

COLLECTIVE AGREEMENT

BETWEEN

THE TOWN OF DRAYTON VALLEY



AND

CUPE / *Canadian Union
of Public Employees*

LOCAL 2515

January 1, 2021 – December 31, 2022


Canadian Office & Professional Employees Local #491

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This Agreement made this 29 day of Sept., 2021

BETWEEN:

**The Town of Drayton Valley
Hereinafter called "the Town"**

Party of the First Part

AND:

**Canadian Union of Public Employees and
its Local 2515,
Hereinafter called "the Union"**

Party of the Second Part

ARTICLE 1 PREAMBLE

1.01 It is the purpose of both parties to this Agreement:

- (1) To maintain and improve harmonious relations between the Town and the Union.
- (2) To provide an amicable method of settling differences or grievances which may arise between the Town and its Employees.
- (3) To encourage efficiency in operations.
- (4) To promote the morale, well-being and security of all Employees in the bargaining unit of the Union.

ARTICLE 2 MANAGEMENT RIGHTS

2.01 The Union recognizes that it is the exclusive right of the Town to manage and control the business of the Town and to direct its working forces.

2.02 All matters concerning the operation of the business of the Town and not specifically dealt with in this agreement are reserved to the Town and remain its exclusive responsibility.

ARTICLE 3 DISCRIMINATION CLAUSE

- 3.01 The Employer and the Union shall not discriminate against any Employee on the basis of race, religious beliefs, gender, gender identity, gender expression, colour, mental disability, physical disability, family status, marital status, age, ancestry or place of origin of that person. The Employer shall not discriminate against any of its Employees on account of political beliefs, sexual orientation, nor by reason of their membership or activity in the Union.

ARTICLE 4 RECOGNITION AND NEGOTIATION

4.01 Bargaining Unit

The Town recognizes the Canadian Union of Public Employees and its Local 2515 as the sole and exclusive collective bargaining agent for all of its Employees covered by Certificate #83-81 issued by the Alberta Labour Relations Board.

- 4.02 The Union shall advise the Town of the identity of those of the Town's Employees who, from time to time, are elected or appointed as representatives of the Union or as Stewards. They shall recognize the Stewards for the purposes of Article 12.

4.03 Part-time and Temporary Employees

This collective agreement applies to all part-time, temporary or casual Employees, unless otherwise specified.

4.04 No Other Agreements

No Employee shall be required or permitted to make a written or verbal agreement with the Town or its representative which conflicts with the terms of this collective agreement.

ARTICLE 5 MEMBERSHIP REQUIREMENTS

- 5.01 All Unionized Employees shall, as a condition of employment, be required to pay to the Union the regular Union dues, whether or not they are members of the Union.

The Town is hereby authorized to deduct from the wages of the Employees, bi-weekly, the amount of such regular Union dues as may be specified, from time to time by the Union and pay such deductions to the Union on or before the 15th day of the month following. This payment shall be accompanied by a list of

names of the Employees from whom the deductions were made and of the amount of the deductions. The Town shall also provide the Union with a list of newly hired Employees once a month, when necessary.

- 5.02 The Town shall provide the Union twice annually with the names, addresses and phone numbers of all Union Employees.

ARTICLE 6 CHECK-OFF OF UNION DUES

6.01 Due Receipts

The Town shall indicate on the T-4 slip which provides to each Employee on or before February 28th of each year, a statement of the total amount of Union dues deducted from the wages of the Employee during the preceding calendar year.

- 6.02 No activity by the Union, other than the processing of grievances as provided in Article 12, or collective bargaining with the Town, shall take place during working hours or take place on property owned by the Town, without the prior consent of the Town.

ARTICLE 7 CORRESPONDENCE

- 7.01 Notices required to be given by one party to the other party, or correspondence passing between them, may be given by personal delivery or be sent by prepaid mail, addressed as follows:

TO THE TOWN:
P.O. Box 6837
Drayton Valley, AB
T7A 1A1
Attn: Chief Administrative Officer

TO THE UNION:
CUPE
Local 2515
P.O. Box 7830
Drayton Valley, AB T7A 1S9
Attn: Recording Secretary

- 7.02 Either party may change its address for notices by giving notice to the other party. A notice personally delivered shall be deemed received on the date of delivery. A notice sent by mail shall be deemed received on the third business day following its deposit in a post office.

ARTICLE 8 THE EMPLOYER SHALL ACQUAINT NEW EMPLOYEES

- 8.01 Upon commencing employment, the Town shall inform the Union of the names of any newly hired Union Employees.

- 8.02 The Employer shall acquaint new Employees with the fact that a Collective Agreement is in effect, and with the conditions of employment set out in the articles dealing with Union Security and Dues Check-Off.
- 8.03 On commencing employment, the Town shall inform the new Employee of the name of the Union steward or representative. The steward or representative shall provide the Employee with a copy of the Collective Agreement.
- 8.04 On commencing employment, the Town shall inform the new Employee with the name of the Health & Safety representative(s) or designate. Supervisor is responsible for advising the new Employee under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.
- 8.05 A representative of the Union shall meet for one (1) hour during the Employee Orientation, for the purpose of acquainting them with the benefits and duties of Union membership, and their responsibilities and obligations to the Employer and the Union. This shall be done during the first week of employment without loss of regular pay.

ARTICLE 9 DEFINITIONS

9.01 Permanent Employee

The words "Permanent Employee" when used in this agreement shall mean an Employee who is filling a permanent position, with regular hours of work as determined by Article 17.

9.02 Permanent Position

The words "permanent position" when used in this agreement shall mean a position established by the Town as a permanent position.

9.03 Probationary Employee

The required "Probationary Employee" when used in this agreement shall mean any Employee filling a permanent position who is serving the required probationary period.

9.04 Probationary Period

The required probationary period is a period of three (3) months from the first day worked by the Employee. The Employee shall enjoy all benefits available after serving three (3) months with the Town from the first day worked by the Employee.

The Parties agree that benefit eligible part-time Employees shall receive benefits after serving three (3) months of service.

9.05 Temporary Employee

The word "Temporary" when used in this agreement shall mean an Employee who is filling a seasonal or established position for a period of time not to exceed eleven (11) months. If the position goes beyond the eleven (11) month continuous period, the position and the Employee will become permanent, except when filling a maternity position under Article 26.05.

9.06 Permanent Part-time Employee

When used in this agreement shall mean an Employee who works less than the regular daily and/or weekly hours and has continuous employment with the Employer for a period of more than six (6) months.

9.07 Part-time Employee

When used in this agreement shall mean an Employee who works less than the regular daily and/or weekly hours and has continuous employment with the Employer for a period of less than six (6) months.

9.08 Casual Employee

The word "Casual" when used in this agreement shall mean an Employee who relieves other Employees on an occasional and non-routine basis and who works less than 15 hours in a pay period. Casual employees will not be classed as a Part-time or Permanent Part-time Employee until they are appointed to an Organization chart position.

9.09 Seasonal Labourers

The Town may hire Seasonal Labourers as needed to meet operational requirements for up to eight (8) months each year. Seasonal work ends when the seasonal work requirements are met or otherwise determined by the Town. A Seasonal Labourer is to be given one (1) week of notice by the Town that seasonal employment is ending. Seasonal Labourers are expected to give the Town one (1) week of notice of resignation. Labourer I – seasonal/casual wage scale with each year of return, earning a one-step increase.

9.10 Dependent

The word "dependent" when used in this Agreement shall refer to the Employee's legal spouse or adult interdependent partner, child, step-child or other child (i.e.

grandchild, foster child) who is legally dependent upon the Employee for support and maintenance and is under 18 years of age or who is over 18 years of age and due to mental or physical disability is dependent on the support of the Employee.

ARTICLE 10 LABOUR MANAGEMENT COMMITTEE

10.01 The parties agree to establish a joint Labour Management Committee consisting of two bargaining unit Employees as designated by the Union and two Employer representatives to discuss matters of mutual interest.

10.02 The committee shall meet at least every three (3) months or as called by mutual consent with forty-eight (48) hours advance notice.

10.03 The committee shall revisit the agreed Terms of Reference during the first meeting of the odd calendar years.

10.04 The committee will concern itself with the following general matters:

- (a) Share information related to the Town and its operations;
- (b) Discuss in a constructive manner suggestions that could possibly improve and extend services to the public and build better relations between the Employer and Employees;
- (c) Respond and seek resolution of complaints and differences other than formal grievances;
- (d) By mutual agreement, discuss issues not covered by the terms of the Collective Agreement and seek resolution through a Letter of Understanding which would be subject to ratification by the parties and be appended to the Collective Agreement;
- (e) Other matters of mutual interest that may arrive from time to time.

10.05 The Labour Management Committee shall have no authority to deal with any grievances arising out of the terms of the Agreement, and shall not have the authority to alter, amend or waive any provisions of the Collective Agreement.

10.06 Observers and Guests

Upon mutual agreement the Committee may:

- I. Call or permit the attendance of resource personnel;
- II. Provide for the attendance of observers

ARTICLE 11 TIME OFF FOR UNION BUSINESS

11.01 Time Off for Collective Bargaining Meetings

Commencing January 1, 1982, representatives of the Union shall not suffer any loss of wages or benefits for any time away from work when involved in collective bargaining with the Town, provided that no more than three (3) Employees shall be considered as representatives of the Union for such purposes.

11.02 Time off for Labour Management Meetings

CUPE members shall suffer no loss of regular earnings for attending joint Labour Management Meetings.

11.03 Time off for Union Business

Time off for Union business, such as conferences, seminars or schools, will not be unreasonably withheld by Management. Time off for Union business requires approval from Management. Such time off shall be indicated on time sheets and billed to the Union based on Employee time and benefits paid.

ARTICLE 12 GRIEVANCE PROCEDURE

12.01 (a) Definition of Grievance

A grievance shall be defined as any difference arising out of the interpretation, application, administration, or alleged violation of the collective agreement including a case where the Employer has acted unjustly or improperly.

(b) Definition of Workday

For the purposes of Article 12 only, workday shall be Monday through Friday, exclusive of Saturday, Sunday, and statutory holidays.

12.02 The Town and the Union recognize the desirability of limiting or preventing grievances and therefore encourage the use of good judgment, good communications and clear directives in their respective dealings with each other and with the Employees. At each step of the grievance, a grievance hearing meeting shall take place.

12.03 The shop steward or designated Union officer is designated to deal with any grievances occurring during the life of this Agreement. The processing of grievances shall be carried out in the following order.

- 12.04 All grievances must be brought to the attention of the Employee's out of scope immediate supervisor with the assistance of the Union, in writing within ten (10) working days from the date of the incident giving rise to the grievance, or from the time the Employee and Union first became aware of or reasonably should have become aware of such incident, failing which such grievance will not be considered.
- 12.05 If the immediate supervisor within ten (10) working days, is unable to resolve the grievance to the satisfaction of the Employee, then the Employee with the assistance of the Steward or Union Representative shall put the grievance in writing, identifying the incident, the provisions of this agreement allegedly violated and the remedy requested and the written grievance shall be presented to the Department Head within a further ten (10) working days.
- 12.06 If the Department Head is unable to resolve the grievance, they shall give a written answer to the Employee or the Union Representative within fifteen (15) working days of receiving the written grievance and the Union may within fifteen (15) working days present the grievance to the Chief Administrative Officer, or in their absence, their designate.
- 12.07 If the Chief Administrative Officer is unable to resolve the grievance, they shall give a written answer to the Union within twenty (20) working days of receiving the grievance and thereafter either of the parties may refer the difference to arbitration by giving to the other party within twenty (20) working days of the Chief Administrative Officer's answer, notice in writing of its desire to submit the difference to arbitration. The notice shall contain a statement of the difference to arbitration. The notice shall name the party's nominee to an arbitration board. The other party shall then advise the first party in writing of the name of its nominee to the arbitration board. The two nominees so selected shall, within twenty (20) working days of the nomination of the second nominee, appoint a third person who shall be the Chairman.
- 12.08 If the recipient of the notice fails to nominate an arbitrator within the time limit under Article 12.06 of the Collective Agreement, an appointment shall be made by the Director of Mediation Services upon a request of either party. If the two nominees fail to agree upon a Chairman within the time limit, the appointment shall be made by the Director of Mediation Services upon the request of either party.
- 12.09 If the Union fails to initiate a grievance or process a grievance to the next step in the grievance procedure within the time limits specified, the grievance shall be deemed to be withdrawn. If the Employer fails to reply to a grievance within the time limits specified, the grievance shall be deemed to advance to the next step of the Grievance Procedure. The time limits fixed in both the Grievance and Arbitration Procedure may be extended, in writing, upon mutual consent of both parties.

ARTICLE 13 ARBITRATION BOARD

- 13.01 The Arbitration Board shall hear and determine the difference and shall issue an award in writing and the decision is final and binding upon the parties and 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 shall be deemed to be the award of the Board.
- 13.02 Each party to the difference shall bear the expense for its respective nominee to the Arbitration Board and the two parties shall bear equally the expenses of the Chairman.
- 13.03 Subject to Article 13.04, the Arbitration Board by its decision shall not alter, amend or change the terms of the collective agreement.
- 13.04 Where an Arbitration Board determines that an Employee has been discharged or otherwise disciplined by the "Town" for cause and the collective agreement does not contain a specific penalty for the infraction that is the subject matter of the arbitration, the Arbitration Board may substitute such other penalty for the discharge or discipline as to the Arbitration Board seems just and reasonable in all circumstances.
- 13.05 Any grievance which is not processed within the time limits shall be deemed to have been withdrawn, provided however, the parties may by mutual consent waive or vary any of the time limits.
- 13.06 **Union or Town May Institute Grievance**

Either the Town or the Union may initiate a grievance. Such a grievance shall be in writing and shall contain a statement of the relevant facts, the provisions of this agreement which are affected and the relief sought. Notice of the Town's grievance shall be sent to the President of the Union. Notice of the Union's grievance shall be sent to the Manager of the Town. Within ten (10) business days of the giving of the notice, the parties shall meet to discuss the grievance. If the matter is not then settled, the party receiving the grievance shall provide its written response to the grieving party within fifteen (15) business days of the giving of the notice. If the grieving party is not then satisfied the matter may be referred to arbitration in the manner provided in Article 12.06.

ARTICLE 14 DISCHARGE, SUSPENSION AND DISCIPLINE

- 14.01 The Town must adhere to the principles of progressive discipline.
- 14.02 When an Employee is to be disciplined, the Employee may request a Union representative to be present at any meeting with the Employer. The Employer

shall advise the Employee of any disciplinary meeting/interview and permit time for the Employee to arrange for Union representation.

- 14.03 If the Employee accepts Union representation the Employer will provide written documentation of the Employees discipline to the Union.

If the Employee denies Union representation the Union will get notification of discipline, prior to being placed into the Employee's file.

- 14.04 Records of any corrective action taken will be added to the Employee's personnel file for a one year period of active continuous employment. At the end of that time, if the Employee has maintained a continuous record of good conduct for that one year period, all accounts of this corrective action will be removed from the employee's file. The Employee shall be informed that their record has been cleared.

- 14.05 An Employee shall have the right, at least once each year, to request access to their personnel file and to review such file at a time mutually agreed upon.

ARTICLE 15 SENIORITY

- 15.01 An Employee shall only acquire seniority upon the successful completion of the required probationary period. Seniority shall mean an Employee's length of continuous service with the Town, calculated from the Employee's date of hire, unless their service with the Town was broken, in which event it shall be calculated from the date that he was rehired by the Town following the last break in their service. "Seniority" is on a bargaining-unit-wide basis.

- (a) Seniority is based on hours of work, as a percentage of a full time position.
- (b) Service awards will be based on first date of hire, with part-time or permanent part-time averaging less than 20 hours of work weekly average to receive a 50% award, 20 hours plus, earn a full award.
- (c) If an Employee is absent from work because of sickness, accident, lay-off, or leave of absence approved by the Employer, they shall not lose seniority rights. An Employee on Maternity and/or Parental Leave shall continue to accrue seniority during their leave.
- (d) If an Employee is hired into a position other than a permanent position and is then awarded a permanent position, all time served with the Town shall be deemed to be service/seniority with the Town, except as outlined in Article 15.02.

- 15.02 Service with the Town shall be broken and all seniority lost if an Employee:

- (a) voluntarily quits or resigns from employment with the Town;
- (b) has their employment terminated or is discharged for cause;
- (c) is laid-off work and the layoff is anticipated to be six (6) months or more;
- (d) fails to return to work within ten (10) working days after being recalled to work following a layoff;
- (e) fails to report for work after leave of absence without having a reason which is justifiable.

ARTICLE 16 PROMOTIONS AND STAFF CHANGES

- 16.01 When a new position is created or when a vacancy in a permanent position occurs, the Town shall post a notice on all bulletin boards for at least five (5) consecutive working days in order to solicit the names of Employees who wish to be considered for appointment to such position. A copy of the notice shall be sent to the Union.
- 16.02 The notice which is posted shall contain the following information, the nature of the position, qualifications, required knowledge and education, experience, skills, hours of work and wage or salary rate or range. The qualifications will not be established in an arbitrary or discriminatory manner.
- 16.03 In filling the position, the Town shall give preference to the Employee with the greatest seniority provided he possesses the qualifications described in the notice posted pursuant to Article 16.02.
- 16.04 Appointments from within the bargaining unit shall be made within three weeks of the posting. If there are no suitable applicants within the bargaining unit a new employee may be hired.
- 16.05 When an Employee is promoted, transferred within their own department, or is transferred to another department, the Employee shall be placed on trial for a period of two (2) months. If that Employee does not satisfactorily perform the duties of the new classification or finds himself unable to perform such duties, he shall be returned to their former position and any other Employee who may have been transferred or promoted as a consequence shall also be returned to their former position. At the discretion of the Town a written request to extend the trial period by further two months can be made to the Union, which is to be based on areas requiring improvements as reviewed with the Employee over the initial trial period.

16.06 When an Employee is promoted to a position outside of the bargaining unit, they shall be permitted to retain their seniority and their ability to return to their former position for a period of six (6) months from the date of promotion.

16.07 The Town shall advise the Union of any change in the status of Union positions.

ARTICLE 17 LAYOFFS, DEMOTIONS AND REDUCTION

17.01 When laying off, demoting or reducing staff, the Town shall retain the Employee with the greatest seniority provided such senior Employee possesses the knowledge, skill and ability to perform the work required.

17.02 When an Employee loses the Certification required for their position, they are subject to layoff, until Certification is reinstated.

17.03 When recalling staff after a layoff, the Employee on layoff with the greatest seniority shall be recalled first provided such Employee possesses the required knowledge, skill and ability.

17.04 No New Employees

New Employees shall not be hired until Employees laid off have been given an opportunity of recall.

17.05 Advance Notice of Lay-off

The Employer shall notify the Employees who are to be laid off ten (10) working days prior to the effective date of lay-off.

17.06 Grievance on Lay-Offs and Recalls

Grievances concerning lay-offs and recalls shall commence at Article 12.05 of the Grievance Procedure.

ARTICLE 18 HOURS OF WORK

18.01 Office Staff

The regular hours of work for those Employees designated by the Town as being office staff shall be thirty-eight (38) hours and RCMP administrative support/dispatch clerks thirty-seven and a half (37.5) hours per week as may be scheduled by the Town, Monday through Friday. Office staff shall be entitled to a one (1) hour lunch break.

18.02 All Other Employees

The regular hours of work for all other Employees shall be forty (40) hours per week as may be scheduled by the Town during any five consecutive days of a week. Employees shall be entitled to a one-half (1/2) hour lunch break.

- 18.03 (a) Employees who are not shift workers will have their regular hours of work scheduled to commence between the hours of 7:00 a.m. and 9:00 a.m.
- (b) Management will endeavor to schedule distribution of shifts fairly and equitably.
- (c) If Employees trade work schedules, approval of changes by Supervisor or Management is required.

18.04 Paid Rest Period

- (a) All full-time Employees shall be permitted a paid fifteen-minute rest period both in the first half and the second half of each shift provided this time is spent at the point of the work being carried out.
- (b) Part-time Employees shall be entitled to one fifteen-minute paid rest period for every three (3) hours worked.

ARTICLE 19 CALL OUT AND REPORTING DAY

- 19.01 Except for Employees on stand-by, any Employee who is called to work shall be paid a minimum of two (2) hours at the overtime rate.
- 19.02 Any Employee who reports for work, but due to inclement weather or operational closure cannot commence to work, shall be paid three (3) hours pay provided that such reporting pay need not be paid if the Employee was told by their foreman, at least one hour before their shift commenced, not to report to work

ARTICLE 20 STAND-BY

- 20.01 Employees required to remain within telephone contact and available to answer emergency and service calls during their off-duty hours shall be considered to be on stand-by and shall be permitted to take home Town vehicles during these periods
- 20.02 (a) Employees on stand-by shall receive thirty five dollars (\$35.00) per day on weekdays.

- (b) Employees on stand-by duty during a statutory holiday or weekend shall receive forty five dollars (\$45.00) per day.

20.03 In addition to the stand-by pay, the Employee shall be paid a minimum of two (2) hours at the overtime rate for each call out.

ARTICLE 21 OVERTIME

21.01 Overtime Defined

All work performed in excess of the regular hours of work shall be overtime and be paid at the overtime rate.

21.02 The overtime rate shall be one and one half (1 1/2) times the regular hourly rate.

21.03 Overtime will be divided equally among the Employees employed in the particular classification for which overtime is required if they are willing and qualified to perform the required duties.

