

# COLLECTIVE AGREEMENT

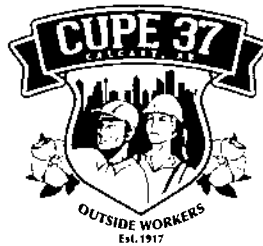
between



## TOWN OF CANMORE

(Hereinafter referred to as the "Employer")

and



## CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 37

(Hereinafter referred to as the "Union")

**January 1, 2025 to December 31, 2027**



Canadian Office &  
Professional Employees  
JR:kdb/cope 491

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## ARTICLE 1 – PREAMBLE

- 1.01 The general purpose of this Agreement entered into by collective bargaining is to maintain a sound and satisfactory relationship between the Employer and its Employees, and to establish the necessary procedures and provisions to assist both the Employer and the Union in accomplishing these objectives.
- 1.02 Gender neutral language will be used throughout the Collective Agreement.

## ARTICLE 2 – RECOGNITION

- 2.01 The Employer recognizes the Union as the certified bargaining agent pursuant to Certificate #1-97 issued by the *Alberta Labour Relations Board* for a unit comprising "All Employees of the Public Works Department".
- 2.02 The Employer reserves the right to establish the number of Employees required in each position as referenced in Appendix A.
- 2.03 Students employed during school vacation periods and/or under Government Employment Programs for a period not exceeding four (4) months, shall be excluded from the terms and conditions of this Agreement.
- 2.04 Such Employees shall not, in any way, displace regular Employees nor will they be retained in or granted work in preference to regular Employees who normally perform the work.

2.05 Union Orientation

The Union and all new Employees will be allowed up to thirty (30) minutes for the purpose of Union orientation. The Employer agrees to inform the new Employees that a Union Agreement and dues check-off are in effect.

Where a group of Employees is being onboarded, the Union will be invited to make a presentation to the Employees.

The Employer will provide a list of the new members which includes their name, department, classification, home address and phone number, personal and work email address.

2.06 Appointments of Union Officers

The Union will provide a list of Union Officers, Business Agents, and Stewards to the Human Resources Department.

### **ARTICLE 3 – MANAGEMENT RIGHTS**

3.01 The Union recognizes that the Employer shall have the sole and exclusive right, except as otherwise specifically limited by the express provisions of this Collective Agreement, to determine all matters pertaining to the conduct of its' management of the Employer and its' affairs, and that the direction of the working forces is fixed exclusively with the Employer and without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive right of the Employer to:

- (1) Maintain order and efficiency;
- (2) Hire, retire, discharge, promote, demote, classify, transfer, lay off, recall, suspend or otherwise discipline Employees;
- (3) Make and enforce and alter from time to time rules and regulations to be observed by the Employees.

### **ARTICLE 4 – NON-DISCRIMINATION**

4.01 The Employer and Union members will not discriminate against an Employee on the basis of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income, sexual orientation or any other protected ground as set out in the *Alberta Human Rights Act*, as amended from time to time, or based on their membership in the Union.

4.02 The Employer agrees to implement a Respectful Workplace Policy, which shall apply to all Town Employees. The Employer also agrees to include the subject of a Respectful Workplace in staff or management training sessions.

### **ARTICLE 5 – DUES DEDUCTION**

5.01 Monthly Union dues of Sub-Local #37, C.U.P.E. shall be deducted from all members of Sub-Local #37, C.U.P.E. and forwarded to the Treasurer of the Sub-Local by the 15<sup>th</sup> day of the following month.

The dues deduction list will include each Employee's total regular earnings, total overtime earnings, and total dues deductions for the period as well as the Employee's name, ID, department, and classification. An Employee's home address, phone number, and personal and work email addresses will be provided to the Union if there is a change in their information.

5.02 Union dues deduction shall be included on Employees' T-4 slips.

5.03 The Union shall advise the Employer, in writing, of any changes in the amount of dues to be deducted from the Employees covered by this Collective Agreement. Such notice shall be communicated to the Employer at least thirty (30) days prior to the effective date of the change.

## **ARTICLE 6 – NO STRIKES, NO LOCKOUTS**

6.01 The Employer agrees that it will not cause or direct any lockout of its Employees for the duration of this Collective Agreement. The Union agrees that neither it, nor its representatives will, during the term of this Collective Agreement, authorize, call, cause, condone, or take part in any strike, picketing, sit-down, stand-in, slow-down or curtailment or restriction of production or interference with work in or about the Employer's plant or premises for the duration of this Collective Agreement, otherwise they shall be subject to discipline or discharge. The term "slow-down" shall mean willful restriction or reduction of production by an Employee which is within such Employee's reasonable control.

6.02 It is the intention of the Parties that during the life of this Collective Agreement all disputes as to the meaning and application of this Agreement shall be handled in accordance with the provisions of the Grievance Procedure of the Collective Agreement.

## **ARTICLE 7 – TERM OF AGREEMENT**

7.01 This Collective Agreement shall be in effect from January 1, 2025 to December 31, 2027 and from year to year thereafter unless notice to bargain in writing is served by either Party upon the other not less than sixty (60) days and not more than one hundred and twenty (120) days prior to the expiration or next anniversary date thereafter to this Collective Agreement.

## **ARTICLE 8 – PROBATION**

8.01 New Employees shall be considered to be on probation until they have been employed for the full-time hours equivalent of ninety (90) days, being five hundred and twenty (520) hours worked. During such probationary period, probationary Employees may be terminated if, in the opinion of the Employer, the performance of the probationary Employee is not suitable. During such probationary period, probationary Employees shall not be entitled to seniority or access to the Grievance Procedure in cases of termination. Upon completion of the probationary period, seniority shall be calculated from the date of hiring. At the probationary mid-point, the Employer will meet with the Employee to review their expectations and the Employee's performance. The Employee will be advised in writing of any deficiencies in their performance and abilities and provided with any additional training to support their success.

## **ARTICLE 9 – UNION ACTIVITY ON EMPLOYER'S PREMISES**

9.01 Except as expressly permitted by this Collective Agreement, there shall be no Union activities on the Employer's time or on the Employer's property without the prior permission of the Employer.

## **ARTICLE 10 – PERSONAL AND INDIVIDUAL RESPONSIBILITY**

10.01 If illness or a family emergency makes it impossible for an Employee to report to work, the Employee must notify their Supervisor as far in advance as possible, but not later than the commencement of their scheduled shift. The Employee, when unable to notify the Employer of their inability to report to work shall within twenty-four (24) hours provide reasons acceptable to the Employer.

- (a) Absence in excess of three (3) days without prior notice satisfactory to the Employer is deemed to be voluntary resignation, except this shall be extended for five (5) days in the event that it is not possible for the Employee to contact the Employer.
- (b) Failure to report to work within seven (7) days of being notified during recall from lay-off without notice satisfactory to the Employer is deemed to be voluntary resignation.

## **ARTICLE 11 – SENIORITY**

- 11.01
- (a) Seniority shall be based on the length of continuous service an Employee has been on the payroll, subject to Section (b) of this Article.
  - (b) An Employee shall lose all seniority rights for any one or more of the following reasons:
    - (1) Voluntary resignation;
    - (2) Discharge;
    - (3) Failure to return to work after lay-off;
    - (4) Lay-offs for more than twelve (12) months;
    - (5) Absence without leave in excess of three (3) days without notice satisfactory to the immediate supervisor;
    - (6) Retirement.

