COLLECTIVE AGREEMENT

BETWEEN

THE TOWN OF DRAYTON VALLEY

DRAYTON VALLEY

AND

CUPE / Canadian Union of Public Employees

LOCAL 2515

January 1, 2026 – December 31, 2026

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This Agreement made this _____ day of _____, 2026

BETWEEN:

The Town of Drayton Valley
Hereinafter called "the Employer"

Party of the First Part

AND:

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

Party of the Second Part

ARTICLE 1 PREAMBLE

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

(1) To maintain and improve harmonious relations between the Employer and the Union.

(2) To provide an amicable method of settling differences or grievances which may arise between the Employer and its Employees.

(3) To encourage efficiency in operations.

(4) To promote the morale, well-being and security of all Employees in the bargaining unit of the Union.

(5) Both parties agree to act in a fair and reasonable manner.

(6) For the purposes of this Agreement the Canadian Union of Public Employees Local 2515 may be referred to as "the Union."

(7) For the purposes of this Agreement The Town of Drayton Valley may be referred to as "the Employer" or "the Town."

ARTICLE 2 MANAGEMENT RIGHTS

2.01 The Union recognizes that it is the exclusive right of the Employer to manage and control the business of the Employer and to direct its Employees.

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

ARTICLE 3 DISCRIMINATION CLAUSE

3.01 The Employer and the Union agree that all Employees will be protected against discrimination respecting their human rights and employment in all matters including race, religion, creed, colour, sex, sexual orientation, pregnancy, mental disability, physical disability, illness or disease, ethnic, or national or aboriginal origin, family status, marital status, age, source of income, political belief, affiliation or activity, membership in a professional association, business or trade association, Employer's organization or Employees' organization, physical appearance, residence, or the association with others similarly protected, or any other prohibition of the *Alberta Human Rights Act.*

ARTICLE 4 RECOGNITION AND NEGOTIATION

4.01 **Bargaining Unit**

The Employer recognizes the Canadian Union of Public Employees and its Local 2515 as the sole and exclusive collective bargaining agent for all of its Employees covered by Certificate #354-92 issued by the Alberta Labour Relations Board.

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

4.03 **Part-time and Temporary Employees**

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

4.04 **No Other Agreements**

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

No individual Employee or group of Employees shall undertake to represent the Union at meetings with the Employer without proper authorization from the Union.

4.05 The Employer will provide each new Employee with a copy of this Agreement.

4.06 The Employer will submit the following information to the Union regarding positions within the bargaining unit at the time they occur:

(a) job postings,
(b) hiring,
(c) layoffs,
(d) transfers,
(e) recalls,
(f) terminations,
(g) new volunteer agreements,
(h) current job descriptions,
(i) changes to job descriptions,
(j) transfers of Employees to positions outside of the bargaining unit, and
(k) Employees returning to the bargaining unit from outside the bargaining unit.

ARTICLE 5 MEMBERSHIP REQUIREMENTS

5.01 The Employer shall deduct from every Employee any dues, initiation fees, or assessments levied by the Union on its members.

Deductions shall be made from bi-weekly payroll and shall be forwarded to the National Secretary-Treasurer of the Canadian Union of Public Employees, by no later than the 15th day of the month following, accompanied by a list of names and the addresses and phone numbers of all Employees from whom the deductions have been. This list will also include the names and addresses of the Employees terminated during that month. A copy of this list shall also be forwarded to the Secretary of the Local Union.

ARTICLE 6 UNION SECURITY AND CHECK OFF

6.01 **Due Receipts**

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

6.02 Union officers and committee members shall be entitled to leave their work during working hours in order to carry out their functions under this Agreement, including but not limited to, the investigation and processing of grievances, attendance at meetings with the Employer, participation in negotiations and arbitration.

Permission to leave work during working hours for such purposes shall be first obtained from the immediate supervisor. Such permission shall not be unreasonably withheld.

All time spent in performing such Union duties, including work performed on various committees, shall be considered as time worked.

6.03 **Bargaining Unit Work**

In order to provide job security for the members of the bargaining unit, the Employer agrees that all work or services performed by the Employees shall not be sub-contracted, transferred, leased, assigned, or conveyed, in whole or in part, to any other plant, person, company or non-Union Employee.

ARTICLE 7 CORRESPONDENCE

7.01 Notices required to be given by one party to the other party, or correspondence passing between them, may be delivered by electronic means, including email, at the addresses provided by each party.

7.02 Each party is responsible for providing the other party with its current contact information, including both physical and email addresses, and for notifying the other party of any changes.

A notice personally delivered shall be deemed received on the date of delivery. A notice sent by mail shall be deemed received on the third business day following its deposit in a post office.

A notice sent electronically shall be deemed received on the day it is sent. A notice sent electronically outside of normal business hours shall be deemed received on the next business day.

Electronic notices shall be considered valid only if there is no automatic delivery failure notification.

ARTICLE 8 THE EMPLOYER SHALL ACQUAINT NEW EMPLOYEES

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

8.02 The Employer shall acquaint new Employees with the fact that a Collective Agreement is in effect, and with the conditions of employment set out in the articles dealing with Union Security and Dues Check-Off.

8.03 On commencing employment, the Employer shall inform the new Employee of the name of the Union steward or representative. The Employer will provide the Collective Agreement to new Employees.

8.04 On commencing employment, the Employer shall inform the new Employee with the name of the Health & Safety representative(s) or designate. Supervisor is responsible for advising the new Employee under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.

8.05 A representative of the Union shall meet for one (1) hour during the Employee's first week of work for the purpose of acquainting them with the benefits and duties of Union membership, and their responsibilities and obligations to the Employer and the Union. This shall be done during the first week of employment without loss of regular pay.

ARTICLE 9 DEFINITIONS

9.01 **Permanent Position**

Is a position established by the Employer where the work is expected to be of an ongoing nature from year to year.

9.02 **Temporary Position**

Is a position established by the Employer where the work is of a limited or fixed duration of four (4) months or less.

9.03 **Probationary Employee**

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

9.04 **Probationary Period**

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

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

An Employee so has not completed their probationary period may be released based on a fair and proper assessment against reasonable standards of performance and suitability. After completion of the probationary period, seniority shall be effective from the original date of employment.

9.05 **Temporary Employee**

The word "Temporary" when used in this Agreement shall mean an Employee who is filling an established position for a period of time not to exceed four (4) months. The Employer may, at its discretion, extend the temporary assignment for up to an additional four (4) months. If the position goes beyond the eight (8) month continuous period, the position and the Employee will become permanent, except under the following conditions:

(i) When filling a position under Articles 11.04, 11.05 and 25.05.

(ii) Where the Employee and the Local Executive have signed an agreement consenting to a further extension.

9.06 **Full-time Employee**

When used in this Agreement, full-time Employee shall mean an Employee who is employed to work a minimum of seventy-five (75) hours bi-weekly.

9.07 **Part-time Employee**

When used in this Agreement shall mean an Employee who works less than the regular daily and/or weekly hours. The Employer and the Union shall meet to discuss the blending of hours to create more part-time positions equal to or greater than forty (40) hours bi-weekly.

9.08 **Casual Employee**

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

9.09 **Seasonal Labourers**

The Employer may hire Seasonal Labourers as needed to meet operational requirements for up to eight (8) months each year. Seasonal work ends when the seasonal work requirements are met or otherwise determined by the Employer. A Seasonal Labourer is to be given two (2) weeks of notice by the Employer that seasonal employment is ending. Seasonal Labourers are expected to give the Employer one (1) week of notice of resignation. Labourer I – seasonal/casual wage scale with each year of return, earning a one-step increase.

9.10 **Office Staff**

Employees who have been designated by the Employer as office staff, including administrative positions within Public Works, Pool, Arena Complex and MCC, RCMP, Fire Department and the Civic Centre.

9.11 **Dependent**

The word "dependent" when used in this Agreement shall refer to the Employee's legal spouse or adult interdependent partner, child, step-child or other child (i.e. grandchild, foster child) who is legally dependent upon the Employee for support and maintenance and is under 18 years of age or who is over 18 years of age and due to mental or physical disability is dependent on the support of the Employee.

9.12 **Immediate Family**

The term "immediate family" shall mean: spouse, child, parent, sibling, grandparent, parent-in-law, sibling-in-law, same sex partner, grandchild, step-family, or for a person whose relationship is not defined above, but where the impact is comparable to that of an immediate family member (e.g., a close friend, aunt/uncle, cousin, niece or nephew).

This definition shall not apply to Article 29.07.

9.13 **Layoff**

For the purposes if this Agreement, a layoff will include:

(a) A reduction in the workforce; or

(b) A permanent reduction in the hours for a Full-time Employee below seventy-five (75) hours bi-weekly; or

(c) A permanent reduction in the hours of a Part-time Employee below forty (40) hours bi-weekly.

9.14 **Statutory Holiday**

The term Statutory Holiday shall refer to all statutory holidays proclaimed by the provincial and/or federal governments, as well as any additional holidays or facility closures declared or determined by the Employer.

9.15 **Grievance**

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

ARTICLE 10 LABOUR MANAGEMENT COMMITTEE

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

The CUPE National Representative may also attend the Labour Management Committee meetings and will not be used to replace a regular member of the committee.

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

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

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

(a) Share information related to the Employer and its operations;

(b) Discuss in a constructive manner suggestions that could possibly improve and extend services to the public and build better relations between the Employer and Employees;

(c) Respond and seek resolution of complaints and differences other than formal grievances;

(d) By mutual agreement, discuss issues not covered by the terms of the Collective Agreement and seek resolution through a Letter of Understanding which would be subject to ratification by the parties and be appended to the Collective Agreement;

(e) Other matters of mutual interest that may arrive from time to time.

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

The Committee shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.

10.06 Observers and Guests

Upon mutual agreement the Committee may:

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

10.07 An Employer and a Union representative shall be designated as joint chairpersons and shall alternate in presiding over meetings.

10.08 The agenda for the meeting will be the responsibility of the presiding chairperson. The chairperson shall call for additions to the agenda in advance. Members of the committee will receive a notice and agenda of the meeting at least forty-eight (48) hours in advance.

10.09 Minutes of each meeting of the Committee shall be prepared by the presiding chairperson, or designate, within three (3) working days of the meeting, unless mutually agreed to extend, and sent to the alternate chairperson for approval. Approved minutes will be sent by email to all members of the Committee and the CUPE Representative as soon as joint approval is obtained.

ARTICLE 11 TIME OFF FOR UNION BUSINESS

11.01 Time Off for Collective Bargaining Meetings

A Bargaining Committee shall be appointed and consist of not more than four (4) members of the Union as appointees of the Union. The Union will advise the Employer in writing of the Union nominees to the Committee.

Bargaining Committee members shall be entitled to leave their work during working hours in order to carry out their functions under this Agreement, including, but not limited to: attendance at meetings with the Employer, and participation in negotiations and arbitration.

Permission to leave work during working hours for such purposes shall first be obtained from the immediate supervisor. Such permission shall not be unreasonably withheld. All time spent in performing the above shall be considered as time worked. The Bargaining Committee shall have the right to attend negotiation meetings held within the Employees' working hours without loss of remuneration.