21.04 Lieu Time

No Employee shall be required to take time off in lieu of being paid overtime. However, an Employee may bank time off in lieu of being paid overtime, at the applicable overtime rates subject to the following;

- (a) Such time off shall be granted based on the overtime rate when banked times the actual hours worked. The total number of overtime hours banked is not to exceed forty (40) hours (i.e. sixty (60) straight time hours) in any calendar year. Any overtime accumulated prior to December 1 of any year must be scheduled prior to December 1 and taken prior to December 31 of that year, or shall be paid out. Employees may take banked time during the course of the year, subject to operational requirements, and bank additional hours as long as the number of hours banked in any calendar year does not exceed forty (40) (i.e. sixty (60) straight times hours).
- (b) The time shall be taken at a later date mutually agreeable to the Employer and the Employee, and;
- (c) An Employee may request banked overtime to be paid out at any time during the year by giving the Employer one (1) pay period notice prior to the date of the payout.

ARTICLE 22 SHIFT WORK

22.01 Shift Premium

Employees shall receive one dollar and thirty-five cents (\$1.35) per hour additional compensation for all scheduled shift work hours worked, including all scheduled hours worked on weekends.

22.02 The Town reserves the right to establish work schedules and to change such schedules. Except in case of emergency, the Town shall give at least twenty-four (24) hours' notice of any change of shift and will provide a minimum of eight (8) hours of rest between shifts. If an Employee has less than eight (8) hours rest between shifts, all hours less than the required rest period shall be paid at the overtime rate. (e.g. only 6 hours rest, the Employee will be paid two (2) hours of overtime). The Employee affected by a work schedule change reserves the right to waive the eight (8) hour rest period.

22.03 All Employees, except shift workers, shall receive an unpaid meal break of one-half (1/2) hour, approximately four (4) hours after commencing work and this break shall not be considered as a part of the hours worked.

22.04 Definitions of Shift Work and/or Shift Worker

(a) **Full-Time Employees, Part-time and Permanent Part-time Employees**

A shift worker is any Employee who commences a scheduled shift of work at any time other than between the hours of 7:00 a.m. and 9:00 a.m.

Employees who commence their shifts outside of the hours of 7:00 a.m. to 4:00 p.m. shall be entitled to shift differential for all hours worked. For shifts that commence within the above hours, shift differential would only be payable on the entire shift if the majority of the hours worked are after 4:00 p.m.

(b) Temporary and Casual Employees shall not be entitled to shift differential unless they are scheduled on a regular basis to work as a shift worker.

(c) All scheduled shifts shall be a minimum of three (3) hours.

ARTICLE 23 STATUTORY HOLIDAYS

23.01 The following Statutory Holidays are recognized by the Town:

New Year's Day
Canada Day
Remembrance Day
Victoria Day
Thanksgiving Day
Family Day

Good Friday
Labour Day
Christmas Day
Easter Monday
Boxing Day
Civic Holiday

and all holidays proclaimed by the Town plus all Statutory Holidays proclaimed by the Provincial and/or Federal Governments.

- 23.02 For each of the above holidays, each Employee shall receive one day's pay at their regular rate of pay, provided the Employee has worked at least thirty (30) days during the twelve (12) months immediately preceding the Statutory Holiday and the Employee has not been absent, with the Town's consent, on either of the regular working days immediately preceding or following the Statutory Holiday.
- 23.03 An Employee who works on any of the Statutory Holidays shall be paid his overtime rate for all hours worked on the said holiday in addition to receiving the holiday pay.
- 23.04 If a Statutory Holiday or Declared Holiday falls on or is observed during an Employee's regular scheduled days off, they shall be allowed an additional day with regular pay.

ARTICLE 24 ANNUAL VACATIONS

- 24.01 All permanent Employees shall be entitled to an annual vacation with pay as follows: Based on hiring date as a Permanent Employee or Permanent Part-time. Temporary or Casual time will not count toward earning vacation entitlement, but will be paid as per Statutory requirements at 4%.

Employee's Length of Continuous Service

Length of Vacation With Pay

1 year but less than 2 years	10 working days
2 years but less than 5 years	15 working days
5 years but less than 10 years	20 working days
10 years but less than 15 years	25 working days
15 years but less than 25 years	30 working days
25 years and for each year thereafter	35 working days

- 24.02 Vacations shall be scheduled by mutual consent of the Employee and the Town. If a dispute arises, preference as to when an Employee may take their vacation shall be governed by seniority.

24.03 If any Statutory Holiday named in Article 23.01 falls during an Employee's vacation, their vacation shall be extended by one (1) day with pay for each such Statutory Holiday.

24.04 An Employee shall be entitled to receive their vacation pay on the last regular work day preceding their vacation period.

24.05 **Vacation Schedules**

Vacation schedules shall be posted by May 31st of each year and shall not be changed without the consent of the affected Employees.

24.06 **Unbroken Vacation Period**

An Employee shall receive their vacation entitlement as an unbroken period of vacation unless mutually agreed upon between the Employee and the Town.

24.07 All vacation time to which an Employee is entitled shall be taken by the Employee as time off and within twelve (12) months from the entitlement arising. However, up to a maximum of one (1) week of vacation entitlement may be carried forward from one (1) vacation year to the next.

24.08 (a) A Temporary Employee on their termination date in lieu of an annual vacation, shall be paid an amount equal to 4% of the wages earned by him during the last year of employment. Wages shall have the same meaning as set out in the Employee's Standards Act.

(b) Permanent Part-time Employees shall accumulate a vacation accrual amount equal to the percentage based on earnings (hours of work) per year- yielding a prorated vacation pay: less than 2 years 4%; 2- 5 years 6%; 5-15 years 8%; over 15 years 10%. Permanent Part-time Employees would accumulate the Vacation Pay (earned and calculated each pay period) for payment when actual vacation time requested and taken.

24.09 Vacation pay will be paid to the Employee on the regularly scheduled pay days via direct deposit during the vacation period. Upon reasonable request, when the Employee gives the Town at least ten (10) business days of notice in writing, the Employee shall receive vacation pay no later than the last regular work day prior to the commencement of the vacation.

24.10 Should an Employee prove to the satisfaction of the Town that the Employee was under a doctor's care during the Employee's annual vacation, the Employee will be considered to be on sick leave for that period. Vacation time not taken as a result of such illness, shall be taken at a mutually agreeable later date

24.11 When an Employee qualifies for bereavement leave during their period of vacation, there shall be no deduction from vacation credits for such absence. The vacation so displaced shall either be added to the vacation period or reinstated for use at a later date, at the Employee's option.

24.12 Employees on approved Maternity/Parental leave shall have the option of either being paid out or leaving their vacation credits in the bank until the Employee returns to work. (Note: see Article 26.09)

ARTICLE 25 SICK LEAVE PROVISIONS

25.01 (a) All permanent full-time Employees shall accumulate sick leave at the rate of one and one-half (1.5) days for each and every month they are employed. Following successful completion of three (3) months of work.

(b) All permanent part-time Employees shall accumulate sick leave at the rate of three quarters (0.75) days for each and every month they are employed. Following successful completion of three (3) months of work.

25.02 (a) The unused portion of an Employee's sick leave shall accumulate for their future benefit up to a maximum of ninety (90) days.

(b) Family Leave – in case of illness of a spouse or dependent, an Employee shall be entitled, after notifying their supervisor, to utilize their accumulated sick leave to an annual maximum of eight (8) days, to care and make arrangements for the member of the family who is ill. A dependent is defined as a member of the Employee's immediate family, or residing in the Employee's home, who is dependent on the support of the Employee.

25.03 All Employees must immediately notify their respective department heads (or designate) and the Town office of their absence from work on account of sickness on the first day of such absence.

25.04 The Town reserves the right to request the Employee to produce a certificate from a duly qualified medical doctor certifying that the Employee was unable to carry out their normal duties because of sickness, with respect to any sickness claim by an Employee. Such a certificate must be produced by the Employee, without any request by the Town, when the absence on account of sickness is two (2) or more consecutive days.

25.05 Abuse of or misrepresentation regarding sickness claims or benefits by an Employee shall be sufficient cause for disciplinary action, including discharge.

25.06 An Employee may use their sick leave credits in order to attend doctor, dentist, or eye examination appointments and deductions from the sick leave credits shall be based on the actual time away from work. The Employee's immediate supervisor and/or director must grant prior approval and the Employee shall provide a satisfactory note stating attendance at such appointment when requested by the Employer prior to the appointment.

ARTICLE 26 GENERAL LEAVE

26.01 An Employee shall be entitled to a leave of absence without pay and without loss of seniority when they request such leave for good and sufficient cause. Such request shall be in writing and approved by the Department Head. Unless there are extenuating circumstances, the request is to be made a minimum of two (2) weeks prior to the date the leave of absence commences. If approval is not granted, the Employee may apply to the Town Manager. (This will be the final decision).

26.02 When an Employee overstay any leave of absence without the permission of the Town they shall be deemed to have resigned from employment with the Town, unless their overstay was, in the opinion of the Town, justified.

26.03 If an Employee who is on leave of absence engages in work for another employer without the permission of the Town they shall be deemed to have resigned from employment with the Town.

26.04 Bereavement Leave

- (a) All Employees shall be granted a bereavement leave of up to five (5) working days with pay in the event of a death in the immediate family. In extenuating circumstances, such as when substantial travel is required, the length of the paid leave may, at the discretion of the Town, be extended. The term "immediate family" shall mean: spouse, child, parent, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, same sex partner, grandchildren and Step-Family.
- (b) One day bereavement leave with no loss of regular earnings shall be granted to any employee covered by this Agreement for the purpose of attending a funeral of an aunt, uncle, cousin, niece or nephew.
- (c) One half (1/2) day shall be granted with pay to attend a funeral as a mourner or pallbearer, provided such Employee has the approval of the Employer.

26.05 Maternity and Parental Leave

A pregnant Employee, father and/or adoptive parents will be granted maternity/ parental leave without pay provided that Employee has been employed by the Town for a period of at least ninety (90) days.

26.06 Maternity leave for a birth mother shall cover a period of up to fifty-two (52) weeks made up of fifteen (15) weeks maternity leave and thirty-seven (37) weeks of parental leave, provided that not less than six (6) weeks of the leave immediately follows the date of delivery, unless otherwise agreed in writing. Parental leave shall cover a period of not more than thirty-seven (37) consecutive weeks within fifty-two (52) weeks after the child's birth or adoption. Parental leave can be shared between Employees, as parents of the same child, but to no more than one Employee at a time.

26.07 A pregnant Employee or parental leave request shall give the Town at least six (6) weeks' notice in writing of the day on which they intends to commence maternity/ parental leave, together with a medical certificate certifying that they are pregnant and giving the estimated date of delivery.

26.08 An Employee who wishes to resume employment on the expiration of their maternity/ parental leave shall give the Town four (4) weeks' notice in writing of the day on which they intend to resume employment, in which event the Town shall either reinstate them in the position they occupied when their maternity leave commenced, or provide them with alternative work of a comparable nature at not less than the same wages and other benefits that had accrued to them to the date they commenced maternity leave.

26.09 An Employee shall have the option of being paid out for all unused vacation prior to commencing their parental leave or leave on deposit portions or all accumulated vacation until the Employee returns to work up to the Employee's annual entitlement.

26.10 Paid Jury or Court Witness Duty Leave

An Employee required to appear in Court as a subpoenaed witness or summoned juror shall be given a leave of absence with pay for that purpose provided that the Employee shall pay any fees received from that appearance to the Town, up to the maximum of the Employee's salary.

26.11 Compassionate Care Benefits

Employees shall be granted an unpaid leave of twenty-seven (27) weeks to care for a seriously ill family member. During the leave the Employee will continue to accumulate all benefits and seniority under this collective agreement. If the Employee chooses to make contributions for the period of leave to the pension or

benefits plan, the Employer will pay the Employer's contributions for the same period. On return from leave, employees will be placed in their former position.

ARTICLE 27 PAY DAYS

27.01 The Town shall pay salaries and wages bi-weekly by 12:00 noon every second Friday in accordance with the wage rates set out in Schedule "A" attached hereto and forming part of this agreement. On each pay day each Employee shall be provided with an itemized statement of their wages, overtime and other supplementary pay and deductions.

ARTICLE 28 PAY ON TEMPORARY TRANSFER, HIGHER RATED JOB

28.01 If an Employee is temporarily assigned to a non-union classification, the Employee shall be paid a premium of three dollars (\$3.00) per hour, after the temporary assignment has lasted for a minimum of one (1) day.

28.02 If an Employee is temporarily assigned by Management to a higher union classification, that Employee shall be paid at the next highest level of pay for that classification, if the temporary assignment has lasted for a minimum of one (1) shift. A temporary assignment to a lower classification, Employee's current pay classification shall remain in force.

ARTICLE 29 JOB DESCRIPTIONS

29.01 The Town agrees to maintain job descriptions for all positions for which the Union is the bargaining agent. These descriptions shall be attached to the Collective Agreement as Addendum #1 and any changes to the Job Descriptions shall be negotiated with the Union.

29.02 The Town shall present each new Employee with a copy of the related job description, within the Employee's first week of employment.

ARTICLE 30 GENERAL BENEFITS

30.01 During the currency of this agreement the following benefits will continue to be available to the Full-time Permanent Employees, with the costs to be borne as indicated:

	<u>Paid by Town</u>	<u>Paid by Employee</u>
Extended Health Care	100%	
Dental Care	100%	
Life/Dependents Insurance	100%	
A.D. & D.	100%	
Weekly Indemnity		100%
Long Term Disability		100%
Manulife Pension Plan		
- Salary contribution	6%	6% of earnings
R.R.S.P.	2%	voluntary contribution as desired by the employee

30.02 During the currency of this agreement the following benefits will continue to be available to Permanent Part-time Employees who have worked an average twenty (20) hour work week in the past year (or as per insurance carriers' requirements). Permanent Part Time Employees share costs on a prorated basis of hours worked, in relation to Full-time Permanent Employees at 100%, with the costs to be borne as indicated:

<u>Paid by the Town</u>	<u>Hours</u> 20	<u>Hours</u> 21-25	<u>Hours</u> 26-30	<u>Hours</u> 31-35	<u>Hours</u> 36-37 /39	<u>Hours</u> 38/40 (37– office staff)
Extended Health Care	50%	60%	70%	80%	90%	100%
Dental Care	50%	60%	70%	80%	90%	100%
Life/Dependents Ins.	50%	60%	70%	80%	90%	100%
A.D. & D.	50%	60%	70%	80%	90%	100%
R.R.S.P.	2%	2%	2%	2%	2%	2%
Manulife Pension Plan						
- salary contribution 6% after and Permanent Part Time status.						

<u>Paid by Employee</u>	<u>Hours</u> 20	<u>Hours</u> 21-25	<u>Hours</u> 26-30	<u>Hours</u> 31-35	<u>Hours</u> 36-37 /39	<u>Hours</u> 38/40 (37– office staff)
Extended Health Care	50%	40%	30%	20%	10%	0
Dental Care	50%	40%	30%	20%	10%	0
Life/Dependents Ins.	50%	40%	30%	20%	10%	0
A.D. & D.	50%	40%	30%	20%	10%	0
Weekly Indemnity	100%	100%	100%	100%	100%	100%
Long Term Disability	100%	100%	100%	100%	100%	100%
(worked 25 hrs./wk., or as per insurance carrier's requirements)						
R.R.S.P.						
(voluntary contribution as desired by employee)						
Manulife Pension Plan						
- 6% of earnings after 3 months and Permanent Part Time status.						

30.03 The share of the cost to be borne by the Employees shall be deducted from wages of the Employees and the Town is hereby authorized to make such deductions.

30.04 Holidays and/or sick days will not accrue during Maternity Leave.

- 30.05 Temporary full-time and part-time Employees who are employed to fill the absence of a permanent employee during a maternity leave or long-term disability leave shall be eligible to participate in the benefits program following the standard waiting period.
- 30.06 Employees shall be entitled to a Health Spending Account in the amount of two hundred and fifty dollars (\$250.00) per calendar year, effective January 1, 2021. Unused Health Spending funds will be kept in the Employee's account for one additional year.

ARTICLE 31 HEALTH AND SAFETY

- 31.01 The parties agree to the establishment of a Joint Worksite Health and Safety Committee (JWHSC) in conjunction with the Labour Management Committee as provided in Article 9. A further purpose of this Committee shall be to identify concerns regarding the health and safety of the Employees at or upon the work sites and to make recommendations to the parties upon such matters as may have properly been dealt with by the Committee.
- 31.02 (a) If any protective or safety garments, head gear, footwear, mitts, or gloves are prescribed by any provincial legislation or are otherwise in the opinion of the Town, necessary for the performance of any work, with the exception of safety footwear, the same shall be provided to all Employees by their appropriate department head.
- (b) For Permanent Employees who are required to wear safety footwear in their work for the town, and who have completed the probationary period, will be reimbursed once per calendar year to a maximum of one hundred and fifty dollars (\$150.00), including GST, for CSA approved safety footwear when the Employee provides a receipt to the Employer. When a Permanent Employee does not use all of the allowance for safety footwear in a calendar year, any unused amount is carried forward to the next calendar year. The Employee must use such carry over by the end of the next calendar year.
- (c) All safety equipment, safety clothing and safety apparel provided by the Town shall remain the property of the Town. Employees will keep and maintain such equipment, clothing and apparel in good condition, except normal wear and tear.

31.03 Right to Refuse and No Disciplinary Action

No Employee shall be discharged, or disciplined for refusing to work on a job or in any workplace or to operate any equipment where they believe that would be unsafe until the matter is investigated by the Health and Safety Committee and satisfactorily settled.

31.04 If an Employee is involved in an accident, whether or not they sustain an injury, they shall immediately notify their supervisor and shall co-operate with their supervisor or other officials of the Town in preparing all appropriate forms, reports and claims relating to the accident.

31.05 The Town reserves the right to establish, from time to time, health standards for its Employees and to require any Employee and prospective Employee who desires to continue employment or to obtain employment with the Town to comply and to retain compliance with such standards. Compliance shall be established by a medical examination conducted by a duly qualified medical doctor appointed by the Town and at the Town's expense. No Permanent Employee shall suffer any loss of wages if the medical examination is conducted during regular hours of work. Failure to comply with the health standards shall justify the termination of the Employee or the refusal to hire the prospective Employee.

ARTICLE 32 STRIKES AND LOCKOUTS

32.01 The Union agrees there shall be no strikes during the life of this Agreement.

32.02 The Town agrees there shall be no lockouts during the life of this Agreement.

ARTICLE 33 GENERAL

33.01 Plural or Feminine Terms May Apply

Gender neutral language will be used throughout this Collective Agreement.

33.02 Definition of "Shall"

The word "shall" when used in this agreement will be interpreted as mandatory and not directory.

33.03 Bulletin Boards

The Town shall provide a bulletin board in each of the office buildings, the public works shop and the arena upon which will be posted notices or information of interest or concern to the employees. The Union shall have the right to post notices of meetings and other notices of interest to the Employees upon these bulletin boards provided such notices do not contain partisan statements directed against the Town. Both parties agree to cause the bulletin boards to be kept in a neat and tidy condition.

33.04 Attachments to Agreement

All letters of intent, addendum, appendices and schedules attached to the collective agreement become part of the collective agreement and are subject to the grievance and arbitration procedure.

33.05 Flexible Work Hours

Management to work with staff in each area to determine need upon request and review benefits to each party.

33.06 Management Committee Matters

As Policies and Procedures are developed or updated they will be reviewed by the Labour Management Committee.

33.07 Performance Reviews

Work performance reviews shall be done by "non-union staff" only.

ARTICLE 34 TERM OF AGREEMENT

34.01 Changes in Agreement

Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this agreement.

34.02 Notice of Changes

Either party desiring to propose changes to this Agreement shall, between the period of sixty (60) and one hundred twenty (120) days prior to the termination date, give notice in writing to the other party of the changes proposed. Within fifteen (15) working days of receipt of such notice by one party, the other party is required to enter into negotiations for a new agreement.

34.03 This Agreement shall be effective January 1, 2021.

34.04 This Agreement shall remain in force until December 31st, 2022, and thereafter from year to year unless and until either party shall have given to the other party not less than sixty (60) nor more than one hundred twenty (120) days, preceding December 31st, 2022, or any succeeding December 31st, notice in writing requiring such other party to commence collective bargaining.

34.05 Both parties to the Agreement shall exchange bargaining proposals within fifteen (15) days of the first time they meet for the purpose of collective bargaining or within any longer time agreed on by the parties.

ARTICLE 35 CLOTHING

35.01 Clothing Supplied

- (a) The Employer shall determine and provide clothing for the purposes of identification and safety on an as required basis.
- (b) Clothing items will be replaced upon satisfactory proof of need to the supervisor and provided that the item to be replaced is returned to the supervisor.
- (c) All work clothing with Town of Drayton Valley identification must be returned to the supervisor upon termination of the Employee's employment. The cost of the clothing may be deducted from the Employee's final paycheck if the Employee fails to return the clothing to the Town upon resignation or termination.

35.02 Clothing to be Worn on Duty

Clothing issued at the request of the department shall be worn while on duty and shall be kept in a clean and neat appearance.

35.03 Pool, Public Works & Utilities and Arena Staff Clothing

Pool Staff

The Employer shall provide all Full-time Employees with 1 hoodie, 1 tank top, 2 pair of shorts and 2 t-shirts and one pair of deck shoes per year, plus a swimming suit allowance of one hundred and forty dollars (\$140.00) per year.

The Employer shall provide all Part-time Employees with 1 hoodie, 1 tank top, 1 pair of shorts and 1 t-shirt per year, and one pair of deck shoes per year, plus a swimming suit allowance of one hundred and forty dollars (\$140.00) per year, if the Employee works a minimum of 15 hours per week.