## ARTICLE 12 – HOURS OF WORK

- 12.01 This Article defines the normal hours of work. It will not be construed as a guarantee of hours of work per week, or of days of work per week. The Employer reserves the right to establish the start and end time of shifts for Employees within the bargaining unit and to schedule Employees on shifts on any day of the week (Sunday to Saturday), with consecutive days off.
- 12.02 Shifts for Employees shall be comprised of shifts lengths as determined by the Employer. Shift length may be up to and including ten (10) hours per shift, scheduled between the hours of 6:00 am to 6:00 pm, provided that the average number of hours scheduled over the shift cycle determined by the Employer does not exceed forty (40). Any time scheduled before 6:00 a.m. and/or after 6:00 p.m. shall be paid at time and a half (1.5 times).
- 12.03 Except in the case of fire, flood, sewer problems, water problems, inclement weather or any other emergent situation, an Employee's shift schedule will be posted seven (7) calendar days in advance. It is the sole responsibility of an Employee to ensure that at all times they have reviewed the posted schedule. An Employee may agree to a shorter duration to change their shift schedule.
- 12.04 Employees are entitled to at least thirty (30) minutes of rest (break) during every five (5) hour work period, to be taken at a time mutually agreed upon.
- In addition, a fifteen (15) minute paid rest period may be taken in the first half of the shift and a fifteen (15) minute paid rest period may be taken in the second half of shifts greater than five (5) hours in length, unless an emergent situation occurs. Employees shall be required to keep their radios turned on and, in a position, to return to work if required by the Employer to do so.
- 12.05 Where an Employee works hours in excess of their scheduled daily shift or more than an average of forty (40) hours per week over the shift cycle, the first three (3) such hours of work, that are in increments of no less than fifteen (15) minutes will be considered overtime and the Employee will be paid at one and one half (1½) times their regular hourly rate and thereafter at two (2) times their regular hourly rate.
- 12.06 Overtime, except in an emergent situation requiring an Employee to remain on site, shall be provided to Employees on a fair and equitable basis, amongst the group of Employees within the same classification, provided that they have the qualifications, skills and ability to perform the overtime work.
- 12.07 An Employee working overtime may take time off in lieu of wages ("lieu time") at time and one half (1 ½) to a maximum of forty (40) hours.

Time off in lieu will be taken by the Employee at a time(s) mutually agreed upon between the Employee and the Employer and taken within ninety (90) days of the time being earned.

- 12.08 All overtime that is an extension of the regular work day must be pre-authorized by the Employee's immediate supervisor or designate.
- 12.09 (a) Employees will record and report their daily work and break hours, using the time collection system provided by the Employer.
- (b) Employees are responsible for ensuring that work time is accurately recorded and paid, and for reporting any discrepancies to the Employer as soon as they are discovered. The Employer is also responsible for reporting discrepancies to the Employee as soon as they are discovered.
- (c) In the event of an overpayment to the Employee, the Employer and Employee shall agree in writing to a repayment plan. Said plan shall be agreed to within five (5) business days of the discovery of the overpayment.
- 12.10 The Employer shall maintain a mandatory On Call Rotation System, which all Employees are required to rotate through. Employees shall ensure that they remain fit for work during their assigned rotation; and available to be contacted by telephone or cellular telephone. Employees on rotation shall be dispatched on the basis of the Employee with the least amount of overtime hours called first, provided that the Employee has the qualifications, skill and ability to perform the work.
- Employees will be provided with seven (7) calendar days' notice prior to being placed into rotation. Employees will be responsible to report to work at the Public Works Yard, or such other location as determined by the Employee's supervisor, within sixty (60) minutes of a call.
- 12.11 An Employee who is called out, while On Call Rotation, and reports to work within sixty (60) minutes of a call out, shall be paid at one and half (1 ½) times their regular rate of pay for the first three (3) hours worked and thereafter at two (2) times their regular hourly rate. Call out shall be for a minimum of two (2) hours, provided the Employee who is called out works for a minimum of two (2) hours. If the Employee voluntarily leaves prior to having worked two (2) hours, the Employee will be paid only for the time worked.
- 12.12 An Employee assigned to the On Call Rotation shall be paid three dollars and twenty-five cents (\$3.25) per hour.

## ARTICLE 13 – ANNUAL VACATIONS

- 13.01 (a) A permanent Employee shall be entitled to annual vacation time off with pay in accordance with the following schedule:

<b>Anniversary/Date</b>	<b>Vacation weeks per calendar year</b>
On your start date	3 weeks
On your 5th anniversary	4 weeks
On your 10th anniversary	5 weeks
On your 20th anniversary	6 weeks

- (b) Annual vacation time off is prorated in the first calendar year of employment and in those calendar years where an increase occurs.
- (c) Vacation is paid at the Employee's pay rate at the time it is taken.
- (d) Annual vacation entitlement is taken in the current year. Carry-over of up to fifty percent (50%) of an Employee's annual vacation entitlement may be permitted under special circumstances and must be pre-approved by the Employee's direct supervisor.
- (e) The Employer shall present the annual work schedule by the end of February each year.

The Employees shall submit all vacation requests by the end of March each year.

The Employer shall process all vacation requests by the end of April each year. Processing shall include:

- Approving and denying requests, with consideration given to length of service
- Processing alternate vacation requests for those that were denied
- Scheduling any vacation time that was not submitted

Vacation requests for January, February, and March will be managed on a first-come, first-served basis and must be requested with a minimum of seven (7) calendar day's advance notice. Approval of such requests will not be unreasonably withheld.

- (f) A non-permanent Employee shall receive vacation pay on each pay cheque calculated as follows:

Employment	Vacation Rate
In the first 5 years of consecutive seasonal employment	4.16% of wages earned
On the 5 <sup>th</sup> anniversary of consecutive seasonal employment	6.36% of wages earned

- (g) An Employee shall not take vacation leave without prior authorization from the Employer.
- (h) Vacation with pay shall not accrue during periods while an Employee is:
- (i) on lay-off; or
  - (ii) in receipt of compensation from the Workers' Compensation Board; or
  - (iii) on unpaid absence while in receipt of weekly indemnity as provided for by the Long Term Disability Income Insurance Plan; or
  - (iv) on other leaves of absence in excess of thirty (30) calendar days as listed in 20.01 and 20.02.

#### ARTICLE 14 – STATUTORY HOLIDAYS

- 14.01 (a) The twelve (12) recognized paid holidays shall be:

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

any other day declared or proclaimed by the Provincial or Municipal Government.

- (b) The Employee not actively working due to lay off, a worker's compensation claim, or leave of absence as described in Articles 20.01, 20.02(d), 20.02(e), 20.02(f), 20.02(g), 20.02(h) shall not be entitled to the aforementioned Statutory Holidays.

- 14.02 To qualify for Statutory Holiday pay, the Employee must:

- (a) have worked for the Employer no less than thirty (30) days in the twelve (12) month period preceding any Statutory Holiday;
- (b) have worked their scheduled shift immediately preceding or immediately following the Statutory Holiday;

(c) work on the holiday when the Employee is scheduled to do so.