11.02 **Time off for Labour Management Meetings**

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

11.03 **Time off for Union Business**

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

11.04 **Leave of Absence for Full-Time Union or Public Duties**

The Employer recognizes the right of an Employee to participate in public affairs. Therefore, upon written request, the Employer will allow leave of absence without pay so that the Employee may be a candidate in a federal, provincial or municipal election.

Employees may continue to receive benefits through the Employer at the Employee's cost.

If elected, the Employee will be granted leave of absence without loss of seniority for one term of elected office.

In the event of an Employee being elected to full-time executive position to a national or provincial labour organization to which the Local Union is affiliated to or chartered by, the Employee will be given a leave of absence for period of up to two (2) years and extended in the event of re-election.

11.05 Leave of Absence for Union employment will be granted under the following conditions:

(a) In the event that an Employee becomes a full-time or part-time official of the Union, the Employee will be granted Leave of Absence for the purpose of carrying out the duties of the Union office. Upon written notification of not less than thirty (30) days to the Employer, the Employee will be reinstated in the position vacated, if available, or in another position mutually acceptable.

(b) Upon application, the Employer will agree to allow Leave of Absence without pay for full-time duties with the CUPE National organization for a period of up to four (4) years without the loss of seniority. Thirty (30) days' written notice before return to work will be provided. The Employer agrees to provide an equivalent paid position upon return.

11.06 The written notice from the Union requesting leave under Articles 11.03 and 11.05 will specify the hours of pay and benefits that the Employer is to pay the Employee during the leave. The Union will reimburse the Employer for the cost of pay and benefits.

11.07 When a term position is established to fill a leave under Articles 11.04 and 11.05, that position may be posted and exempt from the standard temporary Employee provisions in Article 9.05. Employees filling such term positions shall receive no less than thirty (30) calendar days' written notice prior to the end of the term.

ARTICLE 12 GRIEVANCE PROCEDURE

12.01 (a) **Definition of Workday**

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

(b) Grievances related to disciplinary actions or suspensions shall commence at Step 2 of the grievance procedure.

(c) Policy grievances and grievances concerning layoffs, recalls and terminations will be initiated at Step 3.

12.02 The Employer and the Union recognize the desirability of limiting or preventing grievances and therefore encourage the use of good judgment, good communications and clear directives in their respective dealings with each other and with the Employees. At each step of the grievance, the two parties shall meet to discuss the grievance.

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

All grievances must be brought to the attention of the Employee's out of scope immediate supervisor with the assistance of the Union, in writing within ten (10) working days from the date of the incident giving rise to the grievance, or from the time the Employee and Union first became aware of or reasonably should have become aware of such incident.

The immediate supervisor or their designate will convene a meeting with the Union and reply in writing within ten (10) working days of receiving the grievance.

If the grievance is not settled at this stage, the Union may advance the grievance to Step 2.

Step 2

Failing satisfactory settlement at Step 1, and within ten (10) working days after the response from the immediate supervisor was received, the Union will file the grievance in writing to the Department Head, or, in their absence, their designate.

The Department Head, or their designate will convene a meeting with Union and reply in writing within fifteen (15) working days of receiving the grievance.

If the grievance is not settled at this stage, the Union may advance the grievance to Step 3.

Step 3

Failing satisfactory settlement at Step 2, and within fifteen (15) working days after the response from the Department Head was received, the Union will file the grievance in writing to the Chief Administrative Officer, or in their absence, their designate.

The Chief Administrative Officer, or their designate will convene a meeting with the Union and reply in writing within twenty (20) working days of receiving the grievance.

If the grievance is not settled at this stage, the grievance may be advanced to arbitration.

12.04 **Arbitration**

(a) Either party wishing to advance a grievance to arbitration will, within twenty (20) working days of the receipt of the decision from Step 3, notify the other party of its intention to do so in writing, and include their nominee for single Arbitrator.

(b) Within twenty (20) working days of receiving notification that a grievance has been advanced to arbitration, the party receiving the notice will respond in writing of receipt of the notice, and agreement of the nominee for Arbitrator or provide an alternative nominee for single Arbitrator.

(c) If the parties cannot agree to a single Arbitrator within twenty (20) days of receiving the notice, either party may apply to the Director of Mediation Services of Alberta to appoint an Arbitrator pursuant to the Alberta *Labour Relations Code*.

(d) Each party will pay one-half (1/2) of the fees and expenses of the Arbitrator.

12.05 In the event that either party fails to process the grievance within the time limits established in this Article, that party shall be deemed to have conceded the grievance in favour of the other party. The time limits fixed in both the Grievance and Arbitration Procedure may be extended, in writing, upon mutual consent of both parties.

12.06 Union or Employer May Institute Grievance

Either the Employer or the Union may initiate a grievance. Such a grievance shall be in writing and shall contain a statement of the relevant facts, the provisions of this Agreement which are affected and the relief sought. Notice of the Employer's grievance shall be sent to the President of the Union. Notice of the Union's grievance shall be sent to the Chief Administrative Officer of the Town. Within ten (10) business days of the giving of the notice, the parties shall meet to discuss the grievance. If the matter is not then settled, the party receiving the grievance shall provide its written response to the grieving party within fifteen (15) business days of the giving of the notice. If the grieving party is not then satisfied the matter may be referred to arbitration in the manner provided in Article 12.04.

ARTICLE 13 DISCHARGE, SUSPENSION AND DISCIPLINE

13.01 No Employee shall be disciplined or dismissed without just cause. The Employer must adhere to the principles of progressive discipline.

13.02 An Employee shall have the right to Union representation at any meeting with the Employer where the purpose is, or may reasonably be expected to become, discipline, dismissal, or an investigation that could lead to discipline or dismissal.

No such meeting shall proceed until the Employee has been advised of their right to Union representation and has been given a reasonable opportunity to obtain such representation.

Time spent by the Employee and the Union representative attending such meetings shall be considered time worked and paid at the Employee's regular rate of pay.

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

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

If an Employee does not wish to have Union representation when facing disciplinary action, they must first consult with a Union representative and sign a waiver provided by the Union representative. The Union representative will inform the Employee that signing the waiver does not prevent the Union from filing a grievance on behalf of the Employee. The Employer will receive a copy of the waiver.

13.04 Records of any corrective action taken will be added to the Employee's personnel file for a one (1) year period of active continuous employment. At the end of that time if the Employee has no further disciplinary actions of a similar nature during this period, all accounts of this corrective action, including but not limited to letters or reprimand or any adverse reports, will be removed from the Employee's file. The Employee shall be informed that their record has been cleared.

13.05 An Employee shall have the right to request access to their personnel file and to review such file at a time mutually agreed upon. The Employee is entitled to receive a copy of the file if requested. An Employee shall have the right to respond in writing to any document contained therein. Such reply shall become part of the permanent record.

ARTICLE 14 SENIORITY

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

(a) Seniority is based on hours of work, as a percentage of a full-time position.

(b) Service awards will be based on first date of hire, with part-time averaging less than 20 hours of work weekly to receive a 50% award, 20 hours plus, earn a full award.

(c) If an Employee is absent from work because of sickness, accident, lay-off, or leave of absence approved by the Employer, they shall not lose seniority rights. An Employee on Birth Leave shall continue to accrue seniority during their leave.

(d) If an Employee is hired into a position other than a permanent position and is then awarded a permanent position, all time served with the Employer shall be deemed to be service/seniority with the Employer, except as outlined in Article 14.02.

14.02 Service with the Employer shall be broken and all seniority lost if an Employee:

(a) voluntarily quits or resigns from employment with the Employer;

(b) has their employment terminated or is discharged for cause and they are not reinstated;

(c) is laid-off work and the layoff is anticipated to be twelve (12) months or more;

(d) fails to return to work within ten (10) working days after being recalled to work following a layoff;

(e) fails to report for work after leave of absence without having a reason which is justifiable; or

(f) they are promoted to a position outside the bargaining unit and remain in that position for a period in excess of one (1) year. During this period, the Employee will retain their seniority but shall not accrue seniority.

ARTICLE 15 PROMOTIONS AND STAFF CHANGES

15.01 When a new position is created or when a vacancy in a position occurs, the Employer shall post a notice on all bulletin boards and electronically for at least five (5) consecutive working days prior to externally posting in order to solicit the names of Employees who wish to be considered for appointment to such position. A copy of the notice shall be sent to the Union.

All job postings, including those out of scope, shall also be sent by email to Employees at their email addresses on file and be posted externally. Union Employees shall receive first consideration as long as they possess the necessary skills and qualifications.

15.02 The notice which is posted shall contain the following information, the nature of the position, qualifications, required knowledge and education, experience, skills, hours of work and wage or salary rate or range. The qualifications will not be established in an arbitrary or discriminatory manner.

15.03 In filling the position, the Employer shall give preference to the Employee with the greatest seniority provided the Employee possesses the qualifications described in the notice posted pursuant to Article 15.02.

Only non-probationary Employees shall be eligible to apply for job postings. Employees must have successfully completed their probationary period prior to applying for or being considered for new positions.

Eligible Employees may apply by submitting a written application as directed in the posting.

Temporary or Casual Employees are considered internal candidates for the purpose of applying for jobs.

Where two (2) or more applicants for a job posting are considered relatively equal, seniority will govern.

15.04 Hirings from within the bargaining unit shall be made within three weeks of the posting. If there are no suitable applicants within the bargaining unit an external candidate may be hired.

15.05 When an Employee is promoted, transferred within their own department, or is transferred to another department, the Employee shall be placed on trial for a period of sixty (60) days. If that Employee does not satisfactorily perform the duties of the new classification or is unable to perform such duties, the Employee shall be returned to their former position and any other Employee who may have been transferred or promoted as a consequence shall also be returned to their former position.

Either the Employer or the Employee may request, in writing, to extend the trial period beyond sixty (60) days. Any such extension shall be subject to mutual agreement between the Employer, the Employee, and the Union. A request for extension must identify the specific areas requiring improvements as reviewed with the Employee over the initial trial period and shall not exceed sixty (60) days.

During the trial period the Employee may voluntarily choose to return to their former position and rate of pay.

15.06 When an Employee is promoted to a position outside of the bargaining unit, they shall be permitted to retain their seniority for a period of one (1) year and their ability to return to their former position for a period of six (6) months from the date of promotion.

15.07 The Employer shall advise the Union of any change in the status of Union positions.

ARTICLE 16 LAYOFFS, DEMOTIONS AND REDUCTION

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

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

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

16.04 **No New Employees**

New Employees shall not be hired until Employees on the recall list who possess the qualification and ability necessary for the work available have been offered the position.

16.05 **Advance Notice of Lay-off**

The Employer shall notify the Employees who are to be laid off fourteen (14) working days prior to the effective date of lay-off.

16.06 **Grievance on Lay-Offs and Recalls**

Grievances concerning lay-offs and recalls shall commence at Article 12.01 of the Grievance Procedure.

16.07 **Layoff Procedure**

An Employee who has been given layoff notice will, within forty-eight (48) hours, choose on of the following options:

(a) Take a vacancy that is available, provided the Employee has the qualifications to perform the work.

