MINIMUM 16 YEARS OF AGE

Signatures:

I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and afainst which my performance will be evaluated.

_____ _____

Employee Signature Date

_____ _____

Department Manager Signature Date

Department: ***Community Services – Aquatics***
Position: **SENIOR LIFEGUARD-INSTRUCTOR**

Mission:
As a member of the Town of Westlock Team- to help provide a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:
The Senior Lifeguard/Instructor will be responsible for the general operation of the swimming pool including but not limited to, lifeguarding, instructing, facility maintenance and customer service. He/she also participates in-service training.

Position reports to:
The Aquatic Supervisor and the Director of Community Services.

The following job description is to be reviewed periodically.

1. General Duties

- Maintains standards for instruction for lessons/lifeguard skills.
- Administers first aid and provides emergency care as provided, maintaining a safe aquatic environment and facility .
- Understand and follow all Emergency Procedures, participate in in-services to ensure appropriate emergency response and follow up.
- Understand and follow Facility Policies and Procedures to ensure a clean, safe and healthy environment.
- Responsible for opening and closing procedures, assisting in daily operations and maintenance of the pool.
- Assist with supervision, training and direction of Junior Lifeguards.
- Perform the assigned duties relevant to the job.

2. Communication/Public

- Provide and promote a safe and enjoyable aquatic experience through effective lifeguarding and customer service
- Conduct oneself in a professional manner to the public and use effective and appropriate communications
- Responds to supervisor's direction and asks for clarification when needed.
- Being a respectful ambassador of the Town.

3. Responsibilities

- Be prepared to begin the shift on time.
- To ensure that awards are current and knowledge is up to date.
- Understand and follow the Safety Policies as set out in accordance with the Town Policies eg: Personal Protective Equipment.
- Ability to work as a team player and communicates with management staff.

4. Qualifications

- CURRENT RED CROSS WATER SAFETY INSTRUCTOR CERTIFICATION
- CURRENT NATIONAL LIFEGUARD SERVICE AWARD
- CURRENT STANDARD FIRST AID/CPR C
- BRONZE CROSS
- LIFESAVING INSTRUCTOR PREFERRED
- Capable of performing a leadership role.

Signatures:

I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

Employee Signature	Date
Department Manager Signature	Date

Town of Westlock

Department: ***Community Services – Aquatics***
Position: **SHIFT SUPERVISOR**

Mission:
As a member of the Town of Westlock Team- to help provide a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:
The Shift Supervisor is responsible for the overall maintenance of the swimming pool operations; monitors and maintains pool filtration system, including backwash, handling and ordering of chemicals as necessary. Monitors pool water chemistry through testing of water samples, adjusts chemistry as needed to maintain standards. Performs general lifeguard and instructional duties.

Position reports to:
The Aquatic Supervisor and the Director of Community Services.

The following job description is to be reviewed periodically.

1. General Duties

I) Maintains standards for instruction for lessons/lifeguard skills.
II) Maintains accurate records and responsible for sending in weekly water samples for Provincial Water tests.
III) Responsible for scheduling and carrying out regular back washes for both pools.
IV) Maintaining a safe aquatic environment and facility; performs equipment checks and ensures appropriate equipment is available as needed.
V) Administers first aid and provides emergency care as needed.
VI) Understand and follow all Emergency Procedures, participate in in-services to ensure appropriate emergency response and follow up.
VII) Understand and follow Facility Policies and Procedures to ensure a clean, safe and healthy environment.
VIII) Assign daily, weekly maintenance schedules and ensure completion.
IX) Perform various administrative duties as assigned.
X) Perform the assigned duties relevant to the job.

2. Communication/Public

I) Provide high quality customer service and ensuring all pool staff responds to customer service needs.
II) Conduct oneself in a professional manner to the public and use effective and appropriate communications.
III) Maintains effective relationships with management, participants and other staff.
IV) Being a respectful ambassador of the Town.

3. Responsibilities

I) Ensure that awards are current and knowledge is up to date.
II) Understand and follow the Safety Policies as set out in accordance with the Town Policies eg: Personal Protective Equipment.
III) Ability to work as a team player and communicates with management staff.

IV) Maintains safe swimming conditions in the pool, deck, and surrounding areas.

