

# COLLECTIVE AGREEMENT

BETWEEN

CANADIAN UNION OF PUBLIC EMPLOYEES  
**CUPE** Local 2800

- AND -

**TOWN OF PICTURE BUTTE**



January 1, 2021 – December 31, 2023

LOU #1 Added March 31, 2022

LOU #2 Added July 21, 2023

  
Canadian Office &  
Professional Employees  
JS:LRC/COPE#491

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This Collective Agreement made in duplicate 27<sup>th</sup> day of September 2021.

**BETWEEN:**

CANADIAN UNION OF PUBLIC EMPLOYEES, Local 2800  
(Hereinafter called "Union")

**AND:**

TOWN OF PICTURE BUTTE  
(Hereinafter called "The Employer")

**ARTICLE 1: TERM OF AGREEMENT**

- 1.01 The Parties mutually agree to comply with and be governed by the conditions set out in this Agreement.
- 1.02 Any changes deemed necessary in this Agreement may be made by mutual agreement, between the Union and the Employer, in writing, at any time during the existence of this Agreement.
- 1.03 The Agreement shall come into force on January 1, 2021 and shall remain in force and effect to December 31, 2023. This Agreement shall continue from year to year unless either Party gives notice to amend or terminate not more than one hundred twenty (120) days nor less than sixty (60) days prior to the expiry date of the Collective Agreement.
- 1.04 There shall be no strike or lockout during the life of this Collective Agreement.
- 1.05 If notice to amend or terminate the Agreement has been given by either Party prior to the termination date of this Agreement, and if negotiations continue beyond the termination date of this Agreement, the Agreement will remain in full force and effect until the application provisions of the *Alberta Labour Code* have been complied with.

**ARTICLE 2: PURPOSE**

- 2.01 The purpose of this Agreement is to promote and maintain a harmonious and cooperative relationship between the Employer and the Employees.
- 2.02 To provide an amicable method of settling any differences or grievances which may arise between the Employer and the Employees.
- 2.03 To promote the mutual interest of the Employer and the Employees.
- 2.04 To provide for the operations of the Employer coming within the scope of this Agreement any methods which will further, to the fullest extent possible, the safety and welfare of the Employees, the economy, operations and protection of the property and welfare of the public and the Town.

## **ARTICLE 3: DEFINITIONS**

### **3.01 Permanent Full-time Employee:**

A Permanent Full-time Employee shall mean an Employee who is regularly required to work a minimum of thirty-five (35) hours of work or more and who has successfully completed a probationary period.

### **3.02 Permanent Part-time Employee:**

A Permanent Part-time Employee shall mean an Employee who works less than the full-time hours and who has successfully completed a probationary period.

### **3.03 Temporary Full-time and Part-time Employee:**

#### **(a) Temporary Full-time Employee:**

A Temporary Full-time Employee shall mean an Employee who is hired to fill a defined leave of absence for up to eighteen months.

A Temporary Full-time Employee is not entitled to benefits under Articles 21, 22, 23, 30 and Clause 32.03(c)(i):

- Article 21: Health and Wellness Account
- Article 22: Pension and Health Benefits
- Article 23: Seniority
- Article 30: Leaves of Absence
- Clause 32:03(c)(i) Clothing Allowance

Clause 3.03 will not apply if you are a permanent Employee working in a temporary position.

#### **(b) Temporary Part-time Employee:**

A Temporary Part-time Employee shall mean an Employee who is hired to fill a defined leave of absence for up to eighteen (18) months.

A Temporary Part-time Employee is not entitled to pro-rated benefits under Articles 21, 22, 23, 30 and Clause 32.03(c)(i):

- Article 21: Health and Wellness Account
- Article 22: Pension and Health Benefits
- Article 23: Seniority
- Article 30: Leaves of Absence
- Clause 32:03(c)(i) Clothing Allowance

Clause 3.03 will not apply if you are a permanent Employee working in a temporary position.

### **3.05 Casual Employee:**

A Casual Employee shall mean an Employee who is hired to work in an 'as needed basis to fill in, in cases where an Employee may be absent from work due to vacation,

sickness, injury, Leave of Absence, or where there is a need for extra help during periods of work overload. Casual Employees period of employment shall not exceed four (4) months. This time may be extended by mutual agreement between the Employer and the Union. Casual Employees shall be paid the Start/Probation rate of pay for the classification they are working in. Other than the rate of pay and hours of work, Casual Employees are not covered by this Agreement.

3.06 Employer:

Employer shall mean the Town of Picture Butte.

#### **ARTICLE 4: RECOGNITION**

- 4.01 The Employer recognizes the Canadian Union of Public Employees, Local 2800, as the sole bargaining agent for all Employees as specified in the *Alberta Labour Relations Certificate No.140-2002*.
- 4.02 The Employer agrees not to bargain collectively or individually with any other Labour organization affecting the Employees covered by this Agreement.
- 4.03 No Employee covered by this Agreement shall be asked or allowed to make a written or verbal agreement with the Employer, which may be in conflict with the terms of this Agreement.
- 4.04 If the Employer and the Union cannot agree on whether or not a new position is within the jurisdiction of Certificate No.140-2002, the matter shall be referred to the *Alberta Labour Relations Board* for determination.
- 4.05 Scope Clause:  
This Agreement covers Employees who occupy classifications appearing in the Appendix 'A': Schedule of Wages.

#### **ARTICLE 5: MEMBERSHIP**

- 5.01 The Employer agrees to inform new Employees that a Union Agreement and dues check-off are in effect. The Employer will provide copies of the Agreement (supplied by the Union), which will include a membership application and the Union representative to contact.

#### **ARTICLE 6: MANAGEMENT RIGHTS**

- 6.01 The Employer reserves the right to exercise the regular and customary functions of management; and to retain those residual rights of management not specifically limited by the expressed terms of this Agreement, including the right to:
- (a) Maintain order, discipline, efficiency, and to make, alter and enforce from time to time, rules, and regulations to be observed by an Employee, which are not in conflict with any provision of this Collective Agreement.

- (b) Direct the work force and to create new positions and to determine the number of Employees, if any, needed from time to time in any position, and to determine whether or not a position will be continued or declared redundant.
- (c) Hire, promote, classify, transfer, lay off and recall Employees; and
- (d) Demote, discipline, suspend or discharge.

## **ARTICLE 7: LABOUR-MANAGEMENT RELATIONS**

- 7.01 No individual Employee or group of Employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union. In order that this may be carried out, the Union shall supply the Employer with the names of its Officers, Shop Stewards, and other committee members.
- 7.02 A maximum of two (2) Employees shall be paid at their basic rate of pay during Collective Agreement negotiations, when negotiation meetings are held during working hours. The time of such meetings is to be mutually agreed to by the Parties to this contract.
- 7.03 No Union activity, other than grievance handling as set out in the Grievance Procedures, or negotiations involving both the Town and the Union, shall take place during working hours on Town property without the prior approval of the Employer.
- 7.04 Either Party to this Agreement reserves the right to external representation at all times for the purpose of negotiation and interpretation of the Collective Agreement.

## **ARTICLE 8: GRIEVANCE PROCEDURE**

- 8.01 Definition of a Grievance:  
"Grievance" shall mean any difference concerning the interpretation, application, operation, or alleged violation of this Agreement.
- 8.02 Presence of Shop Steward:  
Grievances between the Employer and an Employee or the Union, shall be discussed in the presence of the Shop Steward or authorized Union Representative.
- 8.03 Waiver of Shop Steward presence:  
The Employee(s) may waive the presence of a Shop Steward by indicating so in writing with a copy to the Chief Administrative Officer (CAO) with a copy retained by the Employee and a copy sent to the National Representative.
- 8.04 Meetings without loss of pay:  
No more than the Grievor(s) and the Shop Steward may attend grievance meetings without loss of pay.

8.05 Shop Stewards leaving the work site:

A Shop Steward shall not leave their place of work to discuss a grievance with the Employer or an Employee(s) during working hours without first notifying the CAO.

8.06 Recalls, Health and Safety, Dismissals, Layoffs:

In the case of recalls, health and safety, dismissals and layoffs, the grievance shall be initiated at Step 2 of the Grievance Procedure (CAO level).

8.07 General or Policy Grievance:

When a dispute involving a question of general application of interpretation of this Agreement occurs, Step 1 of the Grievance Procedure may be by-passed.

8.06 Replies in writing:

Replies to grievances, stating reasons, shall be in writing at all stages.

8.09 Settling of Grievances:

Grievances shall be processed in the following manner:

(a) Step 1:

An Employee who believes that they have a problem arising out of the interpretation of the Collective Agreement shall first discuss the matter with their Department Head within five (5) working days of the date they first became aware of, or reasonably should have become aware of, the occurrence.

The Department Head shall mean that person from whom an Employee normally receives their work assignments. The Employee shall have the right to be accompanied by a Shop Steward or Local Union Officer while discussing the matter with their Department Head. A sincere attempt shall be made by both Parties through discussion to resolve the problem at this level. The Department Head shall advise the Employee of their decision within five (5) working days of the date the matter was first discussed.

(b) Step 2:

If the grievance is not resolved in Step 1 then the grievance may be filed, in writing, within ten (10) working days of receipt the decision in Step 1, with the CAO. The CAO shall convene a grievance hearing within ten (10) working days of receipt of the grievance. The CAO shall render a decision to the Employee, in writing, within ten (10) working days of the grievance hearing, with a copy to the National Representative, the Shop Steward, and the Council.

(c) Step 3:

If the grievance is not resolved in Step 2 the grievance may, within ten (10) working days after receiving the decision, be filed, in writing, with Town Council. The Union shall be advised of the next Town Council meeting and shall have the opportunity to make a grievance presentation. Town Council shall submit its decision, in writing,

within ten (10) working days after the grievance presentation, with a copy to the CAO, the National Representative, and the Shop Steward.

(d) Step 4:

If the grievance is not settled in Step 3 either Party may proceed, within ten (10) working days, to submit the grievance to Arbitration.

8.10 Arbitration Procedure:

The Employer and the Union shall each appoint one (1) member to represent the respective Parties at the Arbitration Hearing. The representatives so appointed shall appoint a Chairperson but failing to agree on a selection, they shall request the Minister of Labour to select a Chairperson.

The Board's decision shall be final and binding on both Parties.

8.11 Expenses of the Board

Each Party shall pay:

- (a) The fees and expenses of its Nominee to the Board;
- (b) One-half (1/2) of the fees and expenses to the Chairperson.

8.12 Single Arbitrator

The Parties may:

- (a) Mutually agree to a single Arbitrator to hear the grievance. The use of a single Arbitrator must be acceptable to both Parties;
- (b) Each Party shall pay one-half (½) of the fees and other related expenses of the single Arbitrator;
- (c) Failure to agree shall result in appointment of an Arbitrator by the Minister of Labour.

8.13 Amending of Time Limits:

The time limits fixed in both the Grievance and Arbitration Procedure may be extended by consent of the Parties, verbally, and confirmed in writing.

## **ARTICLE 9: DISCRIMINATION**

9.01 The Employer and the Union agree that there shall be no discrimination, interference, restriction, or coercion exercised or practiced in respect of any Employee by reason of Union membership or for any reason listed in the *Alberta Human Rights Code*.



## **ARTICLE 10: UNION MEMBERSHIP CHECK-OFF**

- 10.01 The Town agrees to deduct the Union's regular monthly dues from Employees in accordance with the Rand Formula.
- 10.02 The Town shall remit the Union Dues that have been deducted from the pay of the Employees under Clause 10.01 above, to the Union by the first working day after the fifteenth (15<sup>th</sup>) calendar day in the following month. Such amount shall be accompanied by a list identifying the Employee's address, telephone number, classification, hours worked and employment status, amount of dues deducted, and the total regular wages for the period.
- 10.03 The Union shall advise the Town in writing of any change in the amount of dues to be deducted under Clause 10.02 above from the Employees.
- 10.04 Any Employee who is now a member of the Union and any Employee who hereafter becomes a member of the Union shall as a condition of employment maintain such membership.
- 10.05 The Employer shall include the amount of Union dues paid by each Union member in the previous year, on their T4 Slips for income tax purposes.