14.03 Full-time Employees will be paid for Statutory Holidays as follows:

(a) Employees shall receive eight (8) hours pay at their regular rate of pay for each holiday listed in 14.01 subsection (a).

(b) An Employee who works on a Statutory Holiday shall be paid for that day based on their regularly scheduled hours of work in lieu of the designated day and be paid one and one-half (1 ½) times their regular hourly salary for all hours worked on a Statutory Holiday.

(c) An Employee who is on annual vacation on a scheduled workday shall be paid for the day and no vacation hours shall be deducted from their vacation bank.

14.04 Non-full-time Employees, unless otherwise required by the *Employment Standards Code*, shall be limited to pay equal to one and one-half (1 ½) times their basic rate of pay for all hours worked on a Statutory Holiday.

## **ARTICLE 15 – MEDICAL EXAMINATIONS**

15.01 The Employer has the right to require an Employee to submit to an Independent Medical Examination (IME) when it considers such examination necessary.

15.02 A Doctor's certificate may be required for any absence; but must be requested by the Employer prior to returning to work.

## **ARTICLE 16 – GRIEVANCE PROCEDURE**

16.01 (a) A grievance is a difference by the Employer, the Union or an Employee as to the meaning or application of a specific provision of this Collective Agreement. A written grievance must specify a statement of the difference and the particular relief requested on behalf of the grievor. Any grievance not presented within ten (10) calendar days from the date the alleged cause of complaint occurs is abandoned and without recourse.

(b) Termination grievances will be filed at Step 2.

(c) The Union or the Employer may file a policy grievance. A policy grievance shall be defined as a difference concerning the interpretation or application of this Agreement which seeks to enforce an obligation of the Employer to the Union or the Union to the Employer. A policy grievance shall not be brought with respect to matters capable of being filed as individual grievances or in respect of relief that affect individual Employees. Policy grievances shall commence at Step 2.

- (d) In the event that a dispute occurs between the Employer and the Union and/or one or more Employees of the bargaining unit regarding the interpretation, application or violation of this Collective Agreement, the following procedure of settlement will be followed:

Step 1 The Employee or Employees concerned shall first seek to settle the dispute in discussions with the Supervisor. A written response shall be provided to the Employee no later than ten (10) days following the discussion.

Step 2 If the dispute is not resolved satisfactorily in Step 1, it then becomes a grievance to be complied with within the meaning of Article 16.01 (a).

The written grievance shall then be submitted to the Manager of Public Works within ten (10) calendar days of the date of the alleged cause of complaint occurred. The Employer will provide the Union the opportunity to present the grievance in a meeting within ten (10) calendar days of receipt of the grievance.

The Manager of Public Works will then make known their decision to the grievor(s) and the Union within ten (10) calendar days of the grievance presentation.

Step 3 If a satisfactory settlement is not reached in the second Step, then it may be referred in writing to the Chief Administrative Officer or designate within ten (10) calendar days after receipt of the Manager of Public Works answer in the second Step. The Chief Administrative Officer or designate will meet with the Union regarding the grievance within ten (10) calendar days of receipt of the grievance.

The Chief Administrative Officer will provide their decision in writing to the Union within ten (10) calendar days of the meeting with the Union regarding the grievance.

Step 4 If a satisfactory settlement is not reached in the third Step the Union may then submit the grievance to arbitration within seven (7) calendar days after the receipt of the reply by the Chief Administrative Officer.

- (e) In the event that the Union fails to process the grievance within the time limits established in this Article, the grievance will be deemed abandoned.

- (f) In the event the Employer does not comply with the time limits established in this article the Union has the right to proceed to the next Step in the grievance process if it wishes.

16.02 Time limits in the Grievance Procedure may be extended in writing by mutual agreement between the Employer and the Union.

16.03 Mediation Procedure

- (a) The grievance may be advanced by the Union or the Employer to mediation within ten (10) calendar days after receiving the Step 3 decision. If mediation is mutually agreeable, then the mediator will be mutually agreed upon by the Union and the Employer.
- (b) As part of the mediation process, the Parties will fully disclose all materials and information relevant to the issue(s) in dispute.
- (c) The purpose of the mediator's involvement in the grievance process is to assist the Parties in reaching a resolution of the dispute, and anything said, proposed, generated, or prepared for the purpose of trying to achieve a settlement is to be considered privileged, and will not be used for any other purpose.
- (d) The grievance may be resolved by mutual agreement between the Parties.
- (e) The Parties may mutually agree to request that the mediator issue a report including non-binding recommendations.
- (f) The expenses of the mediator will be borne equally by both Parties.

16.04 Arbitration Procedure

If either Party terminates the mediation process or the mediation process is otherwise concluded, the Union may submit the grievance to arbitration with ten (10) calendar days of said termination.

16.05 Within ten (10) working days of the receipt of notification by one (1) Party, the other Party to an arbitration shall nominate its choice of Arbitrator by notice in writing.

16.06 In the event that the Employer and the Union are unable to agree upon the selection of the Arbitrator (within fifteen (15) calendar days of notification by either Party), application shall be made to the Director of Alberta Mediation Services to appoint an Arbitrator pursuant to the provisions of the *Alberta Labour Relations Code*.

16.07 (a) The Arbitrator has all of the powers granted to arbitrators under *Alberta Labour Relations Code* in addition to any powers which are contained in this Agreement.

- (b) The Arbitrator shall hear and determine the difference or allegation and shall issue a decision and that decision is final and binding upon the Parties and upon any Employee affected by it.
  - (c) The award of the Arbitrator shall be signed by the Arbitrator and copies thereof shall be transmitted to the Parties to the dispute.
- 16.08 The Arbitrator shall not have the authority to alter or amend any of the provisions of this Agreement, or to substitute any new provisions in lieu thereof, or to render any decision contrary to the terms and provisions of this Agreement, or to increase or decrease wages.
- 16.09 The Employer and the Union shall each pay one-half (½) of the remuneration and expenses of the Arbitrator, and each Party shall bear its own expenses of every such arbitration.

## **ARTICLE 17 – DISCIPLINE AND DISCHARGE**

### **17.01 Right to Representation**

The Employer will make an Employee aware of their right to Union representation during any discussion with supervisory personnel which might be the basis of disciplinary action or may lead to disciplinary action.

Where an Employee is being brought in for the purpose of investigation or discipline, the Employer will notify the Employee and the Union no less than one (1) calendar day in advance and advise the Employee they may contact a steward or Union representative to be present at the meeting.

A Steward or Local Union officer will have the right to consult with a CUPE National Representative and to have them present at any discussion with the Employer provided that such consultation creates no delay.

### **17.02 Progressive Discipline**

The Employer agrees and recognizes the principle of progressive discipline.

### **17.03 Disciplinary Document Expiry**

An Employee who has been subject to disciplinary action will, after thirty-six (36) months of continuous work from the date the discipline measure was invoked, be cleared of any record of the disciplinary action. Should further disciplinary action occur during the thirty-six (36) month period of continuous work must expire. The Employer will confirm in writing to the Employee that such action has been taken.

