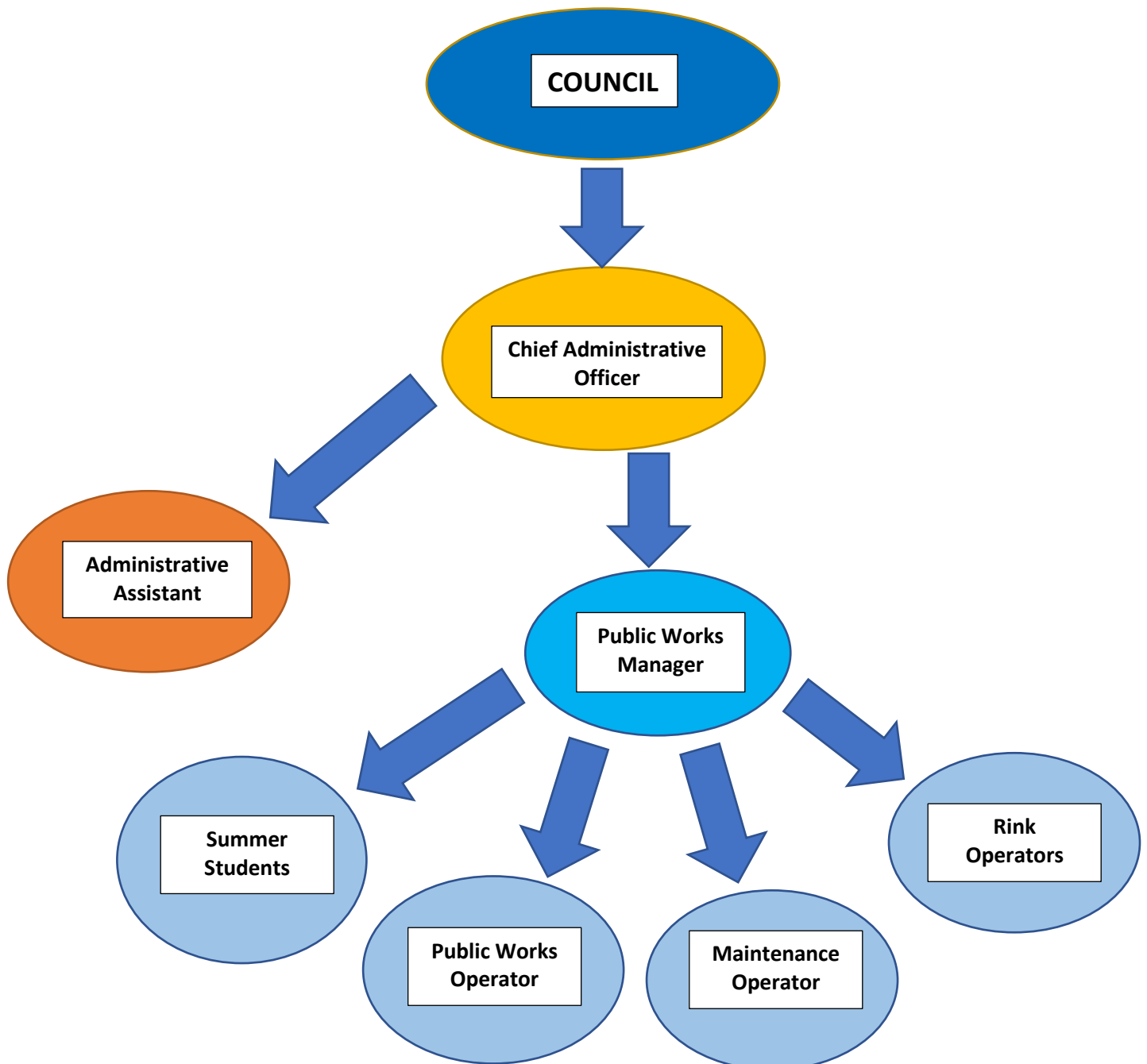




Policy Title Organizational Chart and Job Descriptions	Prepared By Admin	Policy Number HR-252-1	
Origin/Authority Resolution of Council 2023-154	Jurisdiction Town of Dundurn	Effective Date: June 12, 2023	Pages 15