## **ARTICLE 11: PAY DAYS**

- 11.01 The Employer shall pay salaries and wages bi-weekly for the previous two (2) weeks in accordance with Appendix 'A'. On each pay day each Employee shall be provided with an itemized statement of their wages, overtime and other supplementary pay and deduction.

## **ARTICLE 12: HOURS OF WORK**

- 12.01 The regular workweek for Full-time Employees shall consist of a minimum of thirty-five (35) hours per week comprised of five (5) consecutive days, eight (8) hours per day, Monday to Friday. The scheduled start time shall be between 5:00 a.m. and 8:30 a.m. but may be adjusted by mutual agreement between the Employer and the Employee.
- (a) Any Employee hired after January 1, 2015 may be subject to scheduled hours other than that of Clause 12.01(a). Two weeks' notice shall be given for any change in scheduled hours of work.
- 12.02 The standard workweek for Part-time Employees shall be a maximum of eight (8) hours per day, but less than forty (40) hours per week. Shift start times may vary for Part-time Employees, but at no time will there be less than twelve (12) hours rest between shifts.

## **ARTICLE 13: REST PERIODS**

13.01 A paid rest period of fifteen (15) minutes in the morning and afternoon of each day will be provided for all Employees.

### **13.02 Lunch Breaks:**

All Employees shall be entitled to a one-hour unpaid meal break midway in their shift. Upon mutual agreement between the Employer and the Employee, the meal break may be reduced to one-half (½) an hour.

## **ARTICLE 14: OVERTIME**

14.01 Employees shall be paid overtime when hours worked are in excess of the hours of the Employee's regular shift.

14.02 In cases where overtime is necessary, the Employer agrees to distribute such overtime as equitably as practical, having due regard for the ability of the Employee in the job required. The Employer must authorize all overtime. The Employer shall mean the CAO or designate.

14.03 Any Employee who is not on-call and is not available on an emergency callout will not be disciplined or held responsible.

14.04 Overtime shall be paid at time and one-half (x1½) the Employee's basic rate of pay for the first four (4) hours worked, and two times (2x) the Employee's basic rate of pay thereafter.

14.05 No Permanent Employee shall be required to take time off in lieu of overtime. An Employee, by written request, may receive their overtime in lieu of payment when mutually agreed upon by the Employee and the Employer. Time in lieu is to be calculated at the applicable overtime rate.

14.06 When an Employee works overtime, they shall record on their timesheet if they want to bank the overtime, or to be paid for the overtime. Overtime may be banked to a maximum of sixty (60) hours, and any overtime over sixty (60) hours will be paid out. A maximum of five working days banked time can be taken at one (1) time. Banked time shall be taken at a time mutually agreed upon by the Employee and the Employer, and preference for time off in lieu shall follow the same basis as that established for vacation under Clause 17.08.

14.07 An Employee shall be allowed to have their overtime bank paid out at the next regular pay period upon request, provided the request is received no later than 10:00 a.m., four (4) working days prior to the scheduled pay day.

## **ARTICLE 15: STANDBY PAY**

- 15.01 Where the Employer requires an Employee to be available on Standby during off-duty hours, the Employee shall be entitled to three hundred dollars (\$300.00) per week.
- 15.02 Where an Employee is required to be available on Standby on a General Holiday, the Employee shall be entitled to an additional fifty dollars (\$50.00) Standby Pay.
- 15.03 An Employee designated by list for Standby duty shall be provided a pager and/or cellular phone and be available to return for duty if required. A Standby schedule shall be posted on a monthly basis.
- 15.04 No Standby payment shall be granted if an Employee is unable to report for duty when required.
- 15.05 An Employee on Standby who is required to report for work, shall be paid, in addition to the Standby pay, the entitlement as specified under Article 14: Overtime.
- 15.06 Standby shall be equally distributed amongst the Employees qualified to do the work.
- 15.07 A minimum payout of two (2) hours at the prevailing overtime rate, as established under Clause 14.04, shall be paid for all callouts. When an Employee is called-out, they are deemed to be 'on duty' for the minimum time paid for or until the job is completed, whichever is the longer period of time; and any further call-backs received during that period of time are considered to be a part of, or a continuation of, the original callout and are not subject to overtime minimum call-back pay.

## **ARTICLE 16: GENERAL HOLIDAYS**

16.01 The following shall be considered General Holidays:

New Year's Day	1 <sup>st</sup> Monday in August (Civic)
Provincial Family Day	Labour Day
Easter Monday	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
National Day for Truth and Reconciliation (Sep 30 <sup>th</sup> )	

- (a) One day on the last working day before Christmas Day or the first working day after Boxing Day, with prior approval. Three (3) months' notice shall be given for either the day before or the day after.
- (b) And all General Holidays proclaimed by the Town of Picture Butte, the Province of Alberta or the Government of Canada.

- 16.02 If a General Holiday falls on an Employee's regular working period and they work, they shall be paid at two times (2x) their regular rate of pay, as covered by this Agreement for each hour worked, in addition to their normal pay for the day.
- 16.03 If a General or declared Holiday falls on an Employee's regular day off, they shall be entitled to an extra days pay for same or be given the next working day off with pay.

## **ARTICLE 17: ANNUAL VACATIONS**

- 17.01 (a) In the first year of employed service all Full-time Employees shall accrue to ten (10) paid vacation days prorated based on their hire date.
- (b) In the second year of employed service all Full-time Employees shall accrue ten (10) paid vacation days.
- (c) All Permanent Employees with two (2) years of service or more shall accrue fifteen (15) paid vacation days each year.
- (d) All Permanent Employees with seven (7) years of service or more shall accrue twenty (20) paid vacation days each year.
- (e) All Permanent Employees with fifteen (15) years of service or more shall accrue twenty-five (25) paid vacation days each year.
- (f) All Permanent Employees with twenty (20) years of service or more shall accrue thirty (30) paid vacation days per year.
- (g) All Part-time Employees will accrue holidays on a pro-rated basis.
- 17.02 Vacation pay, for Permanent Employees, shall be at the regular rate of pay.
- 17.03 If a recognized General Holiday falls or is observed during an Employee's vacation period a vacation day will not be deducted for the General Holiday.
- 17.04 No more than three (3) weeks of vacation shall be taken at any one time between the months of April to September inclusive, unless authorized by the Employer because of special circumstances.
- 17.05 An Employee may only carry over the amount of vacation that the Employee is entitled to accrue in one (1) year, as per Clause 17.01, into the succeeding year. Any vacation that is not eligible to be carried over will be paid out to the Employee on the first regular pay day of the succeeding year.
- 17.06 When an Employee becomes ill for a period of three (3) or more work days or longer, or takes bereavement leave during the vacation period, the time spent on such leave shall not be deducted from vacation entitlement, and the vacation shall be rescheduled at a mutually agreeable time, provided the Employee provides a doctor's note obtained on the fourth day of illness.

- 17.07 Upon an Employee's termination of employment, the Employee shall be paid out an amount equal to all vacation earned but not taken.
- 17.08 Preference for vacation of Permanent Employees shall be on a rotational basis, for each department, provided Employees book their vacation by April 1<sup>st</sup> of each year with the CAO, or delegate.

## **ARTICLE 18: SICK LEAVE**

- 18.01 An Employee shall be granted Sick Leave with pay when they are unable to perform their duties because of a non-work-related illness, injury or medical treatment, or when they are must tend to a person to whom there is a direct duty of care, provided they have earned the necessary Sick Leave credits.
- 18.02 All Permanent, Temporary Full-time and Part-time Employees shall be entitled to accumulate Sick Leave credits to a maximum of twenty-five (25) days. Such credits shall be calculated from the date of hire with the Town and shall be accumulated, for Full-time Employees, at a rate of one and one-half (1½) days per month. Part-time Employees will accumulate sick time on a pro-rated basis.
- 18.03 Unused Sick Leave for any year shall be carried over and accumulated up to a total allowable of twenty-five (25) days with pay, any time off for sickness shall be deducted from the days allowed. Permanent Employees on staff as of the commencement of this Agreement will retain their accumulated unused Sick Leave to a total of twenty-five (25) days.
- 18.04 When an Employee has a scheduled medical appointment, with a Doctor, Dentist, Optometrist, or a treatment prescribed by a Doctor, during working hours, such time off for the appointment may be deducted from an Employee's accumulated Sick Leave credits if the Employee so requests.
- 18.05 When an Employee is unable to report to work due to illness or injury, they shall contact their Department Head on the day of the absence, unless they are not reasonably able to do so. Where possible, an Employee shall inform their Department Head if it is a work-related accident.
- 18.06 When an Employee returns to work after an illness/injury they shall be reinstated to the position they held immediately prior to the absence, provided they are able to perform the duties.
- 18.07 An Employee may be required to produce a certificate from a medical practitioner for any illness in excess of three (3) days, certifying that the Employee was unable to carry out their duties due to illness.
- 18.08 An Employee shall not accrue Vacation or Sick Leave while on Short-term or Long-term Leave.

## ARTICLE 19: SICKNESS

Clause 18.01 states: *"An Employee shall be granted Sick Leave with pay when they are unable to perform their duties because of a non-work-related illness, injury or medical treatment, or when they are must tend to a person whom there is a direct duty of care, provided they have earned the necessary Sick Leave credits."*

- 19.01 Unless using Sick Leave credits for the Employee's own non-work-related illness, injury or medical treatment, an Employee shall maintain a minimum of five (5) days accumulated Sick Leave at all times to ensure sufficient time is available to cover an illness extending into short term disability.
- 19.02 Under no circumstances shall an Employee be permitted to use Sick Leave credits for a direct duty of care where the Employee has five (5) days or less of accumulated Sick Leave.
- 19.03 Sick Leave shall not be used for the provision of childcare if the conditions in Clause 19.04 below are not otherwise met.
- 19.04 An Employee shall be granted time off work without the loss of pay to a maximum of seven (7) days in a calendar year, to care for all individuals to whom the Employee has a direct duty of care, under the following conditions:
- (a) The Employee has accrued enough Sick Leave credits to take the time off; and
  - (b) The person to whom the Employee has a direct duty of care is sick or needs assistance attending a medical appointment.
- 19.05 "Direct Duty of Care" shall mean the Employee has a responsibility to care for an immediate family member as outlined in Clause 19.04, due to no other person being available to care for that person. Immediate family member shall mean: Spouse or common-law partner; son, daughter, or any other child for whom the Employee is the primary caregiver; or parent of the Employee.
- 19.06 Should additional time be required to care for an individual under the "Direct Duty of Care" provision beyond the Sick Leave credits available to the Employee, the Employee shall take any accrued time in lieu, banked time, vacation time, and leave without pay in that order, after receiving permission from their direct Supervisor. As long as the Employee satisfies the conditions of Division 7.2 ("Compassionate Care Leave") of the *Employment Standards Code*, the Employee may receive leave without pay.
- 19.07 The Town, at its discretion, may request proof of illness or medical appointments under the duty of care provisions. The Town shall not abuse its right to request medical verification of illness by making unreasonable requests for documentation.
- 19.08 When taking Sick Leave to tend to a direct duty of care, the Employee shall contact their direct Supervisor as soon as possible, indicating the reasons for absence and expected return to work date.

