

COLLECTIVE AGREEMENT

BETWEEN

**THE CORPORATION OF THE
DISTRICT OF PEACHLAND**



AND

**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL NO 608**



JULY 1, 2024 – JUNE 30, 2027

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AGREEMENT BETWEEN:

THE CORPORATION OF THE DISTRICT OF PEACHLAND,
a Municipality duly Incorporated under the Statutes of the Province of British Columbia
(hereinafter called the "Employer")

AND:

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 608,
Chartered by the Canadian Union of Public Employees and affiliated with the Canadian Labour
Congress
(hereinafter called the "Union")

PREAMBLE

This Agreement is entered into for the purpose of promoting prompt and equitable disposition of grievances, and to establish conditions of employment, rates of pay, and hours of work.

ARTICLE 1 MANAGEMENT RIGHTS

Management shall have full authority to:

- 1.01** Maintain order, discipline and efficiency. Hire, classify, discharge, transfer, promote and demote Employees.
- 1.02** Generally to manage the enterprises in which the Employer is engaged, and without restricting the generality of the foregoing, to determine the number and location of offices, activities in which to engage, services to be provided, methods of operating, schedules of operation, kinds and locations of all equipment to be used, working procedures and standards of performance.
- 1.03** The Employer shall exercise its rights in a fair and reasonable manner. The management rights shall not be used to direct the working force in a discriminatory manner. Nor shall these rights be used in a manner which would deprive any present Employee of their employment, except through just cause.
- 1.04** Management rights above shall not supersede other provisions of the collective agreement.
- 1.05** Without restricting the generality of the foregoing sections, the Employer shall establish management exclusion positions in accordance with the Certificate Information as defined in the BC Labour Relations Code.

ARTICLE 2 RECOGNITION OF THE UNION

2.01 The Employer or anyone authorized to act on its behalf recognizes the Canadian Union of Public Employees, Local No. 608, as the sole collective bargaining agency for its Employees classified and covered by this Agreement and hereby consents and agrees to negotiate with the Union or any authorized committee thereof, in any and all matters affecting the relationship between the parties to this Agreement.

2.02 It is further agreed that, except for incidental or emergency situations and except Employees of a bona fide contractor who are not in the Bargaining Unit for which the Union is certified, any person whose classification is not covered by the Agreement shall not perform work that is normally done by those Employees who are deemed to be within the Bargaining Unit for which the Union is certified.

2.03 No Other Agreements

No Employee shall be required or permitted to make a written or verbal agreement with the Employer or their representative which may conflict with the terms of this collective agreement.

2.04 Correspondence

Correspondence between the Employer and the Union arising out of this Agreement or incidental thereto shall pass to and from the Chief Administrative Officer or designate and the Local Unit Chairperson, with a copy to the Local President.

2.05 Copies of all rules and regulations made by the Employer for the governing of Employees in the Bargaining Unit shall be forwarded to the Union and shall be distributed to all Employees.

2.06 All Employees to be Members

All Employees of the Employer covered by this Agreement, as a condition of continuing employment, shall become and remain members in good standing of the Union. All future Employees of the Employer shall, as a condition of continual employment, become and remain members in good standing in the Union within thirty (30) days of employment with the Employer.

2.07 At the time of employment the Employer shall require an Employee to sign a checkoff form authorizing the Employer to deduct from their earnings and to pay to the Union an amount equal to the current monthly Union dues and/or assessments as established by the Union in accordance with its Constitution and/or Bylaws.

2.08 Deductions shall be made from payroll on a bi-weekly basis for all Employees, and shall be forwarded to the Secretary-Treasurer of the Union not later than the tenth (10th) day of the month following, accompanied by a list of the names of all Employees from whose wages the deductions have been made.

2.09 Employee contact information related to new hires, retirements, and terminations (including any changes to existing Employees' contact information) shall be forwarded to the Union on an ongoing basis.

2.10 Contracting Out

The Employer reserves the right to contract out work providing no regular Employee covered by this agreement loses their job or has their regular hours of work reduced as a result of contracting out of work.

ARTICLE 3 THE EMPLOYER SHALL ACQUAINT NEW EMPLOYEES

3.01 New Employees

The Employer agrees to acquaint new Employees with the fact that a Union agreement is in effect, and with the conditions of employment set out in the Article dealing with the Union Security and Dues Checkoff.

3.02 Copies of Agreement

On commencing employment, the Employee's immediate supervisor shall introduce the new Employee to their Union Steward or representative, and will provide them with a copy of the Collective Agreement.

3.03 Revised copies of the Collective Agreement will be distributed by the Employer as required.

ARTICLE 4 NO DISCRIMINATION

4.01 The Employer agrees that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any Employee in the manner of wage rates, training, upgrading, promotion, transfer, layoff, recall, discipline, discharge, or otherwise by reason of age, race, creed, colour, national origin, political or religious affiliation, sex or marital status, nor by reason of their membership or activity in the Union.

4.02 The Employer and the Union agree that all Employees have the right to work without sexual harassment. Any complaint by any Employee alleging sexual harassment will be dealt with in the Grievance Procedure and will commence at Step 3 as outlined in Article 9.04.

4.03 Respectful Workplace

Any behaviour that demeans, humiliates or embarrasses a person will not be tolerated. It includes actions, comments or displays. It may be a single incident or continue over time. The BC Human Rights Code protects Employees from receiving goods and services that are related to race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, and conviction of a criminal or summary conviction offence unrelated to employment. Full details are captured in District Policy PER-180 – Respectful Workplace.

ARTICLE 5 LABOUR MANAGEMENT RELATIONS AND BARGAINING COMMITTEES

5.01 Representation

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 will upon request, supply the Employer with the names of its officers.

Similarly, upon request the Employer will supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

5.02 A Labour-Management Relations Committee and a Bargaining Committee shall be appointed and consist of not more than four (4) members of the Employer, and not more than four (4) members of the Union. Upon request each party will advise the other party of the nominees to the Committees.

5.03 All matters of mutual concern pertaining to performance of work, operational problems, rates of pay, hours of work, collective bargaining, and other working conditions, etc. shall be referred to the Labour/Management Relations Committee and or the Bargaining Committee for discussion and possible settlement. Grievances, as defined in Article 9, shall not be referred to the Labour/Management Relations Committee.

5.04 Representation of Canadian Union of Public Employees

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

5.05 Meeting of Committee

In the event either party wishes to call a meeting of the Labour/Management Relations Committee, the meeting shall be held at a time and place fixed by mutual agreement. However, such meeting must be held not later than ten (10) working days after the request has been given.

5.06 Time Off for Meetings

Any representative of the Union on the Labour/Management Relations Committee or the Bargaining Committee, who is in the employ of the Employer, shall have the privilege of attending joint Committee meetings held within working hours without loss of remuneration.

ARTICLE 6 EMPLOYEE CATEGORIES AND SENIORITY

6.01 Regular Full-time Employee

Defined as an Employee who has completed the probationary period and who works thirty-five (35) hours per week, or forty (40) hours per week as the case may be, continuous year-round for an indefinite period of time.

Such Employee who is absent from work due to sickness, injury, maternity or bereavement, shall remain a Regular Full-time Employee.

6.02 Regular Part-time Employee

Defined as an Employee who has completed the probationary period and who works less than thirty-five (35) hours per week, or forty (40) hours per week as the case may be, continuous year round for an indefinite period of time.

Such Employee who is absent from work due to sickness, injury, maternity or bereavement, shall remain a Regular Part-time Employee.

Regular Part-time Employees shall receive fifteen percent (15%) in lieu of benefits listed under Articles 15 and 16; however, this in-lieu benefit shall not cover payment for statutory holidays or pension for which these Employees may be entitled.

An Employee whose position includes an annual layoff period, but does not need to re-apply during planned recall, is also considered a Regular Part Time Employee. Regular Part Time Employees that are subject to annual layoff periods are not eligible to displace Regular Full Time positions during such layoff, regardless of seniority.

6.03 Probationary Employee

Defined as an Employee who has not completed the probationary period as defined in Article 6.10.

6.04 Casual Employee

Casual Employees are those who are hired on an on-call basis to fill in a position due to the absence of a regular Employee because of illness, accident, vacation, approved leave of absence or extra workload. They shall not be employed for a period in excess of two (2) months in any one (1) position and will receive the full rate of pay for the position they are filling, except by mutual agreement.

Casual Employees shall receive fifteen percent (15%) in lieu of benefits listed under Articles 15 and 16; however, this in-lieu benefit shall not cover payment for statutory holidays or pension for which these Employees may be entitled.

6.05 Student Employees

A student Employee is a person employed by the Employer for remuneration who is attending school, college or university, and who intends to return to school, college or university in the subsequent academic year. A student shall be paid according to Schedule 'A', plus fifteen percent (15%) in lieu of all vacation and benefits referenced in Articles 15, 16 and Article 22.01; this in-lieu benefit shall not cover payment for statutory holidays or pension for which these Employees may be entitled. A student shall not accrue seniority.

6.06 Grant Workers

All grant workers, working under the direction of the municipality, will be considered Employees insofar as the Employer is concerned. The conditions of employment, term, rate of pay and benefits will be negotiated between the Employer and the Union.

6.07 Temporary Employees

Temporary Employees are those who are employed for a specific or indefinite period not to exceed twelve (12) consecutive months in any one (1) year, subject to extension by mutual agreement.

The parties agree the Employer may hire temporary Employees in the classification of Labourer, Lifeguard or other temporary operational needs that replace Employees on recognized leaves or augment work within the District.

Temporary Employees shall receive fifteen percent (15%) in lieu of benefits listed under Articles 15 and 16; however, this in-lieu benefit shall not cover payment for statutory holidays or pension for which these Employees may be entitled.

6.08 Seniority Defined

Seniority - Regular Full Time Employee and Regular Part Time Employee

Seniority is defined as the length of service within the Bargaining Unit. Seniority shall be used in determining preference or priority for promotions, transfer, demotion, layoff, permanent reduction of the workforce, and recall as set out in other provisions of this Agreement. Seniority shall operate on a Bargaining Unit wide basis.

Seniority - Casual Employee and Temporary Employee

Casual Employees and Temporary Employees shall be placed on separate seniority list from Regular Full Time Employees and Regular Part Time Employees.

Seniority shall be calculated on hours worked within the Bargaining Unit from the first (1st) day of employment (seniority date).

Casual Employees may be called in for work on an impartial or rotational basis depending on operational requirements.

6.09 Seniority List

The Employer shall maintain a seniority list showing the date upon which each Employee's service commenced. Where two (2) or more Employees commenced work on the same day, preference shall be in accordance with the date stamped on application for employment. An up-to-date seniority list shall be sent to the Union and posted on the Employer Intranet Site in January of each year.

6.10 Probation for Newly Hired Employees

Employees shall be considered to be probationary Employees until they have been continuously employed for a total of three (3) months. During such probationary period, Employees shall not be entitled to seniority. A probationary period shall be extended for any absence of the employee exceeding five (5) days and may be extended by mutual agreement between the parties. Upon successful completion of such probationary period, Employees shall be entered on the Seniority List as of their original date of continuous employment.

The test for probationary Employees is one of general suitability for continued employment. The parties agree that probation period for new Employees may be extended up to three (3) months by mutual agreement.

6.11 Seniority During Absence

If an Employee is absent from work because of sickness, accident, layoffs, or leave of absence approved by the Employer, they shall not lose seniority rights.

An Employee shall only lose their seniority in the event, they:

- 1) Are discharged for just cause and are not reinstated.
- 2) Resign.
- 3) Fail to return to work within five (5) calendar days, after being notified by registered mail to do so, unless through sickness or other just cause. It shall be the responsibility of the Employee to keep the Employer informed of their current address.
- 4) Are laid off for more than one (1) year and not recalled.
- 5) A casual Employee that has not worked a shift after one (1) calendar year shall lose seniority rights.

6.12 Permanent Transfer and Seniority Outside the Bargaining Unit

Employees promoted or transferred to supervisory or other positions not subject to this Agreement shall retain seniority in the Bargaining Unit for the duration of any trial/probationary period in the new position. Such period shall not exceed six (6) months, after which time they shall forfeit their seniority in the Bargaining Unit.

ARTICLE 7 LAYOFFS AND RECALLS

7.01 Definition of Layoff

A layoff shall be defined as a reduction in the work force or a reduction in the regular hours of work as defined in this Agreement.

7.02 Role of Seniority in Layoffs

Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a layoff, Employees shall be laid off in the reverse order of their bargaining-unit-wide seniority. An Employee about to be laid off may bump any Employee with less seniority, providing the Employee exercising the right is qualified to perform the work of the less senior Employee.

7.03 Recall Procedure

Employees on layoff shall be recalled to work on the basis of their seniority provided they are qualified to perform the work available. It shall be the responsibility of the Employee to keep the Employer informed of their current contact information.

7.04 Advance Notice of Layoffs

Unless legislation is more favourable to the Employees, the Employer shall notify Employees who are to be laid off at least two (2) weeks prior to the effective date of layoff. If the Employee has not had the opportunity to work the days as provided in this Article, they shall be paid for the days for which work was not made available.

7.05 Grievance on Layoffs and Recalls

Grievances concerning layoffs and recalls shall be initiated at Step 3 of the Grievance Procedure.

ARTICLE 8 PROMOTIONS, DEMOTIONS AND TRANSFERS

8.01 Seniority to Apply

Promotions, demotions, and transfers shall be made on the basis of seniority, provided the Employee concerned possesses the necessary qualifications, skill, knowledge, and ability to efficiently fulfill the job requirements.

Where there are no qualified applications received from Regular Employees, casual and temporary Employee applications, who have demonstrated their skill and ability, will be considered prior to external applicants.

8.02 Job Posting

If a job vacancy occurs or a new position is created which comes within the scope of this Agreement, notice of such vacancy, or new position, shall be posted on all Union bulletin boards in a manner which gives all Employees in all departments covered by this Agreement adequate access to the information contained in such notice. Such notice shall contain the following information: Nature of position; required knowledge and education; ability and skills; shift; wage and salary rate, or range. A copy of the notice shall also be sent to the Local Union Chairperson and the President of the Local.

8.03 Such vacancy, or new position, shall not be permanently filled until one (1) week has elapsed after the posting of such notice. Transfers of successful applicants will be made as soon as possible.

8.04 Filling of Vacancies on a Temporary Basis

Notwithstanding any other provisions of this Agreement, whenever a new or vacant position(s) requires immediate filling, the Employer will select an Employee(s) taking seniority, qualifications and Employee preference for such opening(s) into account. The Employer agrees such filling of position(s) shall be deemed to be "Pending Posting", and said position shall be posted within thirty (30) days.

8.05 Employee to be on Trial Period

When a job vacancy, or new position is filled on a permanent basis, by a fulltime Employee that has completed probation, the Employee will be on a trial period for three (3) months. During the three (3) month trial period, the Employer shall review the service of the Employee while on the job and provide written feedback to the Employee. If such service has proven satisfactory, the Employer shall confirm the Employee in the job.

If the Employee's service is not deemed to be satisfactory, the Employer may extend the trial period for not more than three (3) additional months, or shall return the Employee to their former job, or shall place them on other work consistent with their qualifications, skill, knowledge, and ability to efficiently fulfill the job requirements, in which case, the Employee shall be paid not less than the rate of pay they were in receipt of when last employed on their former job. Within the first three (3) months of the trial period, should the Employee request to be returned to their former job, they shall be returned without penalty.

8.06 If any Employee indicates in writing to their supervisor, prior to going on vacation or leave of absence, their intent to apply for an anticipated job posting, they shall be considered for such opening occurring during said vacation.

8.07 On the Job Training

As a general principle, Employees will be encouraged to improve their skills and on-the-job training will be provided, when possible.

Employee interest, seniority and qualifications will influence the allocation of training opportunities.

ARTICLE 9 GRIEVANCE PROCEDURE

9.01 Permission to Leave Work

Union Stewards and members of the Grievance Committee shall be permitted time off to handle grievances without loss of pay, provided they have first sought and obtained permission from their immediate superior to absent themselves from their regular duties for that purpose, which permission shall not be unreasonably withheld.

9.02 Definition of Grievance

Should a dispute arise between the Employer and any Employee regarding the interpretation or application of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, an earnest effort shall be made to settle the dispute. All grievances shall be resolved without work stoppage in keeping with the procedures of this Article.

9.03 Pre-Grievance Discussion

The Employee shall make an earnest effort to resolve the matter with their supervisor. An Employee may attend this meeting with or without a Shop Steward or Unit Chair. It is understood that any resolutions arrived at during this informal stage are non-binding on the Parties.

9.04 Procedure

Failing a satisfactory settlement of the matter at 9.03 and the Union/Employee desires a formal process, the Union/Employer can mutually agree to skip Step 1 in the formal process and proceed to Step 2. If there is no mutual agreement the grievance procedure shall begin with Step 1.

Step 1:

The aggrieved Employee(s) shall submit the grievance in writing to their Steward or Unit Chair. If the Union considers the grievance to be justified, the Employee together with the Steward or Unit Chair shall seek to meet and settle the dispute with the Employee's immediate supervisor or designate within twenty-five (25) calendar days from the time the allegation became known to the Employee or the Union. The supervisor shall respond within seven (7) calendar days of the meeting in Step 1.

Step 2:

Failing resolution at Step 1, the Union, if it wishes to pursue the grievance, shall submit the grievance in writing to the CAO or designate within seven (7) calendar days following the response at Step 1. The CAO or designate shall meet with the Union and the aggrieved Employee within fourteen (14) calendar days in an effort to investigate and resolve the grievance. The CAO or designate shall respond within fourteen (14) calendar days of the meeting in Step 2.

Step 3:

Failing resolution at Step 2, the Union, if it is pursuing the grievance to arbitration, shall inform the CAO in writing fourteen (14) days following the response at Step 2. Any such arbitration shall be conducted in accordance with Article 10.

9.05 General Application Grievance

Where a dispute involving a question of general application or interpretation occurs, or the Union has a grievance, Step 1 of the procedure may be bypassed.

9.06 Replies in Writing

Replies to grievances shall be in writing at all stages.

9.07 Employee May Discuss Their Own Personal Problem

Nothing in this Article shall be interpreted as preventing an Employee from discussing their own personal problem with their immediate supervisor or person holding an equivalent position.

9.08 Facilities for Meetings

The Employer shall supply the necessary facilities for the grievance/arbitration meetings.

9.09 Employer Initiated Grievances

- a) The Employer may submit a grievance in writing to the Union, upon receipt of which the Unit Chair shall meet with the CAO or designate with a view to bringing about a settlement.
- b) If a satisfactory settlement is not reached within fourteen (14) days after the Employer submitted the grievance in writing to the Union, the Employer may within a further fourteen (14) days refer the grievance to arbitration as set out in Article 10.

9.10 Amending Time Limits

The time limits fixed in both the grievance and arbitration procedure may be extended by mutual consent of the parties.

ARTICLE 10 ARBITRATION

- 10.01**
- a) Unless the parties mutually agree to pursue the traditional procedure for arbitration, final resolution of grievances shall be in accordance with *Part 8, Division 3 of the Labour Relations Code*.
 - b) The Employer and the Union shall select an arbitrator by mutual agreement. This selection process shall take place within fourteen (14) days of the declared intention to institute arbitration procedures. This period may be extended by mutual agreement. If the Parties fail to agree on an arbitrator, either Party may apply to the Minister of Labour to appoint an arbitrator.
 - c) In no event shall the Arbitrator have the power to alter, modify or amend this agreement in any respect.
 - d) Grievances submitted to arbitration shall be in writing and shall clearly specify the nature of the issue.
 - e) The Employer and the Union shall each pay one half (½) of the fees and expenses of the Arbitrator.

10.02 Amending of Time Limits

Time limits mentioned in Articles 9 and 10 refer to clear calendar days and may only be extended by mutual agreement of the parties in writing.

In absence of written agreement, any grievance not submitted or advanced from one step to another within the time limits shall be deemed to be abandoned and all rights of recourse to the grievance procedure shall be at an end.

10.03 Witnesses

At any stage of the grievance or arbitration procedure, the parties may have the assistance of the Employee concerned as a witness and any other witnesses, and all reasonable arrangements will be made to permit the conferring parties or the Board of Arbitration to have access to the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

ARTICLE 11 DISCHARGE, SUSPENSION AND DISCIPLINE

11.01 After completion of the probation period, an Employee with tenure may be suspended or dismissed for just cause. Such Employee and the Union shall be advised promptly in writing by the Employer of the reason for such dismissal or suspension.

11.02 Just cause shall not include the refusal of an Employee to cross the picket line or a legal strike maintained at the premises of the Employer or at the premises of another Employer with whom the Employer is conducting business.

- 11.03** A claim by an Employee that they have been discharged or suspended for other than just and proper cause shall be treated as a special grievance and may be submitted directly to the Department Head or person holding an equivalent position under Step 2 of Article 9.04.
- 11.04** Should it be found upon investigation that an Employee has been unjustly suspended or discharged, such Employee shall be immediately reinstated in their former position, without loss of seniority rating, and shall be compensated for all time lost in an amount equal to their normal earnings during the pay period next preceding such discharge or suspension, or by any other arrangement as to compensation which is just and equitable in the opinion of the Employer and the Union or in the opinion of the Arbitrator, if the matter is referred to Arbitration.
- 11.05**
- a) All warning and reprimand letters shall be considered as a form of discipline and shall be subject to the provisions of the Grievance Procedure.
 - b) The Employer agrees each Employee will have access to their personnel file. Any Employee may respond in writing to any report on their personnel file, and such response will become part of the file.
 - c) After two (2) years from date of issue, without a similar infraction, written warning letters shall be deemed to be void and destroyed from the file.

ARTICLE 12 HOURS OF WORK

12.01 Normal Work Day and Normal Work Week For Regular Employees

The normal work day and work week shall be:

a) **Office Employees**

The normal work day shall consist of a scheduled period of seven (7) hours or eight (8) hours of work between the hours of 7:00 a.m. and 5:00 p.m. The normal work week shall consist of five (5) such days, Monday to Friday inclusive.

b) **Outside Employees**

The normal work day shall consist of a scheduled period of eight (8) hours of work between the hours of 6:00 a.m. and 6:00 p.m. The normal work week shall consist of five (5) such days, Monday to Friday inclusive.

c) **Recreation and Bylaw Employees**

The normal work day for these Employees shall consist of a scheduled period of seven (7) consecutive hours of work and the normal work week shall consist of five (5) consecutive days, followed by two (2) consecutive days off.

d) **Parks and Water Department Employees**

The normal work day for these Employees shall consist of a scheduled period of eight (8) consecutive hours of work and their normal work week shall consist of five (5) such consecutive days, followed by two (2) consecutive days off.

e) **Temporary Truck Drivers**

Hours of work for these Employees will be on an on-call basis.

f) Notwithstanding the provisions of 12.01(a) and (b), the Employer and the Union may mutually agree to vary the start/quit times.