## **ARTICLE 18 – SHOP STEWARDS**

- 18.01 The Employer will recognize one Shop Steward provided they are an Employee who has successfully completed their probationary period.
- 18.02 The Union acknowledges that the Shop Steward has their regular work to perform as an Employee of the Employer, and it is therefore agreed that the Employee shall not take leave of work to investigate or process a grievance or undertake any other Union business on the Employer's premises during working hours without the prior consent of their Employer.

## **ARTICLE 19 – PROMOTIONS, LAYOFFS, & SEVERANCE**

### **19.01 Promotions**

- (a) In laying off, recalling and promoting Employees, the Employer will take into consideration the skill and ability of the Employees to perform the available work and where these factors are equal as between two (2) or more Employees, the Employee with greater seniority will be given preference.
- (b) When a vacancy occurs or a new position is created, the Employer shall be at liberty to immediately fill the position temporarily and shall thereafter post notice of the position for a minimum of five working days.
- (c) Appointments to positions may be made by mutual agreement between the Union and Town without posting.

### **19.02 Layoff and Severance**

The right to recall in accordance with Article 19 shall continue for a period of twelve (12) months after which time the employment relationship shall be terminated.

- (a) When an Employee is not recalled within the time limits in accordance with Article 19.02 or when termination occurs for any other reason without just cause, the following termination pay shall be payable on an amount equal to the wages the Employee would have earned if the Employee had worked the applicable termination notice period as follows:
- (i) one (1) week, if the Employee has been employed by the Employer for more than three (3) months but less than two (2) years;
- (ii) two (2) weeks, if the Employee has been employed by the Employer for more than two (2) years but less than four (4) years;

- (iii) four (4) weeks, if the Employee has been employed by the Employer for more than four (4) years but less than six (6) years;
  - (iv) five (5) weeks, if the Employee has been employed by the Employer for more than six (6) years but less than eight (8) years;
  - (v) six (6) weeks, if the Employee has been employed by the Employer for more than eight (8) years but less than ten (10) years;
  - (vi) eight (8) weeks, if the Employee has been employed by the Employer for ten (10) years or more.
- (b) If at any time during the term of this Collective Agreement the notice periods are less than the minimum requirements of the *Employment Standards Code*, the minimum requirements of the *Employment Standards Code* as amended from time to time will apply.

## ARTICLE 20 – LEAVES OF ABSENCE

### 20.01 Leaves of Absence Without Pay

- (a) Leave of absence will be granted only insofar as the operation of the Town will permit, and the period of absence shall not exceed three (3) months.
- (b) The Employee must give sufficient and reasonable notice in writing to the Employer when requesting same and such request must be authorized by the Employer.
- (c) **Job Protected Leaves**

The Employer recognizes that Employees within this Agreement are entitled to access unpaid Job Protected Leaves as outlined in the *Alberta Employment Standards Code* to deal with personal and life events, unless otherwise outlined in this Agreement. Examples of these leaves include Domestic Violence, Loss of Pregnancy Leave, Citizenship Ceremony, Death or Disappearance of a Child Leave, other leaves not addressed in this Agreement.

### 20.02 Leaves of Absence With Pay

- (a) **Occasional Leave**

Occasional Leave is intended to provide full time Employees with paid time off for sickness, medical appointments, emergency leave, educational leave. Urgent domestic contingency, parent's leave, child or elder care, to a maximum of twelve (12) days per year.

Full time term Employees who are filling at least a one (1) year contract are eligible for up to twelve (12) paid Occasional Leave days per year for the purpose of personal sickness or child/elder care only. Seasonal Employees will have access to Occasional Leave of absence on a pro-rated basis.

(b) **Bereavement Leave**

Leave with pay for the equivalent of one (1) work week to provide Employees time off following the loss of an immediate family member. If the death of an immediate family member occurs during an Employee's vacation, the Employee will be granted bereavement leave with pay in lieu of approved vacation time.

(c) **Funeral Leave**

Leave with pay for one (1) working day to attend funeral services of someone not an immediate family member.

(d) **Compassionate Care and Critical Illness Leave**

These leaves are provided in accordance with the *Employment Insurance Act of Canada* and/or the *Alberta Employment Standards Act* and/or the Alberta Human Rights Commission. Employees may receive benefits from Service Canada for this time off.

(e) **Maternity and Parental Leave**

Maternity and Parental leave is provided in accordance with the *Employment Insurance Act of Canada* and/or the Alberta Human Rights Commission. Employees may receive benefits from Service Canada for this time off.

(f) **Long Term Disability (LTD)**

LTD is provided in accordance with the benefits plan contract.

(g) **Short Term Disability (STD)**

STD is provided in accordance with the benefits plan contract. The Employer pays 100% of the STD premium.

(h) **Jury or Witness Duty Leave**

Employees required by law to serve as a juror or subpoenaed as a witness in any court shall be paid the difference between what they would have earned for their regular hours, and the fee received.

(i) **Union Business**

Official representatives of CUPE Local 37 will be granted authorized leaves of absence with pay for collective bargaining sessions or for the conduct of official business. Employees must have prior approval from the Employer for the leave. Such approval will not be unreasonably withheld.

Note: Eligibility for paid time off applies only to full time Employees. Casual, Part Time, Seasonal and Term Employees may be entitled to time of without pay.

*Leave of Absence* – an authorized absence from regular work.

*Sickness* – intended to provide the Employee with short term leave provision and sick leave up to the eligibility of Employment Insurance.

*Emergency Leave* – serious illness of an immediate family member.

*Educational Leave* – to receive a diploma, degree or write an exam.

*Urgent Domestic Contingency* – at the Employer's discretion, occasional leave to a maximum of three days may be granted if required to enable an Employee to attend to urgent business arising from a serious domestic contingency or difficulty such as, but not limited to, the burning of an Employee's home.

*Parent's Leave* – for attending either the delivery of the child, the release from hospital of the mother and child, or the arrival of the adopted child.

*Child or Elder Care* – short term care and/or time to arrange for longer term care for an ill family member.

*Union Business* – official representatives of Unions or Associations of Town Employees, may be granted authorized leaves of absence with pay when necessary for collective bargaining sessions or for the conduct of official business. Refer also to appropriate Agreements. At all times, Employees must have prior approval from the Employer for the leave.

*Immediate Family Member:*

- Spouse, including common-law or same sex
- Parents, including stepparents
- Children, including stepchildren
- Sibling, including step or half
- In-Laws, including mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law
- Grandparent
- Grandchild

## ARTICLE 21 – BENEFITS

21.01 The Employer agrees to provide the benefits to permanent Employees as per current Town of Canmore policy. This benefits package coverage includes:

### **Health and Insurance Plans:**

- Extended Health Care;
- Dental Care;
- Life Insurance;
- Dependent Life Insurance;
- Accidental Death and Dismemberment;
- Short Term Disability (100% Employer paid);
- Long Term Disability (100% Employee paid); and
- Health Care Spending Account and/or Wellness Account.

21.02 The Employer agrees to maintain a Registered Retirement Savings Plan (RRSP) for permanent Employees.

The individual Employees shall contribute to the RRSP at a minimum rate of 5.5% of gross annual salary per year; and the Employer shall contribute to the individual Employee's plan at the rate of 10.22% of the aforesaid Employee's gross annual salary.