**ARTICLE 20: WORKER'S COMPENSATION**

20.01 The Employer shall provide Workers' Compensation Board (WCB) coverage for all Employees.

20.02 In the event that the WCB is recommending modified duties, the Parties to this Collective Agreement shall meet in order to come to a mutually agreeable modified work program for the Employee.

20.03 Employees on WCB shall maintain all Employee benefits in Article 23.

**ARTICLE 21: HEALTH AND WELLNESS ACCOUNT**

21.01 The Employer shall contribute annually an amount of two hundred dollars (\$200.00) to all Employees. The annual amount may be carried over from year-to-year to a maximum of two (2) years. The Health and Wellness Account shall be used for medical, dental and vision expenses, as well as deemed taxable and non-taxable expenses by Canada Revenue Agency (CRA).

**ARTICLE 22: PENSION AND HEALTH BENEFITS**

22.01 All Permanent Full-time Employees shall participate in the Local Authorities Pension Plan (LAPP).

22.02 Employee Benefits:

After three (3) months of continuous employment on behalf of the Permanent Employee, the Town of Picture Butte shall pay eighty-five percent (85%) of contracts noted below.

Permanent Part-time Employee hours shall be pro-rated for the contracts noted below.

<ul style="list-style-type: none"> <li>• Alberta Health Care Insurance</li> </ul>
<ul style="list-style-type: none"> <li>• Alberta Municipal Employee Benefits:</li> </ul> <p><u>Basic Group Life:</u> Two times (2x) annual earnings rounded upwards to the next highest thousand, if not already an even thousand. Coverage will be adjusted as your salary changes. Minimum coverage amount is ten thousand dollars (\$10,000.00) and the maximum is two hundred and fifty thousand dollars (\$250,000.00).</p> <p><u>Extended Health Care</u> benefits provide coverage at one hundred percent (100%) reimbursement for reasonable and customary eligible expenses.</p>
<ul style="list-style-type: none"> <li>• <u>Short-Term Disability:</u></li> </ul> <p><u>Elimination Period:</u></p> <ul style="list-style-type: none"> <li>o In the case of an accident: .....First (1<sup>st</sup>) day of hospitalization</li> <li>o In the case of illness:.....Eighth (8<sup>th</sup>) day of illness</li> </ul> <p><u>Monthly Benefit:</u> .....Seventy-five percent (75%) of pre-disability earnings</p> <p><u>Maximum Benefit Period:</u> .....Seventeen (17) weeks</p>

<ul style="list-style-type: none"> <li>• <u>Long-Term Disability:</u></li> </ul>	
<u>Elimination Period:</u> .....	One hundred twenty (120) calendar days
<u>Own Occupation Period:</u> .....	Two (2) years
<u>Monthly Benefit:</u> .....	Seventy-five percent (75%) of monthly pre-disability Earnings
<u>Maximum Benefit Period:</u> .....	To age 65, recovery or death (whichever occurs first)
<u>Maximum Monthly Benefit:</u> .....	Forty-five hundred dollars (\$4,500.00)
<u>Benefit Tax Status:</u> .....	Taxable
<ul style="list-style-type: none"> <li>• <u>Dental Care:</u></li> </ul>	
<u>Basic and Diagnostic:</u> .....	One hundred percent (100%) reimbursement
<u>Major, Dentures and Orthodontics:</u> ..	Fifty percent (50%) reimbursement
<ul style="list-style-type: none"> <li>• <u>Vision Care:</u></li> </ul>	
<u>Maximum benefit per twenty-four (24) month-period:</u> .....	Four Hundred dollars (\$400.00)

22.03 The Town will continue to pay its share of applicable benefit premiums for a period of up to two (2) years while any eligible Employee is on Long Term Disability or Workers Compensation Benefit, provided the Employee continues to pay their share of the required premiums. If an Employee is in arrears of their share of the required premiums for a period of forty-five (45) days, the Employer shall terminate the Employees benefits.

**ARTICLE 23: SENIORITY**

23.01 Seniority shall mean the length of continuous employment with the Employer and shall continue to accrue during any authorized Leave of Absence.

23.02 Seniority shall be recognized, after the successful completion of the probation period, from the date of hire, and shall include employment prior to the date of certification of the Union.

23.03 Seniority shall be forfeited when:

- (a) An Employee is discharged for just cause and is not reinstated, or
- (b) An Employee resigns, or
- (c) Twenty-four (24) months has expired following a layoff.

23.04 The Employer shall maintain a seniority list showing when each Employee's service commenced. An up-to-date seniority list shall be sent to the Union and shall be posted on all bulletin boards by August 31<sup>st</sup> of each year.



## **ARTICLE 24: PROBATIONARY PERIOD**

- 24.01 A newly hired Employee shall serve a probationary period of three (3) months.
- 24.02 The Employer shall advise the probationary Employee of their progress during this period, no later than two (2) months after the commencement of employment.
- 24.03 The probation period may be extended by mutual agreement in writing between the Employer, the Union and the Employee. However, in no event will an Employee's total probation period exceed six (6) months. Prior to the extension of a probationary period, the Employer shall advise the Employee and the Union, in writing of the area(s) where the Employee must demonstrate improved performance.
- 24.04 During the probationary period the Employee shall be entitled to all rights and privileges applicable to their designation.
- 24.05 No Employee shall be required to serve more than one probationary period.

## **ARTICLE 25: PROMOTIONS, VACANCIES AND POSTINGS**

- 25.01 When a vacancy occurs, or a new position is created, such vacancies shall be posted in all departments for a minimum of five (5) working days. Postings shall contain the following information:
- (a) The date of the posting and the closing date for applications.
  - (b) The position description and qualifications.
  - (c) The number of weekly hours of the position.
  - (d) The basic rate of pay.
- 25.02 Qualifications shall be consistent with the job description.
- 25.03 Appointments shall be made from Employees who have the required qualifications and ability for the position. These being equal, seniority will be the governing factor.
- 25.04 The successful applicant shall maintain all seniority and benefits.
- 25.05 A current Employee who is the successful applicant on a posting shall be considered on a trial period in their new position for a period of three (3) months.
- (a) During the trial period the Employee will be compensated according to the rate of pay of the new position they have been promoted to.
- 25.06 During this trial period the Employee may choose to return to their former position, or the Employer may direct the Employee to return to their former position should the Employee not be able to perform the new duties. The Employee shall suffer no loss of seniority and

shall revert back to their former wage. Any other Employees promoted or transferred and affected by this, shall also revert back to their former positions and rate of pay, without loss of seniority.

- 25.07 The trial period may be extended by mutual agreement in writing between the Employer, the Union, and the Employee. However, in no event will an Employee's total trial period exceed six (6) months. Prior to the extension of a trial period, the Employer shall advise the Union and the Employee, in writing of the area(s) where the Employee must demonstrate improved performance.
- 25.08 Within two (2) weeks of the posting closing date, applicants shall be advised of the successful applicant.
- 25.09 A copy of all postings, hires, Employee transfers and terminations shall be sent to the Union and the Shop Steward.
- 25.10 The Employer agrees that Employees will be provided with the opportunity to attend job training programs as determined by the Employer on the basis of job requirements and classifications.

#### **ARTICLE 26: LAYOFF AND RECALL**

- 26.01 In the event of layoffs, layoffs shall be done on the basis of seniority provided that those Employees with the most seniority have the ability to fill the positions.
- 26.02 Employees to be laid off shall be given advance written notice of layoff or pay in lieu.
- (a) Permanent Employees shall receive two (2) weeks' notice for each year of service with the Employer up to a maximum of eight (8) weeks' notice of any potential layoff.
- 26.03 Employees on layoff shall be given first priority to recall in order of seniority, when a position becomes available with the Employer.
- 26.04 Employees shall have twenty-four (24) months to be eligible for recall rights with the Employer and shall suffer no loss of seniority.
- 26.05 The Employer shall discuss the layoffs with the Union no less than three (3) weeks prior to their occurrence.

#### **ARTICLE 27: CLASSIFICATIONS AND JOB DESCRIPTIONS**

- 27.01 The Employer shall provide the Union with a list of current bargaining unit job descriptions and the qualifications for each job description.

27.02 Amendments to the job descriptions shall be made only in consultation and mutual agreement with the Union.

## **ARTICLE 28: DISCIPLINE AND DISMISSAL**

28.01 An Employee who has completed their probationary period may only be disciplined or dismissed for just cause.

28.02 Disciplinary action shall be carried out in the following order: oral warning (of which a written notation of such oral warning shall be placed in the Employees personnel file), written warning, suspension, and dismissal.

28.03 An Employee has the right to have a Union representative present and shall be advised of such right prior to any meetings that may give rise to disciplinary action.

28.04 When a disciplinary action is taken and recorded on the Employee's file, the Employee and the Shop Steward shall be given a copy of the disciplinary action.

28.05 Any written disciplinary notation or warning shall be removed from management record and deemed void after an Employee has maintained a clear record with no disciplinary warning or suspension for twenty-four (24) months.

28.06 Personnel Record Access:

Employees shall have the right to review their personnel file held by the Town of Picture Butte provided they make an appointment in advance. The Employee may have a Union Steward present at the time of said review. No copies of documents relating to an Employee's performance may be placed on the Employee's personnel file without the Employee receiving a copy of such document. If an Employee is not copied on such document, it will be removed from their personnel file.

## **ARTICLE 29: CHANGE OF WORK**

29.01 The CAO may select an Employee to act as Lead Hand or Foreman in the absence of either Employee. The selection shall be made on the basis of seniority of the qualified Employees.

29.02 Any qualified Permanent Employee who is placed in another position, carrying a different rate of pay will receive the rate of pay applicable to same for the hours worked in that other position. No Employee shall be paid less than their permanent classification.

## **ARTICLE 30: LEAVES OF ABSENCE**

30.01 (a) Leaves of Absence without pay will not be granted on a routine basis. Applications for Leave must be in writing and presented to the Employer at least four (4) weeks prior to the anticipated date of commencement of the Leave, or the Employee shall provide reasons as to why this was not possible. Applications shall indicate the date

of departure on Leave and the date of return. Such Leave may be granted to an Employee at the discretion of the Employer and the Employee shall not work for gain during the period of Leave of Absence except with the express consent of the Employer.

- (b) Employees shall cease to earn Sick Leave and Vacation accruals upon any Leave of Absence.
- (c) Employees granted a Leave of Absence for a period in excess of thirty (30) calendar days shall make the necessary arrangements to prepay both the Employee's share and the Employer's share of all contributing benefit and pension plans.

**30.02 For Union Business:**

When an Employee attends a meeting between the Employer and the Union, dealing with Union business, the Employee shall suffer no loss of pay. Non-business hours for meetings will be encouraged.

**30.03 For Union Conventions and Meetings:**

- (a) Leave of Absence, without pay and without loss of seniority, shall be granted upon request to Employees elected or appointed to represent the Union at Union Conventions.
- (b) Leave of Absence, without pay, shall be granted to Employees to attend Executive and Committee Meetings of CUPE, its affiliated or chartered bodies, providing sufficient notice of intent to take Leave of Absences is given to the Town.
- (c) Employees granted a Leave under the terms of this clause will receive their regular pay and fringe benefits for the period of their absence and in turn, the Town will invoice the Secretary Treasurer of the Union for all costs. Local 2800 agrees to promptly reimburse the Town upon receipt of said invoice within four (4) weeks.

**30.04 Bereavement Leave:**

Special Leave of Absence with pay shall be granted in the case of death of a member of the immediate family.