4. Qualifications

I) POOL OPERATORS LEVEL 1 AND 2
II) CURRENT RED CROSS WATER SAFETY INSTRUCTOR CERTIFICATION
III) CURRENT NATIONAL LIFEGUARD SERVICE AWARD
IV) CURRENT STANDARD FIRST AID/CPR C
V) LIFESAVING INSTRUCTOR

Signatures:

1. I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

Employee Signature _____ Date _____

Department Manager Signature _____ Date _____

APPENDIX II

TOWN OF WESTLOCK FACILITY HEAVY EQUIPMENT

- Motor Grader.
- Single Axle dump truck.
- Sander Truck, single axle.
- Hydro-Vacuum Truck.
- Street Sweeper.
- Loader, back hoe, rubber tire.
- Bobcat, skid steer, c/w attachments.
- Snow Blower, tractor mounted.
- Tractors, farm.
- Deck mounted mowers, pull type.

LETTER OF UNDERSTANDING "1"

It is agreed that the Employer shall be entitled to hire students under the Summer Temporary Employment Program and any other Federal or Provincial Government sponsored employment program for students. The Employer shall determine the rates of pay for such students, provided that the minimum pay rate shall not be less statutory minimum wage as established by the Province of Alberta.

The Employer further agrees that no regular employee, part-time or full-time, shall suffer a reduction in hours of work nor be laid off as a result of the Employer's participation in such Government Employment Programs.

Articles 27.4 and 27.5 will apply to Summer Temporary Employment Program employees.

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047

TOWN OF WESTLOCK

To be attached to and form a part of
COLLECTIVE AGREEMENT between
THE TOWN OF WESTLOCK and
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047
January 1, 2015 to December 31, 2018

LETTER OF UNDERSTANDING "2"

It is understood and agreed that given new qualifications within the new job descriptions established in this Collective Agreement, that the Employer will ensure reasonable training for all existing staff that do not meet the new qualifications. The one exception to this is the grade level equivalent in which any existing staff not meeting the grade level equivalent in the new job description will be grandfathered.

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047

[redacted]

TOWN OF WESTLOCK

[redacted]

To be attached to and form a part of
COLLECTIVE AGREEMENT between
THE TOWN OF WESTLOCK and
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047
January 1, 2015 to December 31, 2018

LETTER OF UNDERSTANDING "3"

It is understood and agreed that while a new job description has been established and agreed upon for the Community Services Shift Supervisor, Aquatic, the current employee in this position is grandfathered and does not need to meet any qualifications in the new job description which she did not already have at the time this Collective Agreement was negotiated.

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047

[redacted]

TOWN OF WESTLOCK

[redacted]

To be attached to and form a part of
COLLECTIVE AGREEMENT between
THE TOWN OF WESTLOCK and
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047
January 1, 2013 to December 31, 2018

LETTER OF UNDERSTANDING "4"

Note re: sick time

It is understood and agreed between the parties that Article 13 will be in practice as written upon ratification.

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047

[redacted]

TOWN OF WESTLOCK

[redacted]

To be attached to and form a part of
COLLECTIVE AGREEMENT between
THE TOWN OF WESTLOCK and
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047
January 1, 2015 to December 31, 2018

LETTER OF UNDERSTANDING "5"

New Classifications Appendix II

The parties agree to undergo a joint review of the following:

- Addition/ new classification – Senior Life Guard Level 2
- Addition / new classification – Facility Operator 2

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047

[redacted]

TOWN OF WESTLOCK

[redacted]

To be attached to and form a part of
COLLECTIVE AGREEMENT between
THE TOWN OF WESTLOCK and
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047
January 1, 2015 to December 31, 2018

LETTER OF UNDERSTANDING "6"

Article 25.1 Boot and Clothing Allowance

The parties agree that Article 25. 1 Boot and Clothing Allowance:

(b) Supply to each Operations and Facility Operator/Coordinator Employee a winter jacket and coveralls, as well as, summer coveralls; and to each Custodian Employee, three (3) shirts and three (3) pairs of pants with regular cleaning of these uniforms being the responsibility of the Custodian-Employee and replacement as required due to wear and tear the responsibility of the Employer.

be amended to read as follows:

(b) i) Supply to each Operations and Facility Operator/Coordinator Employee a winter jacket and coveralls, as well as summer coveralls.

ii) Supply to each Custodian Employee, three (3) shirts and three (3) pairs of pants.

iii) Regular cleaning of all of these uniforms shall be the responsibility of the Custodian Employee and replacement as required due to wear and tear shall be the responsibility of the Employer.

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047

[redacted]

TOWN OF WESTLOCK

[redacted]

To be attached to and form a part of
COLLECTIVE AGREEMENT between
THE TOWN OF WESTLOCK and
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047
January 1, 2015 to December 31, 2018

LETTER OF UNDERSTANDING "7"

ARTICLE 3 - DEFINTIONS

It is understood and agreed between the parties to add in the definition of "Casual" to Article 3.