The individual Employee shall not be entitled to withdraw either the Employee's contribution or the Employer's contributions to the RRSP until retirement or termination of employment.

21.03 The provisions of the insurance policies and the plans as amended from time to time by the Employer or the insurance carrier shall govern with respect to eligibility for participation, premiums paid, and benefits provided. These documents shall not be considered part of or considered incorporated into the Agreement, nor shall the Employer be considered an insurer. The Employer retains the right to change insurance carriers and agrees to maintain the same level of coverage.

21.04 The Employer agrees to provide Employment Insurance (EI), Supplemental Unemployment Benefits (SUB), Top up for Employees in receipt of EI Care Giving Benefits with top-up maximum of seventy-five percent (75%) of base rate of pay.

21.05 The Employer is prepared to discuss the Eyesafe program with the Union during the course of the new Collective Agreement.

## ARTICLE 22 – JOB TRAINING

22.01 The Employer shall maintain an on-the-job training program so that every Employee will receive training on trucks and equipment.

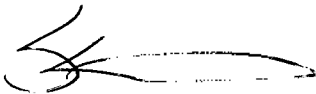
**ARTICLE 23 – WORK BOOTS**

23.01 Where conditions of employment demands or require the use of CSA approved safety boots or shoes, Employees shall receive compensation for work boots purchased to a maximum of three hundred dollars (\$300.00) annually, and the Employee must provide receipt of purchase and old boots. (For clarification purposes this clause means that the Employee can purchase multiple pairs of safety footwear but will only be compensated a total of three hundred dollars (\$300.00) annually.)

**ARTICLE 24 – TOOL ALLOWANCE**

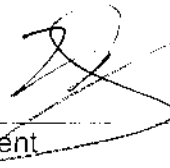
24.01 The Employer agrees to provide the Journeyman Heavy Duty Mechanic an annual tool allowance of seven hundred and fifty dollars (\$750.00). This allowance is for the purchase of new and updated tools. The Employer agrees to cover the cost of any additional repairs or damages to tools that were broken or damaged while the Journeyman was carrying out duties for the Employer.

SIGNED ON BEHALF OF THE  
TOWN OF CANMORE

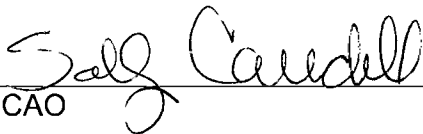


\_\_\_\_\_  
Mayor

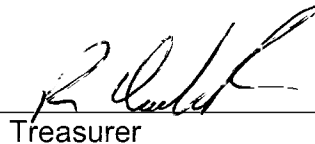
SIGNED ON BEHALF OF THE  
CANADIAN UNION OF PUBLIC  
EMPLOYEES, LOCAL 37



\_\_\_\_\_  
President



\_\_\_\_\_  
CAO



\_\_\_\_\_  
Treasurer



\_\_\_\_\_  
HR Manager



\_\_\_\_\_  
Recording-Secretary

Dated: Nov. 10, 2025

Dated: 18 NOV 2025

**LETTER OF UNDERSTANDING #1**

**BETWEEN**

**THE TOWN OF CANMORE**

**And**

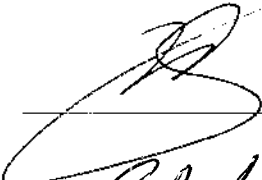

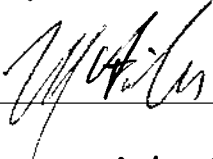
**THE CANADIAN UNION OF PUBLIC EMPLOYEES,  
LOCAL 37**


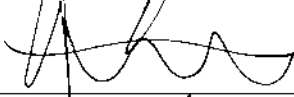

Attached to and forming part of this Collective Agreement.

No present Employee covered by this Collective Agreement shall lose their employment as a result of contracting out services that are currently provided in house during the life of this Collective Agreement.

**FOR THE UNION**

**FOR THE EMPLOYER**

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

Dated: 18 NOV 2025

Dated: Nov. 10, 2025

## APPENDIX A

### RATES OF PAY

The rates of pay for the Job Titles listed below shall be as follows:

	<b>Jan 1, 2025</b>	<b>Jan 1, 2026</b>	<b>Jan 1, 2027</b>
<b>Classification</b>	5.00%	3.00%	3.00%
<b>Public Works Operator I</b>	\$25.87	\$26.65	\$27.45
<b>Public Works Operator II</b>	\$34.83	\$35.87	\$36.95
<b>Public Works Operator III</b>	\$36.83	\$37.93	\$39.07
<b>Public Works Operator IV / Lead Hand</b>	\$38.67	\$39.83	\$41.02
<b>Journeyman Heavy Duty Mechanic I</b>	\$45.43	\$46.79	\$48.19
<b>Journeyman Heavy Duty Mechanic II</b>	\$47.63	\$49.06	\$50.53
<b>Journeyman Heavy Duty Mechanic III</b>	\$49.60	\$51.09	\$52.62
<b>Apprentice 4th Year</b>	\$40.89	\$42.12	\$43.38
<b>Apprentice 3rd Year</b>	\$36.34	\$37.43	\$38.55
<b>Apprentice 2nd Year</b>	\$31.79	\$32.74	\$33.72
<b>Apprentice 1st Year</b>	\$27.25	\$28.07	\$28.91

- June 1, 2025      One lump sum of \$1,000 for each full-time Employee, prorated for seasonal.
- June 1, 2026      One lump sum of \$1,000 for each full-time Employee, prorated for seasonal.
- June 1, 2027      One lump sum of \$1,000 for each full-time Employee, prorated for seasonal.

New Employees, except those employed as a Public Works Operator I, shall be paid only 85% of the aforementioned rates of pay during their probationary period. Upon satisfactory completion of the probationary period, the Employee shall be raised to the full rate of pay for the appropriate classification.

Apprentice Heavy Duty Mechanics will be paid wages that are equal to the following percentage of the wages of the Heavy Duty Mechanic I:

- (a)      60% in the first period of the apprenticeship program.
- (b)      70% in the second period of the apprenticeship program.
- (c)      80% in the third period of the apprenticeship program.

- (d) 90% in the fourth period of the apprenticeship program.

#### Responsibility Pay

- (a) When an Employee temporarily substitutes in a higher paying position for more than five (5) working days, the Employee shall receive a wage that is five percent (5%) greater than their current rate of pay for those hours scheduled in the higher position. When an Employee temporarily substitutes in a higher paying position for thirty working days or longer, the Employee shall receive the greater of, the minimum wage of the range for the higher position or a wage that is five percent (5%) greater than their current rate of pay, for all hours worked in the higher position.
- (b) When an Employee is assigned to a position paying a lower rate, the Employee's rate shall not be reduced.

A Seasonal Employee who returns for a consecutive season will be paid at the Public Work II rate of pay if the Employee has the qualifications required.

## **APPENDIX B**

The Parties agree that Appendix B does not form part of the Collective Agreement but is an aid to the Collective Agreement.