The Employer shall provide all Part-time Employees with 1 hoodie, 1 tank top, 1 pair of shorts and 1 t-shirt per year, and one pair of deck shoes per year, plus a swimming suit allowance of seventy dollars (\$70.00) per year, if the Employee works less than 15 hours per week.

Clothing purchased for Pool Staff is limited to \$275.00 per employee per year.

Public Works & Utilities Staff

The Employer shall provide all Public Works Staff with safety glasses, hearing protection, reflective safety vest, coveralls and gloves in addition to the legislated protective safety garments described in Article 31.02.

Arena Staff

The Employer shall provide all Full-time Employees with , two (2) pair of black pants, Two (2) shirt (t-shirt), 1 jacket and 1 hoodie or vest (for identification purposes) per year. Gloves and other safety equipment as required. Coveralls may be made available for the Non fulltime Arena Staff.

New Employees shall be supplied the items and amounts listed in Articles 35.03, and must complete three (3) months of continuous employment with the Town. Failure to meet this requirement the value amount of these items shall be deducted from the employees final paycheque if not returned.


ARTICLE 36 TRAINING AND EDUCATION COURSES


36.01 At the request of the Employer, all Employees who are required to attend required course(s) and/or to maintain specialized courses; the Employer agrees to pay the required fees and to pay for the time spent in attendance at these course(s) at the regular hourly rate.

36.02 Employees having to attend mandatory Employer meetings will be paid at the normal hourly rate of pay for a minimum of three (3) hours pay at their regular wage. If an employee is not available for three (3) hours, they shall only be paid for the hours in attendance.

This Agreement signed this 29 day of September, 2021


FOR THE TOWN OF DRAYTON VALLEY

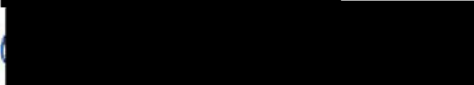


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CHIEF ADMINISTRATIVE OFFICER

FOR THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2515



PRESIDENT 

RECORDING SECRETARY

WAGE RATES – 2021**Classification**

Length of Service	Start Rate 0.0 – 0.5	Level I 0.5 – 1.5	Level II 1.5 – 2.5	Level III 2.5 – 3.5	Level IV 3.5 +
PUBLIC WORKS					
Labourer I – Temp Seasonal	18.85	19.41	19.96	20.51	21.16
Labourer III	21.83	23.27	24.47	25.95	27.29
Clerk II – Admin. Assistant	23.25	24.83	26.49	28.31	30.28
Equipment Operator I	26.22	26.90	28.29	29.78	30.71
Equipment Operator II	28.46	30.50	30.71	32.34	33.65
Equipment Operator III	30.97	31.61	33.31	35.11	35.85
Parks/Facilities Lead Hand	28.91	30.20	31.54	32.93	34.41
Public Works Lead Hand	38.85	40.44	42.29	44.37	45.02
Maintenance Worker	30.82	32.00	33.20	34.38	35.57
Journeyman Mechanic	39.26	41.03	42.88	44.96	45.61
Apprentice Mechanic					
• Year 1 (60%)	23.56	24.62	25.73	26.98	27.37
• Year 2 (70%)	27.48	28.72	30.02	31.47	31.93
• Year 3 (80%)	31.41	32.82	34.30	35.97	36.49
• Year 4 (90%)	35.33	36.93	38.59	40.46	41.05
UTILITIES					
Utility Meter Man/ Utility Operator Trainee	24.53	25.54	26.55	27.64	28.81
Utility Operator I	28.54	29.19	30.64	32.11	33.03
Utility Operator II	30.77	31.49	33.03	34.65	36.00
Utility Operator III	33.27	33.93	35.65	37.58	38.32
OFFICE STAFF					
Clerk II - Admin Assistant (Engineering/Planning)	23.25	24.83	26.49	28.31	30.28
Clerk III - Admin Asst (Community Service)	25.68	27.09	28.51	30.06	31.71
Clerk III -Admin Assistant (Admin/Civic Center)	25.68	27.09	28.51	30.06	31.71
Clerk III – Utilities/Reception	25.68	27.09	28.51	30.06	31.71
Clerk III - Payroll/Accts Clerk	27.13	28.48	29.91	31.49	33.15
RCMP Admin Support/Dispatcher	27.01	28.39	29.87	31.38	33.05
Receptionist Clerk I - (Treasury)	22.09	22.77	23.48	24.22	25.01
Receptionist Clerk II - (Fire Dept)	23.25	24.83	26.49	28.31	30.28
Clerk II - Records Management	23.25	24.83	26.49	28.31	30.28

RECREATION

Lifeguard	18.90	19.33	19.82	20.24	20.72
Lifeguard/ Instructor I	19.97	20.47	20.84	21.10	21.25
Lifeguard/ Instructor II	21.01	21.48	21.81	22.19	22.56
Lifeguard/ Instructor III	24.53	26.35	26.79	27.24	27.73
Lifeguard/ Instructor IV	28.17	29.54	29.77	29.95	30.14
Lifeguard/ Instructor V	29.54	30.28	30.47	30.71	30.94
Sr. Admin Lifeguard	31.21	32.37	33.59	34.29	35.23
Facility Operator I	26.66	27.54	28.42	29.34	30.33
Facility Operator II	30.28	31.30	32.35	33.45	34.59
Facility Labourer I (Fitness Centre)	18.85	19.41	19.96	20.51	21.16
Facility Labourer I	18.85	19.41	19.96	20.51	21.16
Facility Labourer II	21.13	21.73	22.41	23.08	23.74
Events Labourer	21.13	21.73	22.41	23.08	23.74
Clerk I - Receptionist (Part-Time)	22.09	22.77	23.48	24.22	25.01
Programming Coordinator	23.25	24.83	26.49	28.31	30.28
Clerk III - Administrative Asst	25.68	27.09	28.51	30.06	31.71
Clerk III – Events Administrator	25.68	27.09	28.51	30.06	31.71
Clerk III - Sr. Admin. Assistant	32.38	33.55	34.77	35.46	36.41

WAGE RATES – 2022**Classification**

Length of Service	Start Rate 0.0 – 0.5	Level I 0.5 – 1.5	Level II 1.5 – 2.5	Level III 2.5 – 3.5	Level IV 3.5 +
PUBLIC WORKS	2.00%				
Labourer I – Temp Seasonal	19.23	19.80	20.36	20.92	21.58
Labourer III	22.27	23.74	24.96	26.47	27.84
Clerk II – Admin. Assistant	23.72	25.33	27.02	28.88	30.89
Equipment Operator I	26.74	27.44	28.86	30.38	31.32
Equipment Operator II	29.03	31.11	31.32	32.99	34.32
Equipment Operator III	31.59	32.24	33.98	35.81	36.57
Parks/Facilities Lead Hand	29.49	30.80	32.17	33.59	35.10
Public Works Lead Hand	39.63	41.25	43.14	45.26	45.92
Maintenance Worker	31.44	32.64	33.86	34.99	36.28
Journeyman Mechanic	40.05	41.85	43.74	45.86	46.52
Apprentice Mechanic					
• Year 1 (60%)	24.03	25.11	26.24	27.52	27.91
• Year 2 (70%)	28.04	29.30	30.62	32.10	32.56
• Year 3 (80%)	32.04	33.48	34.99	36.69	37.22
• Year 4 (90%)	36.05	37.67	39.37	41.27	41.87
UTILITIES					
Utility Meter Man/ Utility Operator Trainee	25.02	26.05	27.08	28.19	29.39
Utility Operator I	29.11	29.77	31.25	32.75	33.69
Utility Operator II	31.39	32.12	33.69	35.34	36.72
Utility Operator III	33.94	34.61	36.36	38.33	39.09
OFFICE STAFF					
Clerk II - Admin Assistant (Engineering/Planning)	23.72	25.33	27.02	28.88	30.89
Clerk III - Admin Asst (Community Service)	26.19	27.63	29.08	30.66	32.34
Clerk III -Admin Assistant (Admin/Civic Center)	26.19	27.63	29.08	30.66	32.34
Clerk III – Utilities/Reception	26.19	27.63	29.08	30.66	32.34
Clerk III - Payroll/Accts Clerk	27.67	29.05	30.51	32.12	33.81
RCMP Admin Support/Dispatcher	27.55	28.96	30.47	32.01	33.71
Receptionist Clerk I - (Treasury)	22.53	23.23	23.95	24.70	25.51
Receptionist Clerk II - (Fire Dept)	23.72	25.33	27.02	28.88	30.89
Clerk II - Records Management	23.72	25.33	27.02	28.88	30.89

RECREATION

Lifeguard	19.28	19.72	20.22	20.64	21.13
Lifeguard/ Instructor I	20.37	20.88	21.26	21.52	21.66
Lifeguard/ Instructor II	21.43	21.91	22.25	22.63	23.01
Lifeguard/ Instructor III	25.02	26.88	27.33	27.78	28.28
Lifeguard/ Instructor IV	28.73	30.13	30.37	30.55	30.74
Lifeguard/ Instructor V	30.13	30.89	31.08	31.32	31.56
Sr. Admin Lifeguard	31.83	33.02	34.26	34.98	35.93
Facility Operator I	27.19	28.09	28.99	29.93	30.94
Facility Operator II	30.89	31.93	33.00	34.12	35.28
Facility Labourer I (Fitness Centre)	19.23	19.80	20.36	20.92	21.58
Facility Labourer I	19.23	19.80	20.36	20.92	21.58
Facility Labourer II	21.55	22.16	22.86	23.54	24.21
Events Labourer	21.55	22.16	22.86	23.54	24.21
Clerk I - Receptionist (Part-Time)	22.53	23.23	23.95	24.70	25.51
Programming Coordinator	23.72	25.33	27.02	28.88	30.89
Clerk III - Administrative Asst	26.19	27.63	29.08	30.66	32.34
Clerk III – Events Administrator	26.19	27.63	29.08	30.66	32.34
Clerk III - Sr. Admin. Assistant	33.03	34.22	35.47	36.17	37.14

NOTES TO WAGE RATES SCHEDULES:

1) Wage increases, negotiated by the Union, per the Contract will apply to all Union Members.

2) Annual Job Level Progression on the pay scale grid will be by time of service within the job position:

- a) 0.0 to 0.5 = service time of zero (0) months to six (6) months of employment
- b) 0.5 to 1.5 = service time of six (6) months to eighteen (18) months of employment
- c) 1.5 to 2.5 = service time of eighteen (18) months to thirty (30) months of employment
- d) 2.5 to 3.5 = service time of thirty (30) months to forty-two (42) months of employment
- e) 3.5 plus (+) = service time greater than forty-two months of employment

3) Newly hired Employees will be paid at the start rate, unless their experience or education merits a higher pay level, which is determined by Management, after six (6) months of employment and successfully passing the probationary period, the Employee will be eligible for the next pay grid, and so on as per #2.

4) When an Employee is promoted to a different classification, their salary shall go to the next highest pay grid over their current salary in the pay grid (classification) they are moving to and shall not suffer any loss in salary by placement on the grid that insures an increase to their salary.

LETTERS OF UNDERSTANDING

LETTER OF UNDERSTANDING

BETWEEN

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2515

AND

THE TOWN OF DRAYTON VALLEY

Weekly Indemnity

Sick Leave – Weekly Indemnity: As per our policy, weekly indemnity will apply after seven (7) calendar days have been used (per W.I. Plan). The Town will provide regular pay cheques, with any weekly indemnity cheques received by the employee, being reimbursed to the Town for the amount of the cheque, either directly or by future payroll deduction. An employee has to have sick days to qualify for the top up requirement. All payments under this option are subject to tax. Acceptance of Direct Payment of weekly indemnity cheques and no regular pay cheques are not subject to tax.

Signed this 29 day of Sept, 2021

The Town of Drayton Valley

The Canadian Union of Public
Employees Local 2515

LETTER OF UNDERSTANDING
BETWEEN
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2515
AND
THE TOWN OF DRAYTON VALLEY

Joint Workplace Health and Safety Committee

The Town of Drayton Valley (Town) and The Canadian Union of Public Employees (CUPE) Local 2515 recognize that the health and safety of employees is of paramount importance. The Town and CUPE further agree that an incident free worksite is attainable through mutual respect and cooperation. To assist in achieving an incident free worksite, the Town and CUPE 2515 agree to participate in a Joint Worksite Health and Safety Committee (JWHSC) and abide by, as a minimum, the Alberta *Occupational Health and Safety Act and related regulation and codes*.

1. The Town and CUPE 2515 will establish a JWHSC as follows:
 - a. The Committee will be comprised of four (4) members who represent and are selected by CUPE Local 2515 and three (3) Employer representatives appointed by the Town of Drayton Valley to represent the interest of management. In the event that not all CUPE 2515 representatives are in attendance, the additional Town representatives will have voice but not vote;
 - i. A quorum of a joint work site health and safety committee is one-half of the members if
 - a. Both worker and employer members are present, and
 - b. At least one-half of those present are worker members.
 - ii. Any business of a joint worksite health and safety committee that is transacted where a quorum is not present is not validly transacted, and any meeting of a committee that is held where a quorum is not present is not a valid meeting of the committee.
 - iii. Not more than four (4) out-of-scope employee members shall be a part of the Committee as non-voting members.
 - b. The Committee will develop a Terms of Reference at the first meeting;
 - c. The Terms of Reference will be reviewed every two years;
 - d. CUPE 2515 and the Town will both designate a co-chair from their appointed representatives;

- e. Staff from the safety department may attend meetings to provide information and serve as a resource for committee members but will not participate in the formal drafting of recommendations;
 - f. Work of the committee members will be considered part of the duties of the employees who participate on the committee;
 - g. Committee members will not be prevented from attending the committee meeting or preparation meeting except in exceptional circumstances;
 - h. Observers will be allowed to attend JWHSC meetings with prior approval of both co-chairs and the direct supervisor of any employee observers;
 - i. Where circumstances warrant, and upon agreement of both parties, either CUPE 2515 or the Town may request an outside resource or subject matter expert to assist the Committee; and
 - j. The Committee minutes will be posted at all Town worksites within two weeks of the meeting.
2. All CUPE 2515 members attending a JWHSC meeting shall be compensated at their base rate of pay.
3. CUPE 2515 JWHSC members shall be provided time and compensated at their base rate of pay up to one hour to prepare for Committee meetings each month. This one-hour period shall occur one (1) hour immediately preceding the commencement of regular meeting. The CUPE 2515 Members shall be provided time and space during this one-hour period to prepare for the meeting.
4. The Town will provide the JWHSC with:
- i. all materials and equipment required to carry out the functions of the committee;
 - ii. a meeting room of sufficient size to accommodate the functions of the JWHSC; and
 - iii. requested copies of incident reports that have occurred at Town worksites.
5. The Committee has a mandate to make recommendations to the Employer for the improvement of health and safety in the workplace. In the event that the Committee cannot agree on actions to recommend, co-chairs may bring forward actions to recommend to the employer for consideration. The Employer will respond as per the Occupational Health and Safety Act or regulated regulations or codes.
6. Nothing in this Letter of Understanding or the Collective Agreement will supersede legislative requirements.

Signed this 29 day of Sept, 2021

The Town of Drayton Valley

[Redacted signature block for The Town of Drayton Valley]

The Canadian Union of Public
Employees Local 2515

[Redacted signature block for The Canadian Union of Public Employees Local 2515]

LETTER OF UNDERSTANDING
BETWEEN
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2515
AND
THE TOWN OF DRAYTON VALLEY

Contracting Out


The parties agree that:


No Employees presently employed by The Town of Drayton Valley and within the scope of this Agreement shall lose their employment or a reduction in hours of work, with the Town, during the life of this Agreement, as a result of contracting out.

This Letter of Understanding shall terminate December 31, 2022.


Signed this 29 day of Sept., 2021


The Town of Drayton Valley





The Canadian Union of Employees Local 2515





LETTER OF UNDERSTANDING
BETWEEN
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2515
AND
THE TOWN OF DRAYTON VALLEY

Advance Course Requirements

The parties agree that the purpose of this Letter of Understanding is to establish the required requirements for each level of classifications at Swimming Pool.

Current Employees will have two (2) years to meet the requirements in their current classification.

The parties agree that the requirements are as follows:

LEVEL 1

- Water Safety Instructor
- NLS
- AEC/AED/O2
- Bronze Cross Certification
- WHMIS

LEVEL 2

- All of the above
- LSSC/ Bronze Examiner

LEVEL 3

- All of the above
- Pool Op I
- St.John's First Aid Level C- Babysitters
- Confined Space
- Completion of Facility Maintenance Sheet
- *Plus 1 Option from the list*

LEVEL 4

- All of the above
- AFLCA or CALA or WaterArt or a Course approved at the Town's Discretion

LEVEL 5

- All of the above
- Pool Op II

AEC/NLS Course Conductor or Red Cross Water Safety Instructor Trainer
Plus one of the following:
First Aid/CPR Instructor/AED Instructor
LSSC Instructor Trainer
Coaches Level 1 or 2 Competitive Swim
Plus 1 Option from the list

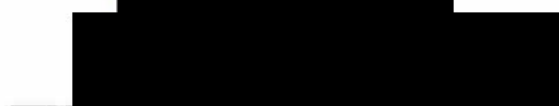
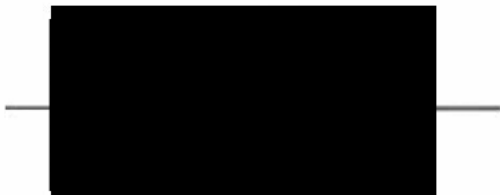
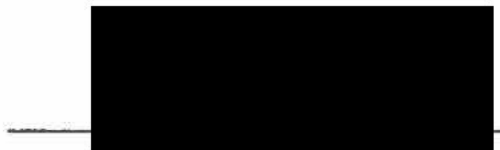
OPTIONS LIST

Synchronized Swimming Coach NCCP Level 1
Snorkel Instructor
Boat Instructor
Coaches Skill 101
LSSC Instructor Trainer
Recreation Coach Lifesaving Jr. Lifeguard Course
Arthritic Aquacize Instructor
WHMIS Instructor
First Aid Instructor or AED Instructor
Red Cross Water Safety Instructor Trainer
Aquatic Management Training
Aquatic Facility and/or Aquatic Facility Inspector
Life Cycle / Risk Management
Boiler Ticket
Building Maintenance Level 1
Building Maintenance Level 2
Supervisory Skills for Facility Operators

Signed this 29 of Sept., 2021

The Town of Drayton Valley

The Canadian Union of Public Employees Local
2515



LETTER OF UNDERSTANDING
BETWEEN
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2515
AND
THE TOWN OF DRAYTON VALLEY

Re: Parks Leadhand

Through mutual discussion, cooperation and participation and in accordance with Article 35.01, the parties agree to the following:

- 1) a) Notwithstanding Article 30.01, the Parks Leadhand Position job description as attached, shall form part of Appendix Addendum #1 – JOB DESCRIPTIONS until a new Collective Agreement is negotiated and;

b) shall be subject to Article 34.04.

- 2) The wage rates for the Parks Leadhand Position is defined below:

Start Rate (0.0 - 0.5)	\$28.91
Level I (0.5 - 1.5)	\$30.20
Level II (1.5 - 2.5)	\$31.54
Level III (2.5 – 3.5)	\$32.93
Level IV 3.5 +	\$34.41

- 3) This Letter of Understanding will remain in full force and effect for the duration of the life of this Collective Agreement.

Signed this 29 day of Sept, 2021.

The T

The Canadian Union of Public
Employees Local 2515:

LETTER OF UNDERSTANDING
BETWEEN
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2515
AND
THE TOWN OF DRAYTON VALLEY

Re: Public Works Leadhand

Through mutual discussion, cooperation and participation and in accordance with Article 35.01, the parties agree to the following:

- 1) a) Notwithstanding Article 30.01, the Public Works Leadhand Position job description as attached, shall form part of Appendix Addendum #1 – JOB DESCRIPTIONS until a new Collective Agreement is negotiated and;

b) shall be subject to Article 34.04.

- 2) The wage rates for the Public Works Leadhand Position is defined below:

Start Rate (0.0 - 0.5)	\$38.85
Level I (0.5 - 1.5)	\$40.44
Level II (1.5 - 2.5)	\$42.29
Level III (2.5 – 3.5)	\$44.37
Level IV 3.5 +	\$45.02

- 3) This Letter of Understanding will remain in full force and effect for the duration of the life of this Collective Agreement.

Signed this 29 day of Sept, 2021.

The Town of Drayton Valley:

[Redacted Signature]

[Redacted Signature]

The Canadian Union of Public
Employees Local 2515:

[Redacted Signature]

LETTER OF UNDERSTANDING
BETWEEN
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2515
AND
THE TOWN OF DRAYTON VALLEY

Re: Red Seal Journeyman Electrician

The parties agree to the following:

1. In addition to the hourly wage described in Wage Rates, a Maintenance Worker with certification as "Red Seal Journeyman Electrician" shall be entitled to supplementary monthly allowance.
2. The amount of the supplementary allowance for Red Seal Journeyman Electrician shall be \$313.74 bi-weekly (\$3.62 /hr) with increases as per the Collective Agreement.
3. This Letter of Understanding will expire on December 31, 2022.

Signed this 29 day of Sept., 2021.