"Casual" means an employee that may be called in when needed or requested but with no scheduled or guaranteed hours nor any commitment on the casual employee's part to be available for any set or predetermined hours. The provision of this Agreement shall apply to casual employee where applicable, with the exceptions of Article 5, 13, 14, and 18. Casual employees may be discharged at any time, for any reason without just cause and without recourse to the grievance and arbitration

To be attached to and form a part of
COLLECTIVE AGREEMENT between
THE TOWN OF WESTLOCK and
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047
January 1, 2015 to December 31, 2018

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047

[redacted]

TOWN OF WESTLOCK

[redacted]

LETTER OF UNDERSTANDING "8"

The parties agree that Article 7.2 Custodians be amended to read:

"Regular hours of work for full – time Custodians shall be (8) hours per day and forty (40) hours per week, working shifts Monday through Sunday, or at the Employer's option, a compressed work week consisting of four (4) days in the week at ten (10) hours each day, also totalling forty (40) hours per week, and with three (3) consecutive days off. "

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047

[redacted]

TOWN OF WESTLOCK

[redacted]

To be attached to and form a part of
COLLECTIVE AGREEMENT between
THE TOWN OF WESTLOCK and
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047
January 1, 2015 to December 31, 2018

MM/gb/cope#491

LETTER OF UNDERSTANDING "9"

The parties agree that for the classifications of:

- Equipment Operator I
- Equipment Operator II
- Equipment Operator III
- Facility Operator Coordinator
- Lead Hand
- Utility Technician II
- Utility Technician III

the qualification, "Valid Alberta Class 3 Operator's permit", listed in the Job Descriptions be amended to "Valid Alberta Class 3 Operator's permit an asset, but not required".

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047

[redacted]

TOWN OF WESTLOCK

[redacted]

To be attached to and form a part of
COLLECTIVE AGREEMENT between
THE TOWN OF WESTLOCK and
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047
January 1, 2015 to December 31, 2018

MM/gb/cope#491

LETTER OF UNDERSTANDING

COMMUNITY SERVICES - FACILITY OPERATOR II

It is understood and agreed between the parties to add and include the position Community Services -FACILITY OPERATOR II to APPENDIX I and APPENDIX II:

Town of Westlock

Department: ***Community Services***
Position: **FACILITY OPERATOR II**

Position Summary:

The function in this position is to perform various assigned duties in relation to the arena operation and parks and open spaces operations in the Department of Community Services. This individual will maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

Position reports to:

This position reports directly to the Director of Community Services, or designate, or specified alternate.

The following job description is to be reviewed periodically.

---

1. General Duties

1). Responsible for ice making and removal, ice plant operations and quality playing surface.
2). Enforce rules and regulations and follow operational procedures
3). Ensure regular ice plant checks are completed
4). Maintain a good knowledge of the ice plant and some mechanical operations of the building
5). Safe operation of zamboni and other ice resurfacing equipment.
6). Ensure overall arena cleanliness in dressing rooms, bleachers, etc.
7). Safely perform various assigned duties related to the overall maintenance and enhancement of the Town of Westlock parks and open spaces. Including: grass cutting, overall presentation of parks and open spaces, ball diamond preparation and maintenance, playground maintenance, outdoor rink maintenance.
8). Operation of variety of small hand tools, power tools, mowers, quad, snow blower etc.
9). Complete assigned duties with minimal supervision.

10). Physical work may exist.
11). Maintain good public relations toward the public and staff
12). Perform other duties as assigned by the designated supervisor.

2. Communication/Public

The Spirit Centre employee shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
2). Being a respectful ambassador of the Town.
3). Maintain a professional appearance.

3. Responsibilities

1). Ensure assigned duties are completed in a safe and timely manner.
2). Participation required in departmental safety and operational staff meetings.
3). To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
4). Work together with other employees in a team effort, stressing cooperation and good communication between staff.
5). Assist Building Maintenance personnel when necessary.

4. Qualifications

1). Completion of Arena Operators Level 2.
2). At least *(2) two years' experience as a Facility Operator at the Westlock Rotary Spirit Centre or equivalent elsewhere
3). Ammonia and WHIMS Training.
4). Demonstrated experience in project administration including project planning, supervision and reporting, budget preparation and cost control.
5). Self-motivated and have ability to work alone.
6). Valid Alberta Driver's License Class 5 Operators permit.
7). Basic knowledge of computer programs/applications.
8). Standard First Aid/CPR Certificate.
9). Education minimum Grade12 or equivalent.
10). Must demonstrate relevant administration skills.