**Town of Canmore  
Position Description  
Public Works Operator 1**

**CORE VALUES**

**WELLNESS** - We strive for harmony in our corporate, social and natural environment.

**RESPECT** - We will treat others as we will expect to be treated.

**INTEGRITY** - We will be honest, responsible and trustworthy.

**SERVICE** - We are committed to excellence in meeting community needs.

**TEAMWORK** - We are cooperative and empowering in achieving our goals.

**Position** : Operator 1  
**Business Unit** : Streets & Roads  
**Reports to** : Supervisor of Streets & Roads  
**Work Week** : 40 hours per week

**General Accountabilities**

The Public Works Operator 1 is responsible for providing services to the public for the safe and quality upkeep of the streets and roads for the Citizens of Canmore.

**Specific Accountabilities**

**Operational**

- Performs daily maintenance checks and inspections as required
- Perform a wide variety of routine manual tasks which can be quickly learned.
- Operate and perform minor maintenance on all light mobile construction and maintenance equipment not formally required to be done by a licensed mechanic.
- Maintain work area for a clean and safe work environment.
- Seasonal duties and support for special events.
- Provide interdepartmental support.
- Other related duties as assigned.
- Use The Natural Step in operational decision making and planning.

**Administration**

- Report on any malfunctions and/or repair requirements.
- Report and document all incidents on appropriate forms.
- Complete all Health & Safety related documentation as required.
- Provide verbal or written reports of daily tasks completed, quantities of materials or products used and assist with department inventory controls
- Maintain and complete necessary reports, time sheets and forms in a timely fashion.

**Technical Accountabilities**

- Alberta Driver's License Class 5
- Ability to perform minor maintenance on related light mobile construction and maintenance equipment
- Operating knowledge of light mobile construction and maintenance equipment
- Standard First Aid
- Flagman Training
- WHMIS Training
- Construction Safety Training Systems
- Develop and maintain a working knowledge of department Standard Operating Procedures and Policies

- Develop and maintain a knowledge of O. H. & S regulation and codes
- Develop and maintain a knowledge of relevant Federal and/or Provincial codes, regulations and compliance requirements



**Town of Canmore  
Position Description  
Public Works Operator 2**

**CORE VALUES**

**WELLNESS** - We strive for harmony in our corporate, social and natural environment.

**RESPECT** - We will treat others as we will expect to be treated.

**INTEGRITY** - We will be honest, responsible and trustworthy.

**SERVICE** - We are committed to excellence in meeting community needs.

**TEAMWORK** - We are cooperative and empowering in achieving our goals.

<b>Position</b>	: Operator 2
<b>Business Unit</b>	: Streets & Roads
<b>Reports to</b>	: Supervisor of Streets & Roads
<b>Work Week</b>	: 40 hours per week

**General Accountabilities**

The Public Works Operator 2 is responsible for providing services to the public for the safe and quality upkeep of the streets and roads for the Citizens of Canmore.

**Specific Accountabilities**

**Operational**

- Perform daily maintenance checks and inspections as required.
- Perform seasonal duties and provide support for Special Events.
- Maintain work area to ensure a clean and safe work environment.
- Provide internal services including but not limited to:
  - Ensuring that Hazards Assessments are completed as required
  - Perform and document street, road and paved trail inspections;
  - Provide minor servicing to vehicles and equipment not formally required by a licensed mechanic;
  - Signage installation and repairs;
  - Street and paved trail sweeping;
  - Pavement and sidewalk maintenance and repairs;
  - Snow and ice control;
  - Message painting and pavement marking;
  - Prepare and provide Traffic Accommodation Strategies and control;
  - Maintain a working knowledge of department Standard Operating Procedures and Policies;
  - Other related duties as assigned, and
  - Use The Natural Step in operational decision making and planning.

**Administration**

- Report on prescribed forms any malfunctions and/or repair requirements.
- Complete all Health & Safety related documentation as required.
- Provide details of daily tasks completed, quantities of materials or products used and assist with department inventory controls.
- Maintain and complete necessary reports, time sheets and forms in a timely fashion.

**Technical Accountabilities**

- Alberta Drivers License Class 3 with 'Q' endorsement.
- Working knowledge of O. H. & S regulation and codes

- Working knowledge of relevant Federal and/or Provincial codes, regulations and compliance requirements
- Knowledge and ability to perform minor maintenance and repairs on Town fleet, department related mobile construction and maintenance equipment including any repairs or maintenance not formally required to be performed by a licensed mechanic.
- Standard First Aid Certificate
- Flagman Training and IMSA (International Municipal Signal Association) Certification
- WHMIS Training
- Construction Safety Training Systems
- Computer skills including a basic understanding in Word, Excel, Outlook, data entry, inventory control and scheduling.
- Experienced in the operation of all Town vehicles and heavy equipment
- Working knowledge of basic road construction techniques products and materials.
- Working knowledge of road, sidewalk, curb & gutter maintenance procedures, repair techniques, materials, products and industry best practices.



**Town of Canmore  
Position Description  
Public Works Operator 3**

**CORE VALUES**

**WELLNESS** - We strive for harmony in our corporate, social and natural environment.

**RESPECT** - We will treat others as we will expect to be treated.

**INTEGRITY** - We will be honest, responsible and trustworthy.

**SERVICE** - We are committed to excellence in meeting community needs.

**TEAMWORK** - We are cooperative and empowering in achieving our goals.

**Position** : Operator 3  
**Business Unit** : Streets & Roads  
**Reports to** : Supervisor of Streets & Roads  
**Work Week** : 40 hours per week

**General Accountabilities**

The Public Work Operator 3 is responsible for providing services to the public for the safe and quality upkeep of the streets and roads, for the Citizens of Canmore.

**Specific Accountabilities**

**Operational**

- Provide Lead Hand role for contract oversight direction and quality control.
- Provide crew leadership for safety, quality control, site direction, and site layout
- Performs daily maintenance checks and inspections as required.
- Perform seasonal duties and provide support for Special Events.
- Provide interdepartmental support.
- Maintain work area for a clean and safe work environment.
- Provide internal services including but not limited to:
  - Ensuring that Hazard Assessments are completed, documented and communicated to crew and staff
  - Perform and document streets, roads and paved trail inspections
  - Provide minor servicing to vehicles and equipment not formally required to be done by a licensed mechanic.
  - Signage installation and repairs
  - Street and paved trail sweeping
  - Pavement and sidewalk maintenance and repairs
  - Snow and ice control
  - Message painting and pavement marking
  - Prepare and provide Traffic Accommodation Strategies and control
  - Maintain a working knowledge of department Standard Operating Procedures and Policies
  - Other related duties as assigned
  - Use of The Natural Step in operational decision making and planning.