Maximum Leave of Absence of five (5) days shall be granted upon the death of a:

Mother	Father	Grandparent	Sister
Brother	Spouse	Child	Step Parent
Step Child	Mother-in-law	Guardian	Father-in-law
Grandchild			

Maximum Leave of Absence of three (3) days shall be granted upon the death of a:

Brother-in-law	Sister-in-law	Niece	Nephew
Aunt	Uncle	Grandparent of Spouse	

30.05 When an Employee attends a death or burial of any family member, as defined in 30.04, that occurs in excess of five hundred (500) kilometres from an Employees place of residence, an additional two (2) days unpaid Leave shall be granted.

30.06 Jury Duty:

Leave for an Employee to serve as a Crown witness at a scheduled session of the Court in response to notice to attend or a subpoena, provided that any fee excluding traveling and living expenses received by the Employee for acting in such a capacity be paid to the Town, and that the Employee is not charged with any offense, will present proof of service and the amount of pay received.

Jury and Witness Leave shall be granted to an Employee subpoenaed to appear, provided the Employee is not charged with the offense. The Leave will be granted with pay, and with the Court stipend to be paid to the Town, and the Employee will retain any allowance for living and traveling expenses.

30.07 Maternity Leave:

Both the Union and the Town of Picture Butte recognize the provisions and authority of the Maternity/Paternity Benefits section of the *Employment Standards Code of Alberta*.

30.08 Birth of a Child

Two (2) days with pay will be allowed to Employees to attend the birth or adoption of a child.

## **ARTICLE 31: WAGES AND CLASSIFICATIONS**

31.01 List of all Classifications and current wages is contained in Appendix "A".

## **ARTICLE 32: ALLOWANCES**

32.01 Employees required to use their own automobile for traveling or business for the Town other than their traveling to and from work time, will be paid at the same rate as Town Officials.

32.02 Employees, who use company vehicles for the purposes of the Employer, shall abide by the Town Vehicle Use Policy.

32.03 Employee Safety Clothing:

- (a) Based on the assigned work, shop-owned slicker, rubber boots, gloves and mitts will be made available to Employees when required.
- (b) The Employer shall provide coveralls, uniforms and gloves as required.

- (c) Clothing Allowance:
  - (i) With proof of purchase, each year the Employer will provide a maximum reimbursement of two hundred and fifty dollars (\$250.00), for each Permanent Full-time Employee's CSA approved safety boots.
  - (ii) If the condition of a Permanent Full-time Employee's safety boots does not require replacement, the Employee may direct their clothing allowance, for that year, with proof of purchase, towards the costs of a parka meeting the minimum requirements of the *Canadian Centre for Occupational Health and Safety's High Visibility Safety Apparel for Medium Risk: Class 2 or 3*.
- (d) Clothing will remain the property of the Employer and shall be returned to the Employer when an Employee leaves the employ of the Town.
  - (i) Notwithstanding this section, Clothing purchased and approved through the Clothing Allowance will remain the sole property of the Employee.
- (e) Any Employee who is supplied with clothing, and through carelessness or neglect damages, destroys, or loses any of it shall replace or pay for same.
- (f) Due to unusual circumstances, the Department Head may authorize and provide additional protective clothing/equipment as required.

### **ARTICLE 33: GENERAL PROVISIONS**

33.01 Employees whose jobs are not in the bargaining unit shall not work on any jobs that are included in the bargaining unit except in the event of an emergency.

33.02 Except where expressly authorized in this Collective Agreement, there will be no pyramiding of premiums.

33.03 Loss of Licence:

- (a) Employees who are required to maintain a valid Province of Alberta Operators Licence for the purpose of their work with the Employer may be terminated from their employment in the event of the loss of Operators Licence for a period of more than one (1) month or unless alternate employment can be mutually agreed upon.
- (b) In the event of such loss of Operators Licence the affected Employee may be offered the first available position to which they are qualified.

### **ARTICLE 34: MEDICAL EXAMINATIONS**

34.01 Applicants for employment may be required to take a medical examination by a medical doctor designated by the Employer. The cost of such medical examination shall be borne by the Employer and shall take place prior to the commencement of employment.

## **ARTICLE 35: EMERGENCY SERVICES**

35.01 Article 35 will only apply to Employees in the Emergency Services Department.

### **35.02 Hours of Work**

- (a) Employees shall be paid overtime when hours worked are in excess of the hours of the Employee's regular shift.
- (b) Emergency Services positions are not bound to a standard work week and will be scheduled on a rotation throughout the week. Emergency Services Employees may be scheduled to work shifts between eight (8) hours and twenty-four (24) hours. A twenty-four (24) hour shift includes eleven (11) hours of work and thirteen (13) hours of standby.

### **35.03 Standby Pay**

Standby pay for Emergency Services Employees will be at the rate of two dollars (\$2.00) per hour.


### **35.04 General Holidays**

If a General Holiday falls on an Employee's regular working period and they work, they shall be paid at one times (1x) their regular rate of pay, as covered by this Agreement for each hour worked, in addition to their normal pay for the day.

\*\*\*\* \*\* \*\*\*\*

IN WITNESS WHEREOF, THE PARTIES HAVE  
EXECUTED THIS AGREEMENT

this 27<sup>th</sup> day of September 2021.

<b>ON BEHALF OF Canadian Union of Public Employees, Local 2800</b>	<b>ON BEHALF OF Town of Picture Butte</b>
	
<b>Dated: September 27, 2021</b>	<b>Dated: September 27, 2021</b>



**Appendix “A”: Schedule of Wages**

CLASSIFICATIONS	JANUARY 1, 2020 (2.25%)	
	Probationary	Regular
Municipal Clerk	21.33	25.92
Administrative Assistant	17.91	20.21
Public Works Foreman	30.43	32.89
Public Works Lead Hand	26.47	29.81
Recreation Lead Hand	26.73	30.11
Water and Wastewater Operator	26.47	29.81
Public Works I	22.25	24.54
Public Works II - Utilities Assistant	24.33	26.81
Public Works II - Facilities & Parks	24.33	26.81
Public Works II - Equipment Operator	24.33	26.81
Emergency Medical Technician (EMT)	25.57	30.16
Emergency Medical Responder (EMR)	21.00	24.70
Lead Emergency Medical Technician	25.57	30.16
Municipal Enforcement Officer	23.79	26.22

CLASSIFICATIONS	JULY 1, 2021 (1%)	
	Probationary	Regular
Municipal Clerk	24.57 (adjusted)	27.08 (adjusted)
Administrative Assistant	20.33 (adjusted)	22.59 (adjusted)
Public Works Foreman	30.73	33.22
Public Works Lead Hand	26.73	30.11
Recreation Lead Hand	26.73	30.11
Water and Wastewater Operator	26.73	30.11
Public Works I	22.47	24.79
Public Works II - Utilities Assistant	24.57	27.08
Public Works II - Facilities & Parks	24.57	27.08
Public Works II - Equipment Operator	24.57	27.08
Emergency Medical Technician (EMT)	25.45	29.50
Emergency Medical Responder (EMR)	21.68	25.52
Lead Emergency Medical Technician	25.82	30.46
Municipal Enforcement Officer	24.57	27.08

CLASSIFICATIONS	JANUARY 1, 2022 (1%)	
	Probationary	Regular
Municipal Clerk	24.82 (adjusted)	27.35 (adjusted)
Administrative Assistant	22.69 (adjusted)	25.04 (adjusted)
Public Works Foreman	31.04	33.55
Public Works Lead Hand	27.00	30.41
Recreation Lead Hand	27.00	30.41
Water and Wastewater Operator	27.00	30.41
Public Works I	22.69	25.04
Public Works II - Utilities Assistant	24.82	27.35
Public Works II - Facilities & Parks	24.82	27.35
Public Works II – Equipment Operator	24.82	27.35
Emergency Medical Technician (EMT)	25.70	29.80
Emergency Medical Responder (EMR)	21.90	25.77
Lead Emergency Medical Technician	26.09	30.76
Municipal Enforcement Officer	24.82	27.35

CLASSIFICATIONS	JANUARY 1, 2023 (0%)	
	Probationary	Regular
Municipal Clerk	24.82	27.35
Administrative Assistant	22.69	25.04
Public Works Foreman	31.04	33.55
Public Works Lead Hand	27.00	30.41
Recreation Lead Hand	27.00	30.41
Water and Wastewater Operator	27.00	30.41
Public Works I	22.69	25.04
Public Works II - Utilities Assistant	24.82	27.35
Public Works II - Facilities & Parks	24.82	27.35
Public Works II – Equipment Operator	24.82	27.35
Emergency Medical Technician (EMT)	25.70	29.80
Emergency Medical Responder (EMR)	21.90	25.77
Lead Emergency Medical Technician	26.09	30.76
Municipal Enforcement Officer	24.82	27.35

## **Appendix “B”: Job Descriptions**

- Municipal Clerk
- Administrative Assistant
- Public Works Foreman
- Public Works Lead Hand
- Recreation Lead Hand
- Water and Wastewater Operator
- Public Works I
- Public Works II – Utilities Assistant
- Public Works II – Facilities & Parks
- Public Works II – Equipment Operator
- Emergency Medical Technician (EMT)
- Lead Emergency Medical Technician (EMT)
- Municipal Enforcement Officer
- Emergency Medical Responder (EMR)

LETTER OF UNDERSTANDING  
BETWEEN  
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2800  
(Hereafter Called the Union)  
and  
Town of Picture Butte  
(Hereafter Called the Employer)

RE: AGREEMENT TO HIRE NEW WATER AND WASTEWATER OPERATOR

The Union and the Employer agree that the following terms and conditions shall be applicable to the hiring of a new employee at the Picture Butte Water and Wastewater Treatment Plant.

Nothing in this Letter of Understanding shall be construed as altering the existing rights and/or obligations of either party under the provisions of the collective bargaining agreement except as specified.

The parties further agree that the terms of this agreement may be changed at any time by mutual agreement of both parties.

This Letter of Understanding becomes effective upon the date of signing by the parties and will remain in force and in effect until either party serves the other with thirty (30) calendar days written notice to terminate the provisions as contained herein.

This Agreement to Hire is agreed to under the following terms and conditions:

1. This Agreement will take effect upon signing and is terminated once the allotted time has been completed and/or the position has been filled
2. Alan Yoshida is the successful applicant for the Public Works 1 position that closed on March 25<sup>th</sup>, 2022
3. Alan Yoshida will remain in the position of Water and Wastewater Operator for sixty (60) days following the signing of this agreement to facilitate the interviewing and hiring of a new Water and Wastewater Operator.

4. Alan Yoshida will begin working as Public Works I after completing sixty (60) days in the position of Water and Wastewater Operator following the signing of this agreement
5. Alan Yoshida will begin working as Public Works I once the Water and Wastewater Operator position is filled before the sixty (60) day period is completed
6. A request for a one month extension to this agreement must be provided in writing from one of the parties within seven (7) days of the expiry of this agreement and an extension will be granted with mutual agreement of the parties

In witness whereof the parties hereto have caused this agreement to be executed this 30<sup>th</sup> day of March 2022

  
Deena Kapacila on behalf of CUPE Local 2800

Michelle Overbeeke on Behalf of the Employer

DATE: March 31, 2022

DATE: March 31, 2022

LETTER OF UNDERSTANDING

BETWEEN

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2800

(CUPE)

and

EMPLOYER

(Employer)

RE: AGREEMENT TO INCREASE WATER AND WASTE WATER OPERATOR WAGES

The {Union} and {Employer} agree that the following terms and conditions shall be applicable to the Appendix A Schedule of Wages

Nothing in this Letter of Understanding shall be construed as altering the existing rights and/or obligations of either party under the provisions of the collective bargaining agreement except as specified.

This Letter of Understanding becomes effective upon date of signing by the parties.