TOWN OF DUNDURN ORGANIZATIONAL CHART



POSITION TITLE: Chief Administrative Officer
REPORTS TO: Council

DUTIES AND RESPONSIBILITIES

1. Provides professional leadership and advice to Council while overseeing all municipal operations and services in accordance with all requirements of The Municipalities Act and other relevant legislation.
2. Directs the development and implementation of processes for the preparation of annual capital and operating budgets.
3. Monitors, controls, and authorizes spending within the limits of the approved budget and authority delegated by Council.
4. Presents financial analysis reports and advice on any expenditure in excess of budget or any off-budget items, along with supporting documentation for Council's approval.
5. Directs, supervises, and reviews the performance of all employees of the Town along with managing the human resources function in accordance with Council policy.
6. Directs the execution of all documents, agreements or contracts approved by Council and ensures the satisfactory preparation of bylaws, resolutions and policies and ensures that copies of all official correspondence records, bylaws, resolutions, policies, and related items are retained by the Municipal office.
7. Attends all meetings of Council and Council committees as required or directed and provides consultative services.
8. Hires or retains legal counsel on behalf of the Town as authorized by Council.
9. Provides day to day direction to the Public Works Manager and Administrative Assistant and further develops a culture of customer service, team building, partnership, innovation, and fiscal responsibility.
10. Directs the preparation of, and approves, all Council meeting agenda packages, ensuring issues requiring the attention of Council are brought forward in a timely manner and that all background information or documentation is available to facilitate informed decision making.
11. Prepares and presents a monthly report to Council regarding Town operations. Recommends appropriate action, or requests ratification for action to deal with matters requiring Council approval.
12. Establishes and maintains an effective working relationship with all agencies, boards, neighbouring municipalities, and entities that interrelate with the Town.
13. Establishes and maintains an open and public system for contracting goods and services by the Town. Ensures the system complies with all legislative requirements, bylaws, resolutions, and policies of Council. Reviews and recommends acceptance or rejection of properly submitted tenders, quotations, and proposals.
14. Responds to public enquiries, media requests for information or complaints regarding department activities, following approved policy and procedure.
15. Manages and administers the planning and development function of the Town in accordance with The Planning & Development Act, 2007 as Development Officer.
16. Manages and administers all aspects of zoning bylaw enforcement, land sales/ management and land development functions as directed by Council.
17. Manages and administers all aspects of general bylaw enforcement as required or directed by Council.
18. Performs other duties as assigned by Council.

CHIEF ADMINISTRATIVE OFFICER

LEGISLATIVE DUTIES (*Section 111 Municipalities Act*)

1. The Administrator shall take charge of and safely keep all books, documents and records of the municipality that are committed to his or her charge and shall:
 - a) produce, when called for by the Council, auditor, Minister or other competent authority, all books, vouchers, papers, and moneys belonging to the municipality; and
 - b) on ceasing to hold office, deliver all books, vouchers, papers, and money belonging to the municipality to his or her successor in office or to any other person that the Council may designate.

2. The Administrator shall ensure that:
 - a) all minutes of Council meetings are recorded;
 - b) the names of the members of Council present at Council meetings are recorded;
 - c) the minutes of each Council meeting are given to Council for approval at the next regular Council meeting;
 - d) the corporate seal of the municipality, bylaws and minutes of Council meetings and all other records and documents, funds and securities of the municipality are kept safe;
 - e) the Council is advised of its legislative responsibilities pursuant to this or any other Act;
 - f) the Minister is sent any statements, reports, or other information with regard to the municipality that may be required by the Minister pursuant to this or any other Act;
 - g) the official correspondence of the Council is conducted in accordance with Council's directions;
 - h) an indexed register containing certified copies of all bylaws of the municipality is maintained;
 - i) cash collections that have accumulated to the amount determined by the Council that is equal to or less than the amount for which the Administrator is bonded or insured, but in any case, not less than once a month nor more than once each day, are deposited in the Town of Dundurn Credit Union account designated by the Council, of which the Administrator may not be an employee;
 - j) the funds of the municipality are disbursed only in the manner and to those persons that are directed by law or by the bylaws or resolutions of the Council;
 - k) a complete and accurate account of assets and liabilities and all transactions affecting the financial position of the municipality is maintained in accordance with generally accepted accounting principles;
 - l) the financial statements and information that the Council may, by resolution, request is submitted to the Council;
 - m) on or before June 15 in each year, a financial statement is completed (section 185)