The Town :

[Redacted Signature]

[Redacted Signature]

The Canadian Union of Public
Employees Local 2515:

[Redacted Signature]

[Redacted Signature]

ADDENDUM #1 – JOB DESCRIPTIONS

ADMINISTRATION

Administrative Assistant – Clerk III (Civic Centre)

DEPARTMENT: Administration
REPORTS TO: Chief Administrative Officer
JOB TYPE: Administration
LOCATION: Civic Centre

GENERAL ACCOUNTABILITIES

Reporting to Chief Administrative Officer, the Administrative Assistant provides support to the office of the Mayor and Chief Administrative Officer. The Administrative Assistant may also assume the role of the Executive Assistant during their absence.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Administrative support for the Mayor and Chief Administrative Officer
- Compose letters, reports, presentations and formal documents for the Mayor, Council and Senior Administration
- Review and distribute incoming emails, letters and other written documentation submitted to the office of the Mayor and Chief Administrative Officer
- Receive and direct telephone and customer inquiries
- Scheduling of appointments, meetings and arrangements for travel as requested
- Work cooperatively with the Legislative Services Coordinator in meeting the needs of Council and the Executive team.
- Assistance in Special Events planning
- Prepare and distribute correspondence
- Prepare and distribute meeting agendas and minutes

- Minute-taking
- Organize routine office activities
- Database entries and maintenance for various community initiatives
- Communicate and coordinate projects with committee members
- Communicate Department activities to other departments within the organization
- Maintain Department filing system utilizing established filing procedures
- Other administrative duties as assigned

QUALIFICATIONS AND EXPERIENCE

- High school diploma or equivalent.
- Post-secondary education in legal administration or municipal government from a recognized institution is preferred (education in a related field will be considered).
- Demonstration of solid customer service skills.
- Excellent telephone etiquette and written/verbal communication skills.
- Ability to read and summarize reports and legal documents.
- Clear understanding of technical wording.
- Must have excellent writing skills with experience in preparation of formal business letters, legal documents, and reports.
- Minimum of three (3) years administrative experience, preferably in a legal or real estate environment.
- Computer competency in Windows applications – Microsoft Word, Excel, Publisher, Outlook, database applications, Adobe Acrobat, and network systems.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Administrative Assistant – Clerk III (Planning and Engineering)

DEPARTMENT: Planning & Engineering
REPORTS TO: Utility Manager
JOB TYPE: Administration
LOCATION: Civic Centre

GENERAL ACCOUNTABILITIES

The Planning and Development Administrative Assistant will provide administrative support to the Planning and Development and Engineering team. This position attends to incoming clients and communications to ensure inquiries are addressed promptly and appropriately. The Administrative Assistant assists in the processing of permit and licensing applications and maintains and updates the department files and records.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Utilities Manager → Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Full range of administrative assistant support to the Planning and Development and Engineering departments
- Independently preparing correspondence, maintaining a variety of municipal files, databases, and records
- Responding to letters and general correspondence of a routine nature
- Arranging meetings and conferences
- Typing and correcting draft documents
- Screening calls and assisting callers, visitors, and customers
- Assisting in preparing correspondence, reports, applications, and proposals
- Organizing office activities, create new files/folders following established filing procedures and other administrative duties
- Agenda preparation and minute taking

- Create and publish information and marketing material, public notices and advertisements to promote the Department and to keep the public informed of Department meetings, approvals/refusals and snow removal updates
- Confidential administrative support for the department
- Displaying a general knowledge of municipal legislation, regulations, bylaws, and the approval process; including assistance in updating policies as required
- Accessing information through computer systems, including land titles information and tax roll data
- Communicate department activities to other departments within the organization
- Assigning cemetery lots, answering questions regarding cemetery regulations, record keeping and billing
- Backup support for the front desk when needed
- Other job relevant duties as assigned

QUALIFICATIONS AND EXPERIENCE

- High school diploma or equivalent
- Certificate or diploma in Office Administration considered an asset
- Solid interpersonal and customer service skills with a positive and approachable attitude
- Excellent telephone etiquette and written/verbal communication skills
- The ability to multitask in a fast-paced environment
- Strong understanding of the importance of maintaining confidentiality
- Ability to establish priorities, work independently and proceed with objectives under minimal supervision
- Minimum one (1) year of experience in a reception or administrative role, preferably in a Municipal Government setting
- Computer competency in Windows applications – Microsoft Word, Excel, PowerPoint, and Publisher.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Administrative Assistant – Clerk III (Community Services)

DEPARTMENT: Community Services
REPORTS TO: General Manager of Community Services
JOB TYPE: Administration
LOCATION: Civic Centre

GENERAL ACCOUNTABILITIES

The Community Services Administrative Assistant will provide full administrative support to the General Manager of Community Services in the promotion, facilitation and development of recreation programs and community services within the community. This position attends to incoming clients and communication to ensure inquiries are addressed appropriately and maintains the department's files and records.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: General Manager of Community Services → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Administrative support for the Department
- Receive and distribute Department e-mail and land mail correspondence
- Receive and direct Department telephone and customer inquiries
- Scheduling of appointments and meeting dates with committee members and the General Manager of Community Services
- Assistance in Special Events planning

- Prepare and distribute correspondence
- Prepare and distribute meeting agendas and minutes
- Minute-taking
- Organize routine office activities
- Database entries and maintenance for various community initiatives
- Communicate and coordinate projects with committee members
- Create and publish marketing material and advertisements to promote the Department and Town projects or services
- Distribute marketing packages and conduct appropriate follow-up
- Communicate Department activities to other departments within the organization
- Prepare and distribute communication and promotional material
- Equipment troubleshooting
- Create new files and folders following established filing procedures
- Maintain Department filing system
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

- High school diploma or equivalent
- Post-secondary diploma or certificate in Office Administration from a recognized institution is an asset
- Solid interpersonal and customer service skills with a positive and approachable attitude
- Excellent telephone etiquette and written & verbal communication skills
- Minimum one (1) year of experience in a reception or administrative role, preferably in a Municipal Government setting
- Computer competency in Windows applications – Microsoft Word, Excel, Internet, database applications, and network systems.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Administrative Assistant – Clerk III (Fire Department)

DEPARTMENT: Fire Department
REPORTS TO: Fire Chief
JOB TYPE: Administration
LOCATION: Fire Department

GENERAL ACCOUNTABILITIES

The Fire Department Receptionist-Clerk III will provide administrative support to the Fire Department Management Team. This position attends to incoming visitors and communicationsto ensure inquiries are addressed promptly and appropriately. The Receptionist-Clerk III ensures accurate record keeping and efficient running of the Fire Department administration office.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policyand Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, andrelevant directives.

REPORTING RELATIONSHIPS

This position reports to: Fire Chief → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Answer the telephone and provide information to the caller or route the caller to theappropriate chief officer
- Greet visitors to the fire station and direct them to the appropriate chief officer
- Take phone or visitor messages and deliver them to the appropriate chief officer
- Open, date stamp, sort and distribute the mail
- Compose and type routine correspondence and office memorandums using wordprocessing software
- Compile and type statistical reports including tables using spreadsheet software

- Schedule and manage multiple schedules using Microsoft Office software
- Maintain office supplies
- Make copies, collate, and staple materials as required
- Maintain current and permanent filing system, including creating new files and retrieving same as requested
- Complete/record Incident Reports using specialized Fire Department software
- Create invoices for Motor Vehicle Collisions as required
- Attend and take minutes of monthly Fire Officers meeting
- Maintain and keep the minute book up to date
- Assist in the organization of Fire Department functions and events
- Other duties as required

QUALIFICATIONS AND EXPERIENCE

- High school diploma or equivalent
- Certificate or diploma in Office Administration is an asset
- NFPA 1001 – Part 1 Fire Fighting Certification
- Solid interpersonal and customer service skills with a positive and approachable attitude
- Excellent telephone etiquette and written/verbal communication skills
- Knowledge of modern office procedures and methods including telephone communications, office systems and record keeping
- Knowledge of modern business communication, including style and format of letters, memorandums, minutes, and reports
- Skills to keyboard 50 words per minute
- The ability to multi-task in a fast-paced environment
- Strong understanding of the importance of maintaining confidentiality
- Ability to establish priorities, work independently and proceed with objectives under minimal supervision
- Ability to handle and resolve recurring problems
- Minimum 1 year of experience in a reception or administrative role, preferably in an emergency services or Municipal Government setting
- Computer competency in Windows applications – Microsoft Word, Excel, PowerPoint, and Publisher.

SPECIAL REQUIREMENTS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Payroll/Accounts Clerk – Clerk III

DEPARTMENT: Finance
REPORTS TO: General Manager of Finance
JOB TYPE: Administration
LOCATION: Civic Centre

GENERAL ACCOUNTABILITIES

The Payroll & Accounts Clerk ensures the accurate completion and maintenance of the bi-weekly payroll, accounts payable, accounts receivable, and employee benefits functions. The Accounts Clerk is responsible for accurate records keeping and provides advise to employees on all matters related to the afore mentioned functions.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: General Manager of Finance → Assistant Chief Administrative Officer
→ Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

This job involves all aspects of the preparation and running of a bi-weekly payroll:

- The gathering and entering of all timesheets.
- Setup of new employees as well as updating current employees.
- Running of all payroll reports.
- Production and distribution of the payroll stubs.
- Filing and documentation of employee stats and tracking sick & vacation time.
- Preparation of ROE's and answering questions regarding claims.
- Payment of the bi-weekly deductions such as RRSP and Pension.
- Month end forms, remittances, and updates
- Year-end T4's, T4A's, WCB and any other year-end closing reports required.
- Completion of all stat reports for year-end.
- WCB year-end reporting.
- WCB year-end reporting.
- In coordination with the Human Resources department ensuring full administration of employee benefit plan including:
 - Sending out benefit provider sign-up packages.
 - Explaining the benefits to a new employee.
 - Sign-up and termination of employees.
 - Answering inquiries and filling in claim forms.
 - Updating and balancing the billing.
- This job involves all functions regarding payment of invoices:
 - Distribute invoices to all managers.
 - Coding of invoices for the Administration department.
 - Entering all invoices into the computer.
 - Running of reports and checking the entries for accuracy.
 - Run the payables, match to invoices, and prepare for signing of cheques.
 - Distribution of payables. File all invoices and payment copies.
 - Copying capital cost invoices.
- Answering inquiries and questions concerning accounts or coding, reconciling accounts.
- This job involves all functions for accounts receivable
- Provide coverage for reception and/or utilities as required
- Other job relevant duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Post-secondary diploma or certificate in Accounting, Finance, or Payroll Administration from a recognized institute
- Payroll Compliance Practitioner (PCP) designation is preferred
- Solid interpersonal and customer service skills with a positive and approachable attitude
- Excellent telephone etiquette and written & verbal communication skills
- Highly organized with a strong ability to meet tight deadlines and multi-task
- Clear Criminal Record Check
- Minimum five (5) years of experience in Payroll administration, Accounting or Finance, preferably in a Municipal setting.
- Computer competency in Windows applications – Microsoft Word, Excel, database applications, and network systems.
- Experience with Serenic considered an asset.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

RCMP Administrative Support (Dispatcher)

DEPARTMENT: RCMP
REPORTS TO: Fire Chief
JOB TYPE: Administration
LOCATION: RCMP Detachment

GENERAL ACCOUNTABILITIES

The RCMP Administrative Support & Dispatcher provides assistance to the incoming public and RCMP members. This position is responsible for dispatch services, court duties, transcription, reporting, and general administrative functions. This role is key to the effective functioning of the RCMP detachment and ensuring that the needs of the community are met effectively.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Fire Chief → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Meeting the general public at the counter, determining whether or not the complaint requires actual police attention or if the case is of a civil nature, advising accordingly or directing the person(s) to a member should they require police attention.
- Analyzing the nature of inquiry, replying from personal knowledge and experience or from material reference or having the caller referred to a member in the office for attention.
- Passing out and explaining information or providing proper referrals on numerous items such as boating regulations, hunting regulations, firearms registration, applicants, police clearance procedures, road conditions, weather conditions, directions, etc.
- Answering inquiries and complaints of legal counsel, insurance adjusters, probation officers and city municipal regional administrators from personal knowledge, reference materials or direction to appropriate source.
- Receiving and recording in proper format, detailed complaints on all Federal and/or Provincial and Municipal Statutes and supplying routine information to the public as well as answering enquiries concerning these status: Requires rudimentary knowledge of such matters involving Criminal Code, Drugs, Customs & Excise, Immigration, Parole, Liquor, Snowmobile and Traffic Acts, etc.
- Helping customers requiring fingerprinting for visa applications as well as obtaining and processing Criminal Record Background checks.
- Contacting government agencies, private business, private individuals concerning investigation and housekeeping matters.
- Receiving and recording, in proper format, information concerning motor vehicle accidents.
- Receiving and recording probationers and parolees check-ins. This recording determines if charges are laid, therefore total accuracy is essential.
- Resorting to basic psychology when dealing with emotionally disturbed or upset persons or under the influence of alcohol and drugs when coming into the office for assistance.

- Responding to the needs of the different cultural/ethnic/native groups found in the detachment's area of jurisdiction.
- For Statistical purposes (Stats Canada) by searching, recording, compiling, and calculating data.
- Annual PIRS/PROS audit – On a quarterly basis, in order to complete an annual PIRS/PROS audit, validate all computer data & entry in hard copy files to ensure all entries are correct & amend same accordingly. Checking approximately 100 files, utilizing 15-30 minutes per file, depending on the magnitude of the file.
- Classifying incoming correspondence and assigning to appropriate file system.
- Creating files on a continual basis, i.e. classifying, numbering, captioning, scoring for stats.
- Diary dating pertinent information on new files or status of received correspondence.
- Scheduling operational files for review and disposal.
- Scheduling case files for review and segregation if not under active consideration.
- Scheduling destruction of dormant case files.
- Relaying information from calls received on to member on patrol.
- Searching records and formulating replies in response to inquiries from patrol cars and/or agencies.
- Assisting members on patrol by dispatching tow trucks or ambulances and conducting telephone or C.P.I.C. queries concerning such matters as the registered owner of a vehicle or outstanding warrants for arrest.
- Transcribing, compiling, computing, and typing from Dictaphone tapes, rough drafts, and notes. i.e. court prosecutor sheets, information, exhibit report forms, parole report forms, court briefs, court circumstance sheets, coroner's reports, summons, subpoenas, warrants, conviction orders, statement, etc.
- Providing data entry for PIRS/PROS (Police Reporting and Occurrence System) and as Information Managers provide maintenance and integrity of said data.
- Setting up and maintaining various forms required by the detachment, through numerous RCMP FORMS utilizing internet and databases and those developed in- house.
- Drafts routine replies to Crown Attorneys, other Police Departments, the public, various government agencies, etc., in preparation for the signature of member. Also obtains necessary information from courts and drafts case conclusion reports.

- Responsible for Accounts/Receivable and Accounts/Payable. Responsible for VISA statement(s) reconciliation as well as balancing contingency monies (petty cash). Maintaining TEAM con line budget query system.
- Handling large sums of monies when fines are paid at the office, as well as the responsibility for balancing and submitting monies.
- Responsible for the maintenance and upkeep of Administrative/Operation Manuals.
- Maintaining and ordering of stationery supplies within budgetary constraints.
- Sorting, distributing, and actioning. i.e. reports, warrants, memos, summons, accounts. Etc.
- Responsible for all found property; endeavoring to locate owner for return or disposal of property after specified period of time held at detachment.
- Arranging for N.C.O. i/c and members to attend or receive appointment.
- Arranging for transportation and accommodations.
- Familiarizing and apprising new members of office routines
- Arrange for service and repair of office equipment.
- Up keeping manuals, bulletins, and circulars up to date.
- Maintaining records of escort services (prisoners) to and from detachment. Processing of fingerprint forms, labeling and submission of photographs.
- Preparing documents for court, many of which require knowledge of acts and laws and extraction of pertinent information such as relative information from case files.
- Court Liaison pull all files required for court, prepare court sheets, ensure file is in order for prosecutor. Attend court, complete court sheets with outcome re-diary date court dates or assign back to member for further action. Use of J.O.I.N. to access provincial court system.
- Keeping records of warrants issued and executed, dispositions and fines paid.
- Preparing News Release/court news as required for the media.
- Compiling and checking by perusing files all information to be added, modified, or deleted in all five subject areas (vehicle, persons, records, property and marine).
- Responsible for all entries in assisting other governmental agencies, i.e. Probation, Fish, and Wildlife, Family Maintenance.

- Querying system and relaying information to members.
- Performing mailbox requests, switcher, messages, and off-line requests.
- Performing all related filing.
- Responding to telephoned and radioed and mailed request for information stored within the C.P.I.C. system.
- Validating and purging all C.P.I.C. files monthly.
- Being available for emergency telephone calls at all times during tour of duty. Detachment clerks are often a vital link of communication between RCMP members and the general public during emergency situations. This role is critical to the safety of those concerned.
- Receiving emergency calls and relaying same to detachments concerned via radio, telephone or RCMP computerized systems, and accurately recording same for reference purposes.
- Accurately extracting information from the caller and being able to calm the caller and instill or restore their confidence.
- Relaying emergency calls with utmost speed to provide the best police service.
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Post-secondary diploma or certificate
- Training and or experience in providing financial support services
- Solid interpersonal and customer service skills with a positive and approachable attitude
- Excellent telephone etiquette and written & verbal communication skills
- Highly organized with a strong ability to meet tight deadlines and multi-task
- Clear Criminal Record Check and ability to clear background check
- Computer competency in Windows applications – Microsoft Word, Excel, database applications, and network systems.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Receptionist – Clerk I

DEPARTMENT: Finance
REPORTS TO: General Manager of Finance
JOB TYPE: Administration
LOCATION: Civic Centre

GENERAL ACCOUNTABILITIES

The Receptionist provides administrative support to the Civic Centre. This position attends to incoming visitors and communications to ensure inquiries are addressed promptly and appropriately. The Receptionist ensures accurate record keeping and efficient running of the front desk.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: General Manager of Finance → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Act as first point of contact for inquiries from public.
- Answering the main phone line
- Receiving and passing on concerns or questions to proper department heads for followup.
- All receipting of payments and reconciling of balancing reports from other Town facilities.
- Responsible for the opening and closing procedures for the Civic Centre.
- Sorting, distributing, and applying postage to incoming and outgoing mail.
- Responsible for scheduling and setting up conference room bookings. This includes taking bookings and managing Civic Centre staff appointments upon arrival.

- Responsible for receipting of payments received at reception and providing information upon request.
- Act as liaison between the Planning department and the public for permit and business license correspondence.
- Coordinate all courier service for the Civic Centre.
- Responsible for the scheduling and setup of Civic Centre conference room bookings.
- Act as backup for Utility Clerk
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- High school diploma or equivalent.
- Strong interpersonal and customer services skills with a positive and approachable attitude.
- Excellent telephone etiquette and written & verbal communication skills.
- Minimum one (1) year of experience in a reception or administrative role, preferably in a Municipal setting.
- Computer competency in Windows applications – Microsoft Word, Excel, database applications, and network systems.
- Experience with Serenic considered an asset.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Records Management – Clerk II

DEPARTMENT: Administration
REPORTS TO: Intergovernmental Relations & Communications
JOB TYPE: Administration
LOCATION: Civic Centre

GENERAL ACCOUNTABILITIES

The Records Management Clerk ensures that all Town of Drayton Valley documents and information are stored, maintained, and destroyed as per the Municipal Government Act and FOIP. This position also assists in general administrative duties to support the Civic Centre.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Intergovernmental Relations & Communications → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Maintenance of all records created by the Town, electronically and paper.
- Ensuring that all procedures and policies regarding the creation, retention, withdrawal, archival, and destruction of records are adhered to, followed, and implemented.
- Updating and tracking all files.
- Creation of new files and folders following established procedures and in consultation with the manager.
- Ensuring that records move through the active, inactive, and obsolete/destruction cycle.
- Identifying records for closure and/or disposition.
- Destruction of records and maintenance of a list of records destroyed.
- Assisting FOIP head / coordinator in a FOIP request.
- Maintaining the Resource Library in the Town Office

- Administration of the Electronic Document Management System.
- Assist in the administrative functions of the Civic Centre including preparing and organizing meetings, meeting follow-up tasks, drafting and preparing correspondence, and general filing
- Assist with the planning, implementation, and administration of the Civic Centre, such as but not limited to: asset management, grants, policies, safety, maintenance, engineering, executive team, etc.
- Prepare and editing of municipal documents such as reports, agendas, bylaws, minutes, correspondence, and communications
- Work cooperatively in meeting the needs of Council and the Civic Centre
- Backup support for the front reception
- Other job relevant duties as assigned

QUALIFICATIONS AND EXPERIENCE

- High school diploma or equivalent.
- Certificate or diploma in Office Administration or Records Management is preferred.
- Collaborates and interacts effectively with management and peers.
- Organization and time management skills.
- Strong understanding of the importance of maintaining confidentiality.
- Ability to establish priorities, work independently and proceed with objectives under minimal supervision.
- Minimum one (1) year of experience in a records management, legal administrative or similar role, preferably in a Municipal Government setting.
- Advanced knowledge in Windows applications – Microsoft Word, Excel, PowerPoint, Publisher, and Adobe application suite.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Utilities Clerk/Receptionist – Clerk III

DEPARTMENT: Finance
REPORTS TO: General Manager of Finance
JOB TYPE: Administration
LOCATION: Civic Centre

GENERAL ACCOUNTABILITIES

The Utilities Clerk / Receptionist III is responsible for the accurate and timely production of the monthly utility billings and recording of the corresponding bill payments. This position is responsible for the overall integrity of the Utility System including excellent interpersonal skills as it relates to customer service of utility customer inquiries. The position also involves providing reception, clerical and information services to the public.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: General Manager of Finance → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Review Consumption Edit Listing Reports and Utility History Reports for each billing cycle. Use this information to assess the integrity of the billing batches.
- Perform all aspects of the utility system, as follows: setting up new customer accounts, account billings, receipting of utility payments, customer inquiries, disconnection notices, connection applications, customer deposit refunds, application of penalties, etc.
- Reconcile problem customer utility accounts and perform adjustments as necessary.
- Coordination and cooperation with Meter Reader relating to the provision of customer services and to provide support and direction to the Meter Reader as required.
- Liaise with the billing and meter reading service provider as to scheduling reading dates or meter reading errors/omissions.