This Agreement to is agreed to under the following terms and conditions:

	Probation	Regular
<b>Water and Wastewater Operator</b>		
Three (3) required legislated certifications	\$ 30.41	\$ 32.00
Four (4) required legislated certifications	\$ 32.00	\$ 33.00
Five (5) to Six (6) required legislated certifications	\$ 33.00	\$ 34.50

In witness whereof the parties hereto have caused this agreement to be executed this 27<sup>th</sup> day of June 2023

Darren Charlesworth on behalf of CUPE Local 2800

Keith Davis on Behalf of the Employer

DATE: June 27/2023

DATE: 4 July, 2023



# Picture Butte

## *Picture Perfect!*

**POSITION TITLE:** Municipal Clerk  
**REPORTS TO:** Director of Corporate Services and/or CAO  
**SUBORDINATE POSITIONS:** N/A

### **POSITION SUMMARY:**

The primary responsibility of this position is accounts payable / receivable, tax roll maintenance and customer service. It requires interacting with department heads and elected officials along with the general public.

### **MINIMUM QUALIFICATIONS:**

- Must work well with the public in person, by telephone or by mail.
- Three to five years related experience in a municipal environment.
- Must have extensive experience with computers and considerable knowledge and ability in business principles.
- Basic accounting courses an asset.
- Financial courses with studies in Local Government an asset.
- Minimum Grade 12 education. Post-secondary admin. training an asset.

### **REQUIRED SKILLS AND ABILITIES:**

- Considerable knowledge of accounting and office practices and procedures.
- Proficiency in understanding and using computer software programs as well as data entry, record keeping and systems maintenance.
- Ability to establish and maintain effective working relationships with other employees, representatives of other agencies and the public.
- Ability to handle multiple priorities effectively and meet deadlines.
- Attention to detail, good communication skills, ability to work without close supervision.

### **RESPONSIBILITIES:**

- **Financial**
  - Maintaining and processing of accounts payable and receivable including preparation of cheque runs. Preparation of documents and reports for the settlement of all accounts receivable.
  - Daily receipts and cash out.
  - Processing payments for taxes, utilities, business/dog licenses, sundry items (photocopying, faxing, etc.)
  - General maintenance of tax roll files, AP/AR files, utility account files and other existing files.
  - General correspondence for accounts.

**RESPONSIBILITIES continued...**

- Maintenance and processing of tax payment accounts.
- Maintenance and processing of utility payment accounts.
- Bulk water files – maintenance and invoicing.
- Preparation of tax certificates.
- Maintenance of business license records.
  
- **Customer Service**
  - Processing complaints by phone, front counter, letter and forwarding to appropriate department.
  - Serve at reception counter, greeting customers and visitors, making referrals to appropriate individuals or businesses in town.
  - Switchboard.
  - Faxing: incoming/outgoing.
  - Processes requests for information regarding town properties.
  
- **Other**
  - Assist with the preparation of council agendas and supporting documents for council meetings.
  - Order office supplies.
  - Maintain booking services for Community Centre and other Town facilities
  - Provide basic training to other Town staff on applicable software and filing systems etc.
  - Performance of duties of similar complexity as assigned from time to time by the Director of Corporate Services or CAO.

**OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.





# Picture Butte

## *Picture Perfect!*

**POSITION TITLE:** Administrative Assistant  
**REPORTS TO:** Director of Corporate Services and/or CAO  
**SUBORDINATE POSITIONS:** N/A

### **POSITION SUMMARY:**

The position provides daily administrative support to the Chief Administrative Officer, Director of Corporate Services, Director of Operational Services and Town Council. The following is not an all-inclusive listing of work requirements.

### **MINIMUM QUALIFICATIONS:**

- Minimum grade 12 education.
- Must have experience with computers and knowledge of and proficiency in Microsoft Word, PowerPoint, and Excel.
- Must work well with the public, in person, by telephone or by mail.
- Basic accounting skills and post-secondary admin training an asset.

### **REQUIRED SKILLS AND ABILITIES:**

- Considerable knowledge of office practices and procedures.
- Knowledge and experience in website maintenance and development, internet, municipal software, multi-media and related software, computer desktop software and techniques.
- Proficiency in understanding and using computer software programs as well as data entry, record keeping and systems maintenance.
- Ability to establish and maintain effective working relationships with other employees, representatives of other agencies and public.
- Ability to handle multiple priorities effectively and meet deadlines.
- Ability to take and transcribe minutes of meetings.
- Attention to detail, good communication skills, ability to work without close supervision.

### **RESPONSIBILITIES:**

- **Customer Service**
  - Serve at reception counter, greeting customers and visitors, making referrals to appropriate individuals or businesses in town.
  - Switchboard.
  - Processing complaints by phone, front counter, letter and forwarding to appropriate department.
  - Handle email queries and activities related / generated from email.
  - Development and creation of brochures, presentations, reports, etc.
  - In house publications: newsletters, PowerPoint presentations, etc.

**RESPONSIBILITIES continued...**

- Maintenance of seasonal ice schedule
- Obtains promotional materials and community events information for general inquiries.
  
- **Council**
  - Coordinate meetings/special events for Council and Administration.
  - Assists with preparation of agendas for Council and Committee meetings.
  - Assists with preparation of Council Calendar.
  - May be required to record minutes of Council and Committee meetings and other meetings outside of regular business hours.
  - Maintains electronic files of minutes and resolution listings.
  - Maintains minute books.
  - Prepare presentations / reports as directed for Council / Public review
  - General correspondence for CAO and Council
  - Identifies sources for and conducts basic research, on a variety of topical information and data areas, including internet research, for Council and CAO.
  - Processes Program, Course, Conference registrations – for council, management, and other staff.
  - Prepares articles for newspapers and newsletters for administration, council, and department managers.
  - Draft bylaws and policies for the Town.
  
- **Other**
  - Performance of duties of similar complexity as assigned from time to time by the DCS or CAO.
  - Assume the daily duties of the Municipal Clerk in their absence & as needed.

**OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.



# Picture Butte

## *Picture Perfect!*

**POSITION TITLE:** Public Works Foreman  
**REPORTS TO:** Director of Operations  
**SUBORDINATE POSITIONS:** Water and Wastewater Operator, Public Works I and Public Works I

### **POSITION SUMMARY:**

The Public Works Foreman position is required to work with and manage public works staff in carrying out their daily duties in operating, maintaining, and repairing town infrastructure and equipment pertaining to the water distribution and wastewater treatment systems, streets, sidewalks, storm drainage, parks, buildings, and facilities.

### **MINIMUM QUALIFICATIONS:**

- Class II Water Distribution Operators Certificate
- Class II Wastewater Collection Operators Certificate
- Fulfillment of at least two of the Public Works II positions' minimum qualifications
- Valid Alberta Class 3 Driver's License with Q Endorsement
- Standard First Aid/CPR certificate
- WHMIS/TDG certification
- Experience working in a public works or related department

### **REQUIRED SKILLS AND ABILITIES:**

- Three to five years' experience in a municipal environment or related industry
- Experience in organizing, coordinating, and supervising skilled or unskilled workers.
- Ability to establish and maintain effective working relationships with the public, employees, and representatives of other agencies.
- Advanced operation and coordination of all Public Work's Department's small hand tools, power tools, light equipment, heavy equipment, and vehicles.
- Considerable knowledge of municipal operations and maintenance practices and procedures
- Ability to respond to various tasks as requested or required
- Ability to work without close supervision
- Ability to lift twenty (20) kgs.
- Understanding of the *Occupational Health and Safety Act, Regulation and "Code"*. Ability to follow safe work practices, as outlined by the municipality, Workers Compensation Board, and Other Governing Bodies
- Ability to receive training for the operation and maintenance of municipality's equipment and facilities as required
- Must reside within twenty (20) minutes of Picture Butte on all-weather roads

**RESPONSIBILITIES:**

- Coordinate and assist in the supervision of Public Works Department employees and any temporary or seasonal workers.
- Take responsibility for specific tasks, duties, and functions within the Public Works department.
- Coordinate and assist in the operation, maintenance, repair, and construction of the Town's infrastructure including storm drainage, water distribution and wastewater treatment systems, streets, sidewalks, signs, parks, recreation facilities and Town buildings.
- Oversee contractors who are hired to operate, maintain, repair or construct Town infrastructure relating to storm drainage, water distribution and wastewater treatment systems, streets, sidewalks, signs, parks, recreation facilities and Town buildings.
- Safely operate, advise, co-ordinate and assist in the operation, maintenance, repair and replacement of Public works equipment and vehicles.
- Oversee the Water and Wastewater Operator in the fulfillment of their duties regarding the maintenance, construction and repair of the water distribution system and sanitary sewer system.
- Coordinate and assist in providing waste collection services.
- Oversee and assist with snow removal and road sanding practices according to the Town's snow removal policy.
- Properly orientate and train Public Works Staff in regards to their responsibilities, safe work practices, and other municipal operations.
- Participate and coordinate activities with the Health and Safety Committee.
- Ensure workplace practices are in accordance with the *Occupational Health and Safety Act, Regulation and "Code"* and the Town's Health and Safety Procedures.
- Assist with the preparation of annual budgets for all Public Works departments.
- Assist with the management of approved annual budgets and follow the Town's purchasing policy.
- Assist with arranging and maintaining a preventative maintenance program for all Town-owned infrastructure
- Work On-Call
- Report all misuse, vandalism, damage sustained to Town property
- Performance of other related duties as assigned by the CAO or Director of Operations
- "West Nile" / herbicide / pesticide spraying
- Assist with bylaw enforcement within the Town limits
- Respond to any emergencies that fall within work responsibilities as outlined above.

**OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.



# Picture Butte

## *Picture Perfect!*

**POSITION TITLE:** Public Works Lead Hand  
**REPORTS TO:** Director of Operations  
**SUBORDINATE POSITIONS:** Public Works I and Public Works II – Equipment Operator,  
Public Works II – Utilities Assistant and Casual Employees

### **POSITION SUMMARY:**

The Lead Hand position is required to work with and manage public works staff in carrying out their daily duties in operating, maintaining, and repairing town infrastructure and equipment pertaining to Town owned floral areas, streets, sidewalks, streetscapes, storm drainage and buildings. This position is also required to assist the Water and Wastewater Operator in their duties pertaining to the operation, maintenance, repair and construction of the water distribution system and wastewater system.

### **QUALIFICATIONS:**

- Fulfillment of at least two of the Public Works II positions' qualifications
- Valid Alberta Class 3 Driver's License with Q Endorsement
- Standard First Aid/CPR certificate
- WHMIS/TDG certification
- Experience working in a public works or related department

### **REQUIRED SKILLS AND ABILITIES:**

- Three to five years' experience in a municipal environment or related industry
- Experience in organizing, coordinating, and supervising skilled or unskilled workers.
- Ability to deal tactfully and effective working relationships with the public, employees, and representatives of other agencies.
- Advanced operation and coordination of all Public Work's Department's small hand tools, power tools, light equipment, heavy equipment, and vehicles.
- Considerable knowledge of municipal operations and maintenance practices and procedures.
- Ability to communicate clearly verbally and in writing.
- Good computer skills and proficient in Microsoft Office.
- Ability to work without close supervision.
- Ability to respond to various tasks as requested or required.
- Understanding of the *Occupational Health and Safety Act, Regulation and "Code"*. Ability to follow safe work practices, as outlined by the municipality, Workers Compensation Board, and Other Governing Bodies
- Ability to receive training for the operation and maintenance of municipality's equipment and facilities as required.
- Must reside within twenty (20) minutes of Picture Butte on all-weather roads.
- Be able to lift 20 kilograms.