12.02 Exceptions to Normal Work Day, Normal Work Week, and Other Conditions of Employment

In order to carry on the services of the Employer, it is recognized that certain exceptions to the normal work day and the normal work week, as defined in Article 12.01, are necessary. Such exceptions, the hours and days of work, and any other special conditions of employment applicable to the Employee referred to therein, shall be as set out in Schedule "B" of this Agreement.

12.03 No Split Shifts

a) No seven (7) hour work day for office Employees shall be spread over a period longer than eight (8) hours, including not more than one (1) hour off for lunch.

b) No eight (8) hour work day for Employees other than office Employees shall be spread over a period longer than nine (9) hours, including not more than one (1) hour off for lunch.

12.04 Rest Periods

Employees shall be permitted a fifteen (15) minute rest period in the first half (1/2) of the work day and a second (2nd) fifteen (15) minute rest period in the second (2nd) half (1/2) of the work day.

An Employee who is required to remain at work following the end of their normal workday shall be entitled to a paid fifteen (15) minute rest period after they have completed two (2) hours of overtime work, provided such overtime work is to extend for a period of time beyond the two (2) hours.

12.05 Article 12 Hours of Work

When modifying an inside Employee's hours of work in accordance with this article, the Employer will provide at minimum seventy-two (72) hours' notice.

When modifying outside Employee's hours of work in accordance with this Article, the Employer will give seventy-two (72) hours' notice in foreseeable circumstances and as much notice as possible in unforeseeable circumstances.

ARTICLE 13 OVERTIME

13.01 Overtime on Normal Working Days

All hours worked in excess of the normal hours of work shall be paid at the rate of time and one-half (1½X) for the first (1st) hour and at the rate of double time (2X) thereafter, provided the Employee has obtained approval in advance from their Director to work the excess hours.

13.02 Minimum Call-Back Time

In the event of an Employee being called out on emergency work during hours other than their regular working hours, they shall be entitled to a minimum of three (3) hours at double time (2X). This guarantee shall not apply for hours which extend into the employee's normal working hours.

13.03 Stand By

An Employee who is required to be on stand-by at a time or times other than their regular working hours, shall be paid a premium for each day they are on stand-by, as follows:

- a) Two (2) hours pay at their regular rate of pay for each normal work day on which the Employee was on stand-by and also worked their regular eight (8) hour shift.
- b) Three (3) hours pay at their regular rate of pay for each day of rest or statutory holiday on which the Employee was on stand-by.

13.04 The provisions of Article 13.02 shall not apply to an Employee who is on stand-by and who is called out for work. Such Employee shall, however, be paid for all time worked outside the scheduled hours constituting their normal work day at the applicable overtime rate with a minimum guarantee of three (3) hours work or three (3) hours pay. This guarantee shall not apply when the call-out extends into the Employee's normal working hours.

13.05 Overtime on Days Off, Vacation Days and Statutory Holidays

Work done on an Employee's regular days off, vacation days and statutory holidays shall be paid for at double time (2X) rates.

13.06 Sharing of Overtime

Overtime and call back time shall be divided among those Employees who normally perform the work and are willing and qualified to perform the available work.

13.07 Paid Time Off In Lieu of Worked Overtime

Employees shall be granted the privilege of electing to take time off in lieu of overtime pay and shall accumulate such overtime in an Overtime Bank, to a maximum of one hundred and twenty (120) hours in total in any calendar year.

Any amount of overtime in excess of the accumulated one hundred and twenty (120) hours shall be paid through the Employer payroll.

All banked overtime accumulated prior to and including November 30th must be cleared by December 31st of the year the accumulated time was earned. Failure to clear the amount of accumulated overtime by this date will result in the Employer paying out all unused overtime to those Employees so affected. Overtime accumulated after and including December 1st may be carried forward to the next year.

However, emergency overtime work performed under Emergency management BC task number for community emergencies, shall be paid at the applicable overtime rate in Article 13.01.

13.08 Fatigue Leave

Where an Employee works an overtime shift of four (4) hours or more, or is called in for emergency shifts accumulating to four (4) hours or more, and the subsequent rest period before the next scheduled shift is less than eight (8) hours, the Employee will receive regular wages for the hours they were scheduled to work during this rest period. The Employee will not be required to report to work until they have had a full eight (8) hours of rest.

13.09 Meal Allowance

Employees who are called out for more than three (3) hours or required to work more than three (3) hours beyond their scheduled shift end time, shall receive a meal allowance of thirty dollars (\$30) per occurrence. Receipts and expense forms must be submitted to claim the meal allowance.

ARTICLE 14 STATUTORY HOLIDAYS

14.01 The Employer shall observe the following as paid days, after completion of thirty (30) days of continuous employment.

- | | |
|----------------------|-----------------------------------------|
| New Year's Day | Labour Day |
| Family Day | National Day for Truth & Reconciliation |
| Good Friday | Thanksgiving Day |
| Easter Monday | Remembrance Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |
| British Columbia Day | |

and any other day proclaimed or declared by the Federal, Provincial or Municipal Governments as a statutory holiday.

14.02 To be eligible for statutory holiday pay an Employee, including a part time Employee, must have completed thirty (30) calendar days of employment with the employer before the statutory holiday and have worked or earned wages on the fifteen (15) of the thirty (30) days immediately before the statutory holiday.

14.03 When determining entitlement to a statutory holiday, all paid time off excluding sick leave in excess of three (3) days, count as days worked. The statutory holiday pay is calculated by dividing 'total wages' in the thirty (30) calendar days before the statutory holiday by the number of days worked during that period. Total wages includes wages, statutory holiday pay, paid banked time off and vacation pay but does not include overtime pay.

14.04 If a Statutory or public holiday falls on a non-working day, the Employer may declare that the working day immediately preceding the holiday or the working day immediately following the holiday shall be observed in lieu of the said holiday.

14.05 If a statutory holiday or declared holiday falls or is observed during an Employee's vacation period, they shall be granted an additional day off with pay for each such holiday in addition to their regular vacation time.

ARTICLE 15 ANNUAL VACATIONS

15.01 Vacation Year – Definition of

The term "vacation year", as used in this Agreement, shall mean the twelve (12) month period running from January 1st to December 31st of the previous calendar year.

Payment for such vacation shall be at the Employee's rate of pay as at the time they take their vacation.

15.02 New Employees

Effective the first (1st) of the calendar year, following the year an Employee enters service with the Employer, they shall be entitled to annual vacations in accordance with the following schedule:

- a) Accumulated service from day of entering service to December 31st, ten (10) complete months or more – fifteen (15) working days.
- b) Accumulated service at December 31st of less than ten (10) complete months: One and one-half (1½) days – for each complete month of service.

15.03 Anniversary Date

On December 31st of each year, Employees are credited with an anniversary date, regardless of when employment commenced in the previous twelve (12) months.

15.04

An Employee who has achieved the following anniversary:	Shall be entitled to a paid vacation as follows:
One (1) – Two (2) Years	3 Weeks
Three (3) – Five (5) Years	4 Weeks
Six (6) Years	4 Weeks + One (1) Day
Seven (7) Years	4 Weeks + Two (2) Days
Eight (8) Years	4 Weeks + Three (3) Days
Nine (9) Years	4 Weeks + Four (4) Days
Ten (10) Years	5 Weeks
Eleven (11) Years	5 Weeks + One (1) Day
Twelve (12) Years	5 Weeks + Two (2) Days
Thirteen (13) Years	5 Weeks + Three (3) Days
Fourteen (14) Years	5 Weeks + Four (4) Days
Fifteen (15) Years	6 Weeks
Twenty (20) Years	6 Weeks + A One Time – One Week Bonus
Twenty-Five (25) Years	6 Weeks + A One Time – One Week Bonus

15.05

Employees on Layoff

The provisions of Article 15.02, 15.04 shall not apply to an Employee who is laid off. Vacation entitlement for such Employees shall be as follows:

- a) For each of the first two (2) years of service, as calculated under the provisions of Article 15.03, six (6) percent of their total earnings during the current calendar year, to be paid to them at the time of layoff, or if the Employee so elects, to be paid to them as vacation pay during the following calendar year when they may take a vacation not exceeding three (3) calendar weeks.
- b) For the third (3rd) and up to and including the ninth (9th) year of service, as calculated under the provisions of Article 15.03, eight (8) percent of their total earnings during the current calendar year, to be paid to them at the time of layoff or, if the Employee so elects, to be paid to them as vacation pay during the following calendar year when they may take a vacation not exceeding four (4) calendar weeks + up to four (4) days (as per 15.04 table).

- c) For the tenth (10th) and up to and including the fourteenth (14th) year of service, as calculated under the provisions of Article 15.03, ten (10) percent of his total earnings during the current calendar year, to be paid to them at the time of layoff, or, if the Employee so elects, to be paid to them as vacation pay during the following calendar year when they may take a vacation not exceeding five (5) calendar weeks + up to four (4) days (as per 15.04 table).
- d) For the fifteenth (15th) or more years of service, as calculated under the provisions of Article 15.03, twelve (12) percent of their total earnings during the current calendar year, to be paid to them at the time of layoff, or, if the Employee so elects, to be paid to them as vacation pay during the following calendar year when they may take a vacation not exceeding six (6) calendar weeks + A One Time – One Weeks Bonus in year twenty (20) and a One Time One Week Bonus in year Twenty-five (25) (as per 15.04 table).

15.06 An Employee who is paid their vacation entitlement at time of layoff shall not be entitled to a paid vacation during the following calendar year.

15.07 Scheduling of Vacations

- a) Vacations shall be granted at such time as is mutually agreed upon by the Employee and the Employer. Preference in choice of vacation period shall be accorded the Employee with the greatest seniority made prior to March 1st of the given vacation year. Following March 1st, vacation preference will be given in order of receipt of vacation request, subject to operational requirements.
- b) Vacations earned during the vacation year shall be taken in the calendar year immediately following and cannot be postponed without the written consent of the Employer. However, Employees will be permitted to carry over five (5) days of the current vacation year into the next calendar year.
- c) An additional five (5) days' vacation time may be banked, upon approval by the appropriate Director, where Employees have significant travel plans that require an extended time away or other significant plans and such request is made prior to September 30th.

15.08 Termination of Employment

In the event of termination of employment, vacation entitlement will be calculated as for the period of earnings for which vacation has been earned but not taken, in accordance with Articles 15.03 and 15.04.

ARTICLE 16 HEALTH BENEFITS

16.01 Eligibility

Upon completion of three (3) consecutive calendar months of employment, an Employee shall be eligible for the following benefits and any other benefits in effect prior to Union certification:

16.02 Group Life Insurance Plan

Life Insurance at a principal amount equal to two (2) times salary. The age limits applicable to this section shall be in accordance with those identified in the schedule of benefits included in the current group benefits plan. Premium costs for the Group Life Insurance Plan shall be paid by the Employer.

16.03 Accidental Death and Dismemberment

Accidental Death and Dismemberment at a maximum principal amount equal to the life insurance as specified in the Underwriter's "Table of Losses". Premium costs for the Accidental Death and Dismemberment Plan shall be paid by the Employer.

16.04 Short Term Disability – Weekly Income Benefits

Weekly income benefits equal to seventy-five (75%) percent of earnings for up to twenty-six (26) weeks commencing upon the first (1st) day of absence due to disability or injury and commencing upon the seventh (7th) day for absence due to illness. The Corporation agrees to pay at full salary for the first six (6) days of illness, providing the Employee has sick leave credits as outlined in 16.15. Premium costs for the Weekly Indemnity Benefit shall be paid by the Employer.

Such payment shall be paid by the Employer on the regular bi-weekly pay period.

16.05 Long Term Disability Benefits

The same Long Term Disability (LTD) Plan that exists for Management shall be provided for all Employees covered by this Collective Agreement.

16.06 Extended Health Care Benefits Plan

The Employer shall provide Extended Health Care Benefits for Employees and dependents. Premium Costs for the Extended Health Care Benefits Plan shall be paid by the Employer.

16.07 Medical Services Plan

The provincial Medical Services Plan shall be fully paid by the Employer.

16.08 Dental Plan

A Dental Care Benefits Plan will be provided for Employees and their dependents based on the following general principles to a maximum of two thousand dollars (\$2,000) per person:

- i) Routine Treatment – Plan pays one hundred percent (100%) of approved Schedule of Fees.
- ii) Major Treatment (Crown, Bridgework) – Plan pays fifty percent (50%) of approved Schedule of Fees.
- iii) The Employer agrees to provide Orthodontic Dental Care to a maximum of two thousand dollars (\$2,000).
- iv) Premium Costs for the Dental Plan shall be paid by the Employer.

16.09 Eye Care Plan

An Eye Care Plan will be provided for Employees and their dependents based on the following principles:

- i) Glasses and Contact Lenses – Plan pays maximum of \$400.00/person every 24 months.
- ii) For dependent children such coverage shall provide for glasses or contact lenses every year, provided, however, that this coverage shall only apply in the event of a change in the prescription.
- iii) Premium costs for the Eye Care plan shall be paid by the Employer.

16.10 Paramedical Health Benefits

Paramedical health benefits will have an allocation of up to seven hundred and fifty dollars (\$750) per practitioner with no maximum per appointment, which may be used in any of the following categories:

- Chiropractor
- Naturopath
- Physiotherapist
- Massage Practitioner
- Podiatrist
- Speech Language Pathologist
- Clinical Psychologist/Registered Clinical Counsellor/Social Worker
- Acupuncturist

Premium costs for the Paramedical Health Benefits shall be paid by the Employer.

16.11 Employee Assistance Program

Assistance is available to Employees requiring counseling for work-related or personal reasons, through an Employee and Family Assistance Program (EFAP). To maintain confidentiality, an Employee desiring counseling services may arrange an appointment directly with the Provider either online or via phone.

EFAP is provided to Employees and their family at no cost to the Employees and forms part of the Health & Welfare Benefits package.

An Employee may reach out to Payroll or Human Resources for information and contact details.

EFAP information will also be made available via the Intranet.

16.12 General Principles

- a) Participation in the aforementioned plans shall be mandatory.
- b) Coverage During Layoffs

The Employer agrees that laid off Employees will continue to be covered for three (3) months during layoffs with the following benefits:

- BC Medical Plan)
- Dental Plan) one hundred percent (100%)
- Extended Health Care Plan) Employer paid
- Group Life and Dependent)
- Insurance Plan, including AD & D)

In addition, an Employee may opt to continue benefit coverage for these same plans for an additional three (3) months at their own cost.

c) Coverage During Leave of Absence In Excess of Thirty (30) Calendar Days

An Employee on an approved leave of absence may continue Life and Accidental Death and Dismemberment coverage for up to one (1) year, provided the full cost of premiums is paid to the Employer.

16.13 Medical Placement

As a result of an Employee being partially disabled through sickness or accident, the Employer will endeavour to place the injured person into a regular job that is available, provided that such person is qualified and can perform the work. If a problem arises in terms of placement of such an individual, the Employer and the Union will review the circumstances.

16.14 Workers Compensation

Workers Compensation benefits shall be paid by the Employer directly to the Employee on the regular bi-weekly pay period taking into account the appropriate WorkSafeBC rate. Payments from WorkSafe BC will be submitted directly to the Employer.

Should an Employee's Work Safe Claim be denied the Employee will be responsible to pay the amount received while on leave back to the employer. This amount may be deducted from the employee's paid leave banks.

16.15 Sick Leave Bank

Employees will accrue sick leave credits at the rate of one and one-half (1½) days per month of service with the Employer, to a maximum limit of twelve (12) days. Each Employee's Sick Leave Bank will carry forward from year to year.

16.16 Employees who are off work due to sickness or accident shall be granted sick leave with pay, providing they have accrued sick days to their credit. Such sick days will be paid until the Employee becomes eligible for Weekly Indemnity Income Benefits referred to in 16.04.

16.17 Employees will endeavour to schedule dental and paramedical appointments outside normal working hours when possible. Although dental and paramedical appointments do not qualify under sick leave, Employees will be offered the opportunity to make up their hours at straight time within the pay period it occurred coordinated with Department Director or designate.

ARTICLE 17 LEAVE OF ABSENCE

17.01 For Union Business

The Employer agrees that where permission has been granted by the Employer to representatives of the Union to leave their employment temporarily in order to carry on negotiations with the Employer, or with respect to a grievance, they shall suffer no loss of pay for the time so spent, provided however, the Employee shall be responsible for notifying the Department Head concerned.

17.02 Union Conventions

Leave of absence up to a maximum of twenty (20) working days, per delegate, without pay and without loss of seniority, shall be granted upon request in writing to the Employer, to Employees elected or appointed to represent the Union at Union Conventions and a reply in writing shall be given within three (3) calendar days after such request has been made.

17.03 Bereavement Leave

In the event of a death in the immediate family of an Employee, or an Employee's spouse, or common-law spouse, the Employer shall grant a maximum of three (3) regularly scheduled work days leave without loss of pay or benefits. Additional leave of absence with pay, for travel, may be granted by the Department Director. "Immediate family" shall mean: spouse, child, step-child, parents, brother, sister, brother-in-law, sister-in-law, grandparents, grandchild, step-parent, foster child, foster parent, aunt, uncle, niece, nephew, fiancée, and any relative residing in the Employee's household.

A maximum of two (2) additional days leave without loss of pay or benefits will be granted in the event of the death of an Employee's spouse (which includes common-law spouse), son or daughter

17.04 One-half (1/2) day shall be granted without loss of salary or wages to attend a funeral as a pallbearer, provided such Employee has the approval of his Department Director.

17.05 Leave For Union Officers

An Employee who is elected or selected for a full or part-time position with the Union, or any body with which the Union is affiliated, or who is elected to public office, shall be granted leave of absence without loss of seniority by the Employer for a period of one (1) year. Such leave shall be renewed each year during their term of office.

17.06 General Unpaid Leave

The Employer may grant leave of absence without pay and without loss of seniority to a maximum of six (6) months to any Employee requesting such leave for good and sufficient cause, such request to be in writing and submitted to the Employer.

17.07 Jury Duty or Court Witness

A regular Employee required to serve as a juror or obey a subpoena as a court witness shall be granted leave with pay. The Employee shall give proof of such required service and shall pay to the Employer any fees received for such service.

17.08 Maternity and Parental Leaves

The parties agree that, except where there are extra conditions noted in this Article, that the regulations as set out for Maternity and Parental Leaves in the *BC Employment Standards Act* shall apply.

- a) Maternity leave shall be granted as a right. The Employer shall not deny the pregnant Employee the right to continue employment during the period of pregnancy.

b) **Seniority Status During Maternity and Parental Leaves**

While on maternity and parental leaves an Employee shall retain their full employment status and accumulate all benefits under this collective agreement.

c) **Employer Payment of Employee Benefits During Maternity and Parental Leaves**

During the period of leave under this clause, the Employer shall continue to pay the hospital, medical, disability, group life insurance, and other benefits of this Agreement.

d) **Procedure Upon Return from Maternity or Parental Leave**

When an Employee decides to return to work after leave under this clause, they shall provide the Employer with at least two (2) weeks' notice. On return from such leave, the Employee shall be placed at least in their former position. If the former position no longer exists, they shall be placed in an equivalent position in their department for which they are qualified, or Bargaining Unit consistent with seniority.

e) An Employee who requests leave after the birth of a child or the termination of a pregnancy is entitled to up to six (6) consecutive weeks of unpaid leave. An Employee is entitled to up to six (6) additional consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy, they are unable to return to work when their leave ends.

This leave may be extended by up to five (5) weeks if the child requires an additional period of parental care.

17.09

Personal Leave

Regular Employees shall be permitted up to two (2) days per calendar year, with pay, to attend to personal matters. Personal Leave must be used within the calendar year.

ARTICLE 18 TECHNOLOGICAL CHANGE

Should the Employer introduce, or intend to introduce, a technological change as defined in the *Labour Relations Code* that affects the terms and conditions, or security or employment of a number of Employees to whom this Collective Agreement applies, either party may refer the matter to Arbitration as per the conditions and provisions of Article 10.

ARTICLE 19 PAYMENT OF WAGES AND ALLOWANCES

19.01 Pay Days

Employees shall be paid every second (2nd) Friday in accordance with Schedule "A" attached hereto. If the regular pay day falls on a holiday, Employees will be paid on the preceding work day. With each pay, a detailed payroll voucher will be provided itemizing all of Employees' hours, wages, overtime, accrued banked time, accrued leave/s time, other supplementary pay and deductions, and any other money or allowance entitled to the Employee. *(Where Employees feel that there is certain information omitted, they may go into the administration office and request such information).*

19.02 Temporary Transfer

a) Higher Paid Classification

In the event of an Employee being temporarily moved to a higher paid classification, the Employee shall receive the higher rate provided for in such classification; such higher rate to be paid for the duration of such temporary transfer only.

b) Lower Paid Classification

In the event an Employee is required to transfer temporarily to a lower classification, such Employee shall suffer no reduction in wages until after thirty (30) working days because of such transfer.

19.03 Pay for Working on More Than One (1) Job

An Employee working more than one (1) hour at a higher rated job during a day shall be paid at the highest rate for the whole day.

19.04 Vacation Pay

An Employee shall be paid for an annual vacation to which they are entitled at the hourly rate for the occupational classification in which they are at the time listed or classified by the Employer.

19.05 Dirty Work

a) When employed on dirty work, an Employee shall be entitled to the premium of sixty (\$0.60) cents per hour.

b) "Dirty Work" shall include:

i) Asphalt Distributor Operator; Road Patching and Crack Sealing; Refuse Collection; (when working in ditches or manholes where sewage is present); and any other work, where in the opinion of the Employer the premium for dirty work should be paid.

ii) Employees required to exhume a casket burial shall be paid a premium of two hundred (\$200) dollars.

- c) When dirty work is intermittent, payment of the premium shall be at the discretion of the Supervisor on the job, who will also determine the number of hours for which the premium shall be paid.