**CHIEF ADMINISTRATIVE OFFICER
PERFORMANCE MEASUREMENTS**

1. All records are completed accurately and in a timely manner. Council and management personnel are provided with useful and informative reports and data. The Town's position is accurately conveyed.
2. Appropriate policies and procedures are developed and updated as needed.
3. Department functions are conducted in accordance with established principles, standards, legal requirements.
4. Town assets are safeguarded and preserved.
5. Department personnel are effective and efficient.
6. Positive relations exist with vendors, government officials, and other professionals.
7. Good coordination and effective working relations exist with other departments. Assistance is provided as needed.
8. All applicable and pertinent statutes are adhered to.
9. Stays abreast of changes to pertinent statutes and related regulation.
10. Meets all deadlines.
11. Assumes a professional demeanor with all stakeholders.
12. Research is thorough and reports are written clearly and concisely.

**CHIEF ADMINISTRATIVE OFFICER
ACCOUNTABILITY / RESPONSIBILITY**

Under the direction of the Mayor and Council, the Chief Administrative Officer is directly responsible for the overall management of all Town staff and operations in accordance with the Municipalities Act and any other applicable Provincial Act.

The Chief Administrative Officer will be required to exercise independent judgement regarding complex tasks. A well-rounded knowledge of urban municipal government is required including the development of legislative and administrative structures and communication processes. Verbal and written communication skills are essential along with an ability to have a good relationship with the public, Council and Staff.

The Chief Administrative Officer also plays the lead role with respect to economic development, bylaw administration and enforcement, land related matters and is designated as the Development Officer for the Town and is obliged to Minister the Official Community Plan and the Zoning Bylaw.

The nature of this position requires the Chief Administrative Officer to exercise tact and diplomacy in dealing with other staff, external agencies, and citizens of the Town on issues related to management of the Town's financial resources.

The Chief Administrative Officer must balance multiple priorities, often with conflicting timelines in a demanding environment.

POSITION TITLE: Public Works Manager
REPORTS TO: Chief Administrative Officer
REPORTS: Maintenance, Waterworks
EMPLOYMENT: Full time – 40 hours/week

DUTIES AND RESPONSIBILITIES

1. Oversee all town owned properties and buildings.
2. Provides leadership and work with department staff to develop and retain highly competent, customer service-oriented staff through selection, training, and day-to-day management practices which support the Town's mission and values.
3. Co-ordinates, reviews and approves the work of the Town's contract engineer and a wide variety of independent service providers, including rubbish collectors, public works maintenance and construction contractors, public utilities maintenance and construction contractors, landscape contractors, tree maintenance contractors and others.
4. Coordinate maintenance, capital improvements or projects for roads, water distribution, sewer infrastructure.
5. Plan, organize, control, integrate and evaluate the work of the Public Works Department.
6. Organize and prioritize staff, daily work, special projects and monitor timely completion of work.
7. Directs the development of and monitors performance against the annual department budget.
8. Manages and directs the development, implementation and evaluation of plans, policies, systems, and procedures to achieve annual goals, objectives, and work standards.
9. Coordination major projects/repairs with contractors.
10. Perform minor repairs, maintenance, and adjustments to equipment, including but not limited to regular oil changes and lubrication of all machinery and equipment in use.
11. Consult with Administration and Council regarding major repair and/or projects, and then facilitate the work/project.
12. Perform maintenance as assigned by Council through Chief Administrative Officer
13. Complete all paperwork and forms as required by Council, Administration and the Government agencies on approved forms and submit same to the office in a timely manner as directed or required.
14. Responsible for establishing and maintaining effective communication and coordination with a variety of Town and Community stakeholders.
15. Cleaning/steaming of culverts
16. Keep a stock of regularly used parts/tools/supplies.
17. Source contractors and suppliers, acquiring quotes and picking up supplies.
18. Provide a daily safety meeting log and any other OHS requirements.
19. And/or any other duties as assigned by Chief Administrative Officer
20. Attend the regular meetings of Council and provide a department report to Council.