**RESPONSIBILITIES:**

- Coordinate and assist in the supervision of Public Works Department employees and any temporary or seasonal workers.
- Take responsibility for specific tasks, duties, and functions within the Public Works department.
- Coordinate and assist in the operation, maintenance, repair, and construction of the Town's infrastructure including Town owned floral areas, storm drainage, streets, streetscapes, sidewalks, signs and Town buildings.
- Oversee contractors who are hired to operate, maintain, repair or construct Town infrastructure relating to Town owned floral areas, storm drainage, streets, sidewalks, signs and Town buildings.
- Safely operate, advise, co-ordinate and assist in the operation, maintenance, repair and replacement of Public works equipment and vehicles.
- Assist the Water and Wastewater Operator in the fulfillment of their duties regarding the maintenance, construction and repair of the water distribution system and sanitary sewer system.
- Coordinate and assist in providing waste collection services.
- Oversee and assist with snow removal and road sanding practices according to the Town's snow removal policy.
- Properly orientate and train Public Works Staff in regards to their responsibilities, safe work practices, and other municipal operations.
- Participate and coordinate activities with the Health and Safety Committee.
- Ensure workplace practices are in accordance with the *Occupational Health and Safety Act, Regulation and "Code"* and the Town's Health and Safety Procedures.
- Assist with budget/capital development and ongoing maintenance of the annual operating and capital budgets, including providing information and reports as required for all Public Works departments and follow the Town's purchasing policy.
- Assist with preparing and administering a preventative maintenance program for all infrastructure Public Works infrastructure.
- Assisting with asset management and lifecycle planning.
- "West Nile" / herbicide / pesticide spraying.
- Work On-Call
- Report all misuse, vandalism, damage sustained to Town property.
- Performance of other related duties as assigned by the CAO or Director of Operations.
- Assist with bylaw enforcement within the Town limits.
- Respond to any emergencies that fall within work responsibilities as outlined above.
- Assist the Recreation Lead Hand in their tasks when required.

**OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.



# Picture Butte

## *Picture Perfect!*

**POSITION TITLE:** Recreation Lead Hand  
**REPORTS TO:** Director of Operations  
**SUBORDINATE POSITIONS:** Casual, Public Works I, and Public Works II

### **POSITION SUMMARY:**

The Recreation Lead Hand position will be required to work with and manage staff in carrying out their daily duties in operating, maintaining, and repairing Town owned outdoor and indoor rinks, parks, open spaces, sports fields, playgrounds, pathways, outdoor pools, campground, and outdoor public washrooms. This position will be required to work evenings and weekends.

### **MINIMUM QUALIFICATIONS:**

- Alberta Association of Recreation Facility Personnel (AARFP) Certifications, or equivalent certifications including:
  - Arena Operator Level 1
  - Swimming Pool Operator Level 1
- Obtain the following AARFP, or equivalent certifications within the probationary period
  - Arena Operator Level 2
  - Swimming Pool Operator Level 2
- Valid Class 5 Driver's Licence
- Standard First Aid/CPR certificate
- WHMIS certification
- Three to five years of municipal experience working in a recreation or related department

### **PREFERABLE QUALIFICATIONS:**

- Any other AARFP Certifications
- Horticulture/Arborist/Sportsfield/Irrigation/Landscaping experience
- Pesticide applicators certificate or other Green Industry designation

### **REQUIRED SKILLS AND ABILITIES:**

- Experience in organizing, coordinating, and supervising skilled or unskilled workers.
- Ability to establish and maintain effective working relationships with the public, employees, and representatives of other agencies.
- Advanced operation and coordination of working with small hand tools, power tools, light equipment, and vehicles.
- Considerable knowledge of municipal operations and maintenance practices and procedures.
- Ability to respond to various tasks as requested or required.
- Ability to work without close supervision.
- Understanding of the *Occupational Health and Safety Act, Regulation and Code*. Ability to follow safe work practices, as outlined by the municipality, *Workers Compensation Board*, and Other Governing Bodies.

**REQUIRED SKILLS AND ABILITIES *continued*:**

- Ability to receive training for the operation and maintenance of municipality's equipment and facilities as required.
- Must reside within twenty (20) minutes of Picture Butte on all-weather roads.
- Good computer skills and proficiency using Microsoft Office.
- Be available for on-call duties during the months of April to September.
- Be able to lift 20 kilograms.

**RESPONSIBILITIES:**

- Coordinate and assist in the supervision of Recreation employees and any temporary or seasonal workers.
- Take responsibility for specific tasks, duties, and functions for, outdoor and indoor rinks, parks, open spaces, sports fields, playgrounds, pathways, outdoor pools, campground, and outdoor public washrooms.
- Coordinate and assist in the operation, maintenance, repair, and construction of the Town owned outdoor and indoor rinks, parks, open spaces, sports fields, playgrounds, pathways, outdoor pools, campground, and outdoor public washrooms.
- Oversee contractors who are hired to operate, maintain, repair or construct Town owned outdoor and indoor rinks, parks, open spaces, sports fields, playgrounds, pathways, outdoor pools, campground, and outdoor public washrooms.
- Safely operate, advise, co-ordinate and assist in the operation, maintenance, repair and replacement of equipment and vehicles required in the performance of required duties.
- Properly orientate and train staff that work on Town owned outdoor and indoor rinks, parks, open spaces, sports fields, playgrounds, pathways, outdoor pools, campground, and outdoor public washrooms in regards to their responsibilities, safe work practices, and other municipal operations.
- Participate and coordinate activities with the Health and Safety Committee.
- Ensure workplace practices are in accordance with the *Occupational Health and Safety Act, Regulation and "Code"* and the Town's Health and Safety Procedures.
- Assist with budget/capital development and ongoing maintenance of the annual operating and capital budgets, including providing information and reports as required for all recreation departments and follow the Town's purchasing policy.
- Assist with preparing and administering a preventative maintenance program for all Recreation infrastructure.
- Assisting with asset management and lifecycle planning.
- Report all misuse, vandalism, damage sustained to Town property.
- "West Nile" / herbicide / pesticide spraying.
- Performance of other related duties as assigned by the CAO or Director of Operations.
- Respond to any emergencies that fall within work responsibilities as outlined above.
- Assist the Public Works Lead Hand in their tasks when required.

**OTHER:**

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# Picture Butte

*Picture Perfect!*

**POSITION TITLE:** Water and Wastewater Operator  
**REPORTS TO:** Foreman/Director of Operations  
**SUBORDINATE POSITIONS:** Public Works 2 – Utilities Assistant (when performing water or wastewater responsibilities)

## **POSTION SUMMARY:**

The Water and Wastewater operator is an individual that has received the mandated level of training to operate the water distribution system and wastewater treatment system for the Town of Picture Butte. In order to properly fulfill all of the responsibilities listed below the position will require all work hours to be dedicated to the position during the months of April to October. In the months of November to March the positions duties will require a minimum of 3 hours per day. For the remaining 5 hours per day the Water and Wastewater Operator will report to the Foreman or Director of Operations.

## **MINIMUM QUALIFICATIONS:**

- Class II Water Distribution Operators Certificate
- Class II Wastewater Treatment and Collection Operators Certificate
- Standard First Aid/CPR certificate
- WHMIS/TDG certification

## **REQUIRED SKILLS AND ABILITIES**

- Three to five years' experience working with water treatment or distribution and wastewater treatment or collection in a municipal environment or related industry.
- Ability to organize, co-ordinate and supervise skilled or unskilled workers.
- Ability to establish and maintain effective working relationships with the public, employees, and representatives of other agencies.
- Proficient operation and coordination of all of the Town's equipment and vehicles, including but not limited to the following: tele handler, single axle dump truck, bobcat and its attachments, snowplow and street sander.
- Ability to respond to various tasks as requested or required
- Ability to work without close supervision
- Ability to lift twenty (20) kgs.
- Understanding of the *Occupational Health and Safety Act*, Regulation and "Code". Ability to follow safe work practices, as outlined by the municipality, Workers Compensation Board, and Other Governing Bodies
- Must reside within twenty (20) minutes of Picture Butte on all-weather roads

## **RESPONSIBILITIES:**

- Coordinate the operation, maintenance, repair, construction, and replacement of the Town's infrastructure relating to water distribution and wastewater treatment systems.
- Supervise reading, repair, replacement, and general maintenance of water meters.

**RESPONSIBILITIES *continued*:**

- Oversee contractors who are hired to operate, maintain, repair, construct or repair Town infrastructure relating to water distribution and wastewater treatment systems.
- When directed by the Foreman or Director of Operations assist in the operation, maintenance, repair and construction of the Town's infrastructure including storm drainage, streets, sidewalks, signs, parks, recreation facilities and Town buildings.
- Properly orientate and train Public Works II – Utilities Assistants in regards to their responsibilities, safe work practices, and other municipal operations.
- Ensure workplace practices are in accordance with the *Occupational Health and Safety Act, Regulation and "Code"* and the Town's Health and Safety Procedures.
- Assist with the preparation of annual budgets for all water and wastewater departments.
- Assist with the management of approved annual budgets and follow the Town's purchasing policy.
- Assist with arranging and maintaining a preventative maintenance program for all Town-owned infrastructure relating to the water distribution and wastewater treatment systems.
- Work On-Call
- Report all misuse, vandalism, damage sustained to Town property.
- Performance of other related duties as assigned by the Director of Operations or Foreman.
- Respond to any emergencies that fall within the work responsibilities as outlined above.

**OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

**Water Distribution and Wastewater Collection Responsibilities**

- Place barricades, signs, and traffic cones around work sites to protect operators and public.
- Excavate trenches and install shoring.
- Lay, connect, test water and sewer lines and disinfect water mains.
- Tap into water mains and sewer lines.
- Flush and clean water mains and sewer lines.
- Locate and repair water main leaks.
- Read and update water distribution system and wastewater collection system maps and "as built" plans.
- Collect and transport water samples.
- Operate and maintain wastewater lift stations.
- Clean and disinfect storage tanks and reservoirs.
- Protect water mains and storage facilities from corrosion effects.
- Observe pump motors to detect unusual noises, vibrations, or excessive heat.
- Adjust and clean pump seals and packing glands and clean mechanical seals.
- Repair and overhaul pumps, motors, chlorinators, and control valves.
- Safely load and unload dry and liquid chemicals.

### **Water Distribution and Wastewater Collection Responsibilities continued...**

- Keep records and prepare reports.
- Prepare budget requests for supplies and equipment.
- Start up or shut down pumps as necessary to regulate system flows and pressures.
- Perform efficiency tests on pumps and related equipment.
- Troubleshoot minor electrical and mechanical equipment problems and correct.
- Detect hazardous atmospheres in confined spaces and correct before entry.
- Conduct safety inspections, follow safety rules for waterworks and wastewater facilities, and develop and conduct tailgate safety meetings.
- Troubleshoot to locate the causes of customer complaints.
- Communicate effectively with other operators and supervisors on the appropriate technical level.
- Check lift station ventilation system.
- Test, repair, and maintain fire hydrants.
- Thaw frozen lines and service.
- Locate and eliminate cross-connection or potential cross-connection to storm sewers.
- Read water meters.
- Collect and submit water samples.
- Locate, operate, maintain and repair valves.



# Picture Butte

## *Picture Perfect!*

**POSITION TITLE:** Public Works I  
**REPORTS TO:** Foreman/Lead Hand  
**SUBORDINATE POSITIONS:** None

### **POSITION SUMMARY:**

The Public Works – I position is required to perform daily tasks relating to the operations of the Town as directed by the Foreman/Lead Hand.

### **MINIMUM QUALIFICATIONS:**

- Valid Alberta Class 5 Driver's License
- Standard First Aid/CPR certificate or willingness to obtain
- WHMIS/TDG certification or willingness to obtain

### **REQUIRED SKILLS AND ABILITIES:**

- Ability to effectively communicate in English
- Ability to establish and maintain effective working relationships with the public, employees, and representatives of other agencies.
- Ability to respond to various tasks as requested or required
- Ability to successfully complete general labourer duties
- Be able to work with small hand and mechanical power tools
- Ability to operate construction and maintenance equipment
- Ability to lift twenty (20) kgs.
- Understanding of the *Occupational Health and Safety Act*, Regulation and "Code".
- Willingness to successfully complete Basic First Aid, WHMIS Training and other training as required.