19.06 No Pyramiding

There shall be no pyramiding of overtime and premium rates for compensation. When two (2) or more types of overtime and/or premium (excluding the premium for dirty work) apply to the same hours of work only the higher rate shall be paid.

19.07 Motor Vehicle Allowance

An Employee covered by this Collective Agreement who uses their own motor vehicle for Municipal business, following authorization from their Director, will receive a vehicle allowance in accordance with District Policies, FIN-210 and PER-210, plus all additional insurance costs incurred.

19.08 Protective Clothing

The Employer agrees to pay one hundred and sixty-five dollars (\$165.00) per year to all regular full-time Employees who are required to wear CSA approved safety footwear or other protective clothing necessary in the performance of their duties, no receipt required.

19.09 First Aid Attendant

The Employer agrees to designate First Aid Attendants in accordance with all applicable legislation. Such persons shall be the holder of a valid Level 1 First Aid Ticket and shall be paid one dollar (\$1.00) per hour of employment in addition to their regular rate of pay.

19.10 Acting Leadhand and Acting Head Lifeguard

The Department Director may appoint an Acting Leadhand for outside workers. The Acting Leadhand will be paid a premium rate of two dollars (\$2.00) per hour above their normal rate of pay, for all hours worked in that capacity. Such appointments shall be made on the basis of seniority and ability.

The Department Director may appoint an Acting Head Lifeguard. Acting Head Lifeguard(s) shall be paid a premium rate of two dollars (\$2.00) per hour above their normal rate of pay, for all hours worked in that capacity.

19.11 Employee Licenses Expenses

For those positions requiring Class 1, 2, and 3 driver's Licenses, all costs associated with maintaining those licenses including Driver's Medical Exams, license renewals, and administration fees shall be reimbursed by the Employer.

19.12 Water Operators On Call

Water Operators required to be on call and monitor systems through the SCADA (Supervisory Control and Data Acquisition) during off-duty periods, will do so from their home through a secure internet connection governed by the following conditions:

- a) Weekend standby will be paid four (4) hours regular time per day on Saturday, Sunday and statutory holidays;
- b) Water Operators on standby will be provided cell phone with data plan and all other necessary equipment to perform their job satisfactorily;
- c) The Water Operator on standby will be paid one (1) hour double (2x) time for every alarm not requiring attendance between the hours of 9 p.m. to 7 a.m. including alarms deemed as nuisance alarms;
- d) Nuisance alarms encountered between 7 a.m. to 9 p.m. will not receive additional pay;
- e) Alarms requiring actual attendance will be paid as a three (3) hour double (2x) time callout.

ARTICLE 20 NEW OR CHANGED CLASSIFICATIONS

20.01 New Classification

The Employer may institute new classifications in addition to those listed in Schedule "A". Should any new classification be instituted, the Employer shall establish the rate of same and shall submit the classification and rate to the Union in writing and, in addition, shall post the classification and rate in the manner required by Article 8.02. Within thirty (30) calendar days of such submission and posting, the Union may, if it deems necessary, request to meet with the Employer to review the classification and rate and, if mutual agreement cannot be reached, the difference may be referred to arbitration under the provisions of Article 10. Any change in rate resulting from discussion between the Employer and the Union, or following a reference to arbitration, shall be retroactive to the date the new classification was instituted by the Employer.

20.02 Changed Classification

If the Union claims that the duties of an existing classification have been changed to an extent sufficient to alter the classification and/or rate, the Union may request to meet with the Employer to review the classification and/or rate. If within thirty (30) calendar days of the submission of such request, which shall be in writing, mutual agreement cannot be reached, the difference may be referred to arbitration under the provisions of Article 10. Any change in rate resulting from discussion between the Employer and the Union, or following a reference to arbitration, shall be retroactive to the date the Union submitted its request to the Employer.

20.03 Abandonment

If the Union does not request to meet with the Employer to review the classification and rate within thirty (30) calendar days, as provided for in Articles 20.01 and/or 20.02, or if the Union does not refer the difference, if any, to arbitration within thirty (30) calendar days, as provided for in these Articles, then the difference, if any, shall be deemed to be abandoned and all rights of recourse to arbitration shall be at an end.

20.04 Extension of Time Limits

The time limits referred to in this Article may be extended by mutual agreement of the Employer and the Union in writing.

ARTICLE 21 GENERAL CLAUSES

21.01 Bulletin Boards

The Employer shall provide bulletin boards which shall be placed so that all Employees will have access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the Employees.

21.02 Cooperation on Safety

The Union and the Employer shall cooperate in promoting and improving rules and practices which promote an occupational environment which will enhance and provide protection from factors adverse to Employee health and safety, in accordance with WorkSafeBC regulations.

ARTICLE 22 MUNICIPAL PENSION PLAN

22.01 The Public Sector Pension Plans Act applies to the Employer and its Employees. The Employer, in addition to its own contributions, shall deduct from the wages of each Employee, as a condition of continued employment, the contributions required under the provisions of the Municipal Pension Plan.

ARTICLE 23 JOB SECURITY

23.01 The Employer has the right, subject to the other provisions of this Agreement to decide how and by whom any work is to be performed. However, in the exercise of this right, the Employer will not contract work out that results directly in the layoff of any Employee from the Bargaining Unit.

ARTICLE 24 TERM OF AGREEMENT

24.01

This Agreement shall take effect from July 1, 2024 and shall remain in effect until June 30, 2027 and thereafter from year to year unless written notice of intent to terminate or amend the Agreement is given by either party to the other party in accordance with the provisions of the *Labour Relations Code*. Within ten (10) days after receipt of any notice given pursuant to this Article by either party, the parties to this Agreement shall commence negotiations. During the period of negotiations, this Agreement shall continue in full force and effect.


ARTICLE 25 CRIMINAL OFFENSES

- a) An Employee must disclose immediately to the Chief Administrative Officer or the Corporate Officer during anytime of their employment, convictions of criminal offences resulting in prohibitions that preclude them from carrying out the requirements of their job description.

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 5 day of June, 2025.

ON BEHALF OF:

THE CORPORATION OF THE DISTRICT OF PEACHLAND



Joe Creron, Chief Administrative Officer




Jennifer Sawatzky, Director of Corporate Services



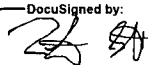
Patrick Van Minsel, Mayor

ON BEHALF OF:

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 608

Signed by:


4036E1B6EB1C40A
Jamie McDiarmid, President

DocuSigned by:



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Josh Scott, Unit Chair (Peachland)

Signed by:


18CA839D37B04A3
Sheri Sweet, Bargaining Committee

Signed by:


E8F2A8AF10804E5
Ryan Stickleland, Bargaining Committee

Signed by:


B6AC0ADA468B44C
Travis Nixon, Bargaining Committee

SCHEDULE "A"
PAY GRID – JULY 1, 2024 TO JUNE 30, 2027

POSITION	Band	2023 Rate	JULY 1, 2024 4%	Jan 1, 2025 4%	JAN 1, 2026 3%	JAN 1, 2027 3%
Inside Workers						
Clerk Typist	3	\$29.93	\$31.13	\$32.37	\$33.34	\$34.34
Administrative Assistant	6	\$33.23	\$34.56	\$35.94	\$37.02	\$38.13
Recreation & Culture Technician	8	\$34.92	\$36.32	\$37.77	\$38.90	\$40.07
Planning & Economic Development Technician	8	\$34.92	\$36.32	\$37.77	\$38.90	\$40.07
Assistant Accountant	9	\$35.97	\$37.41	\$38.91	\$40.07	\$41.27
Planning & Development Services Assistant	9	\$35.97	\$37.41	\$38.91	\$40.07	\$41.27
Recreation Program Coordinator	10	\$36.68	\$38.15	\$39.67	\$40.86	\$42.09
Bylaw Officer	12	\$38.52	\$40.06	\$41.66	\$42.91	\$44.20
Senior Accounting Clerk	13	\$39.51	\$41.09	\$42.73	\$44.02	\$45.34
Deputy Treasurer	14	\$40.48	\$42.10	\$43.78	\$45.10	\$46.45
Planner I	15	\$41.46	\$43.12	\$44.84	\$46.19	\$47.57
Accountant	15	\$41.46	\$43.12	\$44.84	\$46.19	\$47.57
Building Inspector I	15	\$41.46	\$43.12	\$44.84	\$46.19	\$47.57
Engineering Technologist	16	\$43.21	\$44.94	\$46.74	\$48.14	\$49.58
Building Inspector II	17	\$44.97	\$46.77	\$48.64	\$50.10	\$51.60
Planner II	17	\$44.97	\$46.77	\$48.64	\$50.10	\$51.60
Building Inspector III	18	\$47.03	\$48.91	\$50.87	\$52.39	\$53.97
Outside Workers						
Labourer	1	\$28.62	\$29.76	\$30.96	\$31.88	\$32.84
Operations Labourer	3	\$29.93	\$31.13	\$32.37	\$33.34	\$34.34
Special Projects Utilities & Special Events	5	\$32.27	\$33.56	\$34.90	\$35.95	\$37.03
Special Projects Parks & Facilities	5	\$32.27	\$33.56	\$34.90	\$35.95	\$37.03
Gardener	5	\$32.27	\$33.56	\$34.90	\$35.95	\$37.03
Water Distribution Operator I	5	\$32.27	\$33.56	\$34.90	\$35.95	\$37.03
Labourer Water II	5	\$32.27	\$33.56	\$34.90	\$35.95	\$37.03
Water Treatment Plant Operator I	5	\$32.27	\$33.56	\$34.90	\$35.95	\$37.03
Equipment Operator I	6	\$33.23	\$34.56	\$35.94	\$37.02	\$38.13
Utility Person	6	\$33.23	\$34.56	\$35.94	\$37.02	\$38.13
Equipment Operator II	7	\$34.06	\$35.42	\$36.84	\$37.94	\$39.08
Water Distribution Operator II	9	\$35.97	\$37.41	\$38.91	\$40.07	\$41.27
Water Treatment Plant Operator II	9	\$35.97	\$37.41	\$38.91	\$40.07	\$41.27
Water Distribution Operator III	10	\$36.68	\$38.15	\$39.67	\$40.86	\$42.09
Water Treatment Plant Operator III	10	\$36.68	\$38.15	\$39.67	\$40.86	\$42.09
Parks Lead Hand	12	\$38.52	\$40.06	\$41.66	\$42.91	\$44.20
Roads Lead Hand	12	\$38.52	\$40.06	\$41.66	\$42.91	\$44.20
Journeyman Mechanic	14	\$40.48	\$42.10	\$43.78	\$45.10	\$46.45

POSITION	Band	2023 Rate	JULY 1, 2024 4%	Jan 1, 2025 4%	JAN 1, 2026 3%	JAN 1, 2027 3%
Instrumentation Electrical Technician	14	\$40.48	\$42.10	\$43.78	\$45.10	\$46.45
Water Distribution Operator IV	14	\$40.48	\$42.10	\$43.78	\$45.10	\$46.45
Water Treatment Plant Operator IV	14	\$40.48	\$42.10	\$43.78	\$45.10	\$46.45
Utilities Lead Hand	15	\$41.46	\$43.12	\$44.84	\$46.19	\$47.57
Chief Water Treatment Plant Operator	15	\$41.46	\$43.12	\$44.84	\$46.19	\$47.57
Seasonal/Students						
Student	S	\$20.47	\$21.29	\$22.14	\$22.80	\$23.49
Lifeguard	LG	\$24.53	\$25.51	\$26.53	\$27.33	\$28.15
Head Lifeguard	HLG	\$29.90	\$31.10	\$32.34	\$33.31	\$34.31

Job List

Band Number	Job Title
S	Student
LG	Lifeguard
HLG	Head Lifeguard
1	Labourer
2	
3	Operations Labourer Clerk Typist
4	
5	Gardener Special Projects Utilities & Special Events Special Projects Parks & Facilities Labourer II - Water Water Distribution Operator I Water Treatment Plant Operator I
6	Administrative Assistant Equipment Operator I Utility Person
7	Equipment Operator II
8	Recreation & Culture Technician Planning & Economic Development Technician
9	Assistant Accountant Planning & Development Services Assistant Water Distribution Operator II Water Treatment Plant Operator II
10	Recreation Program Coordinator Water Distribution Operator III Water Treatment Plant Operator III

BAND NUMBER	JOB TITLE
11	
12	Parks Lead Hand Roads Lead Hand Bylaw Officer
13	Senior Accounting Clerk
14	Deputy Treasurer Water Distribution Operator IV Water Treatment Operator IV Instrumentation/Electrical Technician Journeyman Mechanic
15	Building Inspector I Planner I Accountant Utilities Lead Hand Chief Water Treatment Operator
16	Engineering Technologist
17	Building Inspector II Planner II
18	Building Inspector III

Banding Schedule

BAND	MIN POINTS	MAX POINTS	July 1, 2023 Salaries	JULY 1, 2024 4%	Jan 1, 2025 4%	JAN 1, 2026 3%	JAN 1, 2027 3%
1	110	1399	\$ 28.62	\$ 29.76	\$ 30.96	\$ 31.88	\$ 32.84
2	1400	1699	\$ 28.94	\$ 30.10	\$ 31.30	\$ 32.24	\$ 33.21
3	1700	1999	\$ 29.93	\$ 31.13	\$ 32.37	\$ 33.34	\$ 34.34
4	2000	2299	\$ 31.15	\$ 32.40	\$ 33.69	\$ 34.70	\$ 35.74
5	2300	2599	\$ 32.27	\$ 33.56	\$ 34.90	\$ 35.95	\$ 37.03
6	2600	2899	\$ 33.23	\$ 34.56	\$ 35.94	\$ 37.02	\$ 38.13
7	2900	3199	\$ 34.06	\$ 35.42	\$ 36.84	\$ 37.94	\$ 39.08
8	3200	3499	\$ 34.92	\$ 36.32	\$ 37.77	\$ 38.90	\$ 40.07
9	3500	3799	\$ 35.97	\$ 37.41	\$ 38.91	\$ 40.07	\$ 41.27
10	3800	4099	\$ 36.68	\$ 38.15	\$ 39.67	\$ 40.86	\$ 42.09
11	4100	4399	\$ 37.61	\$ 39.11	\$ 40.68	\$ 41.90	\$ 43.16
12	4400	4699	\$ 38.52	\$ 40.06	\$ 41.66	\$ 42.91	\$ 44.20
13	4700	4999	\$ 39.51	\$ 41.09	\$ 42.73	\$ 44.02	\$ 45.34
14	5000	5299	\$ 40.48	\$ 42.10	\$ 43.78	\$ 45.10	\$ 46.45
15	5300	5599	\$ 41.46	\$ 43.12	\$ 44.84	\$ 46.19	\$ 47.57
16	5600	5899	\$ 43.21	\$ 44.94	\$ 46.74	\$ 48.14	\$ 49.58
17	5900	6199	\$ 44.97	\$ 46.77	\$ 48.64	\$ 50.10	\$ 51.60

18	6200	6499	\$ 47.03	\$ 48.91	\$ 50.87	\$ 52.39	\$ 53.97
S			\$ 20.47	\$ 21.29	\$ 22.14	\$ 22.80	\$ 23.49
LG			\$ 24.53	\$ 25.51	\$ 26.53	\$ 27.33	\$ 28.15
HLG			\$ 29.90	\$ 31.10	\$ 32.34	\$ 33.31	\$ 34.31

Premiums are not included in the rates listed in the schedule.

LETTER OF UNDERSTANDING #1

BETWEEN

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 608

RE: Public Works/Parks Operator

As a result of the operational requirements of the Corporation of the District of Peachland, the parties agree to the creation of a new position governed under the following terms and conditions.

- 1) The position will be considered a full time, permanent, outside worker position with all rights, benefits and privileges of the Collective Agreement, except as identified in this letter of understanding.
- 2) The Employee working this position will work six (6) months of each year (April 1st to September 30th) in the Parks Department as a Gardener and the six (6) months (October 1st to March 31st) in the Operations Department as an Equipment Operator.
- 3) The Employee will work five (5) consecutive days per week from Wednesday to Sunday, eight (8) hours per day between the hours of 6 a.m. and 6 p.m.
- 4) The Employee working this position will be paid the rate of pay according to Schedule "A" as Gardener when working as gardener, as Equipment Operator 1 when working as Equipment Operator 1.

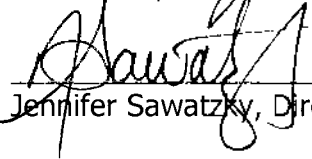
IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 5 day of June, 2025.

ON BEHALF OF:

THE CORPORATION OF THE
DISTRICT OF PEACHLAND



Joe Creron, Chief Administrative Officer




Jennifer Sawatzky, Director of Corporate Services

Patrick Van Minsal, Mayor

ON BEHALF OF:

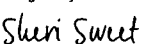
CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 608

Signed by:


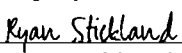
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Jamie McDiarmid, President

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Josh Scott, Unit Chair (Peachland)

Signed by:


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Sheri Sweet, Bargaining Committee

Signed by:


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Ryan Stickland, Bargaining Committee

Signed by:


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Travis Nixon, Bargaining Committee

LETTER OF UNDERSTANDING #2

BETWEEN

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 608

RE: Operations Labourer

As a result of the operational requirements of the Corporation of the District of Peachland, the parties agree to the creation of a new position governed under the following terms and conditions:

1. The position will be considered a full time, permanent, outside worker position with all rights, benefits and privileges of the Collective Agreement, except as identified in this letter of understanding.
2. The employee working this position will work in the Operations Department as an Operations Labourer.
3. The employee will work (5) consecutive days per week, eight (8) hours per day between the hours of 6 A.M. and 6 P.M. The days of work will be as follows;
 - April 1 to September 30 Monday - Friday
 - October 1 to March 31 Wednesday - Sunday
4. The Employee working this position will be paid the rate of pay according to Schedule "A" as Operations Labourer.
5. The Operations Labourer will only be tasked with Operator 2 duties if the Equipment Operators and Utility Person are unavailable.

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 5 day of June, 2025.

ON BEHALF OF:


THE CORPORATION OF THE
DISTRICT OF PEACHLAND



Joe Creron, Chief Administrative Officer




Jennifer Sawatzky, Director of Corporate Services



Patrick Van-Minsel, Mayor

ON BEHALF OF:

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 608

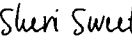
Signed by:

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Jamie McDiarmid, President

DocuSigned by:

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Josh Scott, Unit Chair (Peachland)

Signed by:

18CA839D37B64A3...

Sheri Sweet, Bargaining Committee

Signed by:

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Ryan Stickland, Bargaining Committee

Signed by:

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Travis Nixon, Bargaining Committee

LETTER OF UNDERSTANDING #3

BETWEEN:

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 608

RE: Planner I

As a result of the operational requirements of the Corporation of the District of Peachland, the parties agree to the amendment of an existing position governed under the following terms and conditions:

1. The position will be considered a full time, permanent, inside worker position with all rights, benefits and privileges of the Collective Agreement.
2. The Development Services Technician position will be renamed to Planner I
3. The Job Description for the Planning and Development Technician is amended as attached to this LOU.
4. This position will work In the Planning & Development Department as a Planner I.
5. This position will work (5) consecutive days per week from Monday to Friday, seven (7) hours per day between the hours of 8:00 A.M. and 4:00 P.M.
6. This position will be paid the rate of pay as identified on Band 15 of the Banding Schedule included in Schedule "A" of the Collective Agreement.

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 5 day of June, 2025.

ON BEHALF OF:


THE CORPORATION OF THE
DISTRICT OF PEACHLAND



Joe Creron, Chief Administrative Officer




Jennifer Sawatzky, Director of Corporate Services



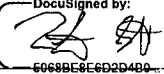
Patrick Van Minsel, Mayor

ON BEHALF OF:

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 608

Signed by:


4036F1B6FB1C40A
Jamie McDiarmid, President

DocuSigned by:



5068BE8E6D3D4B0
Josh Scott, Unit Chair (Peachland)

Signed by:


18CA839037B64A3
Sheri Sweet, Bargaining Committee

Signed by:


E8F2A6AF10004E6
Ryan Stickland, Bargaining Committee

Signed by:


B5AC9A9A468B44C
Travis Nixon, Bargaining Committee

LETTER OF UNDERSTANDING #4

BETWEEN:

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 608

RE: Amendments to the Collective Agreement and Added Position

As a result of the operational requirements of the Corporation of the District of Peachland, the parties agree to the amendments of the Collective Agreement and the creation of new positions:

1. Amendments:
 - a) Water Mechanic title change to "Water Distribution Operator".
 - b) Add attached Water Treatment Operator- Levels I, II, III, IV job description to the Agreement to replace existing Water Treatment Plant Operator job description

2. Creation of new positions:

The following positions are added to Schedule A pay Grid and Job List and attached job descriptions added to the Collective Agreement. The positions will be considered fulltime, permanent, inside positions with all rights, benefits and privileges of the Collective Agreement.

Job Title	Band	*Rate
Water Treatment Operator I	5	\$31.64
Water Treatment Operator II	9	\$35.26
Water Treatment Operator III	10	\$35.96
Water Treatment Operator IV	14	\$39.69

*The rate indicated is as of July 1, 2022. Rates will be subject to increases in accordance to Schedule "A".

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 5 day of June, 2025.

ON BEHALF OF:


THE CORPORATION OF THE
DISTRICT OF PEACHLAND



Joe Creron, Chief Administrative Officer




Jennifer Sawatzky, Director of Corporate Services



Patrick Van Minsel, Mayor

ON BEHALF OF:

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 608

Signed by:


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Jamie McDiarmid, President

DocuSigned by:


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Josh Scott, Unit Chair (Peachland)

Signed by:


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Sheri Sweet, Bargaining Committee

Signed by:


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Ryan Stickland, Bargaining Committee

Signed by:


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Travis Nixon, Bargaining Committee

LETTER OF UNDERSTANDING #5

BETWEEN:

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 608

RE: Planner

As a result of the operational requirements of the Corporation of the District of Peachland, the parties agree to the amendment of an existing position governed under the following terms and conditions:

1. The position will be considered a full time, permanent, inside worker position with all rights, benefits and privileges of the Collective Agreement.
2. The Planner position will be renamed to Planner II
3. The Job Description for the Planner is amended to change the title of the position to Planner II.
4. This position will work in the Planning & Development Department as a Planner II.
5. This position will work (5) consecutive days per week from Monday to Friday, seven (7) hours per day between the hours of 8:00 AM. and 4:00 P.M.
6. This position will be paid the rate of pay as identified on Band 17 of the Banding Schedule included in Schedule "A" of the Collective Agreement.