- Responsible for investigating issues with reading equipment.
- Produce, review, action, and provide supervisor with monthly utility accounts receivable data.
- Responsible for coordinating daily readings and meter maintenance with water plant personnel.
- Provide an efficient and effective set of records for the activities carried out in the utility section.
- Produce all necessary general ledger reports and maintain the safe keeping of these records.
- Provide timely, accurate monthly utility reconciliation of the utility accounts.
- Act as first contact for inquiries from public- receiving and passing on complaints to proper department heads for follow up.
- All receipting of payment, reconciling of balancing reports from all Town Facilities
- Responsible for the opening & closing procedures for Civic Centre.
- Sorting, Distributing and applying postage to incoming and outgoing mail.
- Act as liaison between the Planning department and the public for permit and business license correspondence.
- Clerical duties, as required.
- Responsible for the scheduling and setup of conference room bookings.
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- High school diploma or equivalent.
- Strong interpersonal and customer services skills with a positive and approachable attitude.
- Excellent telephone etiquette and written & verbal communication skills.
- Minimum one (3) year of experience in a reception or administrative role, preferably in a Municipal setting.
- Computer competency in Windows applications – Microsoft Word,

Excel, database applications, and network systems.

- Experience with Serenic considered an asset.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

PARK VALLEY POOL

Lifeguard

DEPARTMENT: Community Services
REPORTS TO: Park Valley Pool Manager
JOB TYPE: Recreation
LOCATION: Park Valley Pool

GENERAL ACCOUNTABILITIES

Responsible for ensuring the safety of facility patrons by preventing and responding to emergencies. This position involves lifeguarding recreational swimming, supervision of patrons and of facility as required. General maintenance duties, basic pool mechanical operation, completion of reports and checklists and the performance of general office duties, including customer assistance.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Park Valley Pool Manager → General Manager of Community Services → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Recognize and respond quickly and effectively in emergencies.
- Enforce all aquatic facility policies, rules, and regulations.
- Report any unsafe conditions or equipment to the supervisor.
- Complete records and reports.
- Participate in regular in-service training.
- Maintain fitness level (swimming skills, strength and endurance).
- Meet and deal pleasantly with the public
- Provide customer with appropriate answer to queries that may be received
- Analyze problems and come to a satisfactory solution. Make correct referrals to the supervisor on duty
- Relate pool programs, policy, and schedule information to public as required
- Perform basic water tests and record Chemical Checklist
- Perform all cleanup duties thoroughly as per posted maintenance checklists
- Ensure building cleanliness during shift
- Work with a variety of cleaning products
- Basic understanding of pool and whirlpool operations
- Splash Park mechanical system, equipment checks, and water chemistry.
- Maintain Cleaning checklists
- Provide customer service and completion of cashier duties as required.
- Have a clear understanding of pool policies and procedures
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Bronze Cross Certificate
- First Aid & CPR Certification
- Good customer service and verbal communication skills
- NL Certificate
- Knowledge of basic pool operation including water chemistry and mechanical checks
- WSI Instructor
- Thorough knowledge and application of lifeguarding surveillance and rescue

techniques.

- Decision-making skills.
- Computer competency in Windows and database applications

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Lifeguard Instructor I

DEPARTMENT: Community Services
REPORTS TO: Park Valley Pool Manager
JOB TYPE: Recreation
LOCATION: Park Valley Pool

GENERAL ACCOUNTABILITIES

Responsible for ensuring the safety of facility patrons by preventing and responding to emergencies. This position involves lifeguarding recreational swimming, supervision of patrons and of facility as required. General cleaning, maintenance duties, basic pool mechanical operation, completion of reports and checklists. Emphasis is placed on public relations, as incumbent will be dealing with the public, dealing with inquiries, and providing customer assistance. Position also involves performance of administrative duties such as cash register operations and some computer input.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Shift Supervisor → Park Valley Pool Manager → General Manager of Community Services → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Recognize and respond quickly and effectively in emergencies
- Enforce all aquatic facility policies, rules, and regulations
- Report any unsafe conditions or equipment to the supervisor
- Maintain fitness level (swimming skills, strength, and endurance)
- Provide instruction of various swimming programs to enrolled students
- Ensure all classes are taught with safety and enthusiasm, covering all items in each level of program and at the same time satisfies the needs of each individual student
- Maintain awareness of new programs and teaching methods
- Maintain proper class records and candidate evaluation cards
- Attend and participate in regular in-service training
- Maintain lifeguarding standards during each shift ensuring that the pool is guarded according to pool policy for the safety of patrons
- Supervise patrons and facility as required during shifts
- Ensure high standards are maintained by all staff during shift
- Assist the Park Valley Pool Manager with the implementation and running of pool programs and special events
- Provide customer service and relate pool program, policy, and schedule information to public. Ensure that all customers sign in prior to using the facility. Process and or check the membership for each customer.
- Perform all cleaning duties as per all sanitation plans.
- Completion of cashier duties as required, including operation of electronic cash register and computer
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- NL certificate
- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- Red Cross Water Safety Instructor Certificate
- Standard First Aid and CPR Certificate or AEC
- AED/O2

- WHMIS
- Good verbal communication skills
- Ability to meet with and deal pleasantly with public
- Knowledge of basic operation of all pool, office and janitorial equipment and supplies
- An understanding of facility characteristics, rules, policies, and procedures.
- Leadership and public relations skills. Decision-making skills.
- Computer competency in Windows and database applications

SPECIAL REQUIREMENTS

- Position is shift work and hours of work will vary based on events and seasonal operating hours.
- Willingness to attend training sessions as required by the employer.
- Willingness to work weekends and unscheduled hours during emergencies.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Lifeguard Instructor II

DEPARTMENT: Community Services
REPORTS TO: Park Valley Pool Manager
JOB TYPE: Recreation
LOCATION: Park Valley Pool

GENERAL ACCOUNTABILITIES

Responsible for ensuring the safety of facility patrons by preventing and responding to emergencies. This position involves lifeguarding recreational swimming, supervision of patrons and of facility as required. General cleaning, maintenance duties, basic pool mechanical operation, completion of reports and checklists. Emphasis is placed on public relations, as incumbent will be dealing with the public, dealing with inquiries, and providing customer assistance. Position also involves

performance of administrative duties such as cash register operations and some computer input.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Park Valley Pool Manager → General Manager of Community Services → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Recognize and respond quickly and effectively in emergencies
- Enforce all aquatic facility policies, rules, and regulations
- Report any unsafe conditions or equipment to the supervisor
- Maintain fitness level (swimming skills, strength, and endurance)
- Provide instruction of various swimming programs to enrolled students
- Ensure all classes are taught with safety and enthusiasm, covering all items in each level of program and at the same time satisfies the needs of each individual student
- Maintain awareness of new programs and teaching methods
- Maintain proper class records and candidate evaluation cards
- Attend and participate in regular in-service training
- Maintain lifeguarding standards during each shift ensuring that the pool is guarded according to pool policy for the safety of patrons
- Supervise patrons and facility as required during shifts
- Ensure working standards are maintained by all staff during shift
- Assist the Park Valley Pool Manager with the implementation and running of pool programs and special events
- Provide customer service and relate pool program, policy, and schedule information to public. Ensure that all customers sign in prior to using the facility. Process and or check the membership for each customer.
- Perform all cleaning duties as per all sanitation plans.

- Completion of cashier duties as required, including operation of electronic cash register and computer
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- NL certificate
- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- Red Cross Water Safety Instructor Certificate
- Standard First Aid and CPR Certificate or AEC
- AED/O2
- WHMIS
- LSI Leadership Award (Life saving instructor)
- Good verbal communication skills
- Ability to meet with and deal pleasantly with public
- Knowledge of basic operation of all pool, office and janitorial equipment and supplies
- An understanding of facility characteristics, rules, policies, and procedures.
- Leadership and public relations skills.
- Decision-making skills.
- Computer competency in Windows and database applications

SPECIAL REQUIREMENTS

- Position is shift work and hours of work will vary based on events and seasonal operating hours.
- Willingness to attend training sessions as required by the employer.
- Willingness to work weekends and unscheduled hours during emergencies.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Lifeguard Instructor III

DEPARTMENT: Community Services
REPORTS TO: Park Valley Pool Manager
JOB TYPE: Recreation
LOCATION: Park Valley Pool

GENERAL ACCOUNTABILITIES

Responsible for ensuring the safety of facility patrons by preventing and responding to emergencies. This position involves the instruction of various swimming programs and lifeguarding of recreational swims. General cleaning and mechanical duties, including water chemistry procedures, all of which require the completion of various reports and checklists. Emphasis is placed on public relations and dealing with the public through supervision of the facility, dealing with general inquiries and providing customer assistance. Position also involves performance of administrative duties such as cash register operations and some computer input. To act as the Shift Supervisor on Duty in the absence of the Manager.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Park Valley Pool Manager → General Manager of Community Services → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Recognize and respond quickly and effectively in emergencies.
- Enforce all aquatic facility policies, rules, and regulations.
- Inspect the facility on a daily schedule and report any unsafe conditions or equipment to the supervisor.
- Complete records and reports.

- Maintain fitness level (swimming skills, strength, and endurance).
- Provide instruction of various swimming programs to enrolled students.
- Ensure all classes are taught with safety and enthusiasm, covering all items in each level of program and at the same time satisfies the needs of each individual student.
- Maintain awareness of new programs and teaching methods.
- Maintain proper class records and candidate evaluation cards.
- Attend and participate in regular in-service training
- Maintain lifeguarding standards during each shift by ensuring the pool is guarded according to policy for the safety of patrons.
- Supervise junior staff, patrons and facility.
- Ensure proper opening and closing procedures are followed and that the building is secured at the end of the shift.
- Assist the Park Valley Pool Manager with the implementation of pool programs and special events.
- Provide customer service and relate pool program, policy, and schedule information to public. Ensure that all customers sign in prior to using the facility. Process and or check the membership for each customer.
- Perform all cleaning duties as per all sanitation plans.
- Deal with emergencies as required. Ensure the Supervisor on Duty is notified of any emergency or potential emergency situations. If EMS is activated ensure PVP Manager is notified immediately.
- Maintain water clarity. Acidize and maintain chemical feeders.
- Perform weekly checks of pool safety equipment. Record daily water checks to ensure water quality is maintained
- Maintain pool, whirlpool, and Splash Park operations, backwashing regularly to maintain standards.
- Automated chemical controller operations.
- Completion of cashier duties as required, including operation of electronic cash register and computer.
- Other job-related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- NL certificate
- Thorough knowledge and application of lifeguarding surveillance and rescue

techniques.

- Red Cross Water Safety Instructor Certificate
- Standard First Aid and CPR Certificate or AEC
- AED/O2
- Current Level II plus Pool Operators Level I
- WHMIS
- LSI Leadership Award (Life saving instructor)
- Good verbal communication skills
- Ability to meet with and deal pleasantly with public
- Knowledge of basic operation of all pool, office and janitorial equipment and supplies
- An understanding of facility characteristics, rules, policies, and procedures.
- Leadership and public relations skills.
- Decision-making skills.
- Computer competency in Windows and database applications

SPECIAL REQUIREMENTS

- Position is shift work and hours of work will vary based on events and seasonal operating hours.
- Willingness to attend training sessions as required by the employer.
- Willingness to work weekends and unscheduled hours during emergencies.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Lifeguard Instructor IV

DEPARTMENT: Community Services
REPORTS TO: Park Valley Pool Manager

JOB TYPE: Recreation
LOCATION: Park Valley Pool

GENERAL ACCOUNTABILITIES

Responsible for ensuring the safety of facility patrons by preventing and responding to emergencies. This position involves the instruction of various swimming programs and lifeguarding of recreational swimming and the incumbent shall supervise patrons, facility, and staff as required during their shift. Maintenance duties and pool mechanical duties, including but not limited to water chemistry and routine backwashes. Completion of various reports, checklists, and general office duties, including customer assistance are required. The level IV Lifeguard is required to assist the manager in training staff in all aspects of the facility.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Park Valley Pool Manager → General Manager of Community Services → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Recognize and respond quickly and effectively in emergencies
- Enforce all aquatic facility policies, rules, and regulations
- Inspect the facility on a daily schedule and report any unsafe conditions or equipment to the supervisor
- Complete records and reports
- Maintain fitness level (swimming skills, strength, and endurance)
- Provide instruction of various swimming programs to enrolled students
- Ensure all classes are taught with safety and enthusiasm, covering all items in each level of program and at the same time satisfies the needs of each individual student
- Maintain awareness of new programs and teaching methods

- Maintain proper class records and candidate evaluation cards
- Attend and participate in regular in-service training
- Maintain lifeguarding standards during each shift ensuring that the pool is guarded according to pool policy for the safety of patrons
- Assist with the training of instructional staff supervising WSI or WSI Instructor
- Assist with the training of staff on the mechanical system
- Instruct fitness classes
- Deal with emergencies as required. Ensure the Supervisor on Duty is notified of any emergency or potential emergency situations
- Assist management with the training of lifeguarding staff-supervising NL or AEC/NL Instructor
- Supervise junior staff, patrons, and facility.
- Ensure working standards are maintained by all staff during shift
- Ensure proper opening and closing procedures are followed and that the building is secured at the end of the shift
- Assist the Park Valley Pool Manager with the implementation of pool programs and special events
- Provide customer service and relate pool program, policy, and schedule information to public. Ensure that all customers sign in prior to using the facility. Process and or check the membership for each customer. If EMS is activated, ensure PVP Manager is notified immediately.
- Relate pool program, policy, and schedule information to public as required
- Perform all cleaning duties as per sanitation plan.
- Ensure all cleaning standards are maintained as well as performing all cleaning duties as per all sanitation plans.
- Prepare inventory lists
- Maintain water clarity. Acidize and maintain chemical feeders.
- Perform weekly checks of pool safety equipment. Record daily water checks to ensure water quality is maintained
- Maintain pool, whirlpool, and Splash Park operations, backwashing regularly to maintain standards.
- Automated chemical controller operations.
- Maintenance checklists.

- Completion of cashier duties as required, including operation of electronic cash register and computer
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- NL certificate
- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- Red Cross Water Safety Instructor Certificate
- Standard First Aid and CPR Certificate or AEC
- AED/O2
- Pool Operators Level I
- WHMIS
- LSI Leadership Award (Life saving instructor)
- Current Level III plus AFLCA or Water Art Instructor or relevant course approved by Town of Drayton Valley
- Good verbal communication skills
- Ability to meet with and deal pleasantly with public
- Knowledge of basic operation of all pool, office and janitorial equipment and supplies
- An understanding of facility characteristics, rules, policies, and procedures.
- Leadership and public relations skills.
- Decision-making skills.
- Computer competency in Windows and database applications

SPECIAL REQUIREMENTS

- Position is shift work and hours of work will vary based on events and seasonal operating hours.
- Willingness to attend training sessions as required by the employer.
- Willingness to work weekends and unscheduled hours during emergencies

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Lifeguard Instructor V

DEPARTMENT: Community Services
REPORTS TO: Park Valley Pool Manager
JOB TYPE: Recreation
LOCATION: Park Valley Pool

GENERAL ACCOUNTABILITIES

Responsible for ensuring the safety of facility patrons by preventing and responding to emergencies. The incumbent shall demonstrate the ability to be in charge in the absence of the Pool Manager. The incumbent must demonstrate good conflict resolution skills and work as a team with their colleagues. They are responsible to ensure all safety standards are met while supervising lifeguards, and instructors along with assisting management to train staff in chemical use and mechanical operations. Training in advanced courses will assist management in program development and quality control. Responsibilities may include but are not limited to assisting management in Marketing initiatives, Health Safety and Compliance, and all facility mechanical operations,

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Park Valley Pool Manager → General Manager of Community Services → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Recognize and respond quickly and effectively in emergencies
- Enforce all aquatic facility policies, rules, and regulations.

- Inspect the facility on a daily schedule and report unsafe conditions or equipment to the Manager
- Complete records and reports
- Maintain fitness level (swimming skills, strength, and endurance).
- Provide instruction of various swimming programs to enrolled students
- Ensure all classes are taught with safety and enthusiasm, covering all items in each level of program and at the same time satisfies the needs of each individual student
- Maintain awareness of new programs and teaching methods
- Maintain proper class records and candidate evaluation cards
- Attend and participate in regular in-service training
- Maintain lifeguarding standards during each shift ensuring that the pool is guarded according to pool policy for the safety of patrons
- Assist with the training of instructional staff supervising WSI or WSI Instructor
- Assist with the training of staff on the mechanical system
- Instruct fitness classes
- Deal with emergencies as required. Ensure the PVP Manager is notified of any emergency or potential emergency situations immediately.
- Assist management with the training of lifeguarding staff-supervising NL or AEC/NL Instructor
- Supervise junior staff, patrons, and facility.
- Ensure working standards are maintained by all staff during shift
- Ensure proper opening and closing procedures are followed and that the building is secured at the end of the shift
- Assist the Park Valley Pool Manager with the implementation of pool programs and special events
- Provide customer service and relate pool program, policy, and schedule information to public. Ensure that all customers sign in prior to using the facility. Process and or check the membership for each customer.
- Relate pool program, policy, and schedule information to public as required
- Perform all cleaning duties as per sanitation plan.
- Ensure all cleaning standards are maintained as well as performing all cleaning duties as per all sanitation plans.
- Prepare inventory lists
- Maintain water clarity. Acidize and maintain chemical feeders.

- Perform weekly checks of pool safety equipment. Record daily water checks to ensure water quality is maintained
- Maintain pool, whirlpool, and Splash Park operations, backwashing regularly to maintain standards.
- Automated chemical controller operations and override automatic to determine correct pool chemistry.
- Maintenance checklists.
- Completion of cashier duties as required, including operation of electronic cash register and computer
- Ensuring the safety of both the lifeguard team and facility patrons:
- Identify hazards and minimize risks that might compromise the safety of patrons and lifeguards
- Educate patrons and your lifeguard team about your facility's rules and regulations
- Assist management in developing and implementing emergency action plans (EAP'S)
- Assist management and staff in developing safe work practices
- Ensure all classes are taught with safety and enthusiasm, covering all items in each level of program and at the same time satisfies the needs of each individual student
- Lesson file checklist for WSI instructors and perform SEE audits.
- Assist in the Marketing and promotion of our programs and special events
- Work with management and staff to complete hazard assessments and implement safe work practices
- Assist manager with ensuring Park Valley Pool is compliant with Health and Safety legislation
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- NL certificate
- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- Red Cross Water Safety Instructor Certificate
- Standard First Aid and CPR Certificate or AEC
- AED/O2

- Pool Operators Level II
- AEC/NLS Course Conductor or WSI
- Other training requirements as per Collective Agreement – Advance Course Requirements
- WHMIS
- LSI Leadership Award (Life saving instructor)
- Current Level IV plus or relevant course approved by Town of Drayton Valley
- Good verbal communication skills
- Ability to meet with and deal pleasantly with public
- Knowledge of basic operation of all pool, office and janitorial equipment and supplies
- An understanding of facility characteristics, rules, policies, and procedures.
- Leadership and public relations skills.
- Decision-making skills.
- Computer competency in Windows and database applications

SPECIAL REQUIREMENTS

- Position is shift work and hours of work will vary based on events and seasonal operating hours.
- Willingness to attend training sessions as required by the employer.
- Willingness to work weekends and unscheduled hours during emergencies.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule “A”.