WATER TREATMENT PLANT

1. Oversee Water Treatment Plant operations, reservoirs and testing as per Water Security Agency regulations.
2. Maintenance on pumps as required.
3. Schedule weekend staffing of water treatment plant
4. Rebuild chemical pumps when necessary.
5. Order supplies, as necessary

PUBLIC WORKS MANAGER

WATER AND SEWER LINES

1. Flush water lines and hydrant lines annually (in the Spring)
2. Oversee jetting of sewer lines annually
3. Co-ordinate repair of water, sewer lines, main line valves and curb stops.
4. Exercise the main line valves annually.
5. Repair and replace fire hydrants.
6. Operation and maintenance on lift station and force mains
7. Oversee and sign off on new development water and sewer connections.
8. Review well pumphouses and property
9. Liaison with residents regarding any water and sewer issues

STREETS

1. Maintain all gravel roads including back alleys.
2. Co-ordinate annual street sweeping.
3. Oversee any rebuild of roads.
4. Install culverts or oversee contractor installation of culverts.
5. Complete asphalt and sidewalk repairs.
6. Maintain and keep inventory of street signs.
7. Ensure safety of roadways and install appropriate barricades.
8. Snow removal/Salt application
9. Clean snow from fire hydrants – so they remain visible.
10. Install Christmas lights after November 11 and remove January 31

BUILDINGS

1. Yearly inspection and general maintenance of Town buildings, Spray Park, Skate Park
2. Oversee maintenance of Sports Centre and Community Hall in conjunction with any committees
3. Document yearly building exterior and interior inspection with appointed infrastructure committee.
4. Make sure buildings are secure and arrange building repairs when necessary.

COMMUNITY SERVICE AREAS AND GREEN SPACE

1. Oversee grass cutting, trimming, and pruning of all community service areas and green space.
2. Remove and replace municipal flowerpots and coordinate planting, watering and weed control.
3. Opening/closing & maintenance of spray park, skate park and all green space/park areas
4. Emptying of municipal garbage carts

MACHINERY / VEHICLES

1. Operation of all machinery/vehicle.
2. Repair and replace parts as necessary on all equipment.
3. General maintenance on all machinery/vehicles such as oil changes, fluid checks.
4. Equipment maintenance log is up to date.
5. Operation and general repair of Zamboni and tractor
6. Experience in rink ice making – (training of staff in emergency situations only)

WATER METERS

1. Read water meters every month and as requested for move out or other meter situations.
2. Fix and repair water meters in a timely manner.
3. Ensure adequate supply of water meters.

**PUBLIC WORKS MANAGER
PERFORMANCE MEASUREMENTS**

1. All records are completed accurately and in a timely manner. Council and management personnel are provided with useful and informative reports and data. The Town's position is accurately conveyed.
2. Appropriate policies and procedures are developed and updated as needed.
3. Department functions are conducted in accordance with established principles, standards, legal requirements.
4. Town assets are safeguarded and preserved.
5. Department personnel are effective and efficient.
6. Positive relations exist with vendors, government officials, and other professionals.
7. Good coordination and effective working relations exist with other departments. Assistance is provided as needed.
8. All applicable and pertinent statutes are adhered to.
9. Stays abreast of changes to pertinent statutes and related regulation.
10. Meets all deadlines.
11. Assumes a professional demeanor with all stakeholders.
12. Research is thorough and reports are written clearly and concisely.