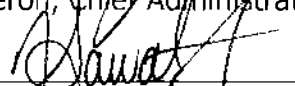
IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 5 day of June, 2025.

ON BEHALF OF:


THE CORPORATION OF THE
DISTRICT OF PEACHLAND



Joe Creron, Chief Administrative Officer




Jennifer Sawatzky, Director of Corporate Services




Patrick Van Wijnssel, Mayor

ON BEHALF OF:

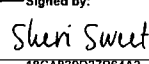
CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 608



Jamie McDiarmid, President



Josh Scott, Unit Chair (Peachland)



Sheri Sweet, Bargaining Committee



Ryan Stickland, Bargaining Committee



Travis Nixon, Bargaining Committee

LETTER OF UNDERSTANDING #6

BETWEEN:

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 608

RE: Recreation and Culture Technician

As a result of the operational requirements of the Corporation of the District of Peachland, the parties agree to the amendment of an existing position governed under the following terms and conditions:

1. The position will be considered a full time, permanent, Recreation worker position with all rights, benefits and privileges of the Collective Agreement.
2. The Recreation Cashier position will be renamed to Recreation & Culture Technician
3. The Job Description for the Recreation Cashier is amended as attached to this LOU.
4. This position will work in the Community Services Department as a Recreation & Culture Technician.
5. The normal workday for this position shall consist of a scheduled period of seven (7) consecutive hours of work and the normal work week shall consist of five (5) consecutive days, followed by two (2) consecutive days off.
6. This position will be paid the rate of pay as identified on Band 8 of the Banding Schedule included in Schedule "A" of the Collective Agreement.

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 5 day of June, 2025.

ON BEHALF OF:


THE CORPORATION OF THE
DISTRICT OF PEACHLAND



Joe Creron, Chief Administrative Officer




Jennifer Sawatzky, Director of Corporate Services



Patrick Van Minsel, Mayor

ON BEHALF OF:

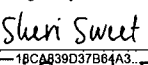
CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 608



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Jamie McDiarmid, President




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Josh Scott, Unit Chair (Peachland)



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Sheri Sweet, Bargaining Committee



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Ryan Stickland, Bargaining Committee



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Travis Nixon, Bargaining Committee

LETTER OF UNDERSTANDING #7

BETWEEN:

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 608

RE: Amendments to the Collective Agreement and Added Positions

As a result of the operational requirements of the Corporation of the District of Peachland, the parties agree to the amendments of the Collective Agreement and the creation of new positions:

1. Amendments:
 - a) Operations Lead Hand Position is eliminated.
2. Creation of new positions:

The following positions are added to Schedule A pay Grid and Job List and attached job descriptions added to the Collective Agreement. These positions will be considered fulltime, permanent positions with all rights, benefits and privileges of the Collective Agreement.

Job Title	Band	*Rate
Chief Water Treatment Operator	15	\$40.65
Utilities Lead Hand	15	\$40.65
Roads Lead Hand	12	\$37.76

The rate indicated is as of July 1, 2022. Rates will be subject to increases in accordance to Schedule "A".

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 5 day of June, 2025.

ON BEHALF OF:


THE CORPORATION OF THE
DISTRICT OF PEACHLAND



Joe Creron, Chief Administrative Officer




Jennifer Sawatzky, Director of Corporate Services




Patrick Van Minsel, Mayor

ON BEHALF OF:

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 608




Signed by:
Jamie McDiarmid, President




Signed by:
Josh Scott, Unit Chair (Peachland)



Signed by:
Sheri Sweet, Bargaining Committee



Signed by:
Ryan Stickland, Bargaining Committee



Signed by:
Travis Nixon, Bargaining Committee

LETTER OF UNDERSTANDING #8

BETWEEN:

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 608

RE: Amendments to the Collective Agreement and Added Position

As a result of the operational requirements of the Corporation of the District of Peachland, the parties agree to the amendments of the Collective Agreement and the creation of new positions:

- 1. Amendments
 - a) Accounting Clerk position is eliminated
- 2. Creation of new position

The following position is added to Schedule A pay Grid and Job List and attached job descriptions added to the Collective Agreement. This position is considered fulltime, permanent positions with all rights, benefits and privileges of the Collective Agreement


Job Title	Band	*Rate
Assistant Accountant	9	\$35.97

*The rate indicated is as of July 1, 2023. Rates will be subject to increases in accordance to Schedule "A"

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 5 day of June, 2025.

ON BEHALF OF:


THE CORPORATION OF THE DISTRICT OF PEACHLAND



Joe Creron, Chief Administrative Officer




Jennifer Sawatzky, Director of Corporate Services



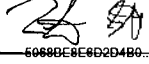
Patrick Van Hinsel, Mayor

ON BEHALF OF:

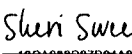
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 608

Signed by:


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Jamie McDiarmid, President




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Ryan Stickland, Bargaining Committee



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Travis Nixon, Bargaining Committee

LETTER OF UNDERSTANDING #9

BETWEEN:

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 608

RE: Amendments to the Collective Agreement and Added Positions

As a result of the operational requirements of the Corporation of the District of Peachland, the parties agree to the amendments of the Collective Agreement and the creation of new positions:

- 1. Amendments:
 - a) Receptionist Cashier, Operations Clerk and Emergency Services Clerk are removed from Schedule "A" and replaced with:
 - Administrative Assistant (2)
 - Accountant (2)

2. Creation of new positions:

The following positions are added to Schedule A pay Grid and Job List and attached job descriptions added to the Collective Agreement. These positions are considered fulltime, permanent positions with all rights, benefits and privileges of the Collective Agreement.

Job Title	Band	*Rate
Accountant	15	\$41.46
Administrative Assistant	6	\$33.23

*The rate indicated is as of July 1, 2023. Rates will be subject to increases in accordance to Schedule "A"

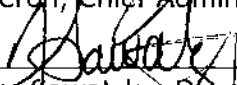
IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 5 day of June, 2025.

ON BEHALF OF:


THE CORPORATION OF THE
DISTRICT OF PEACHLAND



Joe Creron, Chief Administrative Officer




Jennifer Sawatzky, Director of Corporate Services




Patrick Van Minsel, Mayor

ON BEHALF OF:

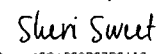
CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 608




Jamie McDjarmid, President




Josh Scott, Unit Chair (Peachland)



Sheri Sweet, Bargaining Committee



Ryan Stickland, Bargaining Committee



Travis Nixon, Bargaining Committee

LETTER OF UNDERSTANDING #10

BETWEEN:

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 608

RE: Amendments to the Collective Agreement

As a result of the consideration of reclassification requests submitted by CUPE Local 608, the parties agree to the amendments of the Collective Agreement and the reclassification of the following positions:

1. **Reclassification:**

The following positions are amended in Schedule A pay Grid and Job List and the updated attached job descriptions are replaced in the Collective Agreement.

Job Title	Band	*Rate
Electrician Technician	14	\$40.48
Chief Operator – Water Treatment Plant	15	\$41.46
Bylaw Officer	12	\$38.52

*The rate indicated is as of July 1, 2023. Rates will be subject to increases in accordance to Schedule "A"

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 5 day of June, 2025.

ON BEHALF OF:

THE CORPORATION OF THE DISTRICT OF PEACHLAND

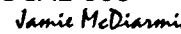

Joe Creron, Chief Administrative Officer



Jennifer Sawatzky, Director of Corporate Services



Patrick Van Minsel, Mayor

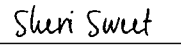
ON BEHALF OF:

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 608


Jamie McDiarmid


Jamie McDiarmid, President


Josh Scott, Unit Chair (Peachland)


Sheri Sweet, Bargaining Committee


Ryan Stickland, Bargaining Committee


Travis Nixon, Bargaining Committee

LETTER OF UNDERSTANDING #11

BETWEEN:

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 608

RE: Amendments to the Collective Agreement

As a result of the consideration of the duties of the Planning Assistant position, the parties agree to the amendments of the Collective Agreement and the reclassification of the following positions:

1. **Reclassification:**

The Planning Assistant position is amended as follows in the Schedule A Pay Grid and Job List and the updated attached job description is replaced in the Collective Agreement.

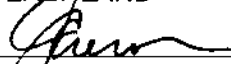
Job Title	Band	*Rate
Planning and Development Services Assistant	9	\$35.97

*The rate indicated is as of July 1, 2023. Rates will be subject to increases in accordance to Schedule "A"

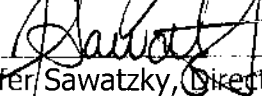
IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 5 day of June, 2025.

ON BEHALF OF:


THE CORPORATION OF THE DISTRICT OF PEACHLAND



Joe Creron, Chief Administrative Officer



Jennifer Sawatzky, Director of Corporate Services




Patrick Van Minsel, Mayor

ON BEHALF OF:


CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 608



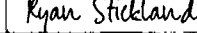
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Signed by:
Jamie McDiarmid, President




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Signed by:
Josh Scott, Unit Chair (Peachland)



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Signed by:
Sheri Sweet, Bargaining Committee



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Signed by:
Ryan Stickland, Bargaining Committee



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Signed by:
Travis Nixon, Bargaining Committee

DISTRICT OF PEACHLAND – JOB DESCRIPTIONS

JOB DESCRIPTIONS – ACCOUNTANT

Date: September 29, 2023
Job Title: Accountant
Reports to: Manager of Finance
Positions Supervised: N/A

Position Summary:

The Accountant, reporting to the Manager of Finance, helps manage the District of Peachland's finances, showcasing their superior leadership, pro-active communication, and strong technical and analytical skills. This may include implementing, approving, analyzing and improving financial reporting and accounting systems. This position is also responsible for ensuring the financial and accounting records of the municipality are accurately prepared and maintained in accordance with District policies, procedures and bylaws. The Accountant works closely with other Finance Department Staff in a team environment and also provides support to the Manager of Finance and the Director of Finance. While the focus of the position is Accounts Payable and Accounts Receivable, the position will provide growth opportunities within the District's Finance team for a motivated team player.

Essential Duties and Responsibilities

- Reconciles and monitors accounts interfaced with external software programs.
- Completes bank transactions/entries and reconciliations.
- Prepares year-end working papers and compiles data for external auditors.
- Preparing Reports for submission to Ministry of Local Government and Statistics Canada
- Able to deal effectively with internal and external contacts and provide routine information and assistance.
- Assists with Annual Property Tax Process
- Provides support for the Utility Billing including quarterly utility billing, utility reconciliations, preparation and review of meter reading edit lists, account maintenance, processing of service applications and other related work as required.
- Provides support for Accounts Payable, Accounts Receivable, Payroll, Cash Receipting, Project Support and related accounting processes.
- Performs related work as required.
- Provides excellent internal and external Customer Service

Risk Management Health and Safety:

- Practice and adhere to WorkSafe BC and District policies and procedures.
- Participate in and support all health and safety programs and initiatives such as inspections, meetings, workplace inspections and emergency drills.
- Identify hazards and areas of risk and implement corrective measures.

Abilities, Skills and Knowledge:

- Knowledge of the principles and practices of Accounts Payable, Accounts Receivable accounting.
- Knowledge of legislation, policies, guidelines and procedures related to financial accounting.
- Knowledge of the application of Goods and Services Tax (GST), Provincial Sales Tax (PST) and Non-Resident Tax on purchases of goods and services.
- Proficiency with Microsoft Office, specifically Excel and Word.
- Ability to use various financial software and MS Office, with an emphasis on Excel spread sheets.
- Ability to maintain effective working relationship with staff and deal effectively with the public.
- Ability to ensure the maintenance of the electronic financial system and to ensure that established accounting procedures are observed and maintained.
- Ability to monitor and review work order and departmental capital expenditures, and to report deviations to a superior, and to analyze and monitor funds and accounts.
- Ability to reconcile a variety of subsidiary ledgers to the general ledger, to prepare payroll journal entries and to assist with balancing and remitting source deductions.
- Ability to prepare and maintain a wide variety of statistical records, reports, returns and statements related to the work.
- Ability to liaise and maintain effective working relationships with a variety of internal and external contacts and to understand, interpret and apply regulations, agreements and procedures.

Qualifications Required:

- CA (Chartered Accountant) Designation preferably with Public Practice experience.
- Minimum of five (5) years of progressively responsible accounting experience with a minimum of two (2) years at the Accountant level of experience or higher
- Experience working and supporting financial software systems, internal controls, preparing complex financial statements and finance modelling, budgeting. Municipal accounting and auditing would be an asset.
- People Management
- Responsibility/Accountability
- Computer Literacy
- Vadim or related municipal software knowledge.

Job Provisions:

- Maintain up-to-date knowledge of the District's computerized, administrative and office technology systems.
- Good baseline knowledge of all aspects of municipally provided services.
- May be required to perform additional duties as assigned by supervisor or Director of Finance.

JOB DESCRIPTIONS – ADMINISTRATIVE ASSISTANT

Date: September 29, 2023
Job Title: Administrative Assistant
Reports to: Director of Corporate Services
Positions Supervised: N/A

Position Summary:

The Administrative Assistant reporting to the Director of Corporate Services, is responsible for the day-to-day administrative coordination of various departments within the District of Peachland. This position provides administrative support to Directors and various department staff and performs a variety of administrative, clerical and basic accounting functions. The Administrative Assistant role will assist all departments within the organization and will be assigned to support multiple departments as needed.

The Administrative Assistant position also performs reception duties for the District and the Peachland Fire Department.

Essential Duties and Responsibilities

Administrative Working Function for District:

- Receive and respond verbally and in writing to questions, inquiries and requests from various sources including the public, tourists, contractors, staff, other municipalities and levels of government with respect to District general information, projects and activities, general reporting, resolve complaints and/or forward to the appropriate contact.
- Demonstrate tact and diplomacy at all times.
- Employ the full functionality of the Microsoft Office Suite (Word, Excel, Power Point and Publisher) to design, format, draft, edit and produce a variety of documents including but not limited to correspondence, reports, forms, contracts, agreements, advertising, memos, operating guidelines, spreadsheets, tender packages, and presentations.
- Perform research for statistical analysis or information gathering/compiling.
- Request quotes according to District purchasing policy.
- Process all District incoming mail and deliveries and distribute to appropriate departments.
- Operate the District's switchboard and coordinate the internal telephone system operations and maintenance.
- Provide updated public information, advisory notices and manage data on the District website.
- Maintain inventory and order supplies including all office supplies, equipment and stationery.

- Maintain and control official records in coordination with Corporate Services and in accordance with District Bylaws and the Local Government Management Association's Recorded Information Management System. Collate and classify information for efficient storage and effective retrieval. This includes adherence to BC's Freedom of Information and Protection of Privacy Act (FOIPPA).
- Operate a variety of office equipment and computer technologies.
- Coordination of District Alarm Systems including the issuance and maintenance of District Key FOBs
- Provide support to District Departments and perform other duties as required.

Operations Department Specific Working Function:

- Field and respond to requests/complaints from external sources and if unable to remedy or respond to appropriately, generate and provide work orders to crews.
- Maintain database / maintenance management software to ensure completion.
- Provide a variety of information to the staff and community via phone, email, advertising and website postings including, but not limited to, water system shutdowns, water quality notifications, road closures, construction projects and general municipal information.
- Coordinate operations of the District cemetery including generating work orders, burial related activities and day-to-day administrative record maintenance.
- Maintain inventory and order supplies including all office supplies, equipment and stationery.
- Update information for emergency programs, policies and risk management procedure manuals.
- Maintain updated utility data records (i.e. Hydro, Telus, Fortis)
- Maintain fleet fuel use records.
- Function as municipal contact for requesting service on BC Hydro street lighting
- Maintain updated information and coordinate with outside staff regarding bench/table requirements, locations, etc.

Fire Department Specific Working Functions

- Organize and coordinate attendance for District staff as well as POC Members to attend training.
- Prepare and complete Fire Department related website updates.
- Prepare and publish fire department related advertising.
- Travel required for daily errands and training.
- Recruitment support.
- Answer FireSmart related inquiries from the public.
- Coding invoices, purchase supplies and validate packing slips/invoices, determine fees to charge from fees schedule, run reports to compile data.

- Data entry to submit for Paid on Call firefighter's payroll.
- Coordinate scheduling of crews during large scale incidents
- Liaison between several groups to create tasks/claim forms for EMBC and major Fire Department related incidents.
- Files produced for regional and provincial deployment both to and from District of Peachland.
- Attend and support shift coverage in the Regional Emergency Operations Centre and prepare EOC timesheets for District Staff.

Risk Management Health and Safety:

- Practice and adhere to WorkSafe BC and District policies and procedures
- Participate in and support all health and safety programs and initiatives such as inspections, meetings, workplace inspections and emergency drills
- Identify hazards and areas of risk and implement corrective measures

Abilities, Skills and Knowledge:

- Superior Customer Service and Problem-Solving skills.
- Communicate effectively with staff, contractors, suppliers, government agencies and the public.
- Develop and maintain effective workplace relationships with members of all departments.
- Make effective decisions and strong time management skills.
- Strong computer aptitude including proficiency in spreadsheet and word processing software.
- Advanced knowledge of Microsoft Office Suite programs.
- Demonstrated ability to work unsupervised effectively.
- Proficient in multi-tasking with a wide variety of responsibilities.
- Skill, ability and knowledge of all functions detailed in the job description.

Preferred Qualifications:

- Certificate or Diploma in an administrative related field, or equivalent combination of education and experience.
- Minimum of 2 years' experience in a related position. Preference will be given to candidates with experience in a municipal setting.

Job Provisions:

- Maintain up-to-date knowledge of the District's computerized, administrative and office technology systems.
- Good baseline knowledge of all aspects of municipally provided services.
- May be required to perform additional duties as assigned by supervisor

JOB DESCRIPTIONS – ASSISTANT ACCOUNTANT

Date: September 29, 2023

Job Title: Assistant Accountant

Reports to: Manager of Finance

Positions Supervised: N/A

Position Summary:

The Assistant Accountant, reporting to the Manager of Finance, performs the day-to-day intermediate accounting operations for the financial systems for the District of Peachland. This may include implementing, analyzing and improving financial reporting and accounting systems. This position is also responsible for ensuring the financial and accounting records of the municipality are accurately prepared and maintained in accordance with District policies, procedures and bylaws. The Assistant Accountant works closely with other Finance Department Staff in a team environment and also provides support to the Accountant and Manager of Finance. While the focus of the position is Accounts Payable and Cash Receipting, additional functions in Accounts Receivable, Utility Billing, Property Taxes and Journal Voucher Entries, provides growth opportunities within the District's Finance team for a motivated team player.

Essential Duties and Responsibilities

Financial

- Reconciles and monitors accounts interfaced with external software programs.
- Completes bank transactions/entries and reconciliations.
- Prepares year-end working papers and compiles data for external auditors.
- Prepares Reports for submission to Ministry of Local Government and Statistics Canada
- Deals effectively with internal and external contacts and provides routine information and assistance.
- Understands and provides support for the all accounting functions and related accounting processes.
- Process vendor invoices including: review invoices for accurate coding, obtain appropriate level of approval, data entry, create and mail cheques.
- First point of contact to respond to vendor queries.
- Reviews complaints and obtains approval for adjustments to vendor account(s).
- Logs information on telephone and counter inquiries and complaints according to procedure.
- First point of contact for Cashier duties including cash, cheques, and debit cards.
- Records and balances daily cash summaries.
- Reconciles AP, AR, Cash Receipts, Property tax and related balance sheet accounts.
- Inputs new accounts and ensures new accounts are captured.
- Processes monthly, quarterly and year-end adjustments.

- Provides back-up to the Utility Billing function.
- Assists with Annual Property Tax Process.
- Performs related work or special projects as required.
- Ensures internal controls are functioning and controls are adequate.

Risk Management Health and Safety:

- Practices and adheres to WorkSafe BC and District policies and procedures.
- Participates in and supports all health and safety programs and initiatives such as inspections, meetings, workplace inspections and emergency drills.
- Identifies hazards and areas of risk and implement corrective measures.

Abilities, Skills and Knowledge:

- Knowledge of the principles and practices of Accounts Payable accounting.
- Knowledge of legislation, policies, guidelines and procedures related to financial accounting.
- Knowledge of the application of Goods and Services Tax (GST), Provincial Sales Tax (PST) and Non-Resident Tax on purchases of goods and services.
- Proficiency with Microsoft Office, specifically Excel and Word.
- Ability to use various financial software and MS Office, with an emphasis on Excel spread sheets.
- Ability to maintain effective working relationship with staff and deal effectively with the public.
- Ability to ensure the maintenance of the electronic financial system and to ensure that established accounting procedures are observed and maintained.
- Ability to monitor and review work order and departmental capital expenditures, and to report deviations to a superior, and to analyze and monitor funds and accounts.
- Ability to reconcile a variety of subsidiary ledgers to the general ledger, to prepare payroll journal entries and to assist with balancing and remitting source deductions.
- Ability to prepare and maintain a wide variety of statistical records, reports, returns and statements related to the work.
- Ability to liaise and maintain effective working relationships with a variety of internal and external contacts and to understand, interpret and apply regulations, agreements and procedures.

Qualifications Required:

- Minimum two (2) year Diploma in Accounting.
- Minimum of five (5) years of progressively responsible accounting experience with a minimum of two (2) years at the Assistant Accountant level of experience or higher.
- Experience working and supporting financial software systems, internal controls.
- Cashier and Accounts payable experience.

- Municipal accounting and auditing would be an asset.
- Customer Service Skills
- Responsibility/Accountability
- Computer Literacy
- Vadim or related municipal software knowledge.
- Preference will be given to candidates who have or who are working towards a CPA (Chartered Professional Accountant) Designation preferably with Public Practice experience.

Job Provisions:

- Maintain up-to-date knowledge of the District's computerized, administrative and office technology systems.
- Good baseline knowledge of all aspects of municipally provided services.
- May be required to perform additional duties as assigned by supervisor or Director of Finance.