Senior Administrative Assistant (Programmer)

DEPARTMENT: Community Services
REPORTS TO: Park Valley Pool Manager

JOB TYPE: Administration
LOCATION: Park Valley Pool

GENERAL ACCOUNTABILITIES

The Senior Administrative Assistant & Programmer will ensure monetary deposits balance and are delivered to Town Office. Program all lessons (school, afterschool, etc.) File checklists, correspondence; update checklists, etc. as needed.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Park Valley Pool Manager → General Manager of Community Services → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Type general correspondence and forms related to the Park Valley Pool.
- Aid in ensuring stock of stationery supplies is maintained.
- Complete general office filing and maintain filing system.
- Coordinates and notify all community groups including schools regarding their scheduled rentals and inform all user groups when disruptions occur.
- Builds program schedule for the Park Valley Pool. This includes all lessons, school bookings, rentals etc.
- Set up new programs in Facilities Software and accept and process registrations and swim passes.
- Book pool rentals and maintain rental schedule, as necessary.
- Enter and maintain daily attendance and revenue statistics
- Provide customer service and relate pool program, policy, and schedule information to public. Ensure that all customers sign in prior to using the facility. Process and or check the membership for each customer.
- Check program evaluation sheets, enter information into Candidate file as necessary

- Assist as required in pool emergency procedures and first aid emergencies
- Prepare invoice request for all school swimming, rentals, etc.
- oversee filing, do deposits, order supplies, prepare statements for treasury department as requested
- Lifeguard or instruct swimming lessons as needed.
- Other job-related duties as required

QUALIFICATIONS AND EXPERIENCE

- NL certificate
- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- Red Cross Water Safety Instructor Certificate
- Standard First Aid and CPR Certificate or AEC
- AED/O2
- Pool Operators Level I
- WHMIS
- LSI Leadership Award (Life saving instructor)
- Current Level III plus AFLCA or Water Art Instructor or relevant course approved by Town of Drayton Valley
- Good verbal communication skills
- Ability to meet with and deal pleasantly with public
- Knowledge of basic operation of all pool, office and janitorial equipment and supplies
- An understanding of facility characteristics, rules, policies, and procedures.
- Leadership and public relations skills.
- Decision-making skills.
- High School Diploma
- Computer competency in Windows and database applications
- Five to Seven (5-7) years experience in an office setting, preferably in a recreation setting.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

PUBLIC WORKS & UTILITIES

Temporary Seasonal Labourer

DEPARTMENT: Public Works
REPORTS TO: Public Works & Utilities Manager
JOB TYPE: Labour
LOCATION: Public Works Shop

GENERAL ACCOUNTABILITIES

The incumbent is required to perform a wide variety of routine manual tasks which can be quickly learned without prior training, skill, or experience. Working under close supervision, according to detailed instructions which can be carried out without the exercising of independent judgment, the incumbent shall work on construction and maintenance of roads, sidewalks, parks, buildings, cemeteries, snow removal, grass cutting, street cleaning, digging and planting, water and sewer repairs, flushing sewer mains, repairing barricades, signs, painting etc.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Lead Hand → Manager of Public Works and Infrastructure
→ Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for running light and medium portable equipment such as: trucks, riding tractors and mowers, compactors, weed sprayers, jackhammers, cutters, small sweepers, etc.

- Performance of a wide variety of routine manual tasks relating to the Municipal repair and maintenance operations such as roads, sidewalks, boulevards, street signs, traffic signs, cemeteries, snow removal, sweeping, water and sewer mains, storm sewers, catch basins, garbage collection & disposal, etc.
- Performance of other manual labour and Municipal operation related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Light and medium portable equipment experience considered an asset
- Communication skills with ability to read and write
- Valid Alberta Class 5 Drivers' License
- Willingness to complete First Aid & CPR certification
- Some acquired skills include:
 - An understanding of Municipal Operations
 - Knowledge of the Occupational Health & Safety Act

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Labourer III – Full Time

DEPARTMENT: Public Works
REPORTS TO: Public Works & Utilities Manager
JOB TYPE: Labour
LOCATION: Public Works

GENERAL ACCOUNTABILITIES

The incumbent is required to perform a wide variety of routine manual tasks which can be quickly learned with minimal prior training or experience. Working under supervision, according to detailed instructions which can be carried out with minimal independent judgement. The incumbent shall work on construction and maintenance of roads, sidewalks, parks, buildings, cemeteries, snow removal, grass cutting, street cleaning, digging and planting, repairing barricades, signs, painting, and assisting in the repairs and maintenance of water and sewer repairs and flushing.

Understand and adhere to all worker responsibilities as outlined in the current

Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Lead Hand → Manager of Public Works and Infrastructure → Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for running light and medium portable equipment such as: trucks, riding tractors and mowers, compactors, weed sprayers, jackhammers, cutters, small sweeper chainsaws, and snowblowers
- Other equipment that may be operated includes line painter machine and concrete grinder where training and/or certification have been obtained
- Performance of a wide variety of routine manual tasks relating to the Municipal repair and maintenance operations such as: roads, sidewalks, boulevards, street signs, traffic signs, cemeteries, snow removal, sweeping, water and sewer mains, storm sewers, catch basins, garbage collection & disposal, etc.
- Traffic flagging duties when necessary
- Performance of other manual labour and Municipal operation related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Valid Alberta Class 5 Drivers' License
- Communication skills with the ability to read and write
- First Aid & CPR certification
- Light and medium portable equipment experience considered an asset.
- Experience in Municipal Operations considered an asset

SPECIAL REQUIREMENTS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during emergencies

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Equipment Operator I

DEPARTMENT: Public Works
REPORTS TO: Public Works & Utilities Manager
JOB TYPE: Labour
LOCATION: Public Works

GENERAL ACCOUNTABILITIES

The incumbent is required to perform all tasks as described in the Labourer classification and shall be qualified to operate light duty mobile equipment, working under little supervision with orders received either verbally or in writing.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Public Works Lead Hand → Manager of Public Works & Infrastructure → Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for running light mobile construction and maintenance equipment, such as: small tractors, skid steer loader, mobile sweeper, snowblower, flush truck, weed sprayer, mowers, trimmers, edger's, and trucks and relevant attachments.
- Repair and maintenance of roadways, sidewalks, curb, gutters, ditches, trees, parks, playgrounds, and boulevards.
- Snow removal operations such as clearing snow from streets and sidewalks.

- Repair and maintain all traffic control devices
- Assist with repair and maintenance of Towns facilities when requested.
- Assist with repair and maintenance of water distribution system, sewer, and storm sewer collection system, repairing water mains, sewer mains and storm drains, along with their respective appurtenances.
- Performance of routine preventative maintenance on equipment operated and assist in mechanical repair of equipment and vehicles.
- Other job-related duties as assigned
- Performance of routine preventative maintenance on equipment operated and assisting in mechanical repair of equipment and vehicles
- Perform "Stand-by" and/or "On-call" duties as assigned or scheduled for the Parks portion of department
- Perform other Municipal operations-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Valid Alberta Class 5 Drivers' License with Q-Endorsement
- Ability and a minimum of one (1) year experience in operating light equipment as listed above.
- Willing to take special training through courses and seminars.
- Knowledge of the Occupational Health and Safety Act.
- First Aid and CPR certification.
- Minimum one (1) year experience in Municipal operations or equivalent.

SPECIAL REQUIREMENTS

- Willingness to attend training sessions as required by the employer
- Willingness to train on higher classification of equipment
- Willingness to work weekends and unscheduled hours during major emergencies

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Equipment Operator II

DEPARTMENT: Public Works
REPORTS TO: Public Works & Utilities Manager
JOB TYPE: Labour
LOCATION: Public Works Shop

GENERAL ACCOUNTABILITIES

The incumbent is required to perform minor maintenance on the equipment used by the Town with no or little supervision, with orders to be received verbally as needed. Responsible for operating the equipment in a safe manner and must be willing to learn the operation of any new equipment as required.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Public Works Lead Hand → Manager of Public Works & Utilities → General Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for the operation of heavy-duty construction and maintenance equipment such as: large tractors, backhoes, loaders, flush truck, street sweeper, sanders and trucks and relevant attachments required for the maintenance of the Town.
- Repair and maintenance of roadways, sidewalks, curb, gutters, ditches, trees, parks, playgrounds.
- Snow removal operations.
- Repair and maintain all traffic control devices
- Assist with repair and maintenance of Towns facilities when requested.
- Assist in the repair and maintenance of water distribution system, sewer, and storm sewer collection system, while digging and repairing water mains, sewer mains and storm sewers, along with their respective appurtenances.
- Performance of routine preventative maintenance on equipment operated and

assist in mechanical repair of equipment and vehicles.

- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Minimum of three (3) years' Municipal Maintenance Operations or equivalent in construction field for operation of heavy mobile equipment.
- Ability and a minimum of one (3) year experience in operating light equipment as listed above.
- Willing to take special training through courses and seminars. Valid Alberta Class 3 Drivers' License with Q-Endorsement

SPECIAL REQUIREMENTS

- Willingness to attend training sessions as required by the employer
- Willingness to train on higher classification of equipment
- Willingness to work weekends and unscheduled hours during major emergencies

SALARY/BENEFITS

The Town offers an excellent Benefits package and Pension plan. The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Equipment Operator III

DEPARTMENT: Public Works
REPORTS TO: Public Works & Utilities Manager
JOB TYPE: Labour
LOCATION: Public Workshop

GENERAL ACCOUNTABILITIES

This position involves the operation and performance of maintenance on heavy mobile construction and other maintenance equipment required to provide municipal services. The incumbent must be capable of working without supervision, with orders to be received verbally as required. Responsible for the operation of equipment in a

safe manner and must be capable of training other employees on heavy equipment.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Public Works Lead Hand → Manager of Public Works and Utilities → General Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Thorough use and operation all light and heavy-duty construction and maintenance equipment for Town of Drayton Valley.
- Repair and maintenance of roadways, sidewalks, curb, gutters, boulevards, parks and playgrounds.
- Snow removal operations.
- Repair and maintain all traffic control devices.
- Assist in the repair and maintenance of Town owned facilities in the areas of Public Works and Utilities when requested.
- Repair and maintain water distribution system, sewer & storm sewer collection system, while digging and repairing water mains, sewer mains and storm sewers, along with the respective appurtenances.
- Performances of routine preventative maintenance on equipment operated and assist in mechanical repair of equipment and vehicles.
- Perform stand-by and/or on-call duties as assigned or scheduled.
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Minimum of five (5) years experience in Municipal Maintenance Operations or equivalent in construction field for operation of heavy equipment.
- Should possess the ability to operate all Municipal vehicles, and light & heavy-duty equipment owned by the Town.
- Valid Alberta Class 3 Drivers' License with Q-endorsement.
- Ability to operate all light and heavy-duty equipment acquired by the Town.

- Preventative maintenance of equipment being operated.
- Knowledge of the Occupational Health and Safety Act.
- First Aid and CPR certification.

SPECIAL REQUIREMENTS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Administrative Assistant – Clerk II (Public Works)

DEPARTMENT: Public Works
REPORTS TO: Public Works & Utilities Manager
JOB TYPE: Administration
LOCATION: Public Works Shop

GENERAL ACCOUNTABILITIES

The Administrative Assistant will provide full administrative support in the ongoing, day-to-day operations of the Public Works Department. This position attends to incoming clients and communication to ensure inquiries are addressed appropriately and maintains the department's files and records.

The Town of Drayton Valley is committed to providing and maintaining a safe and healthy workplace for all workers as well as clients, visitors, and members of the public. We are committed to complying with safe work procedures and policies outlined within the *Town of Drayton Valley Health and Safety Manual* and within the *Town of Drayton Valley Health and Safety Policy* as well as other safety guidance material.

Workers will:

- Take reasonable care for their own health and safety.
- Follow safe work procedures, instructions, and rules.

- Participate in safety training.
- Report health and safety hazards.
- Report all injuries and incidents.
- Use safety equipment and personal protective equipment as instructed.

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation, and commitment of everyone in the workplace.

REPORTING RELATIONSHIPS

This position reports to: Public Works & Utilities Manager → General Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Answer phone calls and in-person queries and to direct as required/requested.
- Respond to and record public requests, inquiries and complaints and dispatch staff accordingly.
- Respond to Alberta One (1) Call inquiries by forwarding to correct personnel and report findings through email, phone and/or fax.
- To complete necessary documentation for administrative purposes and for the attention of other staff members.
- Assist in the development of effective information and communication systems for responding to public, contractor and internal staff requests, inquiries, and complaints.
- Conduct minute-taking at Safety, Public Works, and Engineering meetings
- To maintain visual integrity of the reception area, project board, bulletin board; and update the information displayed in these areas as required.
- Display strong customer service principles by:
 - Greeting and dealing with the public pleasantly
 - Attending to customer concerns by dealing with the matter directly or redirecting the concern to the appropriate person, and
 - Displaying loyalty to the facility, its management, and staff.
- Complete documentation and assignments on the computer with accuracy, and to establish the most effective and efficient systems for storing and filing paper and electronic documents.
- Assist the Public Works Lead Hand with all emergency and safety procedures as required.

- Assist with the supervision of the facility and its immediate surroundings by:
 - Ensure that staff, contractors, and visitors are complying with the rules of the facility
 - Ensure that equipment or other Town equipment misuse is documented and reported
 - Ensure training and competency records are maintained
- Order required office materials, traffic supplies as well as other supplies for the facility as requested.
- Administer contractor contracts, arrange for invoicing and to enter the information accurately.
- Call and schedule contractors as requested by the Public Works Lead Hand or designate
- Secure sponsorship for the Communities in Bloom program
- Complete all necessary filing and to initiate improvements to the filing system.
- Produce records and data on facility functions as requested by the Public Works Lead Hand
- Assist in creation of work plans, schedules, and flow charts; assist in monitoring plan efficiencies.
- Assist with database creation and maintenance for asset management of equipment, machinery, and stock inventories.
- Review and format letters and reports as requested by the Public Works Lead Hand
- Other functions as assigned by the Public Works Lead Hand or designate

QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Post-secondary diploma or certificate in Office Administration from a recognized institution is an asset
- Demonstration of solid customer service skills
- Excellent telephone etiquette and written/verbal communication skills
- Computer competency in Windows applications – Microsoft Word, Excel, Outlook, Publisher; database applications, Adobe Acrobat, and network systems.
- Valid Class V driver's license with clean abstract

SPECIAL REQUIREMENTS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1

Further advancement to Wage Level II, III and IV in their position will be as per the Collective Agreement, Article 26, Schedule "A"

Parks/Facilities Leadhand

DEPARTMENT: Public Works
REPORTS TO: Manager of Public Works and Utilities
JOB TYPE: Supervisor
LOCATION: Public Works

GENERAL ACCOUNTABILITIES

The incumbent is required to operate and perform minor maintenance on light duty mobile equipment and trucks. This position also involves the supervision of parks and seasonal staff in the performance of maintenance of parks, grass cutting, snow removal, tree planting, boulevards, playgrounds, and any other Town facilities as required. The incumbent is responsible for orientation and training of seasonal workers as required by the Town's Safety policies.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Manager of Public Works and Utilities → General Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for running light mobile construction and maintenance equipment, such as: small tractors, skid steer loader, mobile sweeper, snowblower, flush truck, weed sprayer, mowers, trimmers, edger's, and trucks and relevant attachments.

- Performance of repair and maintenance of parks, playgrounds, boulevards, walkways, and sidewalks.
- Maintenance and grounds keeping for all Town facilities
- Performance of preventive maintenance on equipment and machines operated
- Supervise parks and seasonal staff
- Organize and delegate duties to crew members
- Knowledge of compliance by crew members that all personal protective gear is worn and used such as: hard hats, safety boots, vests, safety goggles, etc.
- Provide orientation to crew members with regards to the operations of equipment, machinery, and other duties
- Adhere to and ensure that all crew members are familiar with, understand and acknowledge policies and procedures manual as set by the Town of Drayton Valley
- Perform other Municipal operational related duties as assigned or required from time to time
- Perform stand-by and/or on-call duties as assigned or scheduled
- Other job-related duties as required

OTHER FUNCTIONS & RESPONSIBILITIES

- Use of portable tools and power tools
- Perform inspections (site, vehicle, equipment, etc.)
- Assist in keeping safety manuals updated as required
- Assist with safety policy and procedures. Maintain and update annually

QUALIFICATIONS AND EXPERIENCE

- Requires High School diploma
- Valid class 3 drivers license with Q-endorsement.
- Strong knowledge of construction equipment and machinery
- Demonstrated strong organizational, time management, coordinating and prioritization skills, with ability to handle many tasks concurrently
- Ability to work independently and with strong initiative, with demonstrated ability to problem-solve independently and with well-supported judgment

- Team orientation and collaborative approach
- Strong communication, interpersonal, problem solving, team building, supervisory and public relations
- Knowledge of Occupational Health and Safety Act and other related safety programs for Municipal operation
- Minimum of 3 years in Municipal maintenance and operations or equivalent in the private industry
- Experience in operation of light duty equipment and do preventive maintenance on equipment

SPECIAL REQUIREMENTS

- Ability to use various types of light and some heavy-duty equipment for Municipal operation
- Special training through courses and seminars regarding parks and facilities maintenance and operations as required by the employer
- Willingness to work weekends and unscheduled hours during emergencies

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1

Further advancement to Wage Level II, III and IV in their position will be as per the Collective Agreement, Article 26, Schedule "A"

Public Works Lead Hand

DEPARTMENT: Public Works
REPORTS TO: Manager of Public Works and Utilities
JOB TYPE: Supervisor
LOCATION: Public Works

GENERAL ACCOUNTABILITIES

The role of the Public Works Lead Hand is to coordinate and supervise Public Works staff in the repair and maintenance of municipal infrastructure including the areas of roadways, sidewalks, water distribution, sewage collection and transportation for example.

In addition to those duties the Public Works Lead Hand should anticipate municipal needs in the short, medium and long term and plan, and supervise activities in a timely and efficient manner. This position will work alongside the Manager of Public Works & Utilities and Parks Lead Hand role to oversee staff.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Manager of Public Works and Utilities → Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Maintain close liaison with the Manager of Public Works & Utilities and Parks Lead Hand with regards to activities in the Public Works and Parks department.
- Provide support when required in the operation of any light and/or heavy-duty construction and maintenance equipment.
- Plan, coordinate and supervise Public Works functions including the scheduling and assigning of work.
- Engage various trades or contractors as needed for day to day operational needs of Public Works department.
- In collaboration with department managers and lead hand(s) develop procedures and implement approved department policies.
- Ensure Public Works employees comply with all safety regulations, and all Town of Drayton Valley policies and procedures.
- Provide input to the Manager of Public Works & Utilities for the preparation of annual operational budgets
- In working with the Manager of Public Works & Utilities aid in the coordination of the repair and maintenance of Towns facilities when requested.
- In working with the Manager of Public Works & Utilities aid in the coordination of the repair and maintenance of water distribution system, sewer, and storm sewer collection system, while digging and repairing water mains, sewer mains and storm sewers, along with their respective pertinences. Assess and recommend staffing levels and requirements. Assist in hiring, training and supervising staff in accordance with policies and the collective agreement.

- Oversee Public Works equipment and make recommendations regarding purchase and replacement as necessary.
- Provide coverage and team support in the absence of the Manager of Public Works & Utilities.
- Perform other job-related duties as may be assigned from time to time

OTHER FUNCTIONS & RESPONSIBILITIES

- The Public Works Lead Hand works independently on general assignments and has considerable independence within broad policies and overall objectives of Public Works
- Provides direct input on decisions regarding Public Works staff working with General Manager of Engineering

QUALIFICATIONS AND EXPERIENCE

- Requires High School diploma
- Valid class 3 drivers license with Q-endorsement.
- Strong knowledge of construction equipment and machinery
- Demonstrated strong organizational, time management, coordinating and prioritization skills, with ability to handle many tasks concurrently
- Ability to work independently and with strong initiative, with demonstrated ability to problem-solve independently and with well-supported judgment
- Team orientation and collaborative approach
- Strong communication, interpersonal, problem solving, team building, supervisory and public relations
- Minimum 5 years' equipment experience in a related field in either the public or private sector
- Previous experience in a unionized environment is an asset

SPECIAL REQUIREMENTS

- Ability to use various types of light and some heavy-duty equipment for Municipal operation
- Special training through courses and seminars regarding parks and facilities maintenance and operations as required by the employer
- Willingness to work weekends and unscheduled hours during emergencies

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Utility Operator Trainee

DEPARTMENT: Utilities
REPORTS TO: Utilities Supervisor
JOB TYPE: Labour
LOCATION: Water Treatment Plant

GENERAL ACCOUNTABILITIES

The position involves the operation, repair and maintenance of all water and wastewater related facilities such as Water Treatment Plant, water reservoirs, supply line, water distribution system, water meters and meter reading, water turn on/off account, water valves, minor maintenance of hydrants, wastewater collection system, Wastewater Treatment facility, and wastewater lift stations. The incumbent shall perform sampling and testing of water and wastewater samples as required by Alberta Environment and maintenance of records as required for all facilities.

The incumbent should be able to perform their duties with very little supervision and shall work closely with and under the direction of the Utility Operator I, II and III.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Utilities Supervisor → Manager of Public Works & Utilities → General Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Assist in the responsibilities for the operation, repair and maintenance of all equipment and machinery in the Water Treatment Plant, Water Reservoir, Sewer Treatment Plant, Supply Lines, Pump Stations, and Sewage Lift Stations – Under the supervision of Operator I, II or III.
- Assist with Sewer Flush Truck and other minor equipment or tools.
- Assist in performing daily chemical tests to provide and adjust chemical feed rates for the provision of clean potable water supply.
- Assist in the operation, repair and maintenance of Wastewater Treatment Plant and upkeep of all required records.
- Assist in performing testing and sampling of treated water and wastewater as required by Alberta Environment.
- Assist in providing data for monthly and yearly reports for water and wastewater plants as required by Alberta Environment.
- Assist in the install, repair and test water meters, as well as upkeep of inventory records for water meters and parts.
- Assist in the carry out water meter readings as required for billing purposes.
- Assist in attending to service calls for water connections and disconnections.
- Locate and perform minor repairs on water service valves, main valves, and hydrants.
- Practice preventative maintenance in water valves and hydrants. This includes operating, checking, and thawing of main valves or flushing, drainage and thawing of hydrants.
- Assist in attending to sewer back-up calls. Unplugging, or flushing of sewer services or mains in emergency.
- Perform manual labour duties related to the repair of water main breaks, sewer blockages, hydrants, and valves.
- Operate all pick up trucks
- May be required to assist the sewer flush truck operator in case of emergency
- Attend to complaints and inquiries with regards to water and wastewater services from the public in person
- Communications in liaison with controlling agencies such as AEP.
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- High School education or equivalent.
- Desire to obtain AEP Certification through NAIT.