POSITION TITLE: Administrative Assistant
REPORTS TO: Chief Administrative Officer
EMPLOYMENT: Full time – 35 hours/week

DUTIES AND RESPONSIBILITIES

1. Work safely by adhering to safe work practices as provided by the Town of Dundurn
2. Abide by all Applicable Laws, Rules, and Regulations
3. Support for Administration, Public Works, Council, Community Hall, and Rink.
4. Assisting with day-to-day functions of the admin department including but not limited to:
 - a) Maintain internal control protocols for the Town to protect the financial stability and financial resources of the Town.
 - b) Ensure the security of financial data, prepare bank deposits.
 - c) Customer service, correspondence, filing, data entry, receipting and preparing deposits.
 - d) Maintaining and assistance in bylaws, appointments, publications, budgets meeting minutes and financial statements for Town, Hall, and Rink.
 - e) Secretary and Treasurer for the Community Hall and Rink.
 - f) Handle all Hall and Rink inquiries, including Hall rental bookings.
 - g) GL, LP, AR, AP, Receipting Munisoft Programs – Town, Rink, and Hall
 - h) Prepare & maintain utility monthly billing, ledger entries, connections disconnections.
 - i) Maintain Utility infrastructure payments and balances.
 - j) Monitor overdue utilities, issue disconnection notices as required.
 - k) Issue permits, certificates, licenses, notices, and other documents.
 - l) Building permit filing and invoicing
 - m) Participate in the research and writing of grants.
 - n) Receipt of Sask Lottery Grant Applications and follow up.
 - o) Website and social media updates
 - p) Maintain bylaw register.
 - q) Maintain minute book.
 - r) Maintain payroll binder.
 - s) Maintain filing system.
 - t) Maintain debt register.
 - u) Maintain customer and land sales updates to tax roll from SAMA and ISC.
 - v) Maintain Waste, recycle and organics cart numbering logs.
 - w) Maintain rent and lease agreements.
 - x) Monthly balancing to tax roll and utility roll.
 - y) Assist with Council meeting packages.
 - z) Participate in SAMA maintenance and preparing assessment notices.
 - aa) Prepare tax notices and tax certificates.
 - bb) Maintain insurance information.
 - cc) Maintain tax title property list and work with TAXervice.
 - dd) Bylaw enforcement.
 - ee) And/or any other duties as assigned by Chief Administrative Officer

**ADMINISTRATIVE ASSISTANT
PERFORMANCE MEASUREMENTS**

1. At work when and where expected.
2. Work is completed on time and meets standards.
3. Knows and complies with guidelines, standards and principles.
4. Can be counted on to do assigned work.
5. Responds positively to changing work assignments.
6. Ability to shift thought processes to focus quickly and effectively.
7. Demonstrates willingness to work together and try new approaches.
8. Seeks clarification when unclear of task or understanding.
9. Willing to contribute to team performance.
10. Willing to share information.
11. Willing to take on new challenges.
12. Knows when to collaborate and compromise.
13. Demonstrates pro-active problem solving.
14. Works openly and willingly with the public, Council and other staff members.
15. Ability to take direction and tasks relayed from Public Works Manager.
16. Supports equitable and fair treatment for all.
17. Discourages behaviour that alienate or discriminates against others.
18. Expresses ideas and opinions clearly.
19. Actively listens and communicates well with others.
20. Recognizes service needs, seeks information and follows through.
21. Develops good work relationships with those that support effective service delivery.
22. Meets expectations and experiences few complaints.

POSITION TITLE: Public Works Operator
REPORTS TO: Public Works Manager
EMPLOYMENT: Full time – 40 hours/week

DUTIES AND RESPONSIBILITIES

1. Work safely by adhering to safe work practices as provided by the Town of Dundurn
2. Abide by all Applicable Laws, Rules, and Regulations
3. Assisting with day-to-day functions of the department including but not limited to:
 - a) Street Maintenance, including but not limited to gravelling, grading, patching, crack sealing, painting street lines, hydrants, and curbs, oiling, snow removal, sanding, sweeping streets and de-icing walks.
 - b) Drainage, including but not limited to, clearing debris and blockages from catch basins, and removing weeds and debris from ditches.
 - c) Maintain sewage lift stations, curb stops, valves and fire hydrants.
 - d) Perform other duties as assigned.