JOB DESCRIPTIONS – BUILDING INSPECTOR LEVEL 1, 2, & 3

Date: September 24, 2019
Job Title: Building Inspector Level 1, 2 & 3
Reports to: Director of Planning & Development Services
Positions Supervised: n/a

Position Summary:

- Administers District's building regulations, bylaws and relevant provincial and federal legislation

KEY JOB DUTIES

Program Development and Implementation:

- Review of building plans
- Building inspection
- License and permit administration

Operations - Administration/Working Function:

- Review building permit applications, preliminary concept plans and make recommendations for compliance with building codes, standards and District bylaws
- Provide plan checking such as technical assistance and interpretation to advise applicants on required design changes and corrections including setback requirements, title search of covenants and easements, availability of services, issues building construction permits, conversion and demolition permits
- Perform on-site inspections of buildings and structures, ventilation and solid fuel burning appliances, and plumbing installations to ensure that permits, related bylaws, codes and regulations are in compliance
- Investigate and resolve complaints related to construction; issues stop work orders and no occupancy notices when there are violations of building bylaws; carry out final inspections and approve occupancy permits for completed buildings
- Respond to inquiries and complaints from the public, outside agencies and other District departments regarding codes and bylaws, building construction, zoning and planning and bylaw issues; conduct follow up on complaints, issue recommendations and orders for remediation of violation; follow up to ensure compliance with directives; issue Municipal tickets for bylaw infractions, give evidence in court in defence of matters related to administration of bylaws
- Review applications such as sign permits, business licenses, driveway access, parking regulations for municipal bylaw compliance
- Conduct site inspection to verify compliance with applicable bylaws and regulations, notify businesses and applicants of non-compliance, investigate and resolve complaints, issue warning notices and tickets or recommend further corrective action
- Maintain a variety of manual and computerized files such as plans and records of inspections, violation tickets, maintain records of building deposits and refund of deposits

- Prepare and submit monthly statistical reports to such agencies as CMHC, BC Assessment and Statistics Canada regarding building activity

Customer Service/Communications:

- Provide a variety of information, guidance and advice to the community, contractors and developers with respect to building inspection, bylaw enforcement, permits and licensing

Risk Management Health and Safety:

- Ensure proper building inspection and bylaw standards are practiced
- Practice and adhere to WorkSafeBC and District policies and procedures
- Ensure accurate and complete information is given to the community and developers

Leadership and Supervisory:

- Participate as a team member ensuring high performance and service in the Planning Department
- Ensure building inspection and, bylaws and procedures are being followed

Financial:

- n/a

QUALIFICATIONS

Education/Certification:

- Completed recognized trades qualification in carpentry and plumbing, or two (2) year Technical Diploma related to Architecture, or Structural Engineering Technology
- Valid BC Class 5 Drivers License
- Level 1, 2 & 3 certification with Building Officials' Association of BC
- WETT (Wood Energy Technical Training) Certification
- Four (4) years related experiences or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the community, contractors and developers regarding building inspection, bylaw enforcement, permits and licensing
- Develop and maintain effective workplace relationships
- Demonstrate tact and diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- Stay current with building inspection, permits and licensing standards and practices in BC
- May be required to perform additional duties as assigned by supervisor.

JOB DESCRIPTIONS – BYLAW ENFORCEMENT AND LICENSING OFFICER

Date: September 29, 2023
Job Title: Bylaw Enforcement and Licensing Officer
Reports to: Manager of Building Services and Bylaw Enforcement
Positions Supervised: N/A

Position Summary:

Essential Duties and Responsibilities:

- Investigates complaints of bylaw infractions and enforces municipal bylaws and regulations.
- Administers the business license program, tree removal license program, part-time and/or seasonal bylaw enforcement contract services, and conducts enforcement for various other licensing programs.

Essential Duties and Responsibilities

Operations-Administration/Working Function:

- Bylaw administration and enforcement
- Business license administration and enforcement
- tree removal license administration and enforcement
- Maintains records of bylaw enforcement and business licensing actions
- Records and responds to inquiries and complaints from the public, outside agencies, and other District departments regarding bylaw issues
- Conducts follow up on complaints, issues recommendations and orders for remediation of violations, ensures compliance with directives
- Issues municipal tickets for bylaw infractions; gives evidence in court or adjudication hearings in defence of matters related to the administration of bylaws • Conducts site inspections to verify compliance with applicable bylaws and regulations, notifies businesses and others about non-compliance, investigates and resolve complaints, issues warning notices and tickets or recommends further corrective actions
- Researches and drafts new bylaws and amendments to existing bylaws
- Assists the manager and director in the preparation of bylaw enforcement budget items
- Assists in the preparation and review of requests for proposals and general bids for services for part-time and/or seasonal bylaw enforcement contract staff
- Provides administrative support for part-time and/or seasonal bylaw enforcement contract services, including contract development and oversight
- Maintains a variety of manual and digital files such as plans and records of inspections, collection of unpaid violation tickets or unpaid fees
- Prepares monthly statistical reports on bylaw enforcement and licensing activities
- Carries out routine administrative and other office duties as required

- May be required to perform additional duties as assigned by supervisor
- Must be able to work evenings and weekends as required

Customer Service/Communications:

- Provides a variety of information and guidance to the general public with respect to District bylaws, regulations, and policies
- Provides a variety of information and guidance to the business community with respect to business licensing and inspections
- Attends various community and special events to provide bylaw enforcement services, educational outreach, or other general duties as required
- Presents items to Council and committees as necessary

Risk Management Health and Safety:

- Ensures respectful and safe bylaw enforcement standards are practiced
- Practices and adheres to Work Safe BC and District policies and procedures
- Ensures accurate and complete information is provided to the community, general public, and business owners

Leadership and Supervisory:

- Participates as a team member in the Planning and Development Services Department
- Liaises with other local enforcement agencies as required
- Represents the District of Peachland with the Southern Interior Bylaw Notice Dispute Adjudication system
- Ensures bylaw enforcement policies and procedures are being followed in accordance with District of Peachland Bylaw Enforcement Policy DEV-070
- Supervises part-time and/or seasonal bylaw enforcement contract staff, as necessary

Preferred Qualifications

Education/Certification/Experience:

- High School graduation or equivalent
- Bylaw I Enforcement and Investigative Skills Certificate (i.e. Justice Institute Level I and II program, or recognized equivalent)
- Valid and unrestricted BC Class 5 drivers license
- Clean Criminal Record Check
- Minimum two (2) years Experience as either a Bylaw or Peace Officer.
- Two (2) years of administrative experience or an equivalent combination, training and experience
- Occupational First Aid Level 1 Certificate

Abilities, Skills and Knowledge:

- Communicate effectively with the public, business community, contractors and developers, regarding bylaw enforcement matters, permits and licenses
- Develop and maintain effective workplace relationships
- Extensive knowledge of District bylaws (e.g. Business License Bylaw, Zoning Bylaw, Bylaw Notice Enforcement Bylaw, Good Neighbour Bylaw, etc.)
- Good written and verbal communication skills
- Ability to work with minimal direction and exercise good judgment
- Ability to exercise courtesy, tact, diplomacy, and de-escalation techniques in sensitive and complex situations, at times while facing unwarranted verbal abuse
- Interpersonal and conflict resolution skills to deal tactfully with the public
- Proficient in the use of computers and software programs (e.g. MS Office, Adobe Acrobat, Outlook, Vadim)
- Physically fit and able to perform physical tasks associated with site investigations, including working outside in all weather conditions.

JOB DESCRIPTIONS – CHIEF WATER TREATMENT OPERATOR

Date: September 29, 2023
Job Title: Chief Water Treatment Operator
Reports to: Director of Operations
Positions Supervised: N/A

Position Summary:

The Chief Water Treatment Operator is responsible for the operation and maintenance of all aspects of the water treatment process. This position supervises and provides training to all operators in regard to the operations of the treatment plant.

Essential Duties and Responsibilities

- Administer, operate and maintain all District Water Treatment Facilities and related Infrastructure in an effective and efficient manner.
- Aid the Utilities Lead Hand in all operations relating to the District's water distribution system, on an as needed basis.
- Maintain and evaluate material, equipment and supplies for continuous operation of the water treatment facility.
- Procuring goods, materials and services within the approved budget for the ongoing operation of the Water Treatment Facilities.
- Ensure processes and finished water are in compliance with local, provincial and federal regulations.
- Arrange and supervise the testing processes for final potable water quality ensuring quality control measures are in place.
- Respond to, evaluate and resolve emergencies in addition to fulfilling responsibilities within municipal emergency program.
- Develop and maintain preventative maintenance, asset management and plant safety programs.
- Maintain daily logs, report and correct unsafe conditions and record plant and water system operating data as required.
- Develop and maintain liaison with other municipal agencies.
- Perform lab work such as jar tests and specific parameter testing.
- Respond to concerns of the public, resolve emergency water issues, ensure agreement is reached with regards to responsibility and provide information and assistance in repair options.
- Draft correspondence such as water shutdown, bylaw infractions, general correspondence and memorandums to senior management.
- Commissions Water Plant upgrades and improvements in coordination with contractors and consultants

- Other Duties as assigned by the Director of Operations.

Customer Service

- Responds and resolves a variety of concerns with water such as pressure, quality, leaks and water meter issues.
- Ensures satisfactory agreement with the public in resolving issues of responsibility for water related problems.
- Coordinate and lead tours of the water system to public, private and regulatory personnel.

Supervisory

- Oversees, motivates, coaches and mentors' Water Treatment Plant Staff.
- Oversees the performance of subordinate staff in collaboration with the Director of Operations.
- Works with the Director of Operations to identify and arrange for various employee training and development opportunities.
- Plans the work schedule for crews on a daily, weekly, monthly, and yearly basis based on direction from the Director of Operations and in accordance with the District's Corporate Strategic Priorities and approved budgets.
- Approve Employee timecards.
- Assigns tasks/projects to individuals and teams in order to safely and efficiently maximize District resources.

Risk Management Health and Safety

- Practices and adheres to WorkSafe BC and District policies and procedures.
- Participates in, supports and leads all health and safety programs and initiatives such as inspections, meetings, workplace inspections and emergency drills.
- Identifies hazards and areas of risk and implement corrective measures.

Abilities, Skills and Knowledge

- Excellent knowledge of municipal Water infrastructure and best practices.
- Ability to create and develop systems and programs that support the effectiveness and efficiency of the Water Treatment department.
- Ability to build and maintain positive working relationships with other departments, outside agencies and the public.
- Ability to prioritize multiple projects and workloads.
- Ability to make sound decisions that reflect well on the department and organization.
- Ability to act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality when required.
- Ability to work without direct supervision, effectively manage time, prioritize and remain flexible while managing a dynamic workload and changing priorities.
- Advanced level of written and interpersonal communication skills.

- Experience with Microsoft software and knowledge of databases.

Qualifications Required

Education/Certification

- High School Graduation
- Valid BC Class 5 Driver's License
- Chlorine Handling Certification through the BC Water and Waste Association (BCWWA or acceptable equivalent)
- EOCP Level IV Water Treatment certification (or ability to achieve within a reasonable timeframe)
- EOCP Level II Water Distribution certification
- Confined Space Entry Certification
- Water Engineering Technology Diploma (or equivalent 2-year post-secondary program) preferred.

Experience

- Minimum 3 years working in a Class III or higher water treatment plant.
- Minimum 3 years working in Class II or higher water distribution system.
- Experience working in a dissolved air flotation / filtration plant with hypochlorite and UV disinfection is an asset.

Skills

- Requires practical knowledge in the use of SCADA (Supervisory Control and Data Acquisition).
- Communicate effectively with the public to resolve inquiries regarding job specific District-related issues.
- Develop and maintain effective workplace relationships with members of all departments.
- Plan and organize daily work.
- Make effective decisions.

JOB DESCRIPTIONS – CLERK TYPIST

Date: Nov 5, 2010

Job Title: Clerk Typist

Reports to: Supervisor

Positions Supervised: N/A

Position Summary:

- Provide reception, administrative and clerical functions for various Municipal departments as required.

KEY JOB DUTIES

Program Development and Implementation:

- Reception
- Administrative / Clerical

Operations - Administration/Working Function:

- Provide reception functions for the District, answering and referring phone calls, responding to enquiries, taking messages, photocopying, document scanning, incoming and outgoing mail processing
- Files, processes and maintains simple records
- Operates standard office equipment such as computers, postage meter, calculator, cash register
- Performs related clerical and typing work
- Assists other municipal staff as required
- Ability to communicate effectively orally and in writing

Customer Service/Communications:

- Provide high levels of customer service, exercising courtesy and diplomacy as first contact to members of the public
- Respond to inquiries, and provide assistance and support in a variety of administrative functions

Risk Management Health and Safety:

- Practice effective risk management, health and safety practices and procedures
- Ensure problems and issues reported by residents are properly addressed and correctly referred

Leadership and Supervisory:

- Participate as a team member ensuring high performance and service

Financial:

- N/A

QUALIFICATIONS

Education/Certification:

- High School graduation

Experience:

- previous administrative experience or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the public to resolve routine inquires
- Ability to do accurate and speedy typing at semi-skilled level
- Develop and maintain effective workplace relationships
- Demonstrate tact & diplomacy
- Plan and organize daily work
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain up to date knowledge of the District's computerized systems, administrative systems and office technology
- Work in a busy administrative office
- May be required to perform additional duties as assigned by supervisor

JOB DESCRIPTIONS – ENGINEERING TECHNOLOGIST

Date: Nov 5, 2010
Job Title: Engineering Technologist
Reports to: Director of Operations
Positions Supervised: n/a

Position Summary:

- Provide engineering technical services such as consultation, design, implementation and inspection of water, roads, sewer, parks, drainage and related engineering projects

KEY JOB DUTIES

Program Development and Implementation:

- Provide a variety of engineering technical services for water, roads, sewer, parks, drainage and related public works engineering projects
- Plan and prepare proposed capital works projects for municipal infrastructure and public works operational repairs and installation
- Liaise with the public, developers, engineers, consultants and contractors in providing engineering technical advice and guidance

Operations - Administration/Working Function:

- Inspect and monitor construction of municipal service construction projects such as storm drains, sanitary sewers, water mains, curb and gutter, sidewalks and roads to ensure design requirements and specifications are adhered to and implemented
- Gather construction information, transfer field data to engineered drawings, records and maps, prepare detailed design plan/profile drawings of proposed infrastructure services
- Format RFP's, contract documents and specifications; prepare and check tenders, analyze and tabulate bids, provide recommendations on releasing of bonding documents
- Inspect construction projects, provide project management and contract administration, supervise consultants and contractors and review progress payments
- Review engineered construction drawings and review subdivision and development applications to ensure compliance with applicable bylaws
- Check design criteria and approve plans prepared by outside consulting engineers and development companies for related capital and development projects
- Prepare conceptual drawings and presentations. Prepare applications and updates for grants related to departmental projects. Environmental monitoring such as in stream work, data gathering and input GIS data

Customer Service/Communications:

- Liaise with internal and external contacts such as staff, professional engineers, consultants, contractors, and the public regarding permitting requirements, applications and compliance, respond to related engineering inquiries and complaints

Risk Management Health and Safety:

- Ensure proper engineering standards and management
- Practice and adhere to WorkSafeBC and District policies and procedures
- Report health and safety, security and risk management policies and procedures on projects

Leadership and Supervisory:

- Provide project inspection

Financial:

- Prepare preliminary annual capital works budget briefings including estimation of construction costs, operational costs; prepare cost estimates for long term capital plans; maintain construction cost records and unit prices

QUALIFICATIONS

Education/Certification:

- High School Graduation
- Two (2) year diploma in Civil Engineering technology
- Eligibility for membership as an Applied Science Technologist with ASTTBC
- Valid BC Class 5 Drivers License

Experience:

- Two (2) year design and inspection in Municipal Engineering or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the public, contractors, engineers, consultants in handling inquiries and resolving issues with engineering and Public works projects
- Develop and maintain effective workplace relationships
- Demonstrate tact and diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather

JOB DESCRIPTIONS – EQUIPMENT OPERATOR I & II

Date: Nov. 5, 2010
Job Title: Equipment Operator I
Equipment Operator II
Reports to: Operations Leadhand
Positions Supervised: n/a

Position Summary:

- Operates equipment such as snow plow, backhoe, loader, dump truck, water truck, bucket truck, boom truck and small hand power tools. Performs a variety of construction and maintenance work in Parks and Operations Departments.

KEY JOB DUTIES

Program Development and Implementation:

- Equipment operation in Public Works and Parks
- Road maintenance and repairs including shoveling and raking asphalt, street cleaning, culvert cleaning, tree pruning and snow removal
- Cemetery and compost site operation and maintenance

Operations - Administration/Working Function:

- Operate roads maintenance and repair equipment such as a dump truck, water truck, boom truck, street sweeper
- Operate cutting equipment for weed control along road and ditches
- Operate a bucket truck for installation of lighting, seasonal banners, pruning trees and building maintenance
- Perform maintenance and repair such as hot/cold asphalt patching, raking asphalt, street sweeping, grading and dust control of dirt roads, cleaning of debris in ditches, weed control, catch basin clean out, culvert maintenance
- Operate equipment in cemetery such as ride-on mowers, weed eaters, chainsaws and other tree pruning equipment

Equipment Operator II – additional duties:

- General excavations as required
- Operate roads maintenance and repair equipment including loaders and backhoes
- Operate equipment in cemetery such as backhoe in opening and closing cemetery plots
- Operate Parks equipment such as a dump truck in the delivery of soil, gravel and landscape rock, a backhoe in digging trenches for irrigation systems and in removal of swim bay log booms
- Operate a loader for transporting material and in leveling landscaping and lawn areas
- Operate a loader and backhoe in the separation and maintenance of different compost materials, grade and maintain road to the compost site
- Operate a snow plow, dump truck and sander in snow removal

Customer Service/Communications:

- Provide high levels of customer service as the first contact to members of the public
- Handle inquiries and provide information and direction for the general public
- Provide information and responds to residents on issues such as road maintenance, snow removal, drainage, tree removal, dead animal pickup, garbage pickup and weed and dust control

Risk Management Health and Safety:

- Check that equipment is functioning properly and report problems to mechanic
- Practice and adhere to WorkSafeBC and District policies and procedures
- Operate large equipment in a safe and effective manner
- observe and report work site hazards
- Participate in weekly "safety tailgate" meetings

Leadership and Supervisory:

- Participate as a team member ensuring high performance and service in operation of equipment and the performance of various public works and parks maintenance functions

Financial:

- N/A

QUALIFICATIONS

Education/Certification:

- High School Graduation
- Valid BC Driver's License Class 3 with Air Break endorsement
- Bucket Truck and Boom Truck Certification

Experience – five (5) years of a variety of equipment operation, road repair and maintenance or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the public to resolve routine inquiries
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather

JOB DESCRIPTIONS – GARDENER

Date: Jan. 21, 2011

Job Title: Gardener

Reports to: Leadhand

Positions Supervised: n/a

Position Summary:

- Perform a variety of landscaping maintenance and building maintenance functions for the District such as installation, repair and maintenance of new and existing parks, building repair, cleaning and servicing

KEY JOB DUTIES

Program Development and Implementation:

- Landscaping functions such as mowing, trimming, pruning, planting, fertilizing, spraying
- Garbage pickup from beaches and parks
- Building maintenance
- Snow removal by hand and with small equipment

Operations - Administration/Working Function:

- Provide landscaping, installation, and maintenance functions for District parks, beaches, walkways including flower beds, hanging baskets, shrubs, trees, irrigation systems, leaf removal, pruning, litter removal and flagging
- Building inspection, maintenance and repairs such as painting, plumbing, carpentry, graffiti removal, light changing, ordering supplies, security monitoring, installing accessory items such as hand dispensers
- Seasonal installation and removal of waterfront and Swim Bay equipment such as rafts, zip lines, diving boards, buoys, boom sticks and docks
- Seasonal installation for community events such as hanging flags, banners, Christmas lights and decorations, placing traffic barricades, and provide flagging

Customer Service/Communications:

- Provide a variety of direction, problem solving and information to the general public regarding parks and building usage

Risk Management Health and Safety:

- Practice and adhere to WorkSafeBC and District policies and procedures
- Observe and report work site hazards
- Correct installation of boom sticks cordoning off swim areas
- Ensure playground and swimming equipment are properly maintained
- Repair trip hazards on sidewalks
- Preventative inspection of District buildings and equipment such as gas stoves, fireplace, water, hot water tanks

Leadership and Supervisory:

- Provide guidance and advice to seasonal employees
- Participate as a team member ensuring high performance and service in the Parks and Buildings work areas

Financial:

- N/A

QUALIFICATIONS

Education/Certification:

- High School Graduation
- Valid BC Class 5 Drivers License
- Pesticide Applicator License
- Flagging Certificate,
- Lift Truck Operators certificate,
- Two (2) year Lawn Maintenance Diploma

Experience – three (3) years in horticulture, lawn and building maintenance or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the public to resolve routine inquiries
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather

JOB DESCRIPTIONS – HEAD LIFEGUARD

Date: June 11, 2015
Job Title: Head Lifeguard
Reports to: Director of Community Services
Positions Supervised: Lifeguard/Instructor

Position Summary:

- Supervise and participate in the operation of Swim Bay

KEY JOB DUTIES

Program Development and Implementation:

- Supervise and participate in lifeguarding and swim instruction
- Maintain daily record of statistics, maintenance and attendance
- Compile year end program reports
- Plan, promote, and execute special events

Operations - Administration/Working Function:

- Respond to inquiries and provide information for aquatic programs, water safety, and special events
- Maintain inventory of aquatic supplies including report cards and badges, aquatic toys, first aid supplies and first aid/water safety equipment
- Set up and take down of daily equipment
- Provide information to program registrants and users such as recreation, policies, procedures safety regulations
- Supervise, inspect and participate in daily installation of equipment such as zip lines and rope swing

Customer Service/Communications:

- Provide a variety of direction, problem solving and information to the general public regarding Swim Bay and aquatic programs
- Communicate District's aquatic events and activities

Risk Management Health and Safety:

- Practice and adhere to WorkSafeBC and District policies and procedures
- Educate participants and user regarding safe water safety habits and ensure all safety and proper procedures are followed
- Provide weekly safety meetings and monthly practice of emergency procedures
- Recognize and prevent hazardous situations
- Annually review and update emergency procedures
- Identify hazards and areas of risk, and implement corrective measures, or request facility maintenance and repairs, and/or equipment replacement

Leadership and Supervisory:

- Provide supervision, coaching and mentoring of aquatic areas, ensuring proper behaviour, correct use of facility and participant awareness and adherence to District Recreation policies, procedures and code of conduct
- Participate as a team member ensuring high performance and service at the Recreation Department

Financial:

- N/A

QUALIFICATIONS

Education/Certification:

- NLS Waterfront
- Water Safety Instructor
- Standard First Aid
- CPR 'C'
- AED
- Lifesaving Instructor

Experience:

- Aquatic Leadership – two (2) years or an equivalent combination of education, training and experience
- Previous lifeguard experience in a waterfront environment is desired

Skills:

- Communicate effectively with the public to resolve inquiries regarding issues with Swim Bay
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain a clean Criminal Record Check
- Maintain professional and technical requirements for the position

JOB DESCRIPTIONS – INSTRUMENTATION / ELECTRICAL TECHNICIAN

Date: October 22, 2020
Job Title: Instrumentation / Electrical Technician
Reports to: Operations Leadhand
Positions Supervised: N/A

Position Summary:

- Troubleshoot, maintain, repair and upgrade a wide variety of electrical systems, equipment and components in all of the District's facilities and utility infrastructure.