- NAIT Water and Wastewater Technician Program Certificate will be highly beneficial.
- Valid Alberta Class 5 Drivers' License
- Knowledge of computers
- Knowledge of the Occupational Health and Safety Act
- First Aid and CPR certification

SPECIAL REQUIREMENTS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1

Further advancement to Wage Level II, III and IV in their position will be as per the Collective Agreement, Article 26, Schedule "A"

Utility Operator I

DEPARTMENT: Utilities
REPORTS TO: Utilities Supervisor
JOB TYPE: Labour
LOCATION: Water Treatment Plant

GENERAL ACCOUNTABILITIES

The position involves the operation, repair and maintenance of all water and wastewater related facilities such as Water Treatment Plant, water reservoir, supply line, water distribution system, water meters and meter reading, water turn on/off account, water valves, minor maintenance of hydrants, wastewater collection system, Wastewater Treatment facility, and wastewater lift stations. The incumbent shall perform sampling and testing of water and wastewater samples as required by Alberta Environment and maintenance of records as required for all facilities.

The incumbent should be able to perform their duties with very little supervision and shall work closely with and under the direction of the Utility Operator II and III.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Utilities Supervisor → Manager of Public Works & Utilities → General Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for the operation, repair and maintenance of all equipment and machinery in the Water Treatment Plant, Water Reservoir, Sewer Treatment Plant, Supply Lines, Pump Stations, and Sewage Lift Stations.
- Assist with Sewer Flush Truck and other minor equipment or tools.
- Perform daily chemical tests to provide and adjust chemical feed rates for the provision of clean potable water supply.
- Operation, repair and maintenance of Wastewater Treatment Plant and upkeep of all required records.
- Perform testing and sampling of treated water and wastewater as required by Alberta Environment.
- Provide data for monthly and yearly reports for water and wastewater plants as required by Alberta Environment.
- Install, repair and test water meters, as well as upkeep of inventory records for water meters and parts.
- Carry out water meter readings as required for billing purposes.
- Attend to service calls for water connections and disconnections.
- Locate and perform minor repairs on water service valves, main valves, and hydrants.
- Practice preventative maintenance in water valves and hydrants. This includes operating, checking, and thawing of main valves or flushing, drainage and thawing of hydrants.
- Attend to sewer back-up calls. Rodding, unplugging, or flushing of sewer services or mains in emergency.
- Perform manual labour duties related to the repair of water main breaks, sewer blockages, hydrants, and valves.

- Operate ¾ ton trucks
- May be required to assist the sewer flush truck operator in case of emergency
- Attend to complaints and inquiries with regards to water and wastewater services from the public in person
- Perform Standby and/or On-Call duties as scheduled
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Alberta Environment and Protection Certification in the following:
 - Water Distribution and Treatment Level I
 - Water Treatment Level I
 - Wastewater Collection Level I
 - Wastewater Treatment Level I
- Knowledge of computers
- Knowledge of the Occupational Health and Safety Act
- First Aid and CPR certification
- Valid Alberta Class 5 Driver's License

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Utility Operator II

DEPARTMENT: Utilities
REPORTS TO: Utilities Supervisor
JOB TYPE: Labour
LOCATION: Water Treatment Plant

GENERAL ACCOUNTABILITIES

The position involves the operation, repair and maintenance of all water and wastewater related facilities such as Water Treatment Plant, Water Reservoir, supply line, Water Distribution System, water meters and meter reading, water turn on/off accounts, water valves, minor maintenance of hydrants, wastewater collection system, Wastewater Treatment Plant and wastewater lift stations. The incumbent shall perform sampling and testing of water and wastewater samples as required by Alberta Environment and maintenance of records as required for all facilities.

The incumbent should be able to perform his duties with very little supervision and shall work closely with and under the direction of the Utility Operator III.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Utilities Supervisor → Manager of Public Works & Utilities → General Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for the operation, repair and maintenance of all equipment and machinery in the Water Treatment Plant, Water Reservoir, Sewer Treatment Plant, Supply Lines, Pump Stations, Sewer Flush Truck, and Sewage Lift Stations.
- Perform daily chemical tests to provide and adjust chemical feed rates for the provision of clean potable water supply.
- Operation, repair and maintenance of Wastewater Treatment Plant and upkeep of all required records.
- Perform testing and sampling of water and wastewater as required by Alberta Environment.
- Preparation of monthly and yearly reports for water and wastewater plants as required by Alberta Environment.
- Install, repair and test water meters, as well as upkeep of inventory records for water meters and parts.
- Carry out water meter readings as required for billing purposes.

- Attend to service calls for water connections and disconnections.
- Locate and perform minor repairs on water service valves, main valves, and hydrants.
- Practice preventative maintenance in water valves and hydrants. This includes operating, checking, and thawing of main valves or flushing, drainage and thawing of hydrants.
- Attend to sewer back-up calls. Rodding, unplugging, or flushing of sewer services or mains in emergency.
- Perform manual labour duties related to the repair of water main breaks, sewer blockages, hydrants, and valves.
- Operate ¾ ton trucks
- May be required to assist the sewer flush truck operator in case of emergency
- Attend to complaints and inquiries with regards to water and wastewater services from the public in person
- Perform Standby and/or On-Call duties as scheduled
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Alberta Environment and Protection Certification in the following:
 - Water treatment Level II
 - Water distribution Level I
 - Wastewater treatment Level I
 - Wastewater collection Level I
- Valid Alberta Class 5 Drivers' License
- Knowledge of computers – Office applications and industrial control
- Knowledge of the Occupational Health and Safety Act
- First Aid and CPR certification
- Solid understanding of AEP regulations regarding water and wastewater
- Training and knowledge of field application of computers in water and wastewater treatment processes
- Full knowledge of Approvals to Operate for the Town of Drayton Valley

water and wastewater systems

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Utility Operator III

DEPARTMENT: Utilities
REPORTS TO: Utilities Supervisor
JOB TYPE: Labour
LOCATION: Water Treatment Plant

GENERAL ACCOUNTABILITIES

The position involves the operation, repair and maintenance of all water and wastewater related facilities such as the Water Treatment Plant, Water Reservoir, supply line, Water Distribution System, water meters and meter reading, water turn on/off accounts, water valves, minor maintenance of hydrants, wastewater collection system, Wastewater Treatment Plant and wastewater lift stations. The incumbent shall perform sampling and testing of water and wastewater samples as required by Alberta Environment and maintenance of records as required for all facilities.

The incumbent should be able to perform their duties with very little to no supervision and shall work closely with and under the direction of the Utilities Manager.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Utilities Supervisor → Manager of Public Works & Utilities → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for the operation, repair and maintenance of all equipment and machinery in the Water Treatment Plant, Water Reservoir, Sewer Treatment Plant, Supply Lines, Pump Stations, and Sewage Lift Stations.
- Assist with Sewer Flush Truck and other minor equipment or tools.
- Development of record forms for data required for effective operation of systems.
- Control inventory.
- Provide guidance to staff.
- Perform daily chemical tests to provide and adjust chemical feed rates for the provision of clean potable water supply.
- Operation, repair and maintenance of Wastewater Treatment Plant and upkeep of all required records.
- Perform testing and sampling of water and wastewater as required by Alberta Environment.
- Preparation of monthly and yearly reports for water and wastewater plants as required by Alberta Environment.
- Work with and supervise Capital Works Improvements to water and wastewater facilities as required.
- Install, repair and test water meters, as well as upkeep of inventory records for water meters and parts.
- Carry out water meter readings as required for billing purposes.
- Attend to service calls for water connections and disconnections.
- Develop and execute an effective Preventative Maintenance Program.
- Locate and perform minor repairs on water service valves, main valves, and hydrants.
- Practice preventative maintenance in water valves and hydrants. This includes operating, checking, and thawing of main valves or flushing, drainage and thawing of hydrants.
- Attend to sewer back-up calls. Unplugging, or flushing of sewer services or mains in emergency.
- Perform manual labour duties related to the repair of water main breaks, sewer blockages, hydrants, and valves.
- Investigation and evaluation of new products and methods.
- Coordination of work schedules for lower level operations.

- Operate all pickup trucks.
- Attend to complaints and inquiries with regards to water and wastewater services from the public in person.
- Communications in liaison with controlling agencies such as AEP.
- Perform Standby and/or On-Call duties as assigned or scheduled
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- As required by Alberta Environment and Parks Certification in the following:
 - Water Treatment Level III
 - Water Distribution Level II
 - Wastewater Treatment Level I
 - Wastewater Collection Level II
- Valid Alberta Class 5 Drivers' License
- First Aid and CPR certification.
- Ability to develop and effectively execute maintenance programs.
- Ability to solve problems using justified logic as related to water and wastewater systems.
- Solid understanding of AEP regulations regarding water and wastewater
- Training and knowledge of field application of computers in water and wastewater treatment processes
- Full knowledge of Approvals to Operate for the Town of Drayton Valley water and wastewater systems
- Knowledge of computers – Office applications and industrial control.
- Knowledge of the Occupational Health and Safety Act.
- Five (5) years' Municipal experience in water and wastewater systems.

SPECIAL REQUIREMENTS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Journeyman Mechanic

DEPARTMENT: Public Works
REPORTS TO: Public Works & Utilities Manager
JOB TYPE: Labour
LOCATION: Public Works Shop

GENERAL ACCOUNTABILITIES

The incumbent is responsible for the repair, maintenance and servicing of all municipal vehicles and mobile equipment on a regular basis. Responsible for the upkeep of the Public Works Shop and Parts Room, maintaining records for all vehicles and equipment, ordering of parts, arranging for outside servicing and repairs for all vehicles and equipment as required.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Manager of Public Works & Utilities → Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Servicing of all Municipal vehicles and equipment on a regular basis, including changing oil and filters, greasing, and checking and maintaining fluid levels, leaks, faulty or defective equipment, correcting belt wear and tension, and correcting tire pressures
- Will coordinate the preventive maintenance of all equipment operated by operators and ensure that it is done to specification

- Will assist the Manager Public Works in preparing inspections, obtaining yearly lease rates for the purchase of new trucks. Pickup truck installs wiring, beacons
- Will keep records of all equipment for their operating and maintenance costs
- Evaluation of equipment and prepare assessment reports for the replacement of equipment
- Remove parts from vehicles/equipment, if needed, order parts, pick up parts, keep inventory of parts and tools. Keep track of stock in the shop
- Troubleshooting defects, determining best repair procedures in according with the product manual technical books and industry standards
- Delivering units to/from clients and commercial vendors, road- and field-testing units, and operating a wide range of units to assist in diagnosis and repair
- Performing repairs and overhauls various components including engines, brakes, transmissions, differentials, axle assemblies, hydraulic controls, pumps, aircompressors, and electrical components such as generators and starters
- Completing work while adhering to repair manuals, technical bulletins, operating and procedural manuals, schematics, MSDS sheets, safety handbooks and blueprints
- Recording and completing all administrative procedures such as inspection sheets, authorization forms, provincial certification forms, time entries, inspections, etc.
- Organize and ensure that the shop is kept clean of all debris and oil spills and ensure that all operations are done in a safe manner
- Scheduling of regular service for all equipment
- Keep adequate inventory of parts for equipment to ensure the least amount of downtime, especially heavy equipment such as snow blowers, loaders, grader, sweeper, etc.
- Perform other duties assigned from time to time in the areas of Public Works and Utilities related to repair and maintenance
- Utilizing and adhering to shop maintenance procedures, and information systems
- Completing the required administrative procedures and forms to ensure the proper recording and communication of work recommended and/or completed (PM inspection sheets, major repair authorization forms, provincial certification forms, time entries, thirdparty inspections, etc.)
- Estimating levels of effort and effect the repairs
- In case of an emergency, perform extended hours of work as it may be requested by the Supervisor

- Act as a mentor to an apprentice mechanic as outlined in the Alberta Apprenticeship and Industry Training Program
- Operate vehicles and mobile equipment
- Other job-related duties as required.

QUALIFICATIONS AND EXPERIENCE

- Journeyman Heavy Duty Equipment Mechanic Ticket
- An automotive ticket is preferred (second to heavy duty ticket)
- Should possess the ability to operate most of the Municipal vehicles and equipment.
- Valid Class 3 driver's license from the Province of Alberta with Q-Endorsement.
- Willingness to learn on the job and update skill set through courses, adapt to a changing work environment, and develop the skill set and knowledge base for career advancement
- Strong problem solving and interpersonal skills to interact positively with internal Townstaff and the public
- Ability to accept constructive feedback and to work effectively in a fast-paced team environment
- Sound work ethic with commitment to working safely and being environmentally conscientious
- Minimum 5 years of mechanic experience
- Mechanical experience working on Municipal vehicles and equipment is a definite asset
- Working knowledge HVAC, plumbing, electrical and building codes
- Computer competency in Windows and database applications

SPECIAL REQUIREMENTS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during emergencies

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Apprentice Heavy Duty Mechanic

DEPARTMENT: Public Works
REPORTS TO: Public Works & Utilities Manager
JOB TYPE: Labour
LOCATION: Public Works Shop

GENERAL ACCOUNTABILITIES

The incumbent is responsible for the repair, maintenance and servicing of all municipal vehicles and mobile equipment on a regular basis. Responsible for the upkeep of the Public Works Shop and Parts Room, maintaining records for all vehicles and equipment, ordering of parts, arranging for outside servicing and repairs for all vehicles and equipment as required.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Public Works & Utilities Manager → General Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

Under the mentorship of the Journeyman Heavy Duty Mechanic for the Town of Drayton Valley the Apprentice Heavy Duty Mechanic's general responsibilities are:

- Servicing of all Municipal vehicles and equipment on a regular basis, including changing oil and filters, greasing, and checking and maintaining fluid levels, leaks, faulty or defective equipment, correcting belt wear and tension, and correcting tire pressures
- Will coordinate the preventive maintenance of all equipment operated by operators and ensure that it is done to specification
- Will assist the Manager Public Works in preparing inspections, obtaining yearly lease rates for the purchase of new trucks. Pickup truck install wiring,

beacons

- Will keep records of all equipment for their operating and maintenance costs
- Evaluation of equipment and prepare assessment reports for the replacement of equipment
- Remove parts from vehicles/equipment, if needed, order parts, pick up parts, keep inventory of parts and tools. Keep track of stock in the shop
- Troubleshooting defects, determining best repair procedures in according with the product manual technical books and industry standards
- Delivering units to/from clients and commercial vendors, road- and field-testing units, and operating a wide range of units to assist in diagnosis and repair
- Performing repairs and overhauls various components including engines, brakes, transmissions, differentials, axle assemblies, hydraulic controls, pumps, air compressors, and electrical components such as generators and starters
- Completing work while adhering to repair manuals, technical bulletins, operating and procedural manuals, schematics, MSDS sheets, safety handbooks and blueprints
- Recording and completing all administrative procedures such as inspection sheets, authorization forms, provincial certification forms, time entries, inspections, etc.
- Organize and ensure that the shop is kept clean of all debris and oil spills and ensure that all operations are done in a safe manner
- Scheduling of regular service for all equipment
- Keep adequate inventory of parts for equipment to ensure the least amount of down time, especially heavy equipment such as snow blowers, loaders, grader, sweeper, etc.
- Perform other duties assigned from time to time in the areas of Public Works and Utilities related to repair and maintenance
- Utilizing and adhering to shop maintenance procedures, and information systems
- Completing the required administrative procedures and forms to ensure the proper recording and communication of work recommended and/or completed (PM inspection sheets, major repair authorization forms, provincial certification forms, time entries, third party inspections, etc.)

- Estimating levels of effort and effect the repairs
- In case of an emergency, perform extended hours of work as it may be requested by the Supervisor
- Operate vehicles and mobile equipment
- Other job-related duties as required.

QUALIFICATIONS AND EXPERIENCE

- Enrolled as an apprentice through Alberta Apprenticeship and Industry Trade program working towards Journeyman Heavy Duty Equipment Mechanic ticket
- Should possess the ability to operate most of the Municipal vehicles and equipment.
- Valid Class 3 driver's license from the Province of Alberta with Q-Endorsement, or willingness to attain within 6 months of hire.
- Willingness to learn on the job and update skill set through courses, adapt to a changing work environment, and develop the skill set and knowledge base for career advancement
- Strong problem solving and interpersonal skills to interact positively with internal Town staff and the public
- Ability to accept constructive feedback and to work effectively in a fast-paced team environment
- Sound work ethic with commitment to working safely and being environmentally conscientious
- Mechanical experience working on Municipal vehicles and equipment is a definite asset
- Working knowledge HVAC, plumbing, electrical and building codes
- Computer competency in Windows and database applications

SPECIAL REQUIREMENTS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during emergencies

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of

the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Maintenance Worker

DEPARTMENT: Engineering
REPORTS TO: Facilities Manager
JOB TYPE: Maintenance
LOCATION: Civic Centre/Omniplex

GENERAL ACCOUNTABILITIES

The Town of Drayton Valley is committed to the provision of excellence in service that compliments its desire for a high level of customer satisfaction. The Maintenance Worker shares our passion to exceed our customer's needs and who possesses exceptional organizational skills and a strong work ethic. You will be responsible to perform routine and extensive preventative maintenance and repair procedures on Town buildings, mechanical equipment, and utility systems, and to ensure facility security and public safety.

Under general supervision, performs a variety of work in the general maintenance and repair of buildings, facilities & equipment addressing immediate operational and/or safety needs.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Facilities Manager → Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- To maintain all public and staff areas as a safe environment through proper maintenance and servicing
- To attend to the general upkeep of structures surrounding Town facilities and within Town

- To perform minor and major repair (through Contractors) of all buildings and equipment (Major repairs (ex: Ice Plant) are performed by or under the supervision of licensed maintenance workers) and subject to prior approval by the manager
- To perform preventative maintenance procedures on building mechanical, HVAC, structural, electrical, plumbing, air handling units and equipment on a scheduled basis; inspect belts, check fluid levels, replace filters, grease bearings, seals, etc.; repairs or replaces broken parts
- To complete daily, weekly, and monthly checklists on building equipment maintenance procedures and maintain records of scheduled maintenance procedures. Ensures that lifecycle maintenance schedules are followed & executed
- To replace/repair broken windows; doors, door locks and closets; install window blinds and minor hardware and perform general installation/maintenance tasks
- Coordinates with skilled tradesmen/contractors for the purpose of completing projects and work orders efficiently
- Responds to emergency maintenance requests by different Town departments for the purpose of ensuring a safe working condition and resolving safety concerns
- To assist with renovation/remodeling of buildings; repairs plaster and drywall; painting building structures
- Present to the Facilities and Airport Manager quarterly reports on preventative work proposed
- In consultation with the Manager of the worksite, or their designate (Facilities and Airport Manager), to obtain estimates for supplies, repairs, and order parts as needed
- Oversee and Supervise Labourers and Contract Workers when directed by the Facility Manager
- To perform other duties as required and assigned by the Facility Manager
- Ensure that all warranty and warranty work is execute efficiently and satisfactorily
- Other duties as required

QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Valid Class 5 Operator's License (abstract required)
- Understanding of the function, repair and maintenance needs of commercial/industrial HVAC, plumbing, electrical, air handling units and building components
- Ability to read and comprehend instructions, correspondence, manuals, and memos. Ability to write and to effectively present information in one-on-one and small group situations to other employees of the organization &

contractors. Ability to provide instruction on usage of equipment

- Must be able to work independently and/or as a team player
- Must have the ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics
- Excellent physical condition to successfully perform the essential physical demands of this job
- Availability to work outside of normal hours and weekends when required
- Knowledge of Occupational Health and Safety Act, Code and Regulations
- Minimum one (1) year of responsible experience in building and mechanical equipment maintenance and repair and the ability to perform the duties described
- Decision-making skills
- Computer competency in Windows applications

SPECIAL REQUIREMENTS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

SALARY / BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

OMNIPLEX & MACKENZIE CENTRE

Senior Administrative Assistant

DEPARTMENT: Omniplex
REPORTS TO: Recreation & Omniplex Manager
JOB TYPE: Administration
LOCATION: Omniplex

GENERAL ACCOUNTABILITIES

The Administrative Assistant will be required to perform an array of administrative duties. The Administrative Assistant is responsible for overseeing all administrative support and office services. This includes accounting functions, scheduling of staff, coordinating and communicating office activities, reception duties, shipping and receiving, contract management(validation, renewals), supplies and stationary, and health and safety regulations. Other duties, relevant to the position, shall be assigned as required and mutually agreed upon.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Manager of Recreation & Omniplex → General Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Provide administrative support to the Omniplex Manager
- Administer and provide support for the MAX Galaxy program for all facilities.
- Perform all accounting functions-invoices, payables, and receivables for Omniplex and MCC in coordination with Finance Department
- Interact with the Finance Department with respect to making deposits and reconciling bank transactions
- Maintain all relevant statistical data and operational information to assist management in decision process and for preparation of financial and usage reports
- Monitor and oversee the corporate budget for office and facilities management across the organization and provide updates
- Review and prepare documents, reports and other correspondence materials for the management team as may be required
- Monitor contracts and service level agreements for third party suppliers

and/or service providers and ensure contractual obligations are fulfilled

- Monitor janitorial contract, cleaning, repair and maintenance service provider and service level agreements
- Research and assist with RFPs and budget options for organizational development programs and training tools
- First point of contact for any scheduling, questions, concerns or suggestions by the staff and ice user groups
- Maintain a high level of confidentiality in all interactions
- Assist with staff scheduling in the facility
- Manage all timesheets, absence reports and incident reports
- Maintain a professional image and demeanor with all employees, management, executives, and visitors at all times
- Maintain office supply inventory levels and place orders as required
- Other job-related duties as required

OTHER FUNCTIONS & RESPONSIBILITIES

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

QUALIFICATIONS AND EXPERIENCE

- Business Administration degree or diploma considered an asset.
- 5-7 years experience as an Administrative Assistant, or relevant role, considered an asset.
- Computer competency in Windows and database applications
- A good working knowledge of office equipment
- Familiarity with accounting software an asset.
- Self-starter and intuitive worker

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion

of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Administrative Assistant – Clerk III (Omniplex)

DEPARTMENT: Omniplex
REPORTS TO: Recreation & Omniplex Manager
JOB TYPE: Administration
LOCATION: Omniplex

GENERAL ACCOUNTABILITIES

The Administrative Assistant will be required to perform an array of administrative duties. The Administrative Assistant is responsible for overseeing all administrative support and office services. This coordinating and communicating office activities, reception duties, shipping and receiving, supplies and stationary, and health and safety regulations. Other duties, relevant to the position, shall be assigned as required.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Manager of Recreation & Omniplex → General Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- To answer phone calls and in-person queries and to direct patrons as requested.
- To record facility booking requests and complete the necessary documentation for administrative purposes and for the attention of other staff members. The Administrative Assistant will assist in the development of effective information systems for accepting bookings, registrations and other functions.
- To maintain visual integrity of the reception area, brochure display areas, and bulletin boards; and to update the information displayed in these areas as required.
- To operate the cash register and to handle financial transactions, where required, with accuracy.