(b) Displace the least senior Employee in a position with the same or lesser rate of pay provided the Employee has the qualifications to perform the work.

(c) Choose to accept the layoff and be placed on the recall list. Seniority and benefit accruals will be frozen as of the date of layoff until the Employee is recalled or the recall period expires.

(d) Elect to take termination pay.

16.08 **Recall List**

(a) When a vacancy occurs, or a new position is established within the scope of this Agreement, an Employee on the recall list who possesses the necessary qualifications to perform the work shall be recalled prior to the position being posted internally or externally.

(b) Employees shall be recalled to available positions in order of seniority, provided they have the qualifications to perform the work available.

(c) Employees who have received a layoff notice shall maintain the right of recall to their former equivalency and classification for a period of twenty-four (24) months from the date of layoff.

(d) An Employee who has been laid off and accepts, or chooses to take, a position at a lower rate of pay or with fewer hours of work in order to continue employment shall have the right to return to their former position should it become available within twenty-four (24) months of the layoff.

(e) An Employee recalled for temporary work of short duration, at a time when they are employed elsewhere, shall not lose their recall rights for refusing such recall and shall remain on the recall list.

(f) An Employee may decline recall on four (4) occasions while on the recall list before being removed from the list.

16.09 It shall be the responsibility of the Employee to keep the Employer informed of their current phone number and address.

16.10 **Notice of Recall**

Employees subject to recall shall be notified by registered letter, forwarded to the last know address, with a copy provided to the Local Union. An Employee so notified shall:

(a) Notify the Employer in writing of their intent to accept or decline recall within three (3) working days of the date of the recall notice being received. Failure to advise within the time limit shall be deemed a refusal to return.

(b) In the event an Employee declines the offer of a position four (4) times within a twelve (12) month period, they shall be deemed to have resigned from employment with the Employer.

(c) Report to work within seven (7) working days after acceptance of the recall notice.

(d) Where an Employee has accepted employment elsewhere while on the recall list, they shall be granted a reasonable extension of the reporting date to allow sufficient time to provide notice to their current employer.

16.11 **Termination Pay**

Termination pay will be paid, at a minimum, in accordance with the Alberta *Employment Standards Code*.

ARTICLE 17 HOURS OF WORK

17.01 **Office Staff**

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

17.02 **All Other Employees**

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

17.03 (a) Employees who are not shift workers will have their regular hours of work scheduled to commence between the hours of 7:00 a.m. and 9:00 a.m.

(b) Management will endeavor to schedule distribution of shifts fairly and equitably. When unable to do so, additional hours will be offered in order of seniority.

(c) If Employees trade work schedules, approval of changes by Supervisor or Management is required.

17.04 **Paid Rest Period**

(a) All full-time Employees shall be permitted a paid fifteen-minute rest period both in the first half and the second half of each shift.

(b) Part-time Employees shall be entitled to one fifteen-minute paid rest period for every three (3) hours worked.

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

(d) Shift workers shall receive unpaid meal breaks as follows:

(i) Shifts under ten (10) hours: one-half (1/2) hour break within the first five (5) hours of the shift, at a time chosen by the Employer.

(ii) Shifts over ten (10) hours: two (2) one-half (1/2) hour breaks, the first occurring in the first five (5) hours of the shift, and the second occurring after the first five (5) hours of the shift.

(e) Should an Employee be expected to stay on site for their meal break, the meal break shall be paid and considered part of the hours worked.

17.05 **Notice of Schedule**

The hours of work of each Employee will be posted at least two (2) weeks in advance. The schedule will not be changed without the consent of the Employee involved.

The Employer shall provide notice of any schedule changes or assignments directly to the Employee by text message or email, in accordance with the Employee's indicated preference. The use of scheduling applications alone shall not be considered sufficient notice.

ARTICLE 18 CALL OUT AND REPORTING DAY

18.01 Except for Employees on stand-by, any Employee who is called to work shall be paid a minimum of three (3) hours at the overtime rate.

Call out does not encompass filling a vacant shift voluntarily which was previously scheduled for someone else. Any part-time Employee or casual Employee who voluntarily comes in for a shift is not eligible.

Call out defined: A call out occurs when an Employee is required to return to work outside their scheduled hours after leaving the workplace, typically for emergency or urgent work. Employees called out shall receive the applicable call out premium as outlined in Article 18.01.

Shift coverage defined: When an Employee voluntarily agrees to work a shift that was previously scheduled for another Employee (e.g., due to illness or absence), this shall be considered filling a vacant shift and not a call out. Such hours shall be paid at the Employee's regular rate unless overtime provisions apply.

18.02 Any Employee who reports for work, but due to inclement weather or operational closure cannot commence to work, shall be paid for their full scheduled shift. Where an Employee's shift is shortened or cancelled with less than twenty-four (24) hours' notice, they will be paid for their originally scheduled hours.

In circumstances of inclement weather, Employees who are capable of performing their duties from home shall be granted the ability to do so, on a without prejudice and without precedent basis.

ARTICLE 19 STAND-BY

19.01 Employees required to remain within telephone contact and available to answer emergency and service calls during their off-duty hours shall be considered to be on stand-by and shall be permitted to take home Employer vehicles during these periods.

Standby opportunities will be divided equally among the Employees who are qualified to perform the work that is available.

Employees who are called out to perform work between 22:00 and 05:00 shall be entitled to a minimum of nine (9) consecutive hours of prone rest prior to being required to present themselves for a scheduled shift. Any hours of a scheduled shift missed due to this rest period shall be pay protected.

Where an Employee utilizes their personal vehicle in lieu of an Employer vehicle while on standby or when called out, the Employee shall be entitled to claim mileage at the current Canada Revenue Agency (CRA) rate, as well as reimbursement for any additional insurance premiums incurred as a result of using their personal vehicle for work purposes.

19.02 (a) Employees on stand-by shall receive seventy-five dollars ($75.00) per day on weekdays.

(b) Employees on stand-by duty during a statutory holiday or weekend shall receive one hundred dollars ($100.00) per day.

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

19.04 An Employee shall be paid a flat rate of fifty dollars ($50.00) per day above their hourly pay for providing training approved by the Employer.

ARTICLE 20 OVERTIME

20.01 **Overtime Defined**

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

20.02 The overtime rate shall be as follows:

(a) Time and one-half (1.5X) the Employee's regular rate of pay for all overtime hours worked up to and including ten (10) hours in a day; and

(b) Double (2X) the Employee's regular rate of pay for all hours worked beyond ten (10) hours in a day.

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

20.04 **Banked Time**

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

(a) Such time off shall be granted based on the overtime rate when banked times the actual hours worked. The total number of overtime hours banked is not to exceed sixty (60) hours at any one time; however, Employees may continue to bank additional overtime hours as hours are used, up to the sixty (60) hour maximum or equivalent of ninety (90) straight time hours.

Any overtime accumulated prior to December 1 of any year must be scheduled prior to December 1 and taken prior to December 31 of that year, or shall be paid out, unless mutually agreed by the Employer, the Employee and the Union.

Employees may take banked time during the course of the year, subject to operational requirements, and bank additional hours as long as the number of hours banked in any calendar year does not exceed sixty (60).

(b) The time shall be taken at a later date mutually agreeable to the Employer and the Employee, and;

(c) An Employee may request banked overtime to be paid out at any time during the year by giving the Employer one (1) pay period notice prior to the date of the payout.

ARTICLE 21 SHIFT WORK

21.01 **Shift Premium**

Employees shall receive two dollars ($2.00) per hour additional compensation for all scheduled shift work hours worked, including all scheduled hours worked on weekends.

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

21.03 **Swimming Lesson Instructor Premium**

Employees who are scheduled to perform swimming lesson instruction shall receive a premium of two dollars ($2.00) per hour for all hours spent teaching. This premium shall be paid in addition to the Employee's regular rate of pay.

Scheduling of instructional assignments shall first be offered on a voluntary basis, in order of seniority among qualified Employees. Any remaining shifts not filled through this process shall be assigned equitably among qualified Employees.

21.04 **Definitions of Shift Work and/or Shift Worker**

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

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

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

(b) Temporary and Casual Employees, excluding casual events staff due to the nature of their contract, shall be entitled to shift differential unless they are scheduled on a regular basis to work as a shift worker.

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

ARTICLE 22 STATUTORY HOLIDAYS

22.01 The following Statutory Holidays are recognized by the Employer:

New Year's Day	Labour Day
Family Day	National Day for Truth and Reconciliation
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	

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

22.02 For each of the above holidays, each Employee shall receive one day's pay at their regular rate of pay, provided the Employee has worked at least thirty (30) days during the twelve (12) months immediately preceding the Statutory Holiday and the Employee has not been absent, with the Employer's consent, on either of the regular working days immediately preceding or following the Statutory Holiday.

22.03 An Employee who works on any of the Statutory Holidays shall be paid overtime rate for all hours worked on the said holiday in addition to receiving the holiday pay.

22.04 If a Statutory Holiday or Declared Holiday falls on or is observed during an Employee's regular scheduled days off, they shall be allowed an additional day with regular pay.

ARTICLE 23 ANNUAL VACATIONS

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

Employee's Length of Continuous Service	Length of Vacation With Pay
1 year but less than 2 years	10 working days
2 years but less than 5 years	15 working days
5 years but less than 10 years	20 working days
10 years but less than 15 years	25 working days
15 years but less than 25 years	30 working days
25 years but less than 30 years	35 working days
30 years and for each year thereafter	40 working days

23.02 Vacations shall be scheduled by mutual consent of the Employee and the Employer. If a dispute arises, preference as to when an Employee may take their vacation shall be governed by seniority. Vacation shall not be unreasonably denied.

23.03 If any Statutory Holiday named in Article 22.01 falls during an Employee's vacation, their vacation shall be extended by one (1) day with pay for each such Statutory Holiday.

23.04 **Vacation Schedules**

Once a vacation request is approved, it shall not be altered or cancelled without the written consent of the affected Employee.

23.05 **Unbroken Vacation Period**

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

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

23.07 (a) A Temporary Employee shall be paid an amount equal to 4% of wages earned on every cheque. Wages shall have the same meaning as set out in the *Employment Standards Act*.

(b) Part-time Employees shall accumulate a vacation accrual amount equal to the percentage based on earnings (hours of work) per year- yielding a prorated vacation pay:

less than 2 years 4%;
2-5 years 6%;
5-10 years 8%;
10-15 years 10%;
over 15 years 12%.

Part-time Employees would accumulate the Vacation Pay (earned and calculated each pay period) for payment when actual vacation time requested and taken.

(c) Casual Employees shall earn vacation pay at a rate of four percent (4%) of wages. Vacation pay shall be paid out on regularly scheduled pay days via direct deposit during the vacation period.

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

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

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

23.11 Employees on approved Maternity/Parental leave shall have the option of either being paid out or leaving their vacation credits in the bank until the Employee returns to work. (Note: see Article 25.09)

ARTICLE 24 SICK LEAVE PROVISIONS

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

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

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

(b) Family Leave – in case of illness of an immediate family member as defined in Article 9.13, an Employee shall be entitled, after notifying their supervisor, to utilize their accumulated sick leave to an annual maximum of eight (8) days, to care and make arrangements for the member of the family who is ill.