Sports Centre

- a) Open Sports Centre on weekends at approximately 7:30am to accommodate tournaments – times are dependent on games.
- b) Close and secure Sports Centre in the evening, times dependent on rentals
- c) Installation of ice and hockey paint markings prior to season opening in October and surface/paint clean up at end of season, approximately March 31
- d) Daily air quality testing and reporting weekly to the Town office using forms provided.
- e) Ensure team dressing rooms are open and appointed to teams for tournaments.
- f) Clean ice and general maintenance
- g) Inspection of arena after rentals to ensure no damages.
- h) Clean arena area
- i) Oversee public use of facility and ensure no vandalism and proper conduct while at the facility.
- j) Perform maintenance and repair of equipment including changing re-surfacer.
- k) Pick up propane/fuel and refilling for tractor.
- l) Snow removal from all doors, exits and front door asphalt area.
- m) Perform minor maintenance on whole building as required (lobby, tractor room, dressing rooms, arena). Includes, changing bulbs, fixing doors, patching holes, and painting, cleaning any graffiti, minor plumbing repairs on sinks, toilets, showers, other maintenance as required.
- n) Minor rink board and gate repairs, including advertising installation.
- o) Obtain approvals for extraordinary expenses with Administrator.
- p) Ensure exhaust fans are running when cleaning ice.
- q) Enforce rules and regulations governing the operation of the arena during public season, user groups and adult groups.
- r) Maintain good working relationships with staff and public.
- s) Deal tactfully and firmly with groups and individuals to ensure observance of facility rules, regulations, and schedules.
- t) Duties may be modified as required.

PUBLIC WORKS OPERATOR

ADDITIONAL RESPONSIBILITIES/REQUIREMENTS

1. Be physically fit enough to perform daily tasks that include normal bending, reaching, lifting, pulling or pushing relating to the job functions.
2. May perform portions of the work of higher classified positions occasionally, as assigned.
3. May perform duties of similar complexity in any Town department as required or assigned.
4. Position is subject to extreme (hot and cold) temperatures, contact with fuels, chemicals, and potential contact with human or infectious waste; knowledge of the proper use of hand and power tools; ability to work in confined spaces as well as at great heights.
5. Knowledge of Occupational Health and Safety and other safety-related regulations
6. Knowledge of reading/interpreting numbers and readings on scales, gauges, and other monitoring devices
7. Employees are expected to demonstrate a standard of excellence in punctuality, productivity, and a positive workplace attitude.

PUBLIC WORKS OPERATOR

PERFORMANCE MEASUREMENTS

1. Performs safe work practices and complies with OHS regulations.
2. At work when and where expected.
3. Work is completed on time and meets standards.
4. Knows and complies with guidelines, standards and principles.
5. Can be counted on to do assigned work.
6. Responds positively to changing work assignments.
7. Ability to shift thought processes to focus quickly and effectively.
8. Demonstrates willingness to work together and try new approaches.
9. Seeks clarification when unclear of task or understanding.
10. Willing to contribute to team performance.
11. Willing to share information.
12. Willing to take on new challenges.
13. Knows when to collaborate and compromise.
14. Demonstrates pro-active problem solving.
15. Works openly and willingly with the public, Council and other staff members.
16. Ability to take direction and tasks relayed from Public Works Manager.
17. Supports equitable and fair treatment for all.
18. Discourages behaviour that alienate or discriminates against others.
19. Expresses ideas and opinions clearly.
20. Actively listens and communicates well with others.
21. Recognizes service needs, seeks information and follows through.
22. Develops good work relationships with those that support effective service delivery.
23. Meets expectations and experiences few complaints.

POSITION TITLE: Maintenance Operator
REPORTS TO: Public Works Manager
EMPLOYMENT: Casual

DUTIES AND RESPONSIBILITIES

1. Work safely by adhering to safe work practices as provided by the Town of Dundurn
2. Abide by all Applicable Laws, Rules, and Regulations
3. Be physically fit enough to perform daily tasks that include normal bending, reaching, lifting, pulling or pushing relating to the job functions.
4. Assisting as required with functions of the department including but not limited to:
 - a) Street Maintenance, including but not limited to gravelling, grading, patching, crack sealing, painting street lines, hydrants, and curbs, oiling, snow removal, sanding, sweeping streets and de-icing walks.
 - b) Grounds maintenance, grass cutting
 - d) Perform other duties as assigned.