### **RESPONSIBILITIES:**

- Waste collection (household, commercial, cardboard, grass, spring / fall clean-up, etc.)
- Maintain public signage for the Town
- Assist in general maintenance, construction, and repair of all Town infrastructure.
- Assist with snow removal and road sanding practices according to the Town's snow removal policy.
- Assist in the operation, maintenance, repair, and construction of the Town's infrastructure including storm drainage, streets, sidewalks, signs, parks, recreation facilities and Town buildings.
- Assist the Water and Wastewater Operator in the fulfillment of their duties regarding the maintenance, construction and repair of the water distribution system and sanitary sewer system.
- Safe operation of various hand tools – both manual and powered
- Safe operation and daily service of a variety of equipment (such as, but not limited to, mowers, trucks, etc.) as per Town Policy and Procedures

## **RESPONSIBILITIES continued...**

- Have a safe working knowledge of equipment and be able to operate equipment when required.
- Assist in the proper allocation of "West Nile", herbicide and pesticide spraying.
- Ability to follow safe work practices, as outlined by the Municipality, Workers Compensation Board, and other governing bodies report all misuse, vandalism, damage sustained to Town property
- Performance of other related duties as assigned by the CAO or Director of Operations
- Assist in the application of "West Nile" / herbicide / pesticide spraying.
- Report all misuse, vandalism, damage sustained to Town property
- Performance of other related duties as assigned by the Foreman/Lead Hand.
- Be willing to work shift work.
- Work On-Call shifts

## **OTHER:**

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# Picture Butte

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**POSITION TITLE:** Public Works II - Utilities Assistant  
**REPORTS TO:** Water and Wastewater Operator & Foreman/Lead Hand  
**SUBORDINATE POSITIONS:** None

**POSITION SUMMARY:**

The Public Works II – Utilities Assistant is an individual who has completed the Class I Water Distribution and Class I Wastewater Collection Operators Certificates. While performing water distribution or water treatment duties this person will report to the Water and Wastewater Operator. While performing public works duties this person will report to the Foreman/Lead Hand.

**MINIMUM QUALIFICATIONS**

- WHMIS/TDG certification or willingness to obtain
- Standard First Aid/CPR certificate or willingness to obtain
- Class I Water Distribution Operators Certificate
- Class I Wastewater Treatment and Collection Operators Certificate

**REQUIRED SKILLS AND ABILITIES**

- Considerable knowledge of municipal operation and maintenance practices and procedures.
- Ability to establish and maintain effective working relationships with other employees, representatives of other agencies and the public.
- Ability to handle multiple priorities effectively and meet deadlines.
- Ability to lift twenty (20) kgs.
- Attention to detail, good communication skills, ability to work without close supervision.
- Confined Space Entry and Trenching training an asset.

**RESPONSIBILITIES:**

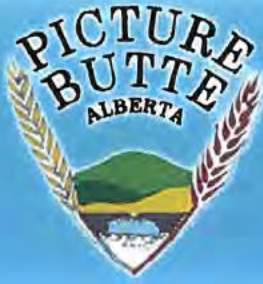
- Assist the Water and Wastewater Operator in the fulfillment of their duties pertaining to the operation, maintenance, repair, and construction of the water distribution system and, wastewater system.
- Assist with reading, repair, replacement, and general maintenance of water meters.
- Assist in the operation, maintenance, repair, and construction of the Town's infrastructure including storm drainage, streets, sidewalks, signs, parks, recreation facilities and buildings.
- Assist with snow removal and road sanding practices according to the Town's snow removal policy.
- Operate and service a variety of construction and maintenance equipment such as, but not limited to, backhoes, graders, tractors, sweepers, mowers, and trucks.
- Work with crews on site.
- Operation of hand tools – manual and powered
- Ditch maintenance (non-roadway)
- General cleaning and maintenance of Town Shop.
- Work on call.
- Any other duties as assigned by the Foreman/Lead Hand

**OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

**Water Distribution and Wastewater Collection Responsibilities**

- Place barricades, signs, and traffic cones around work sites to protect operators and public.
- Excavate trenches and install shoring.
- Lay, connect, test water and sewer lines and disinfect water mains.
- Tap into water mains and sewer lines.
- Flush and clean water mains and sewer lines.
- Locate and repair water main leaks.
- Read and update water distribution system and wastewater collection system maps and “as built” plans.
- Collect and transport water samples.
- Operate and maintain wastewater lift stations.
- Clean and disinfect storage tanks and reservoirs.
- Protect water mains and storage facilities from corrosion effects.
- Observe pump motors to detect unusual noises, vibrations, or excessive heat.
- Adjust and clean pump seals and packing glands and clean mechanical seals.
- Repair and overhaul pumps, motors, chlorinators, and control valves.
- Safely load and unload dry and liquid chemicals.
- Keep records and prepare reports.
- Prepare budget requests for supplies and equipment.
- Start up or shut down pumps as necessary to regulate system flows and pressures.
- Perform efficiency tests on pumps and related equipment.
- Troubleshoot minor electrical and mechanical equipment problems and correct.
- Detect hazardous atmospheres in confined spaces and correct before entry.
- Conduct safety inspections, follow safety rules for waterworks and wastewater facilities, and develop and conduct tailgate safety meetings.
- Troubleshoot to locate the causes of customer complaints.
- Communicate effectively with other operators and supervisors on the appropriate technical level.
- Check lift station ventilation system.
- Test, repair, and maintain fire hydrants.
- Thaw frozen lines and service.
- Locate and eliminate cross-connection or potential cross-connection to storm sewers.
- Read water meters.
- Collect and submit water samples.
- Locate, operate, maintain and repair valves.



# Picture Butte

*Picture Perfect!*

**POSITION TITLE:** Public Works II – Facilities and Parks  
**REPORTS TO:** Foreman/Lead Hand

**SUBORDINATE POSITIONS:**

**POSITION SUMMARY:**

The Public Works II – Parks and Facilities is a full-time position that has completed training and has expertise in the maintenance, repair and construction of parks, recreational facilities, and municipal buildings.

**MINIMUM QUALIFICATIONS**

- Valid Alberta Class 3 Driver's License with Q endorsement
- WHMIS/TDG certification or willingness to obtain
- Standard First Aid/CPR certificate or willingness to obtain
- Experience working in a public works or related department
- Any four of the following courses offered by Alberta Recreation Facility Personnel (ARFP) or an alternative equivalent.
  - Certified Swimming Pool Operator Level I and II
  - Parks and Sportsfields Level I and II
  - Building Maintenance Level I and II
  - Arena Operator Level I and II

**REQUIRED SKILLS AND ABILITIES**

- Three to five years of experience working in parks or facilities in a municipal environment or related industry.
- Considerable knowledge of municipal operation and maintenance practices and procedures.
- Ability to establish and maintain effective working relationships with other employees, representatives of other agencies and the public.
- Ability to handle multiple priorities effectively and meet deadlines.
- Attention to detail, good communication skills, ability to work without close supervision.
- Ability to respond to various tasks as requested or required
- Ability to work without close supervision
- Ability to lift twenty (20) kgs.
- Understanding of the *Occupational Health and Safety Act*, Regulation, and "Code". Ability to follow safe work practices, as outlined by the Municipality, Workers Compensation Board, and other governing bodies



**RESPONSIBILITIES:**

- Required to make regular checks so that the operation, maintenance, repair and/or construction of the Town's parks, green spaces, recreational facilities, and buildings occurs.
- Assist in the operation, maintenance, repair, and construction of the Town's infrastructure including storm drainage, streets, sidewalks, and signs as required by the Lead Hand/Foreman.
- Required to maintain, operate, and repair irrigation systems at Town parks, green spaces, recreational facilities, and grounds and to install such systems if required.
- Operation of various pieces of equipment such as lawnmowers, weed whips, tractors, snow blowers, skid steer, single axle trucks and other Town owned equipment.
- Required to assist in the preparation, planting and maintenance of flowerbeds, shrubs, trees and water fountains at various Town parks, green areas, and recreational facilities and grounds.
- Required to assist in the planting and maintenance of turf, grass and lawns at various Town parks, green areas and recreational facilities and grounds.
- Required to maintain and repair Town playground facilities and ensure that the equipment in the playgrounds comply with government regulations.
- May be required to assist with the operation, maintenance and repair of the Lion's Aquatic Centre and ice arena depending on one's individual qualifications.
- Assist in record keeping and report preparation as required.
- Assist with snow removal and road sanding practices according to the Town's snow removal policy.
- Operation of hand tools – manual and powered
- Ditch maintenance (non-roadway).
- May direct the work of seasonal labourers or Public Works I staff as directed by the Lead Hand/Foreman.
- General cleaning and maintenance of Town Shop.
- Work on call.
- Assist in the proper allocation of "West Nile", herbicide and pesticide spraying.
- Any other duties as assigned by the Foreman/Lead Hand
- Be willing to work shift work.

**OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.



# Picture Butte

## *Picture Perfect!*

**POSITION TITLE:** Public Works II – Equipment Operator  
**REPORTS TO:** Foreman/Lead Hand or Water and Wastewater Operator  
(when working on the water distribution system or  
wastewater system)  
**SUBORDINATE POSITIONS:** None

### **POSITION SUMMARY:**

The Public Works II – Equipment Operator is a full-time position which has advanced experience in working with heavy equipment in a municipal environment. The position is also required to perform daily tasks relating to the operations of the Town as directed by the Foreman/Lead Hand.

### **MINIMUM QUALIFICATIONS**

- Equipment Operator 3 Qualifications
- WHMIS/TDG certification
- Experience working in a public works or related department
- Completion of accredited training in relation to maintenance, operation and safe work practices for heavy equipment including but not limited to skid steer, dump truck, grader and or loader.

### **REQUIRED SKILLS AND ABILITIES**

- Three to five years of experience in a municipal environment or related industry
- Proficient in the operation of all of the following pieces of equipment; Grader, excavator, skid steer, dump truck with plow and sander, street sweeper, loader, and telehandler.
- Advanced operation of all Public Work's Department's small hand tools, power tools, light equipment and heavy equipment.
- Considerable knowledge of municipal operation and maintenance practices and procedures.
- Ability to establish and maintain effective working relationships with other employees, representatives of other agencies and the public.
- Ability to handle multiple priorities effectively and meet deadlines.
- Ability to respond to various tasks as requested or required
- Ability to work without close supervision.
- Ability to lift twenty (20) kgs.
- Understanding of the *Occupational Health and Safety Act, Regulation and "Code"*. Ability to follow safe work practices, as outlined by the Municipality, Workers Compensation Board, and other governing Bodies
- Trenching training.