**Administrative**

- Assist with crew reports of daily tasks completed, quantities of materials or products used, ensuring reports are completed in a accurate and timely fashion.
- Assist with completion of weekly, monthly, quarterly and annual reports, time sheets and forms in a timely fashion

- Assist with developing and writing Standard Operating Procedures and relevant policies
- Complete all Health & Safety related documentation as required.
- Product research
- Data entry for inventory control,
- Reports on prescribed forms any malfunctions and/or repair requirements.
- Hazard Identification Assessment

***Technical Accountabilities***

- **Successful completion of Grader Operators course**
- **250 hours of field experience operating a grader for the Town of Canmore**
- Supervisory Course (i.e. Leadership for Safety Excellence)
- Completed formal training in safe operation and maintenance of heavy vehicles and equipment or 5 years field experience
- Alberta Driver's License Class 3 with Q endorsement
- Experienced in basic road construction techniques products and materials.
- Experienced in road, sidewalk, curb & gutter maintenance procedures, repair techniques, materials, products and industry best practices.
- Working knowledge of O. H. & S regulation and codes
- Working knowledge of relevant Federal and/or Provincial codes, regulations and compliance requirements
- Knowledge and ability to perform minor maintenance and repairs on Town fleet, department related mobile construction and maintenance equipment including any repairs or maintenance not formally required to be performed by a licensed mechanic.
- Standard First Aid Certificate
- Flagman Training and IMSA (International Municipal Signal Association) Certification
- WHMIS Training
- Construction Safety Training Systems
- Computer skills including a basic understanding in Word, Excel, Outlook, data entry, inventory control and scheduling.
- Experienced in the operation of all Town vehicles and heavy equipment including grader operations



**Town of Canmore  
Position Description  
Journeyman Heavy Duty Mechanic 1**

**CORE VALUES**

**WELLNESS** - We strive for harmony in our corporate, social and natural environment.

**RESPECT** - We will treat others as we will expect to be treated.

**INTEGRITY** - We will be honest, responsible and trustworthy.

**SERVICE** - We are committed to excellence in meeting community needs.

**TEAMWORK** - We are cooperative and empowering in achieving our goals.

<b>Position</b>	: Journeyman Heavy Duty Mechanic 1
<b>Program Area</b>	: Fleet Services
<b>Business Unit</b>	: Streets & Roads
<b>Reports to</b>	: Supervisor of Streets & Roads
<b>Work Week</b>	: 40 hours per week

**General Accountabilities**

With the direction and support of our Streets and Roads Supervisor and the Public Works Service Area Manager, the Journeyman Heavy Duty Mechanic 1 is responsible for providing repair and fleet maintenance and customer service to the Town of Canmore business areas and will assist in the development of an in-house maintenance program. This role requires compliance with all operational, safety, regulatory and, environmental policies and procedures.

**Specific Accountabilities**

- Responsible for the maintenance and repair of Town of Canmore fleet and equipment.
- Perform diagnostics and repair of fire and ambulance equipment.
- Perform shop and field repairs of light & heavy fleet and equipment.
- Perform incidental welding operations on equipment.
- Ensure effective and efficient repairs and maintenance of fleet and equipment to facilitate safe operations.
- Assist with building a fleet records management program.
- Keep detailed and accurate maintenance reports and documentation for in house and external sources including commercial fleet.
- Participate in our fleet life cycling program.
- Assist with fleet replacement research and develop and recommend fleet specifications.
- Provide input on how best to maximize energy and resource efficiencies.
- Align fleet operations and maintenance with the Town of Canmore's 'The Natural Step' and 'Mining the Future' programs.
- Assist with product research to develop recommendations.
- Provide input to develop Operator training and education programs.
- Perform field and Shop diagnostics in a timely, efficient manner resulting in reduced turnaround times.
- Complete repairs in a timely, efficient manner and demonstrate continuous effort to improve operations and decrease turnaround times.

**Specific Accountabilities (continued)**

- Perform rebuilds and overhauls as needed in collaboration with and under the direction of the Supervisor or Department Manager.
- Prepare efficient written repair estimates as required.

- Assist with fleet R/M contracted services.
- Manage daily, monthly, and year end documentation and reports.
- Oversee electronic fleet data collection system ensuring accurate and timely data in put as required for fleet management, cost analysis, and budget needs.
- Perform tasks and duties with minimum of supervision.
- Maintain a safe and clean work environment.
- Assist with providing justifications and cost benefit analysis for fleet programs and projects.
- Assist in the development of a Preventive Maintenance Program.
- Perform in shop vehicle/equipment inspections & servicing per PM procedure.
- Pursue resource materials and cost reductions.
- Ensure all shop certifications and licenses and inspections are maintained and kept current.
- Participate in the Town of Canmore Health & Safety program, your industry experience & knowledge will assist with this programs policy and procedure development.
- Ensure that the Town's commercial fleet inspections remain current and ahead of legislation.
- Complete all Health & Safety related documentation as required.
- This position may require the individual to be "on call" or work overtime as required.

***Technical Accountabilities***

- Minimum of 1 year of Shop and Field experience.
- Possess a Certificate of Proficiency acceptable by the Province of Alberta or Inter Provincial Red Seal Heavy Duty Technician Certification.
- Possess a Alberta Class 3 drivers license with Q endorsement
- CVIP certification preferred.
- Acknowledge and sign the Alberta Government 'Mechanics Registration and Acknowledgement Emergency Health Services' form
- Standard First Aid and WHMIS training (in the absence of; we provide in-house training)
- Basic level of computer literacy
- Basic understanding of fleet management software
- Knowledge and experience with hybrid vehicles & systems
- Familiar with Fleet Management Software
- CVIP certification and experience
- Work with minimum supervision or as a member of a team
- Ability to manage multiple tasks and changing priorities
- Demonstrate strong verbal and written communication skills
- Develop and maintain a working knowledge of department Standard Operating Procedures and Policies
- Develop and maintain a knowledge of O. H. & S regulation and codes
- Develop and maintain a knowledge of relevant Federal and/or Provincial codes, regulations and compliance requirements
- Physical ability to lift up to 50lbs
- Physical strength, stamina, and manual dexterity
- Capable of working outside in all types of weather or inside a shop



**Town of Canmore  
Position Description  
Journeyman Heavy Duty Mechanic 2**

**CORE VALUES**

**WELLNESS** - We strive for harmony in our corporate, social and natural environment.

**RESPECT** - We will treat others as we will expect to be treated.

**INTEGRITY** - We will be honest, responsible and trustworthy.

**SERVICE** - We are committed to excellence in meeting community needs.

**TEAMWORK** - We are cooperative and empowering in achieving our goals.

<b>Position</b>	: Journeyman Heavy Duty Mechanic 2
<b>Program Area</b>	: Fleet Services
<b>Business Unit</b>	: Streets & Roads
<b>Reports to</b>	: Supervisor of Streets & Roads
<b>Work Week</b>	: 40 hours per week

**General Accountabilities**

With the direction and support of our Streets and Roads Supervisor and the Public Works Service Area Manager, this position provides repair and fleet maintenance, and customer service to the Town of Canmore business areas. Additionally, the Heavy Duty Mechanic 2 will assist with the development of an in-house maintenance program. The incumbent must be able to perform the tasks and duties of the job with minimum supervision. This role requires compliance with all operational, safety, regulatory and environmental policies and procedures.

**Specific Accountabilities**

- Maintain and repair Town of Canmore fleet and equipment.
- Perform diagnostics on and repair fire and ambulance equipment.
- Perform shop and field repairs of light & heavy fleet and equipment.
- Perform incidental welding operations on equipment.
- Ensure effective, efficient repairs and maintenance of fleet and equipment to facilitate safe operations.
- Develop and manage our Preventative Maintenance Program.
- Assist with building a fleet records management program.
- Keep detailed and accurate maintenance reports and documentation for in house and external sources, including Commercial Fleet.
- Participate in our fleet life cycling program.
- Assist with fleet replacement research and develop and recommend fleet specifications.
- Provide input on how best to maximize energy and resource efficiencies.
- Align fleet operations and maintenance with the Town of Canmore's 'The Natural Step' and 'Mining the Future' programs.
- Assist with product research to develop recommendations.
- Provide input to develop Operator training and education programs.
- Perform field and Shop diagnostics in a timely and efficient manner resulting in reduced turnaround times.
- Complete repairs in a timely and efficient manner and demonstrate a continuous effort to improve operations and decrease turnaround times.
- Perform rebuilds and overhauls as needed in collaboration with the Supervisor or Department Manager.