(c) Wellness/Personal Days – An Employee shall be eligible to apply for Personal Leave up to a maximum of eight (8) workdays per calendar year. Six (6) Wellness/Personal Leave days shall be deducted from an Employee's sick leave. Personal Leave may be taken at any time within the calendar year, by mutual agreement between the Employee and the Supervisor.

Employees shall endeavour to provide a minimum seven (7) days' notice. The Employer recognizes that such notice may not always be possible and agrees that requests will no be unreasonably denied.

24.03 All Employees must immediately notify their direct supervisor or designate and the Town office of their absence from work on account of sickness on the first day of such absence.

24.04 A medical certificate may be required with respect to any sickness-related absence exceeding three (3) consecutive working days. Where a pattern of sickness-related absence is documented, an Employee may be requested by the Employer to provide a medical certificate for an absence of less than three (3) consecutive working days. The Employer shall pay for direct medical costs associated with such an examination.

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

24.06 An Employee may use their sick leave credits in order to attend appointments with any licensed professional, and deductions from the sick leave credits shall be based on the actual time away from work. The Employee's immediate supervisor and/or director must grant prior approval and the Employee shall provide a satisfactory note stating attendance at such appointment when requested by the Employer prior to the appointment. The Employer shall be responsible for all costs associated with any note requested under this Article.

24.07 Weekly Indemnity (WI): As per the Employer's policy, weekly indemnity will apply after seven (7) calendar days have been used (per WI Plan). The Employer will provide regular paycheques, with any weekly indemnity cheques received by the Employee being reimbursed to the Employer for the amount of the cheque, either directly or by future payroll deduction. An Employee has to have sick days to qualify for the top up.

All payments under this option are subject to tax. Acceptance of direct payment of weekly indemnity cheques and not regular paycheques are not subject to tax.

ARTICLE 25 GENERAL LEAVE

25.01 An Employee shall be entitled to a leave of absence without pay and without loss of seniority when they request such leave for good and sufficient cause. Such request shall be submitted in writing two (2) weeks in advance of the anticipated start date provided there are no extenuating circumstances. Requests shall be submitted to the Employee's supervisor and the CAO. The Employee shall make every reasonable effort to keep the Employer apprised of the length of their leave of absence and approved by the Department Head. Unless there are extenuating circumstances, the request is to be made a minimum of two (2) weeks prior to the date the leave of absence commences.

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

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

25.04 **Bereavement Leave**

(a) All Employees shall be granted a bereavement leave of up to five (5) working days with pay in the event of a death in the immediate family. In extenuating circumstances, such as when substantial travel is required, the length of the paid leave may, at the discretion of the Employer, be extended. The term "immediate family" shall mean: spouse, child, parent,

sibling, grandparents, parent in-law, sibling in-law, child in-law, same sex partner, grandchildren, step-family, or for death of a person whose relationship is not defined above but the impact comparable to that of the immediate family (e.g. a close friend, aunt/uncle, cousin, niece or nephew).

(b) One day shall be granted with pay to attend a funeral as a mourner or pallbearer.

25.05 **Birth and Parental Leave**

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

25.06 For the purposes of this Article, Birth Leave is the equivalent of Maternity Leave as outlined in the Alberta *Employment Standards Code.*

(a) Birth and/or Parental Leave will be granted to a maximum of up to eighteen (18) months of unpaid leave. Birth and Parental Leave requests will be in writing and will state the last day to be worked and the expected date of return to work.

(b) Employees on a Birth and/or Parental Leave will continue to accrue seniority and service for service-related benefit entitlements.

(c) Employees returning from Birth and/or Parental Leave will return to their former position or an equivalent position.

25.07 A pregnant Employee or parental leave request shall give the Employer at least four (4) weeks' notice in writing of the day on which they intend to commence birth leave, together with a medical certificate certifying that they are pregnant and giving the estimated date of delivery.

An Employee requesting Parental Leave shall give the Employer at least four (4) weeks' notice in writing of the day on which they intend to commence Parental Leave.

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

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

26.10 **Birth or Adoption Proceedings**

Upon reasonable notice being given to the Employer, an Employee may be granted five (5) working days off, with pay, to attend the birth or adoption proceedings of their child.

25.11 **Paid Jury or Court Witness Duty Leave**

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

25.12 **Compassionate Care Benefits**

Employees shall be granted an unpaid leave of twenty-seven (27) weeks to care for a seriously ill family member. During the leave the Employee will continue to accumulate all benefits and seniority under this Collective Agreement. If the Employee chooses to make contributions for the period of leave to the pension or benefits plan, the Employer will pay the Employer's contributions for the same period. On return from leave, Employees will be placed in their former position.

25.13 **Death or Disappearance of Child Leave**

In accordance with *Employment Standards Act*:

(a) An Employee who has been employed for at least ninety (90) days is entitled to a period of unpaid leave of fifty-two (52) weeks if the Employee is the parent of a child who has disappeared and it is probable, considering the circumstances, that the child disappeared as the result of a crime.

(b) An Employee who has been employed for at least ninety (90) days is entitled to a period of unpaid leave of up to one hundred and four (104) weeks if the Employee is the parent of a child who has died and it is probable, considering the circumstances, that the child died as the result of a crime.

(c) The Employee will not be entitled to Death or Disappearance of Child Leave if they are charged with a crime that resulted in the death or disappearance of the child.

(d) The period during which the Employee may take Death or Disappearance of Child Leave begins on the date on which the death or disappearance, as the case may be, occurs and ends in the case of disappearance fifty-two (52) weeks after the date on which the disappearance occurs, or in the case of death, one hundred and four (104) weeks after the date on which the death occurs.

(e) An Employee who wishes to take Death or Disappearance of Child Leave must give the Employer written notice as soon as reasonable and practical in the circumstances, which notice must include the estimated date of the Employee's return to work.

(f) In the case of a child who disappears and is subsequently found alive, the Employee is to return to work fourteen (14) days after the day on which the child is found but no later than the end of the fifty-two (52) week period, or, if the child is found deceased, one hundred and four (104) weeks after the day on which the disappearance occurred.

(g) Employees on Death and Disappearance of Child Leave can continue their benefits during the period of their leave by pre-paying the Employee portion of the benefits for the length of time they will be on leave. If the Employee choses to pay for their portion of the benefits, the Employer will continue to pay the Employer portion of the benefits.

(h) An Employee who has been on Death and Disappearance of Child Leave must provide at least forty-eight (48) hours of written notice on the date on which the Employee intends to return to work, unless the Employer and the Employee agree otherwise.

25.14 **Domestic Violence Leave**

(a) Domestic Violence Leave occurs when an Employee, the Employee's dependent child, or a protected adult who lives with the Employee, is subjected to any intentional or reckless act or omission that causes injury or property damage and that intimidates or harms a person; any act or threatened act that intimidates a person by creating a reasonable fear of property damage or injury to a person; conduct that reasonably, and in all circumstances, constitutes psychological or emotional abuse; forced confinement; sexual contact of any kind that is coerced by force, threat of force or stalking.

(b) An Employee who is the victim of domestic violence and has been employed for at least ninety (90) days is entitled to Domestic Violence Leave as follows, in the order and proportion of their choosing:

(i) Up to five (5) days of paid leave;

(ii) Accrued sick time or banked time, at the Employee's discretion; and

(iii) Additional unpaid leave as required.

All information provided by the Employee in relation to Domestic Violence Leave shall be kept confidential by the Employer. No Employee shall be disciplined, discriminated against, or otherwise penalized for requesting or taking Domestic Violence Leave in accordance with this Article.

(c) The Employee may take Domestic Violence Leave for one (1) or more of the following purposes:

(i) to seek medical attention for the Employee or the Employee's dependent child or a protected adult in respect of the physical or psychological injury or disability caused by the domestic violence;

(ii) to obtain services from a victims' services organization;

(iii) to obtain psychological or other professional counselling for the Employee or the Employee's dependent child or a protected adult;

(iv) to relocate temporarily or permanently; and

(v) to seek legal or law enforcement assistance, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence.

(d) Before taking Domestic Violence Leave, the Employee must give the Employer as much notice as reasonable and practicable in the circumstances.

ARTICLE 26 PAY DAYS

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

26.02 **Overpayment**

If at any time the Employer pays wages and/or entitlements to an Employee in excess of the amount due to the Employee at the time of payment, the Employer may deduct an amount equal to the overpayment from any money owing the Employee by the Employer.

The Employer shall provide to the Employee written notice of the amount of overpayment, including repayment options, and shall discuss the repayment options with the Employee. The Employer and the Employee shall arrive at a mutually acceptable schedule for the recovery of the overpayment prior to the Employer commencing deductions from the Employee's pay.
Should a mutually acceptable schedule no be arrived at, the Employer will provide written notice to the Employee that the Employer will commence deductions from the Employee's pay based on the Employer's schedule of recovery.

The Employer and/or the Employee may request the assistance of the Union at any point during this process.

26.03 **Retroactivity**

All mutually agreed revisions to this Collective Agreement which provide for increases in pay shall, unless otherwise specified, apply retroactively to the expiry date of the previous Agreement. Such retroactive payment shall be inclusive of allowances, overtime, and other premiums.

All Employees who were employed during the term of the Agreement and have since retired, or terminated employment shall be paid retroactively for all applicable hours worked (including allowances, overtime and other premiums).

Employees who have left the employment of the Employer prior to the date of signing this Agreement shall be entitled to receive their retroactive salary on a pro-rata basis for the period worked.

The Employer will endeavour to provide all retroactivity within thirty (30) days of receiving written notice of ratification. If the retroactivity is not paid within forty-five (45) days, then thereafter interest will be paid.

All retroactivity will be paid to Employees on a separate cheque.

ARTICLE 27 PAY ON TEMPORARY TRANSFER, HIGHER RATED JOB

27.01 If an Employee is temporarily assigned to a non-union classification, the Employee shall either be paid a premium of five dollars ($5.00) per hour, or paid the first level band of the out of scope position being covered, whichever is greater for all time spent in the role.

27.02 If an Employee is temporarily assigned by Management to a higher union classification, that Employee shall be paid at the next highest level of pay for that classification for the entire shift, regardless of the length of assignment. A temporary assignment to a lower classification, Employee's current pay classification shall remain in force.

ARTICLE 28 JOB DESCRIPTIONS

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

28.02 The Employer shall present each new Employee with a copy of the related job description attached to the letter of offer, within the Employee's first week of employment.

28.03 If a new job is established or an existing job is changed, the Employer will prepare, with input from the employing unit, a new job description. All job descriptions will include, at minimum:

(a) a job title;
(b) a listing of core job duties; and
(c) qualifications required by the job.

28.04 All job descriptions, including new and changed ones, will be provided to the Union and will become the recognized job descriptions unless the Union presents a written objection within thirty (30) days. Any disputes that cannot be resolved through open dialogue will be addressed in accordance with the grievance procedure.