- To display strong customer service principles by:
 - Greeting and dealing with the public pleasantly
 - Ensuring that one's appearance is in accordance with facility standards.
 - Attending to customer concerns by dealing with the matter directly or redirecting the concern to the appropriate person, and
- To complete documentations and assignments on the computer with accuracy, and to establish the most effective and efficient systems for storing and filing paper and electronic documents.
- To be familiar with and assist the Manager or other supervisory staff with all emergency and safety procedures as required.
- To assist with the supervision of the facility and its immediate surroundings by:
 - Ensuring that the public is complying with the rules of the facility, and
 - Ensuring the comfort and safety of the public
 - Ensuring that facility misuse where necessary is documented and reported
- To accept memberships, payments, and registrations for all related functions of the facility, and to enter the information, where required, accurately.
- To assist management with marketing the facility and its services by:
 - Promoting the facility services where appropriate
 - Developing monthly newsletters and forwarding the same to identified agencies, businesses, organizations, and individuals.
 - Preparing promotional material, brochures, and posters for display within the Omniplex or distribution throughout the market area.
 - Preparing messages for the recorded message center as required.
- To complete daily deposits with accuracy and to file deposit sheets.
- To complete all necessary filing and to initiate improvements to the filing system.
- To produce records and data on facility functions as requested by the Omniplex Manager.
- To manage financial transactions and data relating to
 - Accounts Payable and Receivable, including collection
 - To assist the Manager in budget preparation with monthly and annual reports, data and documentation
 - Prepare the bi-weekly PAP
 - Maintain an inventory and track expenditure/revenue of goods sold
 - Daily banking
- To order required office materials as well as other supplies for the facility as requested by the Manager.

- Help prepare the fee schedule in cooperation with user groups and the Program coordinator
- Help prepare the Ice schedule in consultation with user groups and staff.
- Other job-related duties as required

OTHER FUNCTIONS & RESPONSIBILITIES

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

QUALIFICATIONS AND EXPERIENCE

- High School Diploma
- One year administrative experience in similar position
- Computer competency in Windows and database applications
- A good working knowledge of office equipment
- Excellent telephone etiquette and written/verbal communication skills

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Events Administrative – Clerk III

DEPARTMENT: Recreation
REPORTS TO: Recreation & Omniplex Manager
JOB TYPE: Administration
LOCATION: Omniplex

GENERAL ACCOUNTABILITIES

The Events Administrator will report on a day to day basis to the Senior Events Administrator. As an Events Administrator you will ensure the smooth delivery of events, including all the coordination of tasks, audio-visual technical needs, set up and take down requirements, liaise with renters or organizers. You will also ensure that the Clean Energy Technology Centre, Mackenzie Centre and Omniplex facilities continues to provide the highest standards of service excellence while maintaining a safe and

secure environment for our renters and staff.

Events can vary in size and complexity therefore it is essential that you can respond to the needs of customers with courtesy, warmth, and a genuine desire to provide a quality service.

This position will provide direct support to the Senior Events Administrator unless otherwise directed by the Omniplex Manager.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Senior Events Administrator → Recreation & Omniplex Manager → General Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Design and coordinate events at the Clean Energy Technology Centre, Omniplex and Mackenzie Conference Centre by the direction of the Senior Events Administrator.
- Provide support to the Senior Events Administrator.
- Prepare and set up events or meetings including coffee/tea service as needed
- Take booking inquiries and rental questions from the public for the facilities
- Communicate with clients to clarify needs and to make recommendations for event setup
- Provide general assistance or information to clients.
- Make sure inventory of kitchens is kept up to date. Restock and order supplies as needed.
- Prepare event budgets and ensure adherence
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively to provide seamless customer service
- Distribute marketing materials and information to build community and public awareness of events for the facility
- Under the direction of the Senior Events Administrator work closely with other departments to promote and assist with coordinating events in the Omniplex,

MCC and CETC.

- Coordinate equipment rentals and keep records of such rentals for the facilities
- Assist the Senior Events Administrator in initiating and coordinating volunteers for special events
- Coordinate guest lists, food service arrangements, menu planning, decorative and table setup where required and based on event type
- Support Senior Events Administrator to market the facilities
- Ensure all event areas are kept clean and in an orderly fashion through light house keeping
- Responsible for taking meeting minutes as directed by the Senior Events Administrator or Omniplex Manager
- Keep track of uniforms for each facility's event employees. Place orders for uniforms when necessary as directed by Omniplex Manager.
- Follow the Employee Code of Conduct and Employee Code of Ethics policies
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Post-secondary diploma in Event Planning, Marketing, Public or Community Relations or related field required
- Ability to work independently, utilize innovative thinking and creative problem solving
- Organizational and time management skills with a strong attention to detail
- Solid interpersonal and customer service skills with a positive and approachable attitude
- Ability to make quick, calm decisions using sound judgement
- Excellent telephone etiquette and written/verbal communication skills
- Computer competency in the Microsoft Office suite of products including Outlook, Word, Excel, Publisher and PowerPoint
- Minimum two (2) years experience in special events planning, sponsorship, implementing promotional plans, and print production.
- Experience working with community organizations and volunteers
- Managing, supervising, and providing orientation for individuals to work at events

SPECIAL REQUIREMENTS

- Days and hours of work assigned to this position may be adjusted occasionally to accommodate events
- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Facility Labourer I

DEPARTMENT: Omniplex & Mackenzie Conference Centre
REPORTS TO: Manager of Recreation & Omniplex
JOB TYPE: Labourer
LOCATION: Omniplex & Mackenzie Conference Centre

REPORTING RELATIONSHIPS

This position reports to: Manager of Omniplex → Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

Equipment/Machine Operated

- Floor scrubbers and polishers
- Vacuum Cleaner
- Lawn mower, weed-eater and hedge trimmer

General Duties

- To clean all public and staff areas in the facility, including:
 - Washroom areas
 - Hallways and lobbies
 - Dressing rooms
 - Activity areas
 - Storage and janitorial areas

- Offices and entranceways
- To perform all maintenance and upkeep duties in accordance with posted maintenance checklists.
- To assist with ice maintenance where required by performing such duties as: Moving or repositioning goal nets, minor repairs to rink boards or gates, assisting with ice making and ice removal tasks and hand edging.
- To attend to the general upkeep of the grounds surrounding the facility by: picking up garbage on grounds, mowing the grass, trimming hedges and other minor landscaping duties.
- To display strong customer service principles by: Greeting and dealing with the public pleasantly, ensuring that one's appearance is in accordance with facility standards, attending to customer concerns by dealing with the matter directly or redirecting the concern to the appropriate person, and displaying loyalty to the facility, its management, and staff.
- To assist with the preparation of the facility for various functions by performing such duties as: moving furniture and equipment, setting up audio-visual equipment and materials, and providing assistance to the event organizers.
- To be familiar with and assist the Facility Operator or other supervisory staff with all emergency and safety procedures as required.
- To assist with the supervision of the facility and its immediate surroundings by: ensuring that the public is complying with the rules of the facility, ensuring the comfort and safety of the public, and ensuring that proper closing procedures are followed at the end of the operational day.
- To complete other duties as assigned by the manager to the general maintenance and upkeep of the facility on the basis of need and the individual's ability to perform the tasks.

SPECIAL REQUIREMENTS

- Position is shift work and hours of work will vary based on operating hours
- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

QUALIFICATIONS AND EXPERIENCE

- Minimum Grade Ten (10) Education with equivalency in literacy skills
- Janitorial experience is an asset
- Strong customer service with good physical condition to perform cleaning duties
- First Aid & CPR certification
- General computer knowledge

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Facility Labourer II

DEPARTMENT: Omniplex & Mackenzie Conference Centre
REPORTS TO: Recreation & Omniplex Manager
JOB TYPE: Labourer
LOCATION: Omniplex & Mackenzie Conference Centre

REPORTING RELATIONSHIPS

This position reports to: Manager of Omniplex → Manager of Engineering → Assistant Chief Administrative Officer → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.
- Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.
- Clean all public and staff areas in the facility. Perform all maintenance and upkeep duties in accordance with posted maintenance checklists.
- Perform minor ice maintenance duties including moving or repositioning goal nets, basic flooding, minor repairs to rink boards or gates, assisting with ice making and ice removal tasks, hand edging, etc.
- Attend to the general upkeep of the grounds surrounding the facility. Display strong customer service principles by greeting and dealing with the public pleasantly, attending to customer concerns by dealing with the matter directly or redirecting the concern to the appropriate person.
- Assist with the preparation of the facility for various functions by performing duties such as moving furniture & equipment, setting up audio-visual equipment & materials, and helping event organizers.

- Follow all emergency and safety procedures. Supervise the facility and its immediate surrounding by ensuring the comfort and safety of the public while maintaining compliance of facility rules.
- Ensure proper opening and closing procedures are followed.
- Assist in maintaining records of inventory for all materials, supplies and equipment owned or managed by the Omniplex.
- Other job-related duties as assigned.

SPECIAL REQUIREMENTS

- Position is shift work and hours of work will vary based on operating hours
- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

QUALIFICATIONS AND EXPERIENCE

- High School Diploma
- One (1) year of extensive janitorial experience
- Demonstration of solid customer service skills
- Good physical condition
- Record keeping ability
- First Aid & CPR certification
- Valid Alberta Class 5 Drivers License

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Facility Labourer I (Fitness Centre)

DEPARTMENT: Omniplex & Total Works Fitness Centre
REPORTS TO: Fitness Manager
JOB TYPE: Labour

LOCATION: Total Works Fitness Centre

REPORTING RELATIONSHIPS

This position reports to: Fitness Manager → Manager of Omniplex → Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.
- Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.
- Clean all public and staff areas in the Total Works Fitness Centre
- Perform all maintenance and upkeep duties in accordance with posted maintenance checklists.
- Answer customer inquiries in person and on the telephone. Direct patrons as needed.
- Accurately record all bookings for the facility when requested.
- Process payments for all services and deposit funds appropriately.
- Ensure that all customers sign in prior to using the facility. Process and or check the membership for each customer.
- In coordination with Omniplex Manager ensure the inventory of all janitorial products and supplies in the Fitness Centre is adequate.
- Display solid customer service principles by greeting and dealing with the public pleasantly, attend to customer concerns by dealing with the matter directly or redirecting concerns to the appropriate person, and display loyalty to the facility & management.
- Supervise the facility and its immediate surrounding by ensuring the comfort and safety of the public while maintaining compliance of facility rules.
- Ensure proper opening and closing procedures are followed.
- Follow all Omniplex procedures and standards regarding use of the facility.
- Adherence to policies and direction as outlined and as applicable within the Town of Drayton Valley Health and Safety Policy.
- Other job-related duties as assigned.

SPECIAL REQUIREMENTS

- Position is shift work and hours of work will vary based on operating hours
- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

QUALIFICATIONS AND EXPERIENCE

- Minimum Grade Ten (10) Education with equivalency in literacy skills
- Janitorial experience is an asset
- Strong customer service with good physical condition to perform cleaning duties
- First Aid & CPR certification
- General computer knowledge

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level I.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Facility Operator I

DEPARTMENT: Omniplex
REPORTS TO: Recreation & Omniplex Manager
JOB TYPE: Labour
LOCATION: Omniplex & Mackenzie Conference Centre

GENERAL ACCOUNTABILITIES

The Facility Operator I is responsible for maintaining all public and staff areas within the facility, including ice surfaces, stands, locker rooms and lobbies, to ensure a clean and safe environment for all patrons.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules,

and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Manager of Omniplex → Manager of Engineering
→ Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Maintain all public and staff areas within the facility to ensure a clean and safe environment for all patrons.
- Perform all maintenance and upkeep duties in accordance with posted maintenance checklists.
- Attend to the general upkeep of the grounds surrounding the facility such as minor landscaping duties, shovelling snow, and ensuring there is no garbage on the grounds.
- Display strong customer service principles by greeting and dealing with the public in a pleasant manner, attending to customer concerns, and displaying loyalty to the facility and its management.
- Ensure that the facility is prepared for various bookings and functions in accordance with information provided in event files.
- Complete all necessary maintenance to ice surfaces including preparation of rink floor and creating ice surfaces, regular flooding & shaving of ice surfaces, edging, and installing lines & logos on the ice surfaces.
- Perform general facility maintenance tasks and other related duties.
- Assist in coordination of all activities within a predetermined schedule.
- Supervise the facility and its immediate surrounding by ensuring the comfort and safety of the public while maintaining compliance of facility rules.
- Ensure that proper closing procedures are followed at the end of the operational day.
- Take charge in an emergency situation
- Maintain a positive facility image and record all matters that require management's attention.
- Assist other Town facilities with any additional maintenance tasks and duties when required.
- Adherence to policies and direction as outlined and as applicable with-in the town of Drayton Valley Health and Safety Manual and with-in the Town of Drayton Valley Health and Safety Policy.
- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- High School Diploma
- Valid Alberta Class 5 Drivers License
- First Aid & CPR certification
- Arena Operator Level I certification or two (2) years experience in ice building and maintenance
- General knowledge and ability to operate equipment for ice and facility maintenance
- Working knowledge of ice plant operation and maintenance
- One (1) year of facility janitorial experience
- Excellent physical condition
- Strong customer service skills

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Facility Operator II

DEPARTMENT: Omniplex
REPORTS TO: Recreation & Omniplex Manager
JOB TYPE: Labour
LOCATION: Omniplex & Mackenzie Conference Centre

GENERAL ACCOUNTABILITIES

The Facility Operator II is responsible for maintaining all public and staff areas within the facility, including ice surfaces, stands, locker rooms and lobbies, to ensure a clean and safe environment for all patrons. This position provides expertise on ice making and maintenance and the training and supervision of Operator I and Facility Labourer staff.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Manager of Omniplex → Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Maintain all public and staff areas within the facility to ensure a clean and safe environment for all patrons.
- Perform all maintenance and upkeep duties in accordance with posted maintenance checklists.
- Attend to the general upkeep of the grounds surrounding the facility such as minor landscaping duties, shovelling snow, and ensuring there is no garbage on the grounds.
- Display strong customer service principles by greeting and dealing with the public in a pleasant manner, attending to customer concerns, and displaying loyalty to the facility and its management.
- Ensure that the facility is prepared for various bookings and functions in accordance with information provided in event files.
- Complete all necessary maintenance to ice surfaces including preparation of rink floor and creating ice surfaces, regular flooding & shaving of ice surfaces, surface temperature, humidity, ice depth, rink board conditions, edging, and installing lines & logos on the ice surfaces.
- Ensure that daily plant checks are completed and documented as well ensuring the plant is maintained.
- Identify and perform general facility maintenance tasks and other related duties.
- Assist in coordination of all activities within a predetermined schedule.
- Supervise the facility and its immediate surrounding by ensuring the comfort and safety of the public while maintaining compliance of facility rules.
- Ensure that proper opening and closing procedures are followed.
- Assume a leadership role by supervising other staff members and assigning tasks so all work is completed by the end of each shift.
- Take charge in an emergency situation.
- Maintain a positive facility image and record all matters that require management's attention.
- Assist with staff training and development for all aspects of the operation of the facility.
- Identify and assist in coordinating and completing preventative maintenance

requirements of all facility equipment.

- Adherence to policies and direction as outlined and as applicable within the Town of Drayton Valley Health and Safety Manual and within the Town of Drayton Valley Health and Safety Policy.
- Other job-related duties as assigned.

SPECIAL REQUIREMENTS

- Position is shift work and hours of work will vary based on events and seasonal operating hours.
- Willingness to attend training sessions as required by the employer.
- Willingness to work weekends and unscheduled hours during emergencies.

QUALIFICATIONS AND EXPERIENCE

- Excellent physical condition
- High School Diploma
- Valid Alberta Class 5 Drivers License
- Standard First Aid and CPR Certification
- Arena Operator Level II Certification or five (5) years experience in all areas of arena operation
- One (1) year of specialized/technical training related to facility operation
- Strong general maintenance skills and knowledge
- Excellent interpersonal, organizational, and verbal/written communication skills

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Events Labourer

DEPARTMENT: Omniplex & Mackenzie Conference Centre
REPORTS TO: Recreation & Omniplex Manager

JOB TYPE: Labour
LOCATION: Omniplex & Mackenzie Conference Centre

GENERAL ACCOUNTABILITIES

Your role will be to enhance customer experience at the Omniplex and Mackenzie Conference Centre by performing minor maintenance, ensuring events are ready for clients and the smooth & efficient delivery of event products within the facility. You must possess exceptional organizational skills and a strong work ethic.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Senior Events Administrator → Manager of Omniplex → Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Help with preparations and setup of events.
- Introduce yourself and work with the principal organizer/client of the function and assist them as needed.
- Provide assistance and general information to clients.
- Receive and attempt to resolve complaints and service requests.
- Provide support to the Senior Events Administrator as required.
- Ensure the safety and security of the Centre and clients is maintained at all times.
- Inspect and fulfill cleaning duties of the facilities to ensure cleanliness, tidiness, and well stocked supplies.
- Ensure setup is acceptable and cleanliness is satisfactory to the client prior to events.
- Monitor behavior of users and report suspicious and unbecoming behavior to the event organizer.
- In an emergency, assist with evacuation of clients and staff.
- Help in minor maintenance and report to management anything that needs to be repaired.
- Provide coffee/tea service and bussing as required.
- Monitor and implement policies and procedures at facility functions.
- Communicate with janitorial staff at the Mackenzie Conference Centre before and after events to ensure proper service levels.
- Supervise kitchens and bars to monitor inventory in these areas for compliance

- with AGLC and Health Board regulations.
- Ensure that event files are duly updated and forwarded to Administration for follow through.
- Assist Omniplex staff with set up and take down of events and maintain a presentable appearance of the facility.
- Other job-related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- High School diploma.
- Ability to work independently, utilize innovative thinking, attention to detail and creative problem solving.
- Solid interpersonal and customer service skills with a positive and approachable attitude.
- Excellent telephone etiquette and written/verbal communication skills.
- Computer competency in the Microsoft Office suite of products including Outlook, Word, Excel, Publisher, and PowerPoint.
- Customer service experience.
- Some experience in special events is preferable.

SPECIAL REQUIREMENTS

- Days and hours of work vary for this position to accommodate events.
- Willingness to attend training sessions as required by the employer.
- Willingness to work weekends and unscheduled hours during emergencies.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Article 9.04 of the Collective Agreement will move to Wage Level I. Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".

Receptionist – Clerk I

DEPARTMENT: Omniplex
REPORTS TO: Recreation & Omniplex Manager
JOB TYPE: Administration
LOCATION: Omniplex & Total Works Fitness Centre

GENERAL ACCOUNTABILITIES

The Receptionist is required to perform all duties related to being stationed at the front desk of the facility. As the first point of contact for patrons entering or calling the

facility, the Receptionist provides excellent customer service and addresses all inquiries professionally and effectively.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Manager of Recreation & Omniplex→ Manager of Engineering
→ Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Answer phone calls and in-person queries, respond and direct patrons as required
- Display solid customer service principles by greeting and dealing with the public pleasantly, attending to inquiries promptly, and ensuring that one's appearance and behavior is in accordance with the facility's standards
- Record facility booking requests and complete the necessary documentation for administrative purposes and for the attention of other staff members
- Maintain visual integrity of the reception area, brochure display area, and bulletin boards; and to update the information displayed in these areas as required
- Developing monthly newsletters and forwarding the same to identified agencies, businesses, organizations, and individuals
- Preparing promotional material, brochures, and posters for display within the Omniplex or distribution throughout the market area
- Operate the cash register and handle financial transactions with accuracy
- Maintain familiarity and assist the Managers or other supervisory staff with all emergency and safety procedures as required
- Assist with the supervision of the facility and its immediate surroundings by ensuring that patrons are comfortable, safe, and complying with the rules of the facility
- Accept and process membership applications, payments, and registrations for all related functions of the Omniplex
- Ensure that relevant patron personal information is entered and stored accurately and securely as per FOIP
- Ensure that vending machines are filled and maintained

- Complete weekly and monthly tracking reports for tanning bed usage, court rentals, lockers and other items as assigned
- Other job related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- High school diploma or equivalent
- Solid interpersonal and customer service skills with a positive and approachable attitude
- Excellent telephone etiquette and written/verbal communication skills
- Minimum one (1) year of experience in a reception or administrative role, preferably in a Municipal Government setting
- Computer competency in Windows applications – Microsoft Word, Excel, Internet, database applications, and network systems.

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 26, Schedule "A".