**RESPONSIBILITIES:**

- Proficiently operate and maintain all Public Work's Departments' small hand tools, power tools, light equipment and heavy equipment.
- Assist in the operation, maintenance, repair and construction of the Town's infrastructure including storm drainage, streets, sidewalks, signs, parks, recreation facilities and buildings.
- Assist the Water and Wastewater Operator in the fulfillment of their duties pertaining to the repair and construction of the water distribution system and wastewater system.
- Assist in Town maintenance, repair and construction of the Town's infrastructure including water distribution systems, wastewater treatment system, storm drainage, streets, sidewalks, signs, parks, recreation facilities and buildings.
- Assist in snow removal and road sanding according to the Town's snow removal policy by operating the appropriate equipment.
- Be able to make minor repairs and undertake standard maintenance procedures on all equipment they operate.
- Undertake works to fabricate tools and or finish structures in metal, wood or other materials.
- Effectively grade and maintain all gravel roads and back alleys within the Town boundaries.
- May direct the work of seasonal labourers or Public Works I staff as directed by the Lead Hand/Foreman.
- General cleaning and maintenance of Town Shop.
- Work on call.
- Any other duties as assigned by the Foreman/Lead Hand

**OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.



# Picture Butte

*Picture Perfect!*

**POSITION TITLE:** Emergency Medical Technician (EMT)  
**REPORTS TO:** CAO and/or Fire Chief  
**SUBORDINATE POSITIONS:** N/A

## **POSITION SUMMARY:**

The primary responsibilities of this position are to oversee the general operations of the ambulance services of the town, during working hours Monday to Friday. This position also assists with coordinating the Town's Emergency and Disaster Services. The following is not an all-inclusive listing of work requirements.

## **MINIMUM QUALIFICATIONS:**

- Minimum of two (2) years College education would be an asset.
- EMT-A Certification
- International Trauma Life Support certification.
- Minimum two (2) years ambulance experience. Volunteer fire experience an asset.
- Must hold a valid Class 4 (or higher) driver's license.
- Must have a clear criminal record, including vulnerable section.
- Two (2) years administrative experience or education, or related equivalent experience in a municipal or medical response capacity an asset.
- Must work well with the public in person, by telephone or by mail.
- Must be up to date with AHS protocols and competencies prior to being scheduled for shifts.

## **REQUIRED SKILLS AND ABILITIES:**

- Proficiency in understanding and using computer software programs as well as data entry and record keeping.
- Physically able to perform job requirements (i.e. heavy lifting, mobility)
- Ability to establish and maintain effective working relationships with other employees, representatives of other agencies and the public.
- Ability to handle multiple priorities effectively and meet deadlines.
- Attention to detail, good communication skills, ability to work without close supervision.

**RESPONSIBILITIES:**

- **Emergency Services Administration**
  - Respond to ambulance callouts during the day.
  - Review and process all required Personal Care Reports
  - Invoice and coordinate all follow up on medical callouts. Follow up on outstanding accounts
  - Coordinate the purchase of all medical supplies and equipment for the ambulance.
  - Assist Administration with annual budget preparation for ambulance services.
  - Prepare and submit required reports to AHS
  - Assist in coordinating medical training for staff.
  - Arrange and conduct Emergency Services information and community promotion events in the schools and other appropriate venues. Additional Community promotion.
  - Invoice on behalf of the Town Emergency services Department. Follow up on outstanding accounts.
  - Ensure Ambulance service meets OH&S requirements.
  - Compile quarterly statistical reports for Fire Chief and Council.
  
- **Disaster Services Administration**
  - Assist with updating and maintenance of the Town's Emergency Response Plan.
  - Assist with coordinating and initiating the Emergency Response plan.
  - Liaise with the Provincial Disaster Services organization on behalf of the town.
  - Attend required disaster services training sessions.
  
- **Other**
  - Providing assistance and support to other Municipal Departments as directed by the CAO and/or Fire Chief.
  - Attendance of council meetings and reporting to Council as directed by the CAO.
  - Performances of duties of similar complexity as assigned from time to time by the CAO and/or Fire Chief.
  - Research and prepare applications for available grants for all emergency services departments.

**OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.



# Picture Butte

*Picture Perfect!*

**POSITION TITLE:** Lead Emergency Medical Technician (EMT)  
**REPORTS TO:** CAO and/or Fire Chief  
**SUBORDINATE POSITIONS:** EMT Reports to Lead EMT

## **POSITION SUMMARY:**

The primary responsibilities of this position are to oversee the general operations of the ambulance services of the town, during working hours Monday to Friday. This position also assists with coordinating the Town's Emergency and Disaster Services. The following is not an all-inclusive listing of work requirements.

## **MINIMUM QUALIFICATIONS:**

- **Certified Skills Instructor**
- Minimum of two (2) years College education would be an asset.
- EMT-A Certification
- International Trauma Life Support certification.
- Minimum two (2) years ambulance experience. Volunteer fire experience an asset.
- Must hold a valid Class 4 (or higher) driver's license.
- Must have a clear criminal record, including vulnerable section.
- Two (2) years administrative experience or education, or related equivalent experience in a municipal or medical response capacity an asset.
- Must work well with the public in person, by telephone or by mail.
- Must be up to date with AHS protocols and competencies prior to being scheduled for shifts.

## **REQUIRED SKILLS AND ABILITIES:**

- Proficiency in understanding and using computer software programs as well as data entry and record keeping.
- Physically able to perform job requirements (i.e. heavy lifting, mobility)
- Ability to establish and maintain effective working relationships with other employees, representatives of other agencies and the public.
- Ability to handle multiple priorities effectively and meet deadlines.
- Attention to detail, good communication skills, ability to work without close supervision.

## **RESPONSIBILITIES:**

- **Emergency Services Administration**
  - Respond to ambulance callouts during the day.
  - Review and process all required Personal Care Reports
  - Invoice and coordinate all follow up on medical callouts. Follow up on outstanding accounts

## **RESPONSIBILITIES continued...**

- **Emergency Services Administration *continued***
  - Coordinate the purchase of all medical supplies and equipment for the ambulance.
  - Assist Administration with annual budget preparation for ambulance services.
  - Prepare and submit required reports to AHS
  - Assist in coordinating medical training for staff.
  - Arrange and conduct Emergency Services information and community promotion events in the schools and other appropriate venues. Additional Community promotion.
  - Invoice on behalf of the Town Emergency services Department. Follow up on outstanding accounts.
  - Ensure Ambulance service meets OH&S requirements.
  - Compile quarterly statistical reports for Fire Chief and Council.
  
- **Disaster Services Administration**
  - Assist with updating and maintenance of the Town's Emergency Response Plan.
  - Assist with coordinating and initiating the Emergency Response plan.
  - Liaise with the Provincial Disaster Services organization on behalf of the town.
  - Attend required disaster services training sessions.
  
- **Other**
  - Providing assistance and support to other Municipal Departments as directed by the CAO and/or Fire Chief.
  - Attendance of council meetings and reporting to Council as directed by the CAO.
  - Performances of duties of similar complexity as assigned from time to time by the CAO and/or Fire Chief.
  - Research and prepare applications for available grants for all emergency services departments.
  - Be main point of contact for AHS, Fire Chief and Administration
  - Attend occasional meetings as required by AHS or Administration
  - Assist with Fire Chief with the assignment of duties and ensure completion

### **OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.



# Picture Butte

*Picture Perfect!*

**POSITION TITLE:** Municipal Enforcement Officer  
**REPORTS TO:** Director of Emergency Services  
**SUBORDINATE POSITIONS:** N/A

**POSITION SUMMARY:**

As a Municipal Enforcement Officer, you will help to promote Council's vision and values by educating, investigating, and enforcing regulatory Municipal bylaws. Determine appropriate enforcement actions; Issue written or verbal warnings, violations, or specified penalty tickets, and clean up or weed notices; Prepare files and court briefs; and provide evidence in court as required. Conduct animal control duties. All interested candidates will be considered.

**PREFERRED QUALIFICATIONS:**

- Completion of a recognized 2-year Diploma related to Police Studies, Security, Criminology, or related diploma.
- Equivalencies may be considered.

**REQUIRED SKILLS AND ABILITIES:**

- Valid Class 5 Alberta Operator's License and acceptable drivers abstract.
- Acceptable Criminal Record Check.
- Standard First Aid/CPR certificate.
- Knowledge and understanding of *Animal Protection Act* and *the Dangerous Dog Act*.
- Knowledge and understanding of the *Municipal Government Act* and municipal bylaws relating to unsightly premises investigation.
- Knowledge of law enforcement techniques, principles, practices court proceedings, and rules of evidence.
- Ability to exercise sound judgement, discretion, professionalism, and diplomacy in dealing with the public.
- Effective conflict resolution and investigative skills; ability to deal effectively with sensitive issues on a continuous basis.
- Must be professional and respectful during confrontation and hostile situations.
- Excellent verbal and written communication skills, including public speaking, report writing, letter composition, stakeholder agency presentation, presentation preparation, and court presentations.
- Computer familiarity including Word, Excel, Outlook.
- Ability to work shifts as assigned (some evenings, weekend work required)
- Ability to respond to various tasks as requested or required.
- Ability to work without close supervision.
- Understanding of the municipalities legislative requirements including but not limited to the *Occupational Health and Safety Act, Regulation and "Code" and Municipal Government Act*.



**RESPONSIBILITIES:**

- Generate compliance and cooperation by educating the public through explanation of bylaws, policies, and procedures.
- Investigate, interpret, and enforce regulatory Municipal bylaws.
- Determine appropriate enforcement actions: issue written or verbal warnings, violations or specified penalty tickets, clean up order or weed notices
- Respond to and process a large volume of complaints
- Prepare files and court briefs
- Provide evidence in court when required
- Conduct animal control duties
- Evaluate and/or assist in the modification and/or development of regulatory Municipal bylaws
- Ability to follow safe work practices, as outlined by the Municipality, Workers Compensation Boards, and other governing bodies.
- Report all misuse, vandalism, damage sustained to Town property
- Be willing to work shift work
- Part time or full time
- Performance of other related duties as assigned by the CAO or Director of Emergency Services

**OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.



# Picture Butte

*Picture Perfect!*

**POSITION TITLE:** Emergency Medical Responder (EMR)  
**REPORTS TO:** Lead EMT and/or Fire Chief  
**SUBORDINATE POSITIONS:** N/A

**POSITION SUMMARY:**

To act as an ambulance attendant, or driver, during scheduled shifts and perform and adhere to duties as outlined below. The following is not an all-inclusive listing of work requirements.

**MINIMUM QUALIFICATIONS:**

- Must be registered, and in good standing, with the *Alberta College of Paramedics* at the level of EMR.
- Must hold a valid Class 4 (or higher) driver's license.
- Must have a clear criminal record, including vulnerable section.
- Physically able to perform job requirements (i.e. heavy lifting).
- Must be up to date with AHS protocols and competencies prior to being scheduled for shifts.

**REQUIRED SKILLS AND ABILITIES:**

- Proficiency in understanding and using computer software programs as well as data entry and record keeping.
- Physically able to perform job requirements (i.e. heavy lifting, mobility)
- Ability to establish and maintain effective working relationships with other employees, representatives of other agencies and the public.
- Ability to handle multiple priorities effectively and meet deadlines.
- Attention to detail, good communication skills, ability to work without close supervision.

**RESPONSIBILITIES:**

- **Emergency Services**
  - Respond to ambulance callouts during the scheduled shift.
  - Perform required unit and equipment checks at the beginning of each shift.
  - Assist the Lead EMT with the inventory of all medical supplies and equipment for the ambulance(s).
  - Assist the Lead EMT of EMT with the administration duties for ambulance services.
  - Assist in medical training for staff at the direction of the Lead EMT or Medical Committee.
  - Conduct Emergency Services information and community promotion events in the schools and other appropriate venues, as directed.

### **RESPONSIBILITIES continued...**

- **Emergency Services *continued***
  - Assist with invoicing on behalf of the Town Emergency services Department. Follow up on outstanding accounts.
  - Providing assistance and support to other Municipal Departments as directed by the CAO and/or Fire Chief.
  - Providing assistance and support to other Municipal Departments as directed by the CAO and/or Fire Chief.
  - Performances of duties of similar complexity as assigned from time to time by the CAO and/or Fire Chief.
  - Research and prepare applications for available grants for all emergency services departments.
  - Attend occasional meetings as required by Alberta Health Services (AHS) or Administration

### **OTHER**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.