28.05 When the duties or volume of work in any classification are changed or increased, or when the Union and/or an Employee feels a job is unfairly or incorrectly classified, or when a new position is established during the term or this Agreement, the rate of pay will be subject to negotiation between the Employer and the Union. If the parties cannot agree on the reclassification and/or rate of pay, the dispute shall be submitted to grievance and arbitration.

ARTICLE 29 GENERAL BENEFITS

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

	Paid by Employer	**Paid by Employee**
Extended Health Care	100%	
Dental Care	100%	
Life/Dependents Insurance	100%	
AD&D	100%	
Weekly Indemnity		100%
Long Term Disability		100%
Manulife Pension Plan		
Salary Contribution	6%	6% of earnings
RRSP	2%	Voluntary contribution as desired by the Employee

If the Employer chooses to change insurance carriers or providers, the Employer shall consult with the Union at a Labour Management Meeting and provide full details of the proposed changes within ninety (90) days of the proposed change. The Employer shall maintain comparable benefit value and coverage for Employees.

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

Paid by the Employer	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**
	20	**21-25**	**26-30**	**31-35**	**36-37**	**38/40**
					/39	**(37 – office staff)**
Extended Health Care	50%	60%	70%	80%	90%	100%
Dental Care	50%	60%	70%	80%	90%	100%
Life/Dependent Ins.	50%	60%	70%	80%	90%	100%
AD & D	50%	60%	70%	80%	90%	100%
RRSP	2%	2%	2%	2%	2%	2%
Manulife Pension Plan						
salary contribution 6% after and Part-Time status.						
Paid by Employee	Hours	Hours	Hours	Hours	Hours	Hours
	20	21-25	26-30	31-35	36-37	38/40
					/39	(37 – office staff)
Extended Health Care	50%	40%	30%	20%	10%	0%
Dental Care	50%	40%	30%	20%	10%	0%
Life/Dependent Ins.	50%	40%	30%	20%	10%	0%

AD & D	50%	40%	30%	20%	10%	0%
Weekly Indemnity	100%	100%	100%	100%	100%	100%
Long Term Disability	100%	100%	100%	100%	100%	100%
(worked 25 hrs/wk, or as per insurance carrier's requirements)						
RRSP	(voluntary contribution as desired by Employee)					
Manulife Pension Plan 6% of earnings after 3 months and Part-Time status.						

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

29.04 Holidays and/or sick days will not accrue during Birth Leave.

29.05 Temporary full-time and part-time Employees who are employed to fill the absence of a Employee during a birth or parental leave or long-term disability leave shall be eligible to participate in the benefits program following the probation period.

29.06 Employees shall be entitled to a Health Spending/Wellness Account in the amount of two hundred and fifty dollars ($250.00) per calendar year, effective January 1, 2026.

29.07 **Wellness Pass**

Employees shall be provided with a wellness pass granting access to Town recreation facilities for personal use. The pass shall also extend to:

(a) Spouse/Common-Law Partner.

(b) Dependent children, including stepchildren and those for whom the Employee is a legal guardian.

(c) Dependents who are full-time students under the age of twenty-six (26) who are still on the Employee's benefits plan. The Employee must provide proof that the student is enrolled in school.

Employees on an approved leave of absence shall retain access to their wellness pass for the duration of such leave.

The sale, trade, or exchange of wellness pass access or benefits for personal gain is strictly prohibited. Any Employee found to be in violation of this provision may have their wellness pass and the access of their designated adult(s) and dependents revoked by the Town.

ARTICLE 30 HEALTH AND SAFETY

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

(a) The Employer and CUPE 2515 will establish a JWHSC as follows:

(i) The Committee will be comprised of four (4) members who represent and are selected by CUPE Local 2515 and three (3) Employer representatives appointed by the Town of Drayton Valley to represent the interest of management. In the event that not all CUPE 2515 representatives are in attendance, the additional Employer representatives will have voice but not vote;

(i) A quorum of a joint work site health and safety committee is one-half of the members if

(A) both worker and Employer members are present, and

(B) at least one-half of those present are worker members.

(ii) Any business of a joint worksite health and safety committee that is transacted where a quorum is not present is not validly transacted, and any meeting of a committee that is held where a quorum is not present is not a valid meeting of the committee.

(iii) Not more than four (4) out-of-scope Employee members shall be a part of the Committee as non-voting members.

(ii) The Committee will develop a Terms of Reference at the first meeting;

(iii) The Terms of Reference will be reviewed every two years;

(iv) CUPE 2515 and the Employer will both designate a co-chair from their appointed representatives;

(v) Staff from the safety department may attend meetings to provide information and serve as a resource for committee members but will not participate in the formal drafting of recommendations;

(vi) Work of the committee members will be considered part of the duties of the Employees who participate on the committee;

(vii) Committee members will not be prevented from attending the committee meeting or preparation meeting except in exceptional circumstances;

(viii) Observers will be allowed to attend JWHSC meetings with prior approval of both co-chairs and the direct supervisor of any Employee observers;

(ix) Where circumstances warrant, and upon agreement of both parties, either CUPE 2515 or the Employer may request an outside resource or subject matter expert to assist the Committee; and

(x) The Committee minutes will be posted at all Employer worksites within two weeks of the meeting.

(b) All CUPE 2515 members attending a JWHSC meeting shall be compensated at their base rate of pay.

(c) CUPE 2515 JWHSC members shall be provided time and compensated at their base rate of pay up to one hour to prepare for Committee meetings each month. This one-hour period shall occur one (1) hour immediately preceding the commencement of regular meeting. The CUPE 2515 members shall be provided time and space during this one-hour period to prepare for the meeting.

(d) The Employer will provide the JWHSC with:

(i) all materials and equipment required to carry out the functions of the committee;

(ii) a meeting room of sufficient size to accommodate the functions of the JWHSC; and

(iii) requested copies of incident reports that have occurred at Employer worksites.

(e) The Committee has a mandate to make recommendations to the Employer for the improvement of health and safety in the workplace. In the event that the Committee cannot agree on actions to recommend, co-chairs may bring forward actions to recommend to the Employer for consideration. The Employer will respond as per the *Occupational Health and Safety Act* or regulated regulations or codes.

(f) Nothing in this Collective Agreement will supersede legislative requirements.

30.02 The parties agree to the establishment of a Joint Worksite Health and Safety Committee (JWHSC) in conjunction with the Labour Management Committee as provided in Article 10. A further purpose of this Committee shall be to identify concerns regarding the health and safety of the Employees at or upon the work sites and to make recommendations to the parties upon such matters as may have properly been dealt with by the Committee.

30.03 (a) If any protective or safety garments, head gear, footwear, mitts, or gloves are prescribed by any provincial legislation or are otherwise in the opinion of the Employer, necessary for the performance of any work, with the exception of safety footwear, the same shall be provided to all Employees by their appropriate department head.

(b) For Employees who are required to wear safety footwear in their work for the Employer, and who have completed the probationary period, will be reimbursed once per calendar year to a maximum of four hundred and fifty dollars ($450.00), including GST, for CSA approved (steel toed electric shock for Public Works) protective footwear when the Employee provides a receipt to the Employer. If boots need to be replaced prior to a new year due to workplace incurred wear and tear, a manager shall agree to replacing the boots at the Employer's cost on a case-by-case basis.

(c) All safety equipment, safety clothing and safety apparel provided by the Employer shall remain the property of the Employer. Employees will keep and maintain such equipment, clothing and apparel in good condition, except normal wear and tear.

(d) Office/Administrative staff who are Full-time Employees not covered by uniform policies shall be entitled to a yearly allowance of one hundred dollars ($100.00) for work clothes by providing receipts.

Office/Administrative staff who are averaging twenty (20) hours or less per quarter of the year are entitled to fifty percent (50%) of the allowance. Office/Administrative staff who are working an average of more than twenty (20) hours but are not full-time are entitled to seventy-five percent (75%) of the allowance.

The first quarter assessment will be three (3) months from the date of hire.

30.04 **Right to Refuse and No Disciplinary Action**

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

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

30.06 The Employer reserves the right to establish, from time to time, reasonable, job-related health standards for its Employees and to require any Employee and prospective Employee who desires to continue employment or to obtain employment with the Employer to comply and to retain compliance with such standards. Compliance shall be established by a medical examination conducted by a duly qualified medical doctor appointed by the Employer and at the Employer's expense. No Employee shall suffer any loss of wages if the medical examination is conducted during regular hours of work. Failure to comply with the health standards shall not result in the termination or refusal of employment unless reasonable accommodation has been considered and it has been determined that the Employee or prospective Employee is unable to safely perform the essential duties of the position.

30.07 **Duty to Accommodate**

Accommodation of Employees within the workplace for all protected grounds is a shared responsibility between the Employer, the Union, and the Employee. The goal of accommodation is to recognize the Employee's capabilities and to remove barriers to returning to work or remaining at work. Subject to exceptions as set out in the *Alberta Human Rights Act*, Employees shall be accommodated cooperatively and reasonably to the point of undue hardship.

ARTICLE 31 STRIKES AND LOCKOUTS

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

31.02 The Employer agrees there shall be no lockouts during the life of this Agreement.

ARTICLE 32 GENERAL

32.01 **Plural or Feminine Terms May Apply**

Gender neutral language will be used throughout this Collective Agreement.

32.02 **Definition of "Shall"**

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

32.03 **Bulletin Boards**

The Employer shall provide a bulletin board in each of the office buildings, the public works shop and the arena upon which will be posted notices or information of interest or concern to the Employees. The Union shall have the right to post notices of meetings and other notices of interest to the Employees upon these bulletin boards. Both parties agree to cause the bulletin boards to be kept in a neat and tidy condition.

32.04 **Attachments to Agreement**

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

32.05 **Flexible Work Hours**

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

32.06 **Management Committee Matters**

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

32.07 **Performance Reviews**

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

ARTICLE 33 CLOTHING

33.01 **Clothing Supplied**

(a) The Employer shall determine and provide clothing for the purposes of identification and safety on an as required basis.

(b) Clothing items will be replaced upon satisfactory proof of need to the supervisor and provided that the item to be replaced is returned to the supervisor.

(c) All work clothing with Town of Drayton Valley identification must be returned to the supervisor upon termination of the Employee's employment. The cost of the clothing may be deducted from the Employee's final paycheck if the Employee fails to return the clothing to the Employer upon resignation or termination.

33.02 **Clothing to be Worn on Duty**

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

33.03 **Pool, Public Works & Utilities and Arena Staff Clothing**

(a) **Lifeguards and Instructor Staff**

The Employer shall provide all Employees with one (1) hoodie, five (5) tank tops/t-shirts, with the choice of tank top or t-shirt at the Employee's discretion, per calendar year, plus a swimming suit/shoe/bottom allowance of six hundred dollars ($600.00) per year. Provided clothing shall be made of breathable material suitable for working poolside.

Pool staff who are averaging twenty (20) hours or less per quarter of the year are entitled to fifty percent (50%) of the allowance. Pool staff who are working an average of more than twenty (20) hours but are not full-time are entitled to seventy-five percent (75%) of the allowance.