Sports Centre

- a) Open Sports Centre on weekends at approximately 7:30am to accommodate tournaments – times are dependent on games.
- b) Close and secure Sports Centre in the evening, times dependent on rentals
- c) Installation of ice and hockey paint markings prior to season opening in October and surface/paint clean up at end of season, approximately March 31
- d) Daily air quality testing and reporting weekly to the Town office using forms provided.
- e) Ensure team dressing rooms are open and appointed to teams for tournaments.
- f) Clean ice and general maintenance
- g) Inspection of arena after rentals to ensure no damages.
- h) Clean arena area
- i) Oversee public use of facility and ensure no vandalism and proper conduct while at the facility.
- j) Perform maintenance and repair of equipment including changing re-surfacer.
- k) Pick up propane/fuel and refilling for tractor.
- l) Snow removal from all doors, exits and front door asphalt area.
- m) Perform minor maintenance on whole building as required (lobby, tractor room, dressing rooms, arena). Includes, changing bulbs, fixing doors, patching holes, and painting, cleaning any graffiti, minor plumbing repairs on sinks, toilets, showers, other maintenance as required.
- n) Minor rink board and gate repairs, including advertising installation.
- o) Obtain approvals for extraordinary expenses with Administrator.
- p) Ensure exhaust fans are running when cleaning ice.
- q) Enforce rules and regulations governing the operation of the arena during public season, user groups and adult groups.
- r) Maintain good working relationships with staff and public.
- s) Deal tactfully and firmly with groups and individuals to ensure observance of facility rules, regulations, and schedules.
- t) Duties may be modified as required.

MAINTENANCE OPERATOR

ADDITIONAL RESPONSIBILITIES/REQUIREMENTS

5. May perform portions of the work of higher classified positions occasionally, as assigned.
6. May perform duties of similar complexity in any Town department as required or assigned.
7. Position is subject to extreme (hot and cold) temperatures, contact with fuels, chemicals, and potential contact with human or infectious waste; knowledge of the proper use of hand and power tools; ability to work in confined spaces as well as at great heights.
8. Knowledge of Occupational Health and Safety and other safety-related regulations
9. Knowledge of reading/interpreting numbers and readings on scales, gauges, and other monitoring devices
10. Employees are expected to demonstrate a standard of excellence in punctuality, productivity, and a positive workplace attitude.

PUBLIC WORKS OPERATOR

PERFORMANCE MEASUREMENTS

1. Performs safe work practices and complies with OHS regulations.
2. At work when and where expected.
3. Work is completed on time and meets standards.
4. Knows and complies with guidelines, standards and principles.
5. Can be counted on to do assigned work.
6. Responds positively to changing work assignments.
7. Ability to shift thought processes to focus quickly and effectively.
8. Demonstrates willingness to work together and try new approaches.
9. Seeks clarification when unclear of task or understanding.
10. Willing to contribute to team performance.
11. Willing to share information.
12. Willing to take on new challenges.
13. Knows when to collaborate and compromise.
14. Demonstrates pro-active problem solving.
15. Works openly and willingly with the public, Council and other staff members.
16. Ability to take direction and tasks relayed from Public Works Manager.
17. Supports equitable and fair treatment for all.
18. Discourages behaviour that alienate or discriminates against others.
19. Expresses ideas and opinions clearly.
20. Actively listens and communicates well with others.
21. Recognizes service needs, seeks information and follows through.
22. Develops good work relationships with those that support effective service delivery.
23. Meets expectations and experiences few complaints.