**Specific Accountabilities (continued)**

- Prepare efficient written repair estimates as required.
- Oversee fleet R/M contracted services.
- Manage daily, monthly, and year end documentation and reports.
- Oversee electronic fleet data collection system ensuring accurate and timely data is inputted as required for fleet management, cost analysis, and budget needs.
- Maintain a safe and clean work environment.
- Assist with providing justifications and cost benefit analysis for fleet programs and projects.
- Perform in shop vehicle/equipment inspections & servicing per PM procedure.
- Pursue resource, materials, and cost reductions.
- Manage and recommend the purchase of shop and fleet supplies and related equipment.
- Ensure all shop certifications and licenses and inspections are maintained and kept current.
- Participate in the Town of Canmore Health & Safety program as your industry experience & knowledge will assist with program policy and procedure development.
- This position may require the individual to be "on call" or work overtime as required.

**Technical Accountabilities**

- Minimum of 5 years of Shop and Field experience.
- Possess a Certificate of Proficiency acceptable by the Province of Alberta or Inter-Provincial Red Seal Heavy Duty Technician Certification
- Possess a Alberta Class 3 driver's license with Q endorsement
- CVIP certification preferred
- Acknowledge and sign the Alberta Government 'Mechanics Registration and Acknowledgement Emergency Health Services' form
- Basic First Aid and WHMIS training (in the absence of; we provide in-house training)
- Basic level of computer literacy
- Basic understanding of fleet management software
- Knowledge and experience with hybrid vehicles & systems is an asset
- Ability to work with minimum supervision
- Ability to manage multiple tasks and changing priorities
- Strong written and verbal communication skills
- Develop and maintain a working knowledge of department Standard Operating Procedures and Policies
- Develop and maintain a knowledge of O. H. & S regulation and codes
- Develop and maintain a knowledge of relevant Federal and/or Provincial codes, regulations and compliance requirements
- Physical ability to lift up to 50lbs
- Physical strength, stamina, and manual dexterity
- Capable of working outside in all types of weather or inside a shop



**Town of Canmore  
Position Description  
Journeyman Heavy Duty Mechanic 3**

**CORE VALUES**

**WELLNESS** - We strive for harmony in our corporate, social and natural environment.

**RESPECT** - We will treat others as we will expect to be treated.

**INTEGRITY** - We will be honest, responsible and trustworthy.

**SERVICE** - We are committed to excellence in meeting community needs.

**TEAMWORK** - We are cooperative and empowering in achieving our goals.

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<b>Position</b>	: Journeyman Heavy Duty Mechanic 3
<b>Program Area</b>	: Fleet Services
<b>Business Unit</b>	: Streets & Roads
<b>Reports to</b>	: Supervisor of Streets & Roads
<b>Work Week</b>	: 40 hours per week

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**General Accountabilities**

With the direction and support of our Streets and Roads Supervisor and the Public Works Service Area Manager, this position provides lead hand leadership for fleet maintenance, repair and customer service to the Town of Canmore business areas. Additionally, position will guide the development of an in-house maintenance program. The incumbent must be able to perform the tasks and duties of the job with minimum supervision. This role requires compliance with all operational, safety, regulatory and environmental policies and procedures.

**Specific Accountabilities**

- Provide lead hand role for Fleet Services oversight direction and quality control
- Maintain and Repair Town of Canmore fleet and equipment.
- Perform diagnostics and repair of fire and ambulance equipment.
- Perform shop and field repairs of light & heavy fleet and equipment.
- Perform incidental welding operations on equipment.
- Ensure effective and efficient repairs and maintenance of fleet and equipment to facilitate safe operations.
- Develop and manage our Preventative Maintenance Program.
- Maintain a fleet records management program.
- Keep detailed and accurate maintenance reports and documentation for in house and external sources including Commercial Fleet.
- Participate in our fleet life cycling program, assist with fleet replacement research, and develop and recommend fleet specifications.
- Provide input on how best to maximize energy and resource efficiencies.
- Align fleet operations and maintenance with the Town of Canmore's 'The Natural Step' and 'Mining The Future' programs.
- Assist with product research to develop recommendations.
- Provide input to develop Operator training and education programs.
- Perform field and Shop diagnostics in a timely and efficient manner resulting in reduced turnaround times.
- Complete repairs in a timely and efficient manner and demonstrate a continuous effort to improve operations and decrease turnaround times.

### ***Specific Accountabilities (continued)***

- Perform rebuilds and overhauls as needed in collaboration with and under the direction of the Supervisor or Department Manager.
- Prepare efficient written repair estimates as required.
- Oversee fleet R/M contracted services.
- Manage daily, monthly, and year end documentation and reports.
- Oversee electronic fleet data collection system ensuring accurate and timely data input as required for fleet management, cost analysis, and budget needs.
- Perform tasks and duties with minimum of supervision.
- Maintain a safe and clean work environment.
- Assist with providing justifications and cost benefit analysis for fleet programs and projects.
- Assist with the Preventive Maintenance Program.
- Perform in shop vehicle/equipment inspections & servicing per PM procedure.
- Pursue resource, materials, and cost reductions.
- Manage and recommend the purchase of shop and fleet supplies and related equipment.
- Ensure all shop certifications, licenses and inspection programs are maintained, kept current. and meet regulatory compliance requirements
- Participate in the Town of Canmore Health & Safety program.
- Assist with the Town's Health & Safety program's policy and procedure development.
- This position may require the individual to be "on call" or work overtime as required.

### ***Technical Accountabilities***

- Completed 4160 continuous hours in role as Journeyman Heavy Duty Mechanic 2 with the Town of Canmore
- Minimum of 5 years of Shop and Field experience.
- Possess a Certificate of Proficiency acceptable by the Province of Alberta or Inter-Provincial Red Seal Heavy Duty Technician Certification.
- Possess a Alberta Class 3 drivers license with Q endorsement
- CVIP certification.
- Acknowledge and sign the Alberta Government 'Mechanics Registration and Acknowledgement Emergency Health Services' form.
- Standard First Aid and WHMIS training (in the absence of; we provide in-house training)
- Proficient with most computer programs.
- Proficient with fleet management software.
- Knowledge and experience with hybrid vehicles & systems
- Ability to work with minimum supervision or as a member of a team
- Ability to manage multiple tasks and changing priorities
- Demonstrate strong verbal and written communication skills
- Develop and maintain a working knowledge of department Standard Operating Procedures and Policies
- Maintain a sound working knowledge of O. H. & S regulation and codes
- Maintain and update all relevant Federal and/or Provincial codes, regulations and compliance requirements
- Physical ability to lift up to 50lbs
- Physical strength, stamina, and manual dexterity
- Capable of working outside in all types of weather or inside a shop