If a swimming suit, leggings/sports pants or shoes need to be replaced prior to a new year due to workplace incurred wear and tear, a manager shall agree to replacing the swimsuit, leggings/spots pants, or shoes at the Employer's cost on a case-by-case basis.

The first quarter assessment will be three (3) months from the date of hire.

(b) **Public Works & Utilities Staff**

The Employer shall provide all Public Works Staff with safety glasses, hearing protection, reflective safety vest, coveralls and gloves in addition to the legislated protective safety garments described in Article 30.03.

(c) **Arena Staff**

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

New Employees shall be supplied the items and amounts listed in Articles 30.03, and Article 33 and must complete three (3) months of continuous employment with the Employer. Failure to meet this requirement the value amount of these items shall be deducted from the Employee's final pay cheque if not returned.

(d) **Tool Allowance and Specialty Tools**

Employees required to provide their own tools as a condition of employment shall be reimbursed by the Employer for the replacement of any tools that are lost, damaged, or worn out due to normal use or breakage. Reimbursement shall be made upon submission of proof of purchase or repair.

Specialty tools required for specific tasks shall be provided by the Employer and remain on site.

ARTICLE 34 TRAINING AND EDUCATION COURSES

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

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

ARTICLE 35 TECHNOLOGICAL CHANGE

35.01 The Employer will notify the Union three (3) months before the introduction of any technological change which will displace an Employee from their job.

(a) An Employee who is displaced from their job as a result of technological change will:

(i) fill any vacancy for which the Employee has seniority and is able to perform, and, if there is no vacancy, will displace a less senior Employee in a job the Employee is able to perform; or

(ii) receive severance pay based on two (2) weeks' pay for each year of seniority.

(b) Where new or greater skills are required because of technological change than are possessed by the affected Employees but are within the capability of the affected Employees to acquire with a reasonable period of training, the Employees will, at the expense of the Employer, be provided the training.

ARTICLE 36 TERM OF AGREEMENT

36.01 **Changes in Agreement**

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

36.02 **Notice of Changes**

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

36.03 This Agreement shall be effective January 1, 2026.

36.04 This Agreement shall remain in force until December 31, 2026, and thereafter from year to year unless and until either party shall have given to the other party not less than sixty (60) nor more than one hundred twenty (120) days, preceding December 31, 2026, or any succeeding December 31, notice in writing requiring such other party to commence collective bargaining.

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

This Agreement signed this 14 day of September, 2026

FOR THE TOWN OF DRAYTON VALLEY

Troy D. Grant, CD

Amanda Colyer

Conor Tweedle

Heather Pollard

FOR THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2515

Kendall Milne (2026-09-14 10:29:00 MDT)

Darah Renschler

WAGE RATES – 2026

Classification					
Length of Service	Start Rate 0.0 – 0.5	Level I 0.5 – 1.5	Level II 1.5 – 2.5	Level III 2.5 – 3.5	Level IV 3.5 +
PUBLIC WORKS					
Labourer I – Temp Seasonal	$23.05	$23.64	$24.22	$24.81	$25.49
Labourer III	$26.21	$27.74	$29.01	$30.58	$32.01
Clerk II – Admin. Assistant	$27.72	$29.39	$31.15	$33.09	$35.18
Asset Technician	$35.91	$36.58	$38.39	$40.30	$41.09
Equipment Operator I	$30.86	$31.59	$33.07	$34.65	$35.63
Equipment Operator II	$33.24	$35.41	$35.63	$37.36	$38.75
Equipment Operator III	$35.91	$36.58	$38.39	$40.30	$41.09
Parks/Facilities Lead Hand	$33.72	$35.08	$36.51	$37.99	$39.56
Public Works Lead Hand	$44.27	$45.96	$47.92	$50.13	$50.82
Maintenance Worker	$35.75	$37.00	$38.27	$39.44	$40.79
Journeyman Mechanic	$44.71	$46.58	$48.55	$50.75	$51.44
Apprentice Mechanic					
• Year 1 (60%)	$28.04	$29.16	$30.34	$31.67	$32.08
• Year 2 (70%)	$32.21	$33.52	$34.90	$36.44	$36.92
• Year 3 (80%)	$36.37	$37.87	$39.44	$41.21	$41.76
• Year 4 (90%)	$40.55	$42.23	$44.00	$45.98	$46.60
Scale House Attendant	$25.46	$26.10	$26.82	$27.53	$28.23
UTILITIES					
Utility Meter Man/ Utility Operator Trainee	$29.07	$30.14	$31.21	$32.37	$33.62
Utility Operator I	$33.33	$34.01	$35.55	$37.11	$38.09
Utility Operator II	$35.70	$36.46	$38.09	$39.81	$41.24
Utility Operator III	$38.35	$39.05	$40.87	$42.92	$43.71
OFFICE STAFF					
Clerk II (Records Management & FOIP)	$27.72	$29.39	$31.15	$33.09	$35.18
Clerk II (Planning & Development)	$27.72	$29.39	$31.15	$33.09	$35.18
Clerk III - Admin Asst (Community Service)	$30.29	$31.79	$33.30	$34.94	$36.69
Clerk III -Admin Assistant (Admin/Civic Center)	$30.29	$31.79	$33.30	$34.94	$36.69
RCMP Admin Support/Dispatcher	$31.70	$33.17	$34.74	$36.34	$38.11
Receptionist Clerk II - (Fire Dept)	$27.72	$29.39	$31.15	$33.09	$35.18
Clerk I	$26.48	$27.21	$27.96	$28.74	$29.58
Clerk II	$27.72	$29.39	$31.15	$33.09	$35.18
Clerk III	$30.29	$31.79	$33.30	$34.94	$36.69

Length of Service	Start Rate 0.0 – 0.5	Level I 0.5 – 1.5	Level II 1.5 – 2.5	Level III 2.5 – 3.5	Level IV 3.5 +
Clerk Lead (Finance)	$33.72	$35.08	$36.51	$37.99	$39.56
RECREATION					
Lifeguard	$23.10	$23.56	$24.08	$24.51	$25.02
Lifeguard/ Instructor I	$24.23	$24.76	$25.16	$25.43	$25.58
Lifeguard/ Instructor II	$25.34	$25.84	$26.19	$26.58	$26.98
Lifeguard/ Instructor III	$29.07	$31.01	$31.47	$31.94	$32.46
Lifeguard/ Instructor IV	$32.93	$34.39	$34.64	$34.82	$35.02
Lifeguard/ Instructor V	$34.39	$35.18	$35.38	$35.63	$35.88
Sr. Admin Lifeguard	$36.16	$37.39	$38.68	$39.43	$40.42
Facility Operator I	$31.33	$32.27	$33.20	$34.18	$35.23
Facility Operator II	$35.18	$36.26	$37.37	$38.54	$39.75
Facility Labourer I (Fitness Centre)	$23.05	$23.64	$24.22	$24.81	$25.49
Facility Labourer I	$23.05	$23.64	$24.22	$24.81	$25.49
Facility Labourer II	$25.46	$26.10	$26.82	$27.53	$28.23
Clerk I Reception (Aquatic Facility)	$26.48	$27.21	$27.96	$28.74	$29.58
Programming Coordinator	$27.72	$29.39	$31.15	$33.09	$35.18
Clerk III - Administrative Asst	$30.29	$31.79	$33.30	$34.94	$36.69
Event Labourer	$23.05	$23.64	$24.22	$24.81	$25.49
Event Coordinator	$25.46	$26.10	$26.82	$27.53	$28.23
Clerk III – Events Administrator	$30.29	$31.79	$33.30	$34.94	$36.69
Clerk III - Sr. Admin. Assistant	$37.40	$38.64	$39.94	$40.67	$41.68

NOTES TO WAGE RATES SCHEDULES:

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

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

   a) 0.0 to 0.5 = service time of zero (0) months to six (6) months of employment

   b) 0.5 to 1.5 = service time of six (6) months to eighteen (18) months of employment

   c) 1.5 to 2.5 = service time of eighteen (18) months to thirty (30) months of employment

   d) 2.5 to 3.5 = service time of thirty (30) months to forty-two (42) months of employment

   e) 3.5 plus (+) = service time greater than forty-two months of employment

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

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

LETTER OF UNDERSTANDING

BETWEEN

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2515

AND

THE TOWN OF DRAYTON VALLEY

Advance Course Requirements

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

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

The parties agree that the requirements are as follows:

LEVEL I

Lifeguard Saving Instructor (LSI)
National Lifeguard (NL)
Standard First-Aid and CPR-C w/ AED/02

LEVEL II

All of the above from Level I
Approved First Aid Babysitting Instruction Certificate (Red Cross/St. John's First Aid)
Lifesaving Sport Coach Level I Certification

LEVEL III

All of the above from Level II
Pool Operator Level I
Confined Space
Completion of Facility Maintenance Sheet
Plus 1 Option from the list

LEVEL IV

All of the above from Level III
Pool Operator Level II
First Aid Instructor or AED Instructor
Aqua Fitness Instructor Certification (AFLCA or CALA or WaterArt or a Course approved at the Employer's discretion)

LEVEL V

All of the above from Level IV
National Lifeguard Instructor Certification
Plus one of the following:

- Lifesaving Instructor Trainer
- Coaches Level 1 or 2 Competitive Swim

Plus 1 Option from the List

OPTIONS LIST
Synchronized Swimming Coach NCCP Level 1
Snorkel Instructor
Boat Instructor
Coaches Skill 101
Lifesaving Sport Coach Level I Certification
Recreation Coach Lifesaving Jr. Lifeguard Course
Arthritic Aquacize Instructor
WHMIS Instructor
First Aid Instructor or AED Instructor
National Lifeguard Instructor Certification
Aquatic Supervisor Training
Proficient in Microsoft Office 365
Pool Operator Trainer
Lifesaving Sport Coach Trainer
Lifesaving Instructor Trainer
Aquatic Management Training
Aquatic Facility and/or Aquatic Facility Inspector
Life Cycle / Risk Management
Boiler Ticket
Building Maintenance Level 1
Building Maintenance Level 2
Supervisory Skills for Facility Operators

Signed this _____ of _____, 2026

The Town of Drayton Valley	The Canadian Union of Public Employees Local 2515
Troy D. Grant, CD	Kendal I. Milne (2026-[illegible]-14 10:2[illegible]:00 MDT)
Amanda Colyer	[illegible] MDT

LETTER OF UNDERSTANDING

BETWEEN

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2515

AND

THE TOWN OF DRAYTON VALLEY

Journeyman Ticket for Maintenance Worker

The parties agree to the following:

1. Management has the right to determine whether a journeyman ticket is appropriate for the Maintenance Worker position.

2. A Maintenance Worker, upon management approval with certification in Alberta as follows may be entitled to wages equivalent to a Journeyman Mechanic wage grid:
    a. "Journeyman Electrician",
    b. "Journeyman Plumber",
    c. "Journeyman Gasfitter"

3. The amount of the supplementary allowance for a Dual Ticket Journeyman as regulated under sections 1. and 2. above shall be $3.00/hr with increases as per Collective Agreement.