Community Services Classification	Probationary ($/hour)	Job Rate ($/hour)				
		6 mo–9 yrs	10–14 yrs	15-19 yrs	20-24 yrs	25 yrs and over
Facility Operator II - 2015	23.83	25.54	26.05	26.57	27.10	27.64
Facility Operator II - 2016	24.43	26.18	26.70	27.23	27.78	28.33
Facility Operator II - 2017	25.16	26.96	27.50	28.05	28.61	29.18
Facility Operator II - 2018	25.91	27.77	28.33	28.89	29.47	30.06

To be attached to and form a part of
COLLECTIVE AGREEMENT between
THE TOWN OF WESTLOCK and
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047
January 1, 2015 to December 31, 2018

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047

[redacted]

TOWN OF WESTLOCK

[redacted]

MH February 13, 2015

LETTER OF UNDERSTANDING

COMMUNITY SERVICES AQUATICS – LIFEGUARD SR LEVEL II

It is understood and agreed between the parties to add and include the position Community Services – LIFEGUARD SR LEVEL II to APPENDIX I and APPENDIX II:

Town of Westlock

Department: ***Community Services – Aquatics***

Position: **SENIOR LIFEGUARD-INSTRUCTOR II**

Mission:

As a member of the Town of Westlock Team- to help provide a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:

The Senior Lifeguard-Instructor II will be responsible for the general operation of the swimming pool including but not limited to, lifeguarding, instructing, facility maintenance and customer service. He/she also participates in-service training.

Position reports to:

The Aquatic Supervisor and the Director of Community Services.

The following job description is to be reviewed periodically.

---

1. General Duties

- Lifeguarding , instructing, maintenance and assigned administrative duties
- Provide shift supervision
- Maintain good knowledge of chemical and some mechanical operations of the pool
- Maintains standards for instruction for lessons/lifeguard skills.
- Administers first aid and provides emergency care as provided, maintaining a safe aquatic environment and facility.
- Understand and follow all Emergency Procedures, participate in in-services to ensure appropriate emergency response and follow up.
- Understand and follow Facility Policies and Procedures to ensure a clean, safe and healthy environment.
- Responsible for opening and closing procedures, assisting in daily operations and maintenance of the pool.
- Assist with supervision, training and direction of Junior Lifeguards.

- Maintain good public relations toward the public and staff
- Perform other related duties as directed by the Aquatic Supervisor

2. Communication/Public

- Provide and promote a safe and enjoyable aquatic experience through effective lifeguarding and customer service
- Conduct oneself in a professional manner to the public and use effective and appropriate communications
- Responds to supervisor's direction and asks for clarification when needed.
- Being a respectful ambassador of the Town.

3. Responsibilities

- Be prepared to begin the shift on time.
- To ensure that awards are current and knowledge is up to date.
- Understand and follow the Safety Policies as set out in accordance with the Town Policies eg: Personal Protective Equipment.
- Ability to work as a team player and communicates with management staff.

4. Qualifications

- POOL OPERATORS 1 & 2
- AT LEAST (2) YEARS' EXPERIENCE AT THE WESTLOCK RECREATION CENTRE OR EQUIVALENT ELSEWHERE AS A SENIOR LIFEGUARD
- CURRENT RED CROSS WATER SAFETY INSTRUCTOR CERTIFICATION
- CURRENT NATIONAL LIFEGUARD SERVICE AWARD
- CURRENT STANDARD FIRST AID/CPR C
- BRONZE CROSS
- LIFESAVING INSTRUCTOR
- CAPABLE OF PERFORMING A LEADERSHIP ROLE.

Community Services Classisfication	Probationary ($/hour)	Job Rate ($/hour)				
		6 mo–9 yrs	10–14 yrs	15-19 yrs	20-24 yrs	25 yrs and over
Lifeguard Sr Level II - 2015	19.26	20.64	21.05	21.47	21.89	22.32
Lifeguard Sr Level II - 2016	19.74	21.16	21.58	22.01	22.44	22.88
Lifeguard Sr Level II - 2017	20.33	21.79	22.22	22.67	23.11	23.56
Lifeguard Sr Level II - 2018	20.94	22.44	22.89	23.35	23.80	24.27

To be attached to and form a part of
COLLECTIVE AGREEMENT between
THE TOWN OF WESTLOCK and
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047
January 1, 2015 to December 31, 2018

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3047

[redacted]

TOWN OF WESTLOCK

[redacted]

February 13, 2015