POSITION TITLE: RINK OPERATOR
REPORTS TO: Public Works Manager
REPORTS: Dundurn Community Rink
EMPLOYMENT: Part time – hours determined by Public Works Manager

DUTIES AND RESPONSIBILITIES

1. Be physically fit enough to perform daily tasks that include normal bending, reaching, lifting, pulling or pushing relating to the job functions.
2. Open the Sports Centre on weekends, when required, at approximately 7:30 am to accommodate tournaments or later, depending on games.
3. Close and secure Sport Centre each day at 11:00 pm or earlier depending on rentals.
4. Installation of ice and hockey paint markings prior to season opening in October and surface/paint clean up at end of season, approximately March 31.
5. Daily air quality testing and reporting weekly to the Town office using forms provided.
6. Ensure team dressing rooms are open and appointed to teams for tournaments.
7. Clean ice and general ice maintenance.
8. Inspection of arena after rentals to ensure no damages.
9. Clean arena area only, not lobby, bathrooms, or dressing rooms. Includes garbage removal, mopping and cleaning of rink boards and viewing glass.
10. Oversea public use of facility and ensure no vandalism and proper conduct while at the facility.
11. Perform minor maintenance and repair of arena equipment which includes changing resurface blades.
12. Pick up propane and refilling for tractor, with travel costs reimbursed as per policy.
13. Snow removal from all doors, exits and front door asphalt area.
14. Perform minor maintenance on whole building as required – (lobby, tractor room, dressing rooms, arena). Includes, changing bulbs, fixing doors, patching holes, and painting, cleaning any graffiti, minor plumbing repairs on sinks, toilets, showers, other maintenance as required.
15. Minor rink board and gate repairs including advertising installation.
16. Liaison with contractors or suppliers when required to perform duties.
17. Obtain approvals for extraordinary expenses with Public Works Manager.
18. Ensure exhaust fans are running when cleaning ice.
19. Daily time sheets with duties performed submitted to the Public Works Manager every two weeks on or before the 1st & 15th, Public Works Manager must sign timesheets.
20. Duties may be modified as required.

PUBLIC WORKS OPERATOR

PERFORMANCE MEASUREMENTS

1. At work when and where expected and can be counted on to do assigned work.
2. Work is completed on time and meets standards.
3. Knows and complies with guidelines, standards and principles.
4. Responds positively to changing work assignments.
5. Demonstrates willingness to work together and try new approaches.
6. Seeks clarification when unclear of task or understanding.
7. Knows when to collaborate and compromise.
8. Demonstrates pro-active problem solving.
9. Ability to take direction and tasks assigned from Supervisor.
10. Supports equitable and fair treatment for all.
11. Discourages behaviour that alienate or discriminates against others.
12. Actively listens and communicates well with others.
13. Meets expectations and experiences few complaints.

POSITION TITLE: Summer Student
REPORTS TO: Public Works Manager
EMPLOYMENT: Hours determined by Public Works Manager

DUTIES AND RESPONSIBILITIES

1. Be physically fit enough to perform daily tasks that include normal bending, reaching, lifting, pulling or pushing relating to the job functions.
2. Mow grass, water flowers, trims shrubs, tend flower beds and regularly inspect assigned work areas to ensure proper standards are maintained.
3. Operate lawn and equipment including power mowers, weed eaters, and other grounds keeping equipment.
4. Be physically fit enough to perform daily tasks that include normal bending, lifting, reaching, pulling or pushing relating to the job functions
5. Repairs damaged ground areas
6. Remove refuse and trash from town parks, grounds, and properties.
7. Adjusts, cleans, and performs minor mechanical work on grounds equipment.
8. Drive vehicles such as a car, truck, or truck & trailer to pick up supplies and materials.
9. Assist with water and sewer readings.
10. Able to carry out oral and written instructions and can understand written procedures and complete paperwork clearly and legibly.
11. Effective verbal and listening communication when dealing with the public.
12. Attention to detail.
13. Time management skills
14. Ability to understand and carry out job related instructions.
15. Ability to organize and prioritize work.
16. Daily time sheets with duties performed submitted to the Public Works Manager every two weeks on or before the 1st & 15th, Public Works Manager must sign timesheets.
17. Other general duties as assigned.

SUMMER STUDENT

PERFORMANCE MEASUREMENTS

1. At work when and where expected.
2. Work is completed on time and meets standards.
3. Knows and complies with guidelines, standards and principles.
4. Can be counted on to do assigned work.
5. Responds positively to changing work assignments.
6. Demonstrates willingness to work together and try new approaches.
7. Seeks clarification when unclear of task or understanding.
8. Ability to take direction and tasks assigned from Supervisor.