KEY JOB DUTIES

Program Development and Implementation:

- Establish and maintain a preventative maintenance program for all electrical and control systems within the District's purview
- Assist in the establishment of safe operating procedures related to electrical systems such as lock out procedures

Operations-Administration/Working Function:

- Installation, repair and preventative maintenance on a wide variety of electrical systems and equipment such as industrial analytic process control equipment, chlorination, transformers, switch gear, electric motors, level sensors, panel wiring and various fixtures
- Provide maintenance support for all District services such as the Utilities (water treatment and distribution facilities) and Community Services (public facilities) Departments
- Ensure regular equipment inspections are carried out to confirm performance, and troubleshoot or repair as necessary
- Provide technical design input and recommendations for District facility repair and upgrades
- Recommend improvements or modifications to existing infrastructure
- Perform electrical work including repairs to lighting fixtures, switches, outlets, installation of new circuits and control wiring
- Perform programmable logic controller (PLC) programming
- Perform maintenance on other appurtenant systems such as fire alarm systems, data cabling, HVAC control systems and standby generators

Customer Service/Communications:

- Provide a variety of direction, problem solving and information to tourists and residents regarding the District of Peachland

Risk Management Health and Safety:

- Practice and adhere to WorkSafe BC and District policies and procedures

- Participate in and support all health and safety programs and initiatives such as inspections, meetings, workplace inspections and emergency drills
- Identify hazards and areas of risk and implement corrective measures

Leadership and Supervisory:

- N/A

Financial:

- Provide input during annual budgeting process
- Assist in preparing equipment specifications for purchase orders, supply quotations and evaluating supplier bids

QUALIFICATIONS

Education/Certification:

- High School Graduation
- Valid BC Class 5 Driver's License
- BC or Interprovincial Journeyman Certificate as an Electrician
- Field Safety Representative (FSR) – Class B
- Preference will be given to applicant with;
 - an interprovincial Red Seal certification in Industrial Instrumentation and Process Control
 - knowledge and experience within water and/or wastewater treatment facilities
 - knowledge and experience with gaseous and liquid chlorinator systems
- Confined Space Entry Certification

Experience:

- Minimum 5 years' Journeyman level experience in a commercial or industrial plant environment

Skills:

- Require a practical knowledge in a variety of areas such as; SCADA (Supervisory Control and Data Acquisition), electrical code interpretation and methods / safety requirements specific to work, industrial and process control electrical work.
- Develop and maintain effective workplace relationships with members of all departments
- Demonstrated ability to work unsupervised effectively
- Plan and organize daily work
- Make effective decisions
- Strong computer aptitude including proficiency in spreadsheet and word processing software
- Skill, ability and knowledge of all functions detailed in the job description

Job Provisions:

- Maintain all professional and technical requirements for the position
- Maintain position as FSR on operating permit and ensure all facility responsibilities are met
- Capable of performing physical demands of job such as heavy lifting and working in adverse conditions / weather
- May be required to work varying hours with overtime as required
- May be required to perform additional duties as assigned by supervisor

JOB DESCRIPTIONS - LABOURER

Date: June 24, 2011

Job Title: Labourer

Reports to: Leadhand

Positions Supervised: N/A

Position Summary:

Performs various labouring tasks related to Public Works, Building and Parks such as shoveling, raking, cleaning, tamping gravel and other base materials, loading and unloading trucks and carrying materials

KEY JOB DUTIES

Program Development and Implementation:

- Public Works manual labour
- Parks manual labour including mowing, trimming and edging
- Garbage pickup from beaches and parks
- Janitorial functions
- Snow removal by hand and with small equipment

Operations - Administration/Working Function:

- Perform various manual functions related to Public Works such as shoveling, raking, sweeping, cleaning tools and work areas, raking gravel, tamping gravel and base materials, moving lumber, operating vehicles, loading and unloading equipment and materials
- Perform various Parks functions such as mowing, weeding, raking plant and shrub areas, removing debris, leaf blowing, trimming with line trimmers and power edgers
- Assist in setting up community events, install flags, banners, Christmas lights and decorations, set up barricades and perform flagging functions

Customer Service/Communications:

- Provide high level of customer service as the first contact to members of the public
- Handle inquiries and provide information and direction for the general public

Risk Management Health and Safety:

- Practice and adhere to WorkSafeBC and District policies and procedures
- Observe and report work site hazards
- Participate in safety meetings

Leadership and Supervisory:

- Participate as a team member in the effective operation of public works, parks and facility labouring functions

Financial:

- N/A

QUALIFICATIONS

Education/Certification:

- High School Graduation
- Valid BC Class 5 driver's license

Experience – six (6) months or an equivalent combination of education, training and experience

Skills:

- Perform heavy work for long periods
- Communicate effectively with the public
- Develop and maintain effective workplace relationships
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather

JOB DESCRIPTIONS – LABOURER II – WATER

Date: Nov. 5, 2010
Job Title: Labourer II - Water
Reports to: Operations Leadhand
Positions Supervised: N/A

Position Summary:

- Perform a variety of Water system maintenance and building maintenance functions for the District such as installation, repair and maintenance of new and existing pipe works, building repair, and water infrastructure

KEY JOB DUTIES

Program Development and Implementation:

- Labourer functions such as mowing, trimming, shoveling, painting, general repairs as needed
- Hydrant repairs and pressure testing
- Building maintenance, Valve exercising
- Snow removal by hand and with small equipment

Operations - Administration/Working Function:

- Provide installation, and maintenance functions for District water facilities, rights-of-way, water main, and services
- Water system inspections, maintenance and repairs such as painting, plumbing, carpentry, graffiti removal, light changing, ordering supplies, security monitoring and system monitoring

Customer Service/Communications:

- Provide a variety of direction, problem solving and information to tourists, residents regarding water systems

Risk Management Health and Safety:

- Practice and adhere to WorkSafeBC and District policies and procedures
- Identify and report hazards
- Preventative inspection of District buildings and equipment such as water leaks and other building deficiencies

Leadership and Supervisory:

- Participate as a team member ensuring high performance and service in the water department work areas

Financial:

- N/A

QUALIFICATIONS

Education/Certification:

- High School Graduation
- Operator-In-Training (EOCP Classification) to be completed within the first (1st) year of employment
- Valid BC Class 5 Drivers License
- Flag Person certification
- Chlorine handling certification

Experience – one (1) year in waterworks, construction and building maintenance or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the public to resolve routine inquiries
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather

JOB DESCRIPTIONS – LIFEGUARD / SWIM INSTRUCTOR

Date: June 25, 2012
Job Title: Lifeguard/Swim Instructor
Reports to: Director of Community Services
Positions Supervised: N/A

Position Summary:

- Participate in the operation of Swim Bay

KEY JOB DUTIES

Program Development and Implementation:

- Participate in lifeguarding and swim instruction
- Maintain daily record of statistics, maintenance, and attendance
- Assist in compile year end program reports
- Assist in planning, promoting, and executing special events

Operations - Administration/Working Function:

- Respond to inquiries and provide information for aquatic programs, water safety, and special events
- Assist in maintaining inventory of aquatic supplies including report cards and badges, aquatic toys, first aid supplies and first aid/water safety equipment
- Set up and take down of daily equipment
- Provide information to program registrants and users such as recreation, policies, procedures safety regulations
- Inspect and participate in daily installation of equipment such as zip lines and rope swing

Customer Service/Communications:

- Provide a variety of direction, problem solving and information to the general public regarding Swim Bay and aquatic programs
- Communicate District's aquatic events and activities

Risk Management Health and Safety:

- Practice and adhere to WorkSafeBC and District policies and procedures
- Educate participants and user regarding safe water safety habits and ensure all safety and proper procedures are followed
- Attend weekly safety meetings and monthly practice of emergency procedures
- Recognize and prevent hazardous situations
- Identify hazards and areas of risk, and implement corrective measures, or request facility maintenance and repairs, and/or equipment replacement
- Provides emergency care and treatment as required until the arrival of emergency medical services.

Leadership and Supervisory:

- Provide supervision of aquatic areas, ensuring proper behaviour, correct use of facility and participant awareness and adherence to District Recreation policies, procedures and code of conduct
- Participate as a team member ensuring high performance and service at the Recreation Department

Financial:

- N/A

QUALIFICATIONS

Education/Certification:

- NLS Waterfront
- Water Safety Instructor
- Standard First Aid
- CPR 'C'
- AED

Preferred qualification:

- Lifesaving Instructor

Experience:

- Minimum one (1) year lifeguard/swim instructor experience
- Preference given to previous waterfront experience

Skills:

- Communicate effectively with the public to resolve inquiries regarding issues with Swim Bay
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain a clean Criminal Record Check
- Maintain professional and technical requirements for the position

JOB DESCRIPTIONS – MECHANIC

Date: Nov 5, 2010
Job Title: Mechanic
Reports to: Operations Leadhand
Positions Supervised: N/A

Position Summary:

- Provide journeyman mechanical maintenance and repair to District vehicles and equipment, perform a variety of welding and fabrication work

KEY JOB DUTIES

Program Development and Implementation:

- Diagnose, repair and replace major and minor mechanical equipment
- Preventative maintenance "A" check program every three (3) months on District vehicles and equipment
- Preventative maintenance "B" check program annually on District vehicles and equipment with GVW over five thousand five hundred (5,500) kg with air brake, includes Commercial Vehicle Inspection report
- Perform a variety of welding and fabrication work

Operations - Administration/Working Function:

- Repair and service vehicles and equipment, identify problems using various precision diagnostic instruments; remove, clean, inspect, test, repair or replace defective components using mechanical tools; reinstall and perform necessary calibrations and adjustments, maintain notes and document repair history
- Operate and test repaired equipment, vehicles and make necessary adjustments
- Prepare new vehicles to user requirements, design, customize and install electrical, electronic, pneumatic and hydraulic systems and other equipment, make recommendations on mechanical suitability of new equipment
- Design, organize, plan and carry out preventative maintenance programs including the Commercial vehicle inspection program for District vehicles and equipment
- Perform minor autobody repairs such as repairing dents, scratches and paint touch up
- Respond to onsite service and emergency calls, review mechanical problems with operators, contact dealers to discuss problem vehicles and exchange technical advice
- Performs welding and fabrication work such as electric welding, oxy-acetylene welding and cutting, such as customizing blades, adding wheels on snow plows, building railings and gates
- Organizes, orders and maintains mechanical parts and supplies

Customer Service/Communications:

- Respond to and resolve mechanical problems and issues that District operators have with vehicles and equipment

Risk Management Health and Safety:

- Ensure the safe and effective operation of District vehicles and equipment
- Practice and adhere to WorkSafeBC and District policies and procedures

Leadership and Supervisory:

- Provide guidance and direction to District operators in effectively communicating maintenance concerns with District vehicles and equipment

Financial:

- Monitor expenditures of operational projects and ongoing equipment and supply expenditures

QUALIFICATIONS

Education/Certification:

- High School Graduation
- Current and valid BC certificate of trades qualification in Heavy Duty or Commercial Transport Mechanic
- Motor Vehicle Branch Inspection License
- Valid BC Driver's License Class 3 with Air Brake endorsement

Experience – three (3) years of related experience including welding and fabrication, diagnostic and analytical scanning tools or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with District staff regarding vehicle maintenance, safety and repair
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather
- Perform heavy physical work

JOB DESCRIPTIONS – OPERATIONS LABOURER

Date: May 2020
Job Title: Operations Labourer
Reports to: Operations Leadhand
Positions Supervised: N/A

Position Summary:

Perform a variety of utilities, public works and facilities maintenance functions for the District as directed by the Operations Leadhand

KEY JOB DUTIES

Program Development and Implementation:

- Labourer duties such as mowing, trimming, shoveling, painting, sweeping, brush and tree removal, refuse pickup, weed control and snow removal by hand and with small equipment
- Assisting the Utilities operators in the performance of their duties such as hydrant repairs and painting, pressure testing, water line flushing, valve exercising, valve locating and facility maintenance
- Equipment operation such as lawn mowers, flail mowers, dump truck

Operations - Administration/Working Function:

- Provide maintenance functions for District water and sewer assets such as rights-of-way, water mains and services, hydrants, valves, manholes, dams, upland lakes, ICs and services
- Facility maintenance such as painting, simple carpentry, general cleanup, brushing and graffiti removal
- Assist the Journeyman Mechanic with vehicle and equipment maintenance, as required.
- Operate a variety of light equipment involved in maintaining District roads such as dump trucks, packers / compactors, water truck, ride-on lawn mowers, chainsaws, grinders, jack hammers and other hand tools. Occasional operation of heavy equipment such as single axle dump truck snow plows and loaders may be required.
- Assist with road maintenance such as repair of potholes, flagging, street sweeping and cleaning, pruning and trimming trees, ditch flailing, culvert cleaning, repair and replacement of street signs
- Assist with cemetery maintenance such as lawn mowing and maintaining grave sites, digging plots, landscaping and refuse pick up

Customer Service/Communications:

Provide a variety of direction, problem solving and information to tourists and residents regarding the District of Peachland

Risk Management Health and Safety:

- Practice and adhere to Work Safe BC and District policies and procedures
- Participate in and support all health and safety programs and initiatives such as inspections, meetings, workplace inspections and emergency drills
- Preventative inspection of District buildings and equipment such as water leaks and other building deficiencies

Leadership and Supervisory:

Participate as a team member ensuring high performance and service in the Utilities and Roads departments

Financial:

- N/A

QUALIFICATIONS

Education/Certification:

- High school graduation
- Valid BC Class 5 Driver's License with air endorsement
- Chainsaw safety training
- Snowmobile safety training
- Traffic control person certification

Experience – 2 years of utilities, construction and facility maintenance or an equivalent combination of education, training and experience.

Skills:

- Communicate effectively with the public to resolve routine inquiries
- Develop and maintain effective workplace relationships with members of all departments
- Make effective decisions
- Plan and organize daily work
- Demonstrated ability to work unsupervised effectively
- Skill, ability and knowledge of all functions detailed in the job description

Job Provisions:

- Maintain technical requirements required for the position
- May be required to perform additional duties as assigned by supervisor
- Capable of performing physical demands of job such as heavy lifting and working in adverse conditions and weather

JOB DESCRIPTIONS – PARKS & FACILITIES LEADHAND

Date: May 7, 2018
Job Title: Parks & Facilities Leadhand
Reports to: Director of Community Services
Positions Supervised: Labourers
Special Projects – Parks & Facilities
Special Projects – Utilities & Special Events
Students
Gardeners

Position Summary:

- Supervise and participate in the maintenance of green spaces, trails, sports fields, parks, beach, docks, wharfs and Municipal facilities and buildings

Key Job Duties

Program Development and Implementation:

- Supervise and participate in landscaping functions such as mowing, trimming, pruning, planting, fertilizing, spraying
- Install landscaping and irrigation systems
- Coordinate building maintenance program
- Coordinate snow removal by hand and with small equipment
- Ensure the maintenance and repair of public wharfs and docks

Operations- Administration/Working Function:

- Determine landscaping requirements, participate in and monitor efficient, effective scheduling, design, planning, coordination, installation and maintenance of landscaping including garden beds, lawns, and sports fields
- Participate in and ensure for effective maintenance of trails, playground equipment, walkways, beach areas, public docks and wharfs
- Provide conceptual landscape and irrigation plans, consult with agencies such as Ministry of Environment, Arborists, nurseries to determine appropriate materials
- Supervise projects, building maintenance and repair requirements such as heating and cooling systems, duct cleaning, security systems and outside contractors
- Participate in and ensure small snow removal equipment is in good working order and provide necessary materials such as salt, sand and shovels
- Supervise, inspect and participate in seasonal installation, removal and repairs of waterfront and Swim Bay equipment such as rafts, zip lines, diving boards, buoys, boom sticks and docks
- Coordinate with community groups for seasonal installation of events such as World of Wheels, Christmas lights and decorations, set up of flags, banners, traffic control including barricades

Customer Service/Communications:

- Provide a variety of direction, problem solving and information to the general public regarding parks and building usage
- Liaise with community user groups such as sports teams providing equipment and supplies

Risk Management Health and Safety:

- Participate in and ensure that staff adhere to Work Safe BC and District policies and procedures
- Provide weekly "safety tailgate" meetings
- Identify hazards and areas of risk and implement corrective measures including staff training and development, parks and building maintenance and repairs, and equipment replacement

Leadership and Supervisory:

- Provide supervision, coaching and mentoring, scheduling and coordination

Financial:

- Provide input on cost estimates for capital projects
- Monitor expenditures for equipment and supplies

Qualifications

Education/Certification

- High School Graduation plus two (2) year program such as Horticulture
- Program, Turf Management, Landscape Technician or Facility Management
- Supervisory Courses
- Valid BC Class 5 Drivers License
- Pesticide Applicator License

Experience – four (4) years in Horticulture, Facilities Management (maintenance/construction), Project Management, including supervisory experience or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the public to resolve inquiries regarding issues with Parks
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather

JOB DESCRIPTIONS – PLANNER I

Date: August 4, 2022
Job Title: Planner I
Reports to: Manager of Planning
Positions Supervised: N/A

Position Summary:

The Planner I, reporting to the Manager of Planning responds to land use inquiries; manages licensing programs, including but not limited to business licenses, suite licenses, sidewalk patio encroachment agreements, outdoor vending licenses, sign permits, and wharf and buoy encroachment agreements; processes technical development permits and variance permits; reviews and amends land use bylaws and policies and supports the administrative processes in the Planning and Development Services Department.

The Planner I will also Manage, review, and process land use applications such as zoning amendment bylaws, development permits, variance permits and ALC applications in accordance with District regulations and policies, as well as provincial and federal legislation.

Essential Duties and Responsibilities

Program Development and Implementation:

- Receive, review and manage various permit and licensing applications and processes
- Review technical reports for bylaw compliance, compile information and prepare Council Reports.
- Coordinate licensing programs: maintain databases, coordinate annual billings, ensure compliance with licensing agreement provisions
- Receive, review, administer, and process various land use referrals and development applications (e.g. rezoning, subdivision, development permit and development variance permit)
- Review technical reports for bylaw compliance, compile information and prepare draft Council Reports for consideration and presentation by the Director
- Research and assist in planning and development services related projects as assigned
- Conduct site visits to assess development conditions

Operations-Administration/Working Function:

- Review application submissions for compliance with applicable bylaws and provincial legislation such as the *Local Government Act*, *Community Charter*, *Land Title Act*, *Agricultural Land Commission Act*, *Strata Property Act* and the Riparian Areas Protection Regulation
- Review and evaluate land development applications, and coordinate approvals with other departments and government agencies
- Compile monthly and quarterly Development Activity reports

- Participate in ongoing records management to ensure efficient information processing and retrieval
- Register documents and notices with the BC Land Title and Survey Authority
- Ensure development application registry is kept up to date and accurate
- Liaise with the GIS service provider (i.e., RDCO) on mapping information changes
- Liaise with other department staff including but not limited to the Building Inspector and the Bylaw Enforcement and Licensing Officer to support bylaw compliance programs

Customer Service/Communications:

- Respond to counter, email, and telephone inquiries, provide and interpret GIS information
- Provide a variety of information, guidance and assistance to the public, development professionals and associates with respect to District land use regulations and bylaws
- Coordinate pre-application meetings with prospective applicants and inter-departmental development meetings
- Prepare public hearing notices and other public notification letters
- Liaise with other municipal departments and consultants
- Liaise with the RDCO, and other regional partners, on regional planning and land use initiatives

Risk Management, Health and Safety

- Implement technical best practices and planning standards
- Practice and adhere to WorkSafeBC and District policies and procedures
- Maintain accurate records and ensure complete information is given to the community, developers and Council

Leadership and Supervisory:

- Participate as a team member to ensure high performance and service in the Planning and Development Services Department
- Participate in a liaison or support capacity to Council committees as assigned
- Perform the duties of a Bylaw Dispute Screening Officer in accordance with the Bylaw Notice Enforcement Bylaw including bylaw adjudication reports

Financial:

- Provide assistance and information to the Director of budget consideration
- Act as the primary contact and file manager pertaining to the management of development application processing including but not limited to:
 - a) Ensuring performance security requirements in contracts, agreements and Development Permits are adhered to;
 - b) Liaise with the Finance Department to ensure securities are dispersed according to performance prescribed in application agreements, contracts and permits

- c) Liaise with Operations Department to ensure cost estimates related to engineering, landscaping and securities for proposed development are acceptable to the District

Abilities, Skills and Knowledge:

- Communicate effectively with the public, development community, professionals and a variety of stakeholders with respect to development and land use regulations and bylaws
- Develop and maintain effective workplace relationships
- Demonstrate tact and diplomacy
- Plan and organize daily work
- Ability to formulate recommendations and provide professional rationale
- Attention to detail
- Skill, ability, knowledge of all functions detailed in the job description

Preferred Qualifications:

- University degree in applied urban, regional, or rural planning (or related discipline)
- Accredited courses in Geographic Information Systems or equivalent GIS experience
- Two years of related experience or an equivalent combination of education, training and experience

Job Provisions:

- Maintain professional and technical knowledge applicable to the position
- Stay current with sustainable land use planning legislations and practices in BC
- May be required to perform additional duties as assigned by supervisor.

JOB DESCRIPTIONS – PLANNER II

Date: August 4, 2022
Job Title: Planner II
Reports to: Manager of Planning
Positions Supervised: N/A

Position Summary:

The Planner II, reporting to the Manager of Planning manages, reviews, and processes land use applications such as zoning amendment bylaws, development permits, variance permits, subdivision, and ALC applications in accordance with District regulations and policies, as well as provincial and federal legislation.