4. This Letter of Understanding will replace the Letter of Understanding Re: Red Seal Journeyman Electrician.

5. This letter of understanding will remain in effect for the duration of the life of this Collective Agreement.

Signed this 14 day of September, 2026

The Town of Drayton Valley	The Canadian Union of Public Employees Local 2515
Troy D. Grant, CD	Kendall Milne 14 10:29:00 MDT
Amanda Colyer	Cora Applet 14 MDT

LETTER OF UNDERSTANDING

BETWEEN

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2515

AND

THE TOWN OF DRAYTON VALLEY

Lifeguard Classification Schedule

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

The parties agree to meet no later than March 31, 2026, to discuss training and certification requirements for Lifeguard/Instructor classifications.

The parties agree to report to the Labour Management Committee on discussions and progress by June 30, 2026.

Any reclassification shall take effect immediately upon verification by the Employer and will apply for both pay and Human Resources purposes.

Any increase in pay resulting from such reclassification shall be retroactive to the date the Employee presented proof of completion to the Employer.

The parties also agree to the move of Aquafit Instructor (AFLCA or Waterart) from Level II to Level IV.

Signed this 14 day of September 2026

The Town of Drayton Valley	The Canadian Union of Public Employees Local 2515
Troy D. Grant, CD	Kendal Mille (2025-09-14 1[illegible] 29.00 MDT)
Amanda Colyer	[illegible] Applet[illegible]

LETTER OF UNDERSTANDING

BETWEEN

THE TOWN OF DRAYTON VALLEY
(hereinafter referred to as the "Employer")

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2515
(hereinafter referred to as the "Union")

One-Time Health Spending/Wellness Account Contribution

This Letter of Understanding is to encompass:

Existing benefits shall continue during the term of this Agreement, subject to any changes arising from the tendering of the Municipality of Drayton Valley's benefit plans.

This Letter of Understanding is to address a One-Time Health Spending/Wellness Account where the Employer shall provide a one-time payment of one hundred dollars ($100.00) to each eligible Employee represented by CUPE Local 2515.

The payment shall be credited to a Health Spending Account or Wellness Account and shall be issued as a one-time payment to be deposited into their account no later than two (2) months of the signing of the Collective Agreement.

This payment shall be non-pensionable, non-recurring, and shall not form part of base wages nor be used in the calculation of any other benefits.

Eligibility shall be limited to Employees actively employed during this bargaining process and when the payment is issued, unless otherwise mutually agreed.

Signed this 14 day of September 2026

The Town of Drayton Valley	The Canadian Union of Public Employees Local 2515
Troy D. Grant, CD	Kendall Ashton
Amanda Colyer	Cora Appleby

ADDENDUM – JOB DESCRIPTIONS

PUBLIC WORKS

Administrative Assistant – Clerk II (Public Works)

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

GENERAL ACCOUNTABILITIES

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

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

Workers will:

- Take reasonable care for their own health and safety.
- Follow safe work procedures, instructions, and rules.
- Participate in safety training.
- Report health and safety hazards.
- Report all injuries and incidents.
- Use safety equipment and personal protective equipment as instructed.

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Answer phone calls and in-person queries and to direct as required/requested.
- Respond to and record public requests, inquiries and complaints and dispatch staff accordingly.
- Respond to Alberta One (1) Call inquiries by forwarding to correct personnel and report findings through email, phone and/or fax.
- To complete necessary documentation for administrative purposes and for the attention of other staff members.
- Assist in the development of effective information and communication systems for responding to public, contractor and internal staff requests, inquiries, and complaints.
- Conduct minute-taking at Safety, Public Works, and Engineering meetings
- To maintain visual integrity of the reception area, project board, bulletin board; and update the information displayed in these areas as required.
- Display strong customer service principles by:
    - Greeting and dealing with the public pleasantly
    - Attending to customer concerns by dealing with the matter directly or redirecting the concern to the appropriate person, and
    - Displaying loyalty to the facility, its management, and staff.
- Complete documentation and assignments on the computer with accuracy, and to establish the most effective and efficient systems for storing and filing paper and electronic documents.
- Assist the Public Works Lead Hand with all emergency and safety procedures as required.
- Assist with the supervision of the facility and its immediate surroundings by:
    - Ensure that staff, contractors, and visitors are complying with the rules of the facility
    - Ensure that equipment or other Town equipment misuse is documented and reported
    - Ensure training and competency records are maintained
- Order required office materials, traffic supplies as well as other supplies for the facility as requested.
- Administer contractor contracts, arrange for invoicing and to enter the information accurately.
- Call and schedule contractors as requested by the Public Works Lead Hand or designate
- Secure sponsorship for the Communities in Bloom program
- Complete all necessary filing and to initiate improvements to the filing system.

- Produce records and data on facility functions as requested by the Public Works Lead Hand
- Assist in creation of work plans, schedules, and flow charts; assist in monitoring plan efficiencies.
- Assist with database creation and maintenance for asset management of equipment, machinery, and stock inventories.
- Review and format letters and reports as requested by the Public Works Lead Hand
- Other functions as assigned by the Public Works Lead Hand or designate

QUALIFICATIONS AND EXPERIENCE

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

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III and IV in their position will be as per the Collective Agreement, Article 28, Schedule "A"

Equipment Operator I

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for running light mobile construction and maintenance equipment, such as: small tractors, skid steer loader, mobile sweeper, snowblower, flush truck, weed sprayer, mowers, trimmers, edger's, and trucks and relevant attachments.
- Repair and maintenance of roadways, sidewalks, curb, gutters, ditches, trees, parks, playgrounds, and boulevards.
- Snow removal operations such as clearing snow from streets and sidewalks.
- Repair and maintain all traffic control devices
- Assist with repair and maintenance of Towns facilities when requested.
- Assist with repair and maintenance of water distribution system, sewer, and storm sewer collection system, repairing water mains, sewer mains and storm drains. along with their respective appurtenances.
- Performance of routine preventative maintenance on equipment operated and assist in mechanical repair of equipment and vehicles.
- Other job-related duties as assigned

- Performance of routine preventative maintenance on equipment operated and assisting in mechanical repair of equipment and vehicles
- Perform "Stand-by" and/or "On-call" duties as assigned or scheduled for the Parks portion of department
- Perform other Municipal operations-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

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

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Equipment Operator II

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

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

QUALIFICATIONS AND EXPERIENCE

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

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Equipment Operator III

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

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

- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Minimum of five (5) years experience in Municipal Maintenance Operations or equivalent in construction field for operation of heavy equipment.
- Should possess the ability to operate all Municipal vehicles, and light & heavy-duty equipment owned by the Town.
- Valid Alberta Class 3 Drivers' License with Q-endorsement.
- Ability to operate all light and heavy-duty equipment acquired by the Town.
- Preventative maintenance of equipment being operated.
- Knowledge of the Occupational Health and Safety Act.
- First Aid and CPR certification.

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Temporary Seasonal Labourer

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for running light and medium portable equipment such as: trucks, riding tractors and mowers, compactors, weed sprayers, jackhammers, cutters, small sweepers, etc.
- Performance of a wide variety of routine manual tasks relating to the Municipal repair and maintenance operations such as roads, sidewalks, boulevards, street signs, traffic signs, cemeteries, snow removal, sweeping, water and sewer mains, storm sewers, catch basins, garbage collection & disposal, etc.
- Performance of other manual labour and Municipal operation related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Light and medium portable equipment experience considered an asset
- Communication skills with ability to read and write

- Valid Alberta Class 5 Drivers' License
- Willingness to complete First Aid & CPR certification
- Some acquired skills include:
- An understanding of Municipal Operations
- Knowledge of the Occupational Health & Safety Act

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Labourer III – Full Time

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

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

QUALIFICATIONS AND EXPERIENCE

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

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Parks/Facilities Lead Hand

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for running light mobile construction and maintenance equipment, such as: small tractors, skid steer loader, mobile sweeper, snowblower, flush truck, weed sprayer, mowers, trimmers, edger's, and trucks and relevant attachments.
- Performance of repair and maintenance of parks, playgrounds, boulevards, walkways, and sidewalks.
- Maintenance and grounds keeping for all Town facilities
- Performance of preventive maintenance on equipment and machines operated
- Supervise parks and seasonal staff
- Organize and delegate duties to crew members
- Knowledge of compliance by crew members that all personal protective gear is worn and used such as: hard hats, safety boots, vests, safety goggles, etc.
- Provide orientation to crew members with regards to the operations of equipment, machinery, and other duties

- Adhere to and ensure that all crew members are familiar with, understand and acknowledge policies and procedures manual as set by the Town of Drayton Valley
- Perform other Municipal operational related duties as assigned or required from time to time
- Perform stand-by and/or on-call duties as assigned or scheduled
- Other job-related duties as required

OTHER FUNCTIONS & RESPONSIBILITIES

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

QUALIFICATIONS AND EXPERIENCE

- Requires High School diploma
- Valid class 3 drivers license with Q-endorsement.
- Strong knowledge of construction equipment and machinery
- Demonstrated strong organizational, time management, coordinating and prioritization skills, with ability to handle many tasks concurrently
- Ability to work independently and with strong initiative, with demonstrated ability to problem-solve independently and with well-supported judgment
- Team orientation and collaborative approach
- Strong communication, interpersonal, problem solving, team building, supervisory and public relations
- Knowledge of Occupational Health and Safety Act and other related safety programs for Municipal operation
- Minimum of 3 years in Municipal maintenance and operations or equivalent in the private industry
- Experience in operation of light duty equipment and do preventive maintenance on equipment

SPECIAL REQUIREMENTS

- Ability to use various types of light and some heavy-duty equipment for Municipal operation

- Special training through courses and seminars regarding parks and facilities maintenance and operations as required by the employer
- Willingness to work weekends and unscheduled hours during emergencies

SALARY/BENEFITS

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

Further advancement to Wage Level II, III and IV in their position will be as per the Collective Agreement, Article 28, Schedule "A"

Public Works Lead Hand

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

GENERAL ACCOUNTABILITIES

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

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Maintain close liaison with the Manager of Public Works & Utilities and Parks Lead Hand with regards to activities in the Public Works and Parks department.
- Provide support when required in the operation of any light and/or heavy-duty construction and maintenance equipment.
- Plan, coordinate and supervise Public Works functions including the scheduling and assigning of work.
- Engage various trades or contractors as needed for day to day operational needs of Public Works department.
- In collaboration with department managers and lead hand(s) develop procedures and implement approved department policies.
- Ensure Public Works employees comply with all safety regulations, and all Town of Drayton Valley policies and procedures.