The Planner II also responds to land use and development inquiries; supports the statutory approving officer in processing subdivision applications; researches, reviews, and amends land use policies and bylaws.

Essential Duties and Responsibilities

Program Development and Implementation:

- Provide technical and professional expertise and guidance to various planning groups, committees, developers, the public and Council.
- Review technical reports for bylaw compliance, compile information and prepare Council Reports.
- Receive, review and manage/process various land use referrals and development applications.
- Research and assist in planning and development services related projects as assigned.
- Conduct site visits to assess development conditions.

Operations-Administration/Working Function:

- Review application submissions for compliance with applicable bylaws and Provincial legislation such as the *Local Government Act*, *Community Charter*, *Land Title Act*, *Agricultural Land Commission Act*, *Strata Property Act* and *Riparian Areas Protection Regulation*.
- Review and evaluate land development applications, and coordinate approvals with other departments and government agencies.
- Provide administration, record keeping, budget tracking, and coordination services for planning projects.
- Participate in ongoing records management to ensure efficient information processing and retrieval.
- Compile monthly and quarterly Development Activity reports.
- Liaise with the GIS service provider (i.e. RDCO) on mapping information changes.

- Analyze and interpret statistical, demographic, environmental, and other relevant data for planning purposes.
- Liaise with other Planning and Development Services staff including Building Inspector, Planner I, Planning Assistant and Bylaw Enforcement and Licensing Officer to support bylaw compliance programs.

Customer Service/Communications:

- Respond to front counter and telephone inquiries, provide and interpret GIS information.
- Provide customer service-oriented response to public/counter inquiries and answer questions regarding relevant land use regulations, local bylaws and applications.
- Provide a variety of information, guidance and assistance to the public, development professionals and associates with respect to District land use regulations and bylaws.
- Coordinate pre-application meetings with prospective applicants and inter-departmental development meetings.
- Facilitate or assist in the facilitation of public consultations to address development and land use issues.
- Prepare public hearing notices and notification letters.
- Liaise with other municipal departments and consultants.

Risk Management, Health and Safety

- Implement technical best practices and planning standards.
- Practice and adhere to WorkSafeBC and District policies and procedures.
- Maintain accurate records and ensure complete information is provided to the community, developers and Council.

Leadership and Supervisory:

- Participate as a team member ensuring high performance and service in the Planning and Development Services Department.

Financial:

- Provide assistance and information to the Director for budget considerations.
- Act as the primary contact and file manager for the management of development applications, including but not limited to:
 - a) Ensuring performance bonding requirements in contracts, agreements and Development Permits are adhered to;
 - b) Liaise with Finance Department to ensure securities are dispersed according to performance prescribed in application agreements, contracts and permits;
 - c) Liaise with Operations Department to ensure cost estimates related to engineering, landscaping and securities for proposed development are acceptable to the District.

Abilities, Skills and Knowledge:

- Communicate effectively with the public, development community, professionals and a variety of stakeholders with respect to planning and development matters, land use regulations, bylaws, and policies.
- Develop and maintain effective workplace relationships.
- Strong customer service skills.
- Knowledge of local land use policies and regulations, environmental legislation, as well as provincial and federal legislation related to planning.
- Organization and prioritization skills.
- Ability to formulate and rationalize professional planning recommendations.
- High attention to detail with superior report writing capability.
- Basic graphic and mapping skills.
- Excellent communication skills: verbal and written.
- Conflict resolution and negotiation skills.

Preferred Qualifications:

- University degree in a planning-related field, or equivalent combination of education and experience.
- Three years of experience in a related position.
- Eligible for membership in the Planning Institute of British Columbia or the Canadian Institute of Planners.

Job Provisions:

- Maintain professional and technical knowledge applicable to the position.
- Stay current with sustainable land use planning legislations and practices in BC.
- May be required to perform additional duties as assigned by supervisor

JOB DESCRIPTIONS – PLANNING AND DEVELOPMENT SERVICES ASSISTANT

Date: November 30, 2024
Job Title: Planning and Development Services Assistant
Reports to: Director of Planning and Developmental Services
Positions Supervised: N/A

Position Summary:

Development Services Assistant position:

Program Development and Implementation:

- Provide administrative and technical support to all functions of the Planning and Development Services department, including building inspections, bylaw enforcement, and licensing programs.
- Assist in the preparation and/or review of bylaws and policies by conducting background research and drafting documents for staff review.
- Assist in the processing and review of applications and referrals.
- Prepare development permits, variance permits, Notice of Permit filings, Notice on Title filings, and all forms of registrations with the BC Land Title and Survey Authority.
- Assist staff with title and legal document searches, scanning, cheque requests, processing application payments, purchase orders, and opening/closing files.
- Prepare bylaw maps and various other mapping functions through GIS.
- Ensure the Official Community Plan, Zoning Bylaw, and other bylaw and policy documents are up to date (online and in hardcopy) and prepare and distribute amendments and revisions.
- Update and provide advice to develop and streamline systems, processes, checklists, bulletins, guides, brochures, and procedural documents for the department.
- Compile statistics for and draft department reports to update Council on department activities.
- Review application packages to ensure completeness before formal acceptance.

Operations/Administration/Working Function:

- Receive and assist in the processing of applications and referrals including public notifications, advertisements, public hearing preparation, variances, TUPs, and development permits, including registrations with BC Land Title and Survey Authority.
- Update and maintain the Development Application Registry/GIS database (new applications, post-Council or decision, file closure or lapse).
- Prepare Council follow-up/decision letters as necessary.
- Conduct records management for department including electronic files (adding adopted minutes and bylaws) and update the department webpages as required.
- Track and coordinate notifications for vacations and absences.

Customer Service/Communications:

- Respond to inquiries from staff, applicants, and the general public.
- Advise owners/applicants of upcoming reports to Council.
- Provide assistance to the front counter as necessary.

Risk Management/Health and Safety:

- Practice and adhere to Work Safe BC and District policies and procedures.

Leadership/Supervisory:

- Participate as a team member ensuring high performance and service in the Planning and Development Services Department.

Financial:

- Provide assistance and information to the Director for budget considerations.
- Assist with the management of planning, development, building, and licensing application fees, charges, securities, and deposits, including:
 - o Ensure applicants adhere to performance security conditions and requirements;
 - o Liaise with the Finance Department to ensure securities are tracked and dispersed according to prescribed agreements, contracts and permits;
 - o Liaise with the Operations and Engineering Departments to ensure cost estimates related to engineering, servicing, landscaping, and other securities associated with development projects are acceptable to the District and managed efficiently.

Job Provisions:

- Maintain professional and technical requirements for the position.
- Maintain knowledge of legislative authorities and responsibilities that pertain to land use planning regulations and other development practices.
- May be required to perform additional duties as assigned by supervisor.

QUALIFICATIONS

Education/Certification:

- Completion of a two-year technical diploma in a planning or local government related field and one to two years of experience in a local government setting, or equivalent combination of education and experience.
- Extensive knowledge of local land use policies and regulations as well as provincial and federal legislation related to land use planning and development.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, Excel) and basic knowledge of Geographic Information Systems (GIS).
- Valid BC Driver's License.

Experience:

- One to two years of related experience or an equivalent combination of education, training and experience.

Skills:

- Strong customer service skills.
- Demonstrated communication skills: verbal and written.
- Organizational and time management skills.
- Attention to detail.
- Ability to develop and maintain effective workplace relationships.
- Strong computer aptitude including proficiency in spreadsheet, word processing and GIS software.
- Problem-solving abilities with solution-oriented focus.
- Skill, ability and knowledge in all functions detailed in the job description.

JOB DESCRIPTIONS – PLANNING & ECONOMIC DEVELOPMENT TECHNICIAN

Date: May 25, 2018
Job Title: Planning & Economic Development Technician
Reports to: Director of Planning and Development Services
Positions Supervised: N/A

Position Summary:

- Respond to land use and economic development inquiries; support the Planner/Subdivision Approving Officer in processing development applications; research, review and amend land use policies and bylaws and coordinate Climate Action initiatives in the Planning and Development Services Department.

KEY JOB DUTIES

Program Development and Implementation:

- Receive, review and manage/process various land use referrals and development applications (e.g. rezoning, subdivision, development permit and development variance permit)
- Review technical reports for bylaw compliance, compile information and prepare draft Council Reports for consideration and presentation by the Director
- Research and assist in planning and development services related projects as assigned
- Conduct site visits to assess development conditions

Operations - Administration/Working Function:

- Review application submissions for compliance with applicable bylaws and Provincial legislation such as the *Local Government Act*, *Community Charter*, *Land Title Act*, *Agricultural Land Commission Act*, *Strata Act* and Riparian Area Regulations
- Participate in ongoing records management to ensure efficient information processing and retrieval
- Compile monthly and quarterly Development Activity reports
- Liaise with the GIS service provider (i.e. RDCO) on mapping information changes
- Liaise with other Development Services staff including but not limited to Building Inspector and Bylaw Enforcement Officer to support bylaw compliance programs

Customer Service/Communications:

- Respond to counter and telephone inquiries, provide and interpret GIS information
- Provide a variety of information, guidance and assistance to the public, development professionals and associates with respect to District land use regulations and bylaws
- Coordinate pre-application meetings with prospective applicants and inter-departmental development meetings
- Prepare public hearing notices and notification letters

- Act as Staff Liaison with Regional Economic Development, Peachland Economic Development and other Council committees as assigned
- Liaise with other municipal departments and consultants
- Complete grant applications

Risk Management Health and Safety:

- Ensure proper technical standards are practices
- Practice and adhere to Work Safe BC and District policies and procedures
- Ensure accurate and complete information is given to the public in response to inquiries

Leadership and Supervisory:

- Participate as a team member ensuring high performance and service in the Planning and Development Services Department

Financial:

- Provide assistance and information to the Director of budget consideration
- Act as the primary contact and file manager pertaining to the management of development application processing including but not limited to:
 - a) Ensuring performance bonding requirements in contracts, agreements and Development Permits are adhered to;
 - b) Liaise with Finance Department to ensure securities are dispersed according to performance prescribed in application agreements, contracts and permits
 - c) Liaise with Operations Department to ensure cost estimates related to engineering, landscaping and securities for proposed development are acceptable to the District.

QUALIFICATIONS

Education/Certification:

- High School Graduation
- Specialized education related to planning technology and economic development
- Accredited courses in Geographic Information Systems or equivalent experience

Experience:

- Two (2) years of related experience or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the public, development community, professionals and a variety of stakeholders with respect to economic development, land use regulations and bylaws
- Develop and maintain effective workplace relationships
- Demonstrate tact and diplomacy
- Plan and organize daily work

- Ability to formulate recommendations and provide rationalization
- Attention to detail
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical knowledge applicable to the position
- Stay current with sustainable land use planning regulations and practices in BC
- May be required to perform additional duties as assigned by supervisor

JOB DESCRIPTIONS – RECREATION AND CULTURE TECHNICIAN

Date: June 15, 2022
Job Title: Recreation and Culture Technician
Reports to: Recreation Manager
Positions Supervised: N/A

Position Summary:

The Recreation and Culture Technician, reporting to the Manager of Recreation, performs duties related to the provision of recreational services to the residents of Peachland. The Recreation and Culture Technician coordinates, promotes, and implements recreational programs and special events for a diverse variety of programs in sport, outdoor, social, arts and cultural areas. In addition, the Recreation and Culture Technician delivers recreational and cultural District programs throughout the community and is responsible for the day-to-day duties within and around the District's Community Centre.

Essential Duties and Responsibilities

- Plans, delivers, and monitors recreation and culture programs.
- Responsible for developing recommendations on the creation, implementation, and evaluation of new recreational programs and events.
- Promotes recreational activities for a wide range of ages, abilities and interests.
- Assists the Recreation Manager with the design, layout and completion of the Program Guide.
- Produces posters/flyers/brochures/webpages and maintains social media presence.
- Responsible for the preparation, organization, and monitoring of special events.
- Liaises with volunteers, contractors, and seasonal staff involved with programs and special events as required.
- Answers general inquiries from the public regarding the use and availability of facilities, details of recreational and cultural programs, and special events.
- Supports and administers the day-to-day business of the Community Centre, including providing reception, telephone answering, taking bookings, collecting fees, damage deposits and insurance, scheduling, arranging cleaning services, cash receipting, daily deposits and refunds, opening and sorting mail, record keeping, related problem solving and communicating with various user groups.
- Performs regular website updates, newspaper ads, outdoor signage and social media postings in relation to promoting programs, special events and other department communications.
- Sets up and takes down equipment for meetings and recreation programs such as arranging tables, chairs, projectors, and provides gymnasium equipment for specific functions. Provides post event check on status of equipment, supplies and facility.

- Supports Recreation Manager and Director of Community Services in the preparation of grant proposals, and Council reports.
- Performs a variety of tasks including monitoring, maintenance and cataloguing of recreational inventory and kitchen inventory, ordering recreation and office supplies, volunteer coordination and meeting preparation.
- Performs other related work as required.

Risk Management, Health and Safety

- Practice and adhere to WorkSafeBC and District policies and procedures.
- Educate participants and user groups regarding safe recreation habits and ensure all safety and proper procedures are followed.
- Ensures contract staff adhere to safety procedures and are proficient and effective in maintaining awareness and observing all fitness activities, dealing with participant and user group conduct, and responding to emergencies.
- Identify hazards and areas of risk, and implement corrective measures, facility maintenance and repairs, and equipment replacement.
- Provide monitoring of Community Centre and other recreation areas, ensuring safe behaviour, correct use of facility and participant awareness and adherence to District Recreation policies, procedures and code of conduct.
- Performs related work as required.

Abilities, Skills and Knowledge:

- Sound knowledge of current philosophies, objectives and practices of community recreation and leisure programs.
- Ability to maintain effective working relationships with a variety of contacts.
- Ability to exercise independence of judgement, initiative, tact, and diplomacy.
- Experience with providing excellent customer service in a community-based setting.
- Experience with planning and organizing recreational and cultural programs.
- Excellent written and oral communication skills.
- Working knowledge of modern office practices.
Strong computer skills with emphasis on MS Office applications,

Preferred Qualifications:

- A post-secondary certificate, diploma or degree in Leisure Service Administration, Recreation Management, Arts & Culture/Special Event Management, Marketing or another related field.
- Two years of recent municipal or non-profit work experience in a role directly related to the planning and delivery of recreation and cultural programs.
- Experience with graphic design software, such as Adobe Illustrator, InDesign and MS Publisher.

- Experience with promoting events and programs, including website updates and social media posts.
- Familiarity with the local community.
- A clean criminal records check must be obtained and maintained.
- A valid BC Driver's License.

JOB DESCRIPTIONS – RECREATION PROGRAM COORDINATOR

Date: Nov 5, 2010
Job Title: Recreation Program Coordinator
Reports to: Director of Community Services
Positions Supervised: N/A

Position Summary

- Develop and implement recreation, arts and culture programs and provide special events support services.

KEY JOB DUTIES

Program Development and Implementation:

- Research, develop, implement and promote recreation, arts and culture programs and new opportunities through both community development and direct programming models
- Liaise with community groups, school district, sport groups and government agencies

Operations - Administration/Working Function:

- Under the direction of the Director of Community Services, determine community recreation programs, activities and special event requirements, develop, promote, implement and evaluate departmental programs
- Schedule and coordinate programs and activities, set up recreation equipment, ensure programs and activities comply with industry standards
- Provide for the rental of District's recreation and parks facilities to community groups, sports organizations and private functions; arranges use of facilities for District meetings and conferences, set up and takes down meeting rooms
- Purchase recreation equipment and supplies
- Monitor maintenance and cleaning of departmental facilities
- Ensure user groups are familiar with and practice recreation policies and procedures in the use of the Community Center, Fourth Street Place and parks
- Ensure correct recreation and rental fees, SOCAN fees are collected and proper insurance requirements are met
- Work with community groups, participate in a variety of community committees in providing events such as Canada Day Celebrations, Community Christmas Celebrations, Peachland Triathlon, Rattlesnake Island Swim, ensure support services such as Police are in place
- Prepare grant submissions for funding; prepare a variety of correspondence, reports and statistics related to community recreation, arts and culture services
- Provide presentations to community groups, sports organizations on recreation practices, benefits and opportunities
- Supervise Red Cross swimming program, ensure for lifeguarding services at Swim Bay

- Provide reception, registration, telephone answering, rental support and office administration

Customer Service/Communications

- Respond to and resolve inquiries and complaints from the public and user groups
- Provide coaching and supervision of recreation areas, ensuring proper behaviour, correct use of facility and that participants are aware of and adhere to District Recreation policies, procedures and code of conduct
- Communicate District's programs, special events and activities to the community and user groups

Risk Management Health and Safety

- Practice and adhere to WorkSafeBC and District policies and procedures
- Educate participants and user groups regarding safe recreation habits and ensure all safety and proper procedures are followed
- Ensure for the safety and close supervision of children, provide a safe, clean and well organized play area and check playground, building and equipment for hazards
- Ensure all safety and supervision standards are implemented and maintained according to licensing and District requirements

Leadership and Supervisory

- Participate in overseeing contractors, including recommendations regarding recruitment, selection, training, and conflict resolution, ensure contractors maintain required certifications

Financial

- Assist in preparing and monitoring annual departmental budget

QUALIFICATIONS

Education/Certification:

- High School Graduation
- Two (2) year technical diploma in Recreation
- Emergency First Aid level 1, CPR, Food Safe
- Four (4) years' related experience or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with employees, the public, contractors, ensuring for effective Recreation program development and implementation
- Develop and maintain effective workplace relationships
- Demonstrate tact and diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain knowledge of computerized registration systems, administrative software and office technology
- Maintain a clean Criminal Record Check
- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor

JOB DESCRIPTIONS – ROADS LEAD HAND

Date: October 5, 2022
Job Title: Roads Lead Hand
Reports to: Director of Operations

Positions Supervised:

- Equipment Operators
- Utility Person
- Mechanic
- Labourers
- Students

Position Summary

- Supervise and participate in public works construction and maintenance of roads, rights-of-ways, sidewalks, snow removal, storm sewer, street lights and signs, tree pruning and removal, weed control, and cemetery works
- Supervise and facilitate the fleet maintenance program

KEY JOB DUTIES:

Program Development and Implementation

- Prepare and implement strategic planning initiatives to ensure all District infrastructure and assets within the position's purview is operated and maintained effectively and efficiently within approved staffing and budgetary constraints
- Coordinate, supervise and participate in projects involving heavy equipment use, street sign installation, cemetery operations, tree removal and pruning, road and sidewalk maintenance and repair and snow removal operations
- Collaborate with staff in all District Departments to facilitate excavations, projects and remediation

Operations – Administration/Working Function

- Ensure efficient and effective road maintenance and repair such as hot/cold asphalt patching, street and sidewalk sweeping, grading and dust control of gravel roads, debris cleanup, weed control, catch basin / dry well cleaning and culvert maintenance.
- Inspect work completed by contractors such as line painting, street sweeping and storm sewer maintenance
- Ensure safe and effective operation of equipment at construction sites
- Supervise to ensure proper use of heavy equipment such as dump trucks, loaders, water truck, packer, mowers, skid steer, excavator and backhoe.
- Organize, supervise and participate in the District's snow removal operations according to established policy.

- Coordinate, supervise and participate in street sign and street light maintenance, tree pruning and removal, and seasonal banners.
- Coordinate, supervise and participate in cemetery maintenance functions, such as opening and closing of plots, mowing, weed removal, tree pruning, irrigation system installation and maintenance
- Assist in the setting up of community events, provide construction material and aid for other District departments
- Respond promptly to concerns of the public, draft general correspondence and department reports

Customer Service/Communications

- Provide direction, information and problem solving to the general public on road maintenance, snow removal, drainage, tree removal, dead animal pick up, garbage pick up and weed and dust control
- Respond to and resolve issues related to cemetery operations and maintenance

Risk Management Health and Safety

- Practice in and ensure that staff adhere to WorkSafe BC and District policies and procedures
- Participate in and support all health and safety programs and initiatives such as inspections, meetings, incident reporting and emergency drills
- Coordinate departmental staff training and development
- Coordinate and provide regular safety "crew talks" and workplace inspections
- Ensure all risk management, health, safety and environmental risks are minimized and that issues are reported and/or mitigated appropriately

Leadership and Supervisory

- Provide day-to-day supervision, coaching and mentoring, scheduling and coordination
- Assist supervisor with annual staff development reviews

Financial

- Provide input during budgeting process such as contributing to budget briefings for capital and special operating projects
- Monitor capital and operational budget expenditures and adjust operations as required
- Coordinate and supervise overtime labour in a fiscally responsible manner.

QUALIFICATIONS:

Education/Certification

- High School Graduation
- Valid Class 3 Driver's License with air endorsement
- Chainsaw safety training certification

- Bucket truck

Experience

- Minimum of 3 years in a supervisory role
- 5 years combination of a variety of experience with public works, parks / roads maintenance and construction, or an equivalent combination of education, training and experience

Skills

- Communicate effectively with the public to resolve inquiries regarding job specific District-related issues
- Develop and maintain effective workplace relationships with members of all departments
- Effective and efficient operation of all District equipment
- Plan and organize daily work
- Make effective decisions
- Strong computer aptitude including proficiency in spreadsheet and word processing software
- Skill, ability and knowledge of functions detailed in the job description
- Capable of performing physical demands of job such as heavy lifting, repetitive labour and working in adverse conditions/weather in accordance with Work Safe BC regulate

Job Provisions

- Maintain all professional and technical requirements for the position
- Capable of performing physical demands of job such as heavy lifting, repetitive labour and working in adverse conditions / weather
- May be required to work varying hours including overtime
- May be required to perform additional duties as assigned by supervisor.

JOB DESCRIPTIONS – SENIOR ACCOUNTING CLERK

Date: December 23, 2010
Job Title: Senior Accounting Clerk
Reports to: Director of Finance
Positions Supervised: N/A

Position Summary:

- Provide senior level accounting functions, responsible for administration and operation of the tax, utility, financial software administration, payroll and benefit functions

KEY JOB DUTIES

Program Development and Implementation:

- Provide accounting functions such as reconciliation of general ledger, preparation of journal vouchers
- Provide payroll and benefit administration
- Administration and operation of tax and utility functions
- Liaise with IT contractor on IT functions

Operations - Administration/Working Function:

- Ensure sub ledgers, bank accounts, cash receipts, T4s, Municipal Pension are balanced
- Provides T4 summaries and year end Municipal Pension reporting
- Assist with yearend audit report by providing back up information, explanation of processes and responding to and resolving issues raised by the auditor
- Annual Tax Sale – prepare reports, notifications, advertising, and assists Director of Finance if Tax Sale action required
- Assist with external audits such as WCB, Revenue Canada, GST, prepare working papers, answer inquiries, respond and resolve issues
- Oversee payroll input calculation, update changes to personnel database, manage Employee benefit packages, ensure Employees are aware of benefit provisions, ensure benefit information is updated
- Oversee the District sick leave administration, death and short term and long term disability benefits
- Maintain the District taxation roll, update new property changes, add, delete properties update rolls, process correction in liaison with BC Assessment, calculate and prepare annual tax notices, collect taxes, prepare and assist with delinquent tax collection at the annual tax sale
- Perform collection functions which include school tax collection, homeowner grant administration, deferred taxes, retroactive homeowner grants
- Assist in determining the rate structure for District utilities by reviewing usage, assessing maintenance and repair costs, identify problems and working with external consultants to resolve issues

- Liaise with IT contractor on hardware and software solutions and provide trouble shooting support on financial software and minor computer problems
- Assist Director of Finance with preparation of budget schedules, drafting financial bylaws, policies and procedures, and financial statements. Prepare analytical spreadsheets as required
- Provide Cemetery administration by selling plots, provide operational requirements to Public Works staff, schedule the burials, maintain cemetery database

Customer Service/Communications:

- Respond to and deal with a variety of inquiries regarding payroll, accounts payable, receivables, cemetery, property taxes, assessment issues, minor computer trouble shooting and utilities

Risk Management Health and Safety:

- Considerable due diligence required in maintaining the District general ledger, taxes, utilities, cemetery, payroll, payable, receivables, software databases, ensuring employees are correctly paid and that the District receives the required payment for services
- Practice accounting functions aligned with established accounting standards, regulations and policies

Leadership and Supervisory:

- Participate as a team member ensuring for effective accounting functions, general ledger, taxes, utilities, cemetery, payroll, payable, receivables, software administration and integration
- Provide instruction, guidance and advice to employees in effective accounting practices

Financial:

- Ensure for effective accounting functions such as general ledger, taxes, utilities, cemetery, payroll, accounts payable, receivables,
- software data bases

QUALIFICATIONS

Education/Certification:

- High school graduation,
- CGA, CA or CMA accounting program – two (2) years
- Canadian Payroll Certification,

Experience:

Five (5) years Municipal accounting experience or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with employees, contractors, taxpayers, suppliers other government agencies and the public
- Demonstrate tact and diplomacy
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor

JOB DESCRIPTIONS – SPECIAL PROJECTS – PARKS & FACILITIES

Date: Nov. 5, 2010
Job Title: Special Projects – Parks & Facilities
Reports to: Leadhand
Positions Supervised: N/A

Position Summary:

- Perform a variety of labouring and maintenance functions for operations, parks and buildings such as, mowing, weeding, maintaining flower and shrub beds, repair and maintenance of wharfs, building repairs such as doors, trim, windows, park benches, snow removal, janitorial work, plumbing inspections

KEY JOB DUTIES

Program Development and Implementation:

- Park maintenance such as mowing, weeding, raking, planting and maintaining flower beds
- Repair and maintenance of buildings and parks equipment, electrical replacement and repair such as replacing lights, switches, carpentry repair functions for doors, hand railings, cabinets
- Snow removal
- Special event set up
- Garbage pickup

Operations - Administration/Working Function:

- Lawn maintenance functions such as hand mowing, weeding, and edging, seasonal repair and maintenance of a variety of parks equipment such as wharf repairs, diving board installation and removal, buoy installation, walkway maintenance, removal of debris, installing plaques on park benches
- Maintenance and repair for buildings and facilities such as replacing light bulbs and fixtures, switches, extension cords, electric door locks and alarms, janitorial functions, building maintenance such as repairing hand railings, doors, baseboards, setting up offices, repairing and installing cabinets
- Snow removal from sidewalks and steps with snow blower and shoveling
- Garbage pickup from park and beach areas
- Special events set up such as installation and maintenance of Christmas lighting and decorations, setting up meetings, community functions and gatherings

Customer Service/Communications:

- Provide high levels of customer service as the first contact to members of the public
- Handle inquiries and provide information and direction for the general public

Risk Management Health and Safety:

- Practice and adhere to WorkSafeBC and District policies and procedures
- Observe and report work site hazards
- Participate in weekly project and safety meetings

Leadership and Supervisory:

- Participate as a team member ensuring for high performance and service in the Parks Department

Financial:

- N/A

QUALIFICATIONS

Education/Certification:

- High School Graduation
- Valid BC Class 5 Drivers License

Experience – three (3) – five (5) years combination of a variety of construction, maintenance and repair experience or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the public to resolve routine inquiries
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather

JOB DESCRIPTIONS – SPECIAL PROJECTS – UTILITIES & SPECIAL EVENTS

Date: Nov. 5, 2010
Job Title: Special Projects – Utilities & Special Events
Reports to: Leadhand
Positions Supervised: N/A

Position Summary:

- Perform a variety of labouring and maintenance functions for operations, parks and buildings such as repair and maintenance of wharfs, benches, snow removal, janitorial work, pickup of supplies and parts,

KEY JOB DUTIES

Program Development and Implementation:

- Pickup of supplies and parts for construction projects
- Repair and maintenance of buildings and Parks equipment
- Snow removal
- Special Event setup
- Providing advice and inspection of sewer connections

Operations - Administration/Working Function:

- Seasonal repair and maintenance of a variety of building infrastructure and parks equipment such as wharf repairs, diving board installation and removal, buoy installation, walkway maintenance, removal of debris, garbage pickup, janitorial functions, installing plaques on park benches
- Parts and supply pickup for construction and maintenance repair projects
- Snow removal with snow blower and shoveling, applying salt
- Sewer blockage removal, inspection chamber maintenance such as picking out debris and replacing caps, consulting with homeowners and contractors regarding correct sewer connections, ensuring sewer installation permits are correct and documents are properly filed
- Special event setup such as Christmas light installation, meetings, community functions and gatherings
- Plumbing maintenance, service and repair such as replacing taps, unsticking automatic toilets by adjusting screws, replace T and P valves on hot water tanks, replacing seals on toilets, tap washers
- Ensure homeowners properties are correctly repaired following the completion of utility rights-of-way
- Perform concrete work for playground equipment and bench pads

Customer Service/Communications:

- Provide high levels of customer service as the first contact to members of the public
- Handle inquiries and provide information and direction for the general public
- Provide advice to homeowners and contractors regarding sewer installation

Risk Management Health and Safety:

- Practice and adhere to WorkSafeBC and District policies and procedures
- Observe and report work site hazards
- Participate in weekly project and safety meetings

Leadership and Supervisory:

- Participate as a team member ensuring high performance and service in the Parks Department

Financial:

- N/A

QUALIFICATIONS

Education/Certification:

- High School Graduation
- Valid BC Class 5 Drivers License

Experience – four (4) years combination of a variety of construction, maintenance and repair experience or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the public to resolve routine inquiries
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather

JOB DESCRIPTIONS – UTILITIES LEADHAND

Date: October 5, 2022
Job Title: Utilities Leadhand
Reports to: Director of Operations
Positions Supervised: N/A

Position Summary:

Positions Supervised:

- EOCP Certified Operators
- Instrumentation Technician
- Equipment Operators
- Labourers
- Students

Position Summary

- Maintain the District's water distribution and treatment system to ensure an adequate quantity and good quality of water is delivered for fire fighting and domestic purposes
- In partnership with the RDCO, maintain the District's sanitary sewer collection system to ensure the efficient and reliable collection and transportation of wastewater

KEY JOB DUTIES:

Program Development and Implementation

- Monitor and administer the District's Cross Connection Control Program
- Perform water and sewer construction functions, flow maintenance, preventative maintenance and repair projects
- Prepare and implement strategic planning initiatives to ensure all District infrastructure and assets within the position's purview is operated and maintained effectively and efficiently within approved staffing and budgetary constraints
- Assist in the enforcement of District bylaws and regulations related to water and sewer

Operations-Administration/Working Function

- Organize, supervise and participate in all water operations functions such as disinfection unit checks, chlorine dosage adjustment, chlorine tank replacement, maintain and adjust recording equipment, testing water for a variety of characteristics and water sample withdrawal for regular bacteriological testing
- Aid the Chief Water Treatment Plant operator in all operations relating to the District's water treatment systems
- Perform maintenance and repair functions on water systems such as pressure reducing stations, reservoirs, pumps, valves, pipes and fittings, SCADA (Supervisory Control and Data Acquisition), water meters and hydrants

- Maintain daily logs, report and correct unsafe conditions and record water system operating data as required
- Investigate sewer blockage reports and initiate corrective actions
- Respond to concerns of the public, resolve emergency water and sewer issues, ensure agreement is reached with owners regarding responsibility and provide information for repair options
- Install, inspect, maintain and read residential, commercial and agricultural water meters
- Arrange for snow survey checks and reporting to senior government
- Operate, maintain and regulate flow from District owned dams, appurtenances and associated water bodies
- Administer the District's cross connection control program and perform testing where required to ensure appropriate backflow protection
- Draft correspondence such as water shutdown, bylaw infractions, department memos and general correspondence
- Supervise to ensure proper use of heavy equipment such as dump trucks, loaders, water truck, packer, mowers, skid steer, excavator and backhoe.
- Provide aid for other District departments as required

Customer Service/Communications

- Respond to and resolve a variety of concerns with water such as pressure, quality, leaks and water meter issues
- Respond to and resolve a variety of concerns with sewer such as blockages, leaks and broken infrastructure
- Ensure satisfactory agreement with owners in resolving issues of responsibility for water and sewer related problems

Risk Management Health and Safety

- Ensure the effective operation of water and sewer systems to minimize health risks and environmental concerns
- Effective reporting of issues such as turbidity event notification, wastewater spills and the provision of monthly reports to Interior Health Authority
- Practice in and ensure that staff adhere to WorkSafe BC and District policies and procedures
- Coordinate departmental staff training and development
- Participate in and support all health and safety programs and initiatives such as inspections, meetings, incident reporting and emergency drills
- Coordinate and provide regular safety "crew talks" and workplace inspections
- Ensure that systems are operated to meet all applicable provincial and federal health guidelines

Leadership and Supervisory

- Provide day-to-day supervision, coaching and mentoring, scheduling and coordination
- Assist supervisor with annual staff development reviews

Financial

- Provide input during budgeting process such as budget briefings for capital and special operating projects
- Monitor capital and operational budget expenditures and adjust operations as required

QUALIFICATIONS:

Education/Certification

- High School Graduation
- Valid BC Class 5 Driver's License
- Level III Water Distribution Certification (EOCP) o A Level II may be considered if Employee will achieve Level III within one year
- Level II Water Treatment Certification (EOCP)
- Training and/or education related to wastewater collection or treatment
- Chlorine Handling Certification through the BCWWA (BC Water and Waste Association) or equivalent
- Confined space entry certification
- Preference will be given to applicant with;
 - o Cross Connection Control Tester Certification (BCWWA)
 - o Training and/or education related to dam safety
 - o Snowmobile safety training

Experience

- Minimum of 5 years in a class III distribution or treatment system
- Minimum of 5 years in a supervisory role

Skills

- Communicate effectively with the public to resolve inquiries regarding job specific District-related issues
- Develop and maintain effective workplace relationships with members of all departments
- Plan and organize daily work
- Make effective decisions
- Strong computer aptitude including proficiency in spreadsheet and word processing software
- Skill, ability and knowledge of all functions detailed in the job description

- Capable of performing physical demands of job such as heavy lifting, repetitive labour and working in adverse conditions/weather in accordance with Work Safe BC regulate.

Job Provisions

- Maintain all professional and technical requirements for the position
- Required to enter into after-hours standby rotation: typically, one week on for every two weeks off. While on standby, may be required to work varying hours and respond to callouts both at the treatment plant or within the distribution system.
- Capable of performing physical demands of job such as heavy lifting and working in adverse conditions / weather
- May be required to perform additional duties as assigned by supervisor.

JOB DESCRIPTIONS – UTILITY PERSON

Date: Nov. 5, 2010
Job Title: Utility Person
Reports to: Operations Leadhand
Positions Supervised: N/A

Position Summary:

- Responsible for Municipal maintenance functions such as equipment operation, cemetery, road and sidewalk, brush and tree removal, weed control, road side refuse pickup, snow removal

KEY JOB DUTIES

Program Development and Implementation:

- Labouring work such as repair and cleaning streets and removal of debris in parks
- Equipment operation such as lawn mowers, snow plow, dump trucks, and loaders
- Maintenance work such as replacing bulbs on street lights and repair and maintenance of signs, bus stops, fire hydrants, fences and gates
- Maintain the Cemetery area including headstones and digging and filling in cemetery plots
- Perform building maintenance involving carpentry, plumbing, welding and painting

Operations - Administration/Working Function:

- Operate dump truck, or snow plow on District streets and sidewalks
- Operate a variety of equipment involved in maintaining District roads such as, dump trucks, loaders, packers, water truck, ride-on lawn mowers, chainsaws, grinders, jack hammers and other hand power tools
- Road maintenance such as repair of potholes, flagging, street sweeping and cleaning, pruning and trimming trees, ditch flailing, culvert cleaning, bridge maintenance, repair and replacement of street signs, hydrant maintenance
- Cemetery maintenance such as lawn mowing and maintaining grave sites, headstone installation, digging plots, painting and repair of building facilities, landscaping, irrigation repairs, fence and gate repairs and garbage pick up
- Carpentry functions such as door and window installation, repair of building damage, painting
- Plumbing functions such as sprinkler hook-ups, sink and toilet repair
- Electrical functions such as replacing light bulbs, changing switches and extension cord repairs
- Welding functions such as construction of fences, gates and railings, tool racks and brackets
- Pickup and delivery of parts and supplies

Customer Service/Communications:

- Respond to and resolve a variety of complaints from the public such as removal of dead animals, garbage pickup, tree removal, weed control and snow removal

Risk Management Health and Safety:

- Practice and adhere to WorkSafeBC and District policies and procedures
- observe and report work site hazards
- Proper maintenance of roads to prevent damage to vehicles and travellers, removal of trees that pose a hazard
- Ice and snow removal from sidewalks to prevent injuries
- Safe and effective operation of equipment, reporting of potential maintenance problems to maximize the lifespan of equipment

Leadership and Supervisory:

- Participate as a team member ensuring high performance and service in the Operations Department

Financial:

- N/A

QUALIFICATIONS

Education/Certification:

- High School Graduation
- Valid BC Driver's License Class 3 with Air Brake endorsement
- Bucket Truck certification
- Flagging certification

Experience – five (5) years of equipment operation, construction and Parks maintenance, truck driving or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the public to resolve routine inquiries
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather

JOB DESCRIPTIONS – WATER DISTRIBUTION OPERATOR

Date: March 30, 2022
Job Title: Water Distribution Operator
Reports to: Utilities Lead Hand
Positions Supervised:

Position Summary:

This position's primary focus is the operation and maintenance of all aspects of the water distribution process. The secondary focus is to assist within the water treatment plant as required.

Essential Duties and Responsibilities

Program Development and Implementation:

- Along with the Utilities Leadhand, responsible for the District's Cross Connection Control Program.
- Perform water construction functions, water flow maintenance, preventative maintenance and repair projects.
- Enforcement of District water regulations and bylaws.

Operations-Administration/Working Function:

- Operate and maintain all water distribution infrastructure and water treatment facilities in an effective and efficient manner.
- Assist the Leadhands in the performance of their duties, as required.
- Perform maintenance and repair functions on water systems including pressure reducing stations, pumps, valves, pipes, water mains, water services, SCADA (Supervisory Control and Data Acquisition), water meters and hydrants.
- Respond to concerns of the public, resolve emergency water issues, ensure agreement is reached with regards to responsibility and provide information and assistance in repair options.
- Ensure safe and effective operation of equipment used in construction sites.
- Inspect residential and commercial irrigation systems to ensure installation conformity with District bylaws, ensure members of the public are in compliance with water regulation.
- Install, inspect, repair and read residential, commercial and agricultural water meters.
- Upland snow survey, check and monitor snow pack levels throughout the winter and report to the Ministry of Environment.
- Operate various valves and perform a variety of adjustments to regulate water flow for the District from upland reservoirs.

- Aid Leadhand in administration and maintenance of the District's cross connection control program, review cross connection tests and perform testing where required to ensure suitable backflow protection.
- Draft correspondence such as water shutdown, bylaw infractions and general correspondence.

Customer Service/Communications:

- Respond and resolve a variety of concerns with water such as pressure, quality, leaks and water meter issues.
- Ensure satisfactory agreement with the public in resolving issues of responsibility for water related problems.

Risk Management Health and Safety:

- Ensure the effective operation of water systems to minimize health risks and environmental concerns.
- Effective reporting of issues such as turbidity event notification, spills and the provision of monthly reports to Interior Health Authority.
- Practice in and ensure that staff adhere to WorkSafe BC and District policies and procedures.
- Participate in and support all health and safety programs and initiatives such as inspections, meetings, workplace inspections and emergency drills.
- Ensure that system is operated to meet all applicable provincial and federal health guidelines.

Leadership and Supervisory:

- Assist the leadhand in directing labourers and other applicable staff as required.

Financial:

- N/A

Qualifications:

Education/Certification:

- High School Graduation
- Valid BC Class 5 Drivers License
- EOCP certification commensurate to posting requirement
- Chlorine Handling Certification through the BC Water and Waste Association (or acceptable equivalent)
- Cross Connection Control Tester Certification
- Confined Space Entry Certification
- Snowmobile Safety Training Certification
- Preferred candidate will have completed a post-secondary program related to water quality and/or water engineering.

Experience:

- As outlined in the Environmental Operator Certification Program (EOCP)

Skills:

- Require a practical knowledge in the use of SCADA (Supervisory Control and Data Acquisition).
- Communicate effectively with the public to resolve inquiries regarding job specific District-related issues
- Develop and maintain effective workplace relationships with members of all departments
- Plan and organize daily work
- Make effective decisions
- Strong computer aptitude including proficiency in spreadsheet and word processing software
- Skill, ability and knowledge of all functions detailed in the job description

Job Provisions:

- Maintain all professional and technical requirements for the position
- Required to enter into after-hours standby rotation. While on standby, may be required to work varying hours and respond to callouts both at the treatment plant and within the distribution system.
- Capable of performing physical demands of job such as heavy lifting and working in adverse conditions / weather
- May be required to perform additional duties as assigned by supervisor.

JOB DESCRIPTIONS – WATER TREATMENT OPERATOR – LEVELS I, II, III, IV

Date: March 31, 2022
Job Title: Water Treatment Operator – Levels I, II, III, IV
Reports to: Chief Water Treatment Plant Operator
Positions Supervised: N/A

Position Summary:

This position's primary focus is the operation and maintenance of all aspects of the water treatment process. The secondary focus is to assist within the water distribution system as required.

Essential Duties and Responsibilities

Program Development and Implementation:

- Ensure the treatment facility / infrastructure are operated and maintained as effectively and efficiently as possible within approved staffing and budgetary constraints.
- Perform water construction and maintenance functions including flow monitoring, preventative maintenance and repair projects.

Operations-Administration/Working Function:

- Operate and maintain all water treatment facilities and distribution infrastructure in an effective and efficient manner .
- Assist the Leadhands in the performance of their duties, as required.
- Maintain and evaluate material, equipment and supplies for continuous operation of the water treatment facility.
- Ensure processes and finished water are in compliance with local, provincial and federal regulations.
- Complete water quality testing processes, ensuring quality control measures are in place.
- Respond to, evaluates and resolves emergencies.
- Participate in and maintain preventative maintenance, asset management, and plant safety programs.
- Maintain daily logs, report and correct unsafe conditions and record plant and water system operating data as required.
- Maintain liaison with other municipalities and agencies.
- Perform lab work such as jar tests and specific parameter testing.
- Respond to concerns of the public, resolve emergency water issues, ensure agreement is reached with regards to responsibility and provide information and assistance in repair options.
- Draft correspondence such as water shutdown, bylaw infractions, general correspondence and memorandums to senior management.

Customer Service/Communications:

- Respond and resolve a variety of concerns with water such as pressure, quality, leaks and water meter issues.
- Ensure satisfactory agreement with the public in resolving issues of responsibility for water related problems.

Risk Management Health and Safety:

- Ensure the effective operation of water systems to minimize health risks and environmental concerns.
- Effective reporting of issues such as turbidity event notification, spills and the provision of monthly reports to Interior Health Authority.
- Practice in and ensure that staff adhere to WorkSafe BC and District policies and procedures.
- Participate in and support all health and safety programs and initiatives such as inspections, meetings, workplace inspections and emergency drills.
- Ensure the system is operated to meet all applicable provincial and federal health guidelines.

Leadership and Supervisory:

- Assist the leadhand in directing labourers and other applicable staff as required

Financial:

- N/A

Qualifications:

Education/Certification:

- High School Graduation
- Valid BC Class 5 Driver's License
- EOCP certification commensurate to posting requirement
- Chlorine Handling Certification through the BC Water and Waste Association (or acceptable equivalent)
- Confined Space Entry Certification
- Snowmobile Safety Training Certification
- Preferred candidate will have completed a post-secondary program related to water quality and/or water engineering.

Experience:

- As outlined in the Environmental Operators Certification Program
- Past experience working in a dissolved air flotation / filtration plant with hypochlorite and UV disinfection is an asset.

Skills:

- Require a practical knowledge in the use of SCADA (Supervisory Control and Data Acquisition).
- Communicate effectively with the public to resolve inquiries regarding job specific District-related issues.
- Develop and maintain effective workplace relationships with members of all departments.
- Plan and organize daily work .
- Make effective decisions.
- Strong computer aptitude including proficiency in spreadsheet and word processing software.
- Skill, ability and knowledge of all functions detailed in the job description.

Job Provisions:

- Maintain all professional and technical requirements for the position.
- Required to enter into after-hours standby rotation. While on standby, may be required to work varying hours and respond to callouts both at the treatment plant and within the distribution system.
- Capable of performing physical demands of job such as heavy lifting and working in adverse conditions / weather.
- May be required to perform additional duties as assigned by supervisor.