- Provide input to the Manager of Public Works & Utilities for the preparation of annual operational budgets
- In working with the Manager of Public Works & Utilities aid in the coordination of the repair and maintenance of Towns facilities when requested.
- In working with the Manager of Public Works & Utilities aid in the coordination of the repair and maintenance of water distribution system, sewer, and storm sewer collection system, while digging and repairing water mains, sewer mains and storm sewers, along with their respective pertinences. Assess and recommend staffing levels and requirements. Assist in hiring, training and supervising staff in accordance with policies and the collective agreement.
- Oversee Public Works equipment and make recommendations regarding purchase and replacement as necessary.
- Provide coverage and team support in the absence of the Manager of Public Works & Utilities.
- Perform other job-related duties as may be assigned from time to time

OTHER FUNCTIONS & RESPONSIBILITIES

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

QUALIFICATIONS AND EXPERIENCE

- Requires High School diploma
- Valid class 3 drivers license with Q-endorsement.
- Strong knowledge of construction equipment and machinery
- Demonstrated strong organizational, time management, coordinating and prioritization skills, with ability to handle many tasks concurrently
- Ability to work independently and with strong initiative, with demonstrated ability to problem-solve independently and with well-supported judgment
- Team orientation and collaborative approach
- Strong communication, interpersonal, problem solving, team building, supervisory and public relations

- Minimum 5 years' equipment experience in a related field in either the public or private sector
- Previous experience in a unionized environment is an asset

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Maintenance Worker

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

GENERAL ACCOUNTABILITIES

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

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- To maintain all public and staff areas as a safe environment through proper maintenance and servicing
- To attend to the general upkeep of structures surrounding Town facilities and within Town
- To perform minor and major repair (through Contractors) of all buildings and equipment (Major repairs (ex: Ice Plant) are performed by or under the supervision of licensed maintenance workers) and subject to prior approval by the manager

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

QUALIFICATIONS AND EXPERIENCE

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

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

SPECIAL REQUIREMENTS

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

SALARY / BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Journeyman Mechanic

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Servicing of all Municipal vehicles and equipment on a regular basis, including changingoil and filters, greasing, and checking and maintaining fluid levels, leaks, faulty or defective equipment, correcting belt wear and tension, and correcting tire pressures
- Will coordinate the preventive maintenance of all equipment operated by operators andensure that it is done to specification
- Will assist the Manager Public Works in preparing inspections, obtaining yearly lease rates for the purchase of new trucks. Pickup truck installs wiring, beacons
- Will keep records of all equipment for their operating and maintenance costs
- Evaluation of equipment and prepare assessment reports for the replacement of equipment
- Remove parts from vehicles/equipment, if needed, order parts, pick up parts, keep inventory of parts and tools. Keep track of stock in the shop

- Troubleshooting defects, determining best repair procedures in according with the product manual technical books and industry standards
- Delivering units to/from clients and commercial vendors, road- and field-testing units, and operating a wide range of units to assist in diagnosis and repair
- Performing repairs and overhauls various components including engines, brakes,transmissions, differentials, axle assemblies, hydraulic controls, pumps, aircompressors, and electrical components such as generators and starters
- Completing work while adhering to repair manuals, technical bulletins, operating and procedural manuals, schematics, MSDS sheets, safety handbooks and blueprints
- Recording and completing all administrative procedures such as inspection sheets, authorization forms, provincial certification forms, time entries, inspections, etc.
- Organize and ensure that the shop is kept clean of all debris and oil spills and ensure that all operations are done in a safe manner
- Scheduling of regular service for all equipment
- Keep adequate inventory of parts for equipment to ensure the least amount of downtime, especially heavy equipment such as snow blowers, loaders, grader, sweeper, etc.
- Perform other duties assigned from time to time in the areas of Public Works and Utilitiesrelated to repair and maintenance
- Utilizing and adhering to shop maintenance procedures, and information systems
- Completing the required administrative procedures and forms to ensure the proper recording and communication of work recommended and/or completed (PM inspectionsheets, major repair authorization forms, provincial certification forms, time entries, thirdparty inspections, etc.)
- Estimating levels of effort and effect the repairs
- In case of an emergency, perform extended hours of work as it may be requested bythe Supervisor
- Act as a mentor to an apprentice mechanic as outlined in the Alberta Apprenticeshipand Industry Training Program
- Operate vehicles and mobile equipment
- Other job-related duties as required.

QUALIFICATIONS AND EXPERIENCE

- Journeyman Heavy Duty Equipment Mechanic Ticket

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

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Apprentice Heavy Duty Mechanic

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

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

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

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

QUALIFICATIONS AND EXPERIENCE

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

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Scale House Attendant

DEPARTMENT: Infrastructure
REPORTS TO: Landfill Manager
JOB TYPE: Administrative
LOCATION: Landfill

GENERAL ACCOUNTABILITIES

The Scale House Attendant contributes to the effective operation of the Waste and Recycling Facilities by assisting the public in depositing their waste at the Landfill.

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Oversee day-to-day operations of the landfill facility, maintain records and report to Landfill Manager.
- Oversee all traffic in landfill site.
- Perform minor load screening and working in the disposal area.
- Provide direction to public regarding proper separation and disposal of waste.
- Maintain safety for the site.
- Provide clear and safe instructions for public entering the landfill site.
- Basic operation of weigh scale and collection of tipping fees.
- Handle all financial and cash transactions with due diligence and accuracy.
- Complete all required landfill documentation, including but not limited to setting up customer accounts, daily/monthly/annual reports, bank deposits, tracking invoices for solid waste disposal, etc.
- Respond to community questions regarding disposal at site.
- Work with Landfill Manager on a regular basis.
- An important part of the Scale House Attendant's role is to log waste and recyclables collected.

- Monitor incoming waste and reject unacceptable items.
- General cleaning, basic maintenance, organization, yard maintenance (lawn care and snow removal for example) for Scale House and Leave & Take Centre.
- Record landfill attendance and customer complaints.
- Other job-related duties as required.

SPECIAL REQUIREMENTS

- Must be able to work Saturdays and Sundays regularly
- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

QUALIFICATIONS AND EXPERIENCE

- Landfill Fire Training
- WHMIS
- First Aid/CPR
- Grade 12 diploma or equivalent
- Knowledge of Landfill operations is an asset
- Strong computer skills with proficiency in Microsoft Office programs including Word, Excel, Outlook, etc.
- Ability to communicate with others in a courteous, friendly manner.

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

UTILITIES

Utility Operator Trainee

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

GENERAL ACCOUNTABILITIES

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

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Assist in the responsibilities for the operation, repair and maintenance of all equipmentand machinery in the Water Treatment Plant, Water Reservoir, Sewer Treatment Plant,Supply Lines, Pump Stations, and Sewage Lift Stations – Under the supervision of Operator I, II or III.
- Assist with Sewer Flush Truck and other minor equipment or tools.
- Assist in performing daily chemical tests to provide and adjust chemical feed rates for the provision of clean potable water supply.

- Assist in the operation, repair and maintenance of Wastewater Treatment Plant andupkeep of all required records.
- Assist in performing testing and sampling of treated water and wastewater as requiredby Alberta Environment.
- Assist in providing data for monthly and yearly reports for water and wastewater plantsas required by Alberta Environment.
- Assist in the install, repair and test water meters, as well as upkeep of inventory recordsfor water meters and parts.
- Assist in the carry out water meter readings as required for billing purposes.
- Assist in attending to service calls for water connections and disconnections.
- Locate and perform minor repairs on water service valves, main valves, and hydrants.
- Practice preventative maintenance in water valves and hydrants. This includes operating, checking, and thawing of main valves or flushing, drainage and thawing of hydrants.
- Assist in attending to sewer back-up calls. Unplugging, or flushing of sewer services ormains in emergency.
- Perform manual labour duties related to the repair of water main breaks, sewer blockages, hydrants, and valves.
- Operate all pick up trucks
- May be required to assist the sewer flush truck operator in case of emergency
- Attend to complaints and inquiries with regards to water and wastewater services fromthe public in person
- Communications in liaison with controlling agencies such as AEP.
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- High School education or equivalent.
- Desire to obtain AEP Certification through NAIT.
- NAIT Water and Wastewater Technician Program Certificate will be highly beneficial.
- Valid Alberta Class 5 Drivers' License
- Knowledge of computers
- Knowledge of the Occupational Health and Safety Act

- First Aid and CPR certification

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III and IV in their position will be as per the Collective Agreement, Article 28, Schedule "A"

Utility Operator I

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

GENERAL ACCOUNTABILITIES

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

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for the operation, repair and maintenance of all equipment and machinery in the Water Treatment Plant, Water Reservoir, Sewer Treatment Plant, Supply Lines, Pump Stations, and Sewage Lift Stations.
- Assist with Sewer Flush Truck and other minor equipment or tools.
- Perform daily chemical tests to provide and adjust chemical feed rates for the provision of clean potable water supply.
- Operation, repair and maintenance of Wastewater Treatment Plant and upkeep of all required records.

- Perform testing and sampling of treated water and wastewater as required by Alberta Environment.
- Provide data for monthly and yearly reports for water and wastewater plants as required by Alberta Environment.
- Install, repair and test water meters, as well as upkeep of inventory records for water meters and parts.
- Carry out water meter readings as required for billing purposes.
- Attend to service calls for water connections and disconnections.
- Locate and perform minor repairs on water service valves, main valves, and hydrants.
- Practice preventative maintenance in water valves and hydrants. This includes operating, checking, and thawing of main valves or flushing, drainage and thawing of hydrants.
- Attend to sewer back-up calls. Rodding, unplugging, or flushing of sewer services or mains in emergency.
- Perform manual labour duties related to the repair of water main breaks, sewer blockages, hydrants, and valves.
- Operate ¾ ton trucks
- May be required to assist the sewer flush truck operator in case of emergency
- Attend to complaints and inquiries with regards to water and wastewater services from the public in person
- Perform Standby and/or On-Call duties as scheduled
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Utility Operator II

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

GENERAL ACCOUNTABILITIES

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

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for the operation, repair and maintenance of all equipment and machineryin the Water Treatment Plant, Water Reservoir, Sewer Treatment Plant, Supply Lines, Pump Stations, Sewer Flush Truck, and Sewage Lift Stations.
- Perform daily chemical tests to provide and adjust chemical feed rates for the provisionof clean potable water supply.
- Operation, repair and maintenance of Wastewater Treatment Plant and upkeep of all required records.
- Perform testing and sampling of water and wastewater as required by Alberta Environment.

- Preparation of monthly and yearly reports for water and wastewater plants as requiredby Alberta Environment.
- Install, repair and test water meters, as well as upkeep of inventory records for watermeters and parts.
- Carry out water meter readings as required for billing purposes.
- Attend to service calls for water connections and disconnections.
- Locate and perform minor repairs on water service valves, main valves, and hydrants.
- Practice preventative maintenance in water valves and hydrants. This includes operating, checking, and thawing of main valves or flushing, drainage and thawing of hydrants.
- Attend to sewer back-up calls. Rodding, unplugging, or flushing of sewer services or mains in emergency.
- Perform manual labour duties related to the repair of water main breaks, sewer blockages, hydrants, and valves.
- Operate ¾ ton trucks
- May be required to assist the sewer flush truck operator in case of emergency
- Attend to complaints and inquiries with regards to water and wastewater services fromthe public in person
- Perform Standby and/or On-Call duties as scheduled
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Alberta Environment and Protection Certification in the following:
    - Water treatment Level II
    - Water distribution Level I
    - Wastewater treatment Level I
    - Wastewater collection Level I
- Valid Alberta Class 5 Drivers' License
- Knowledge of computers – Office applications and industrial control
- Knowledge of the Occupational Health and Safety Act
- First Aid and CPR certification

- Solid understanding of AEP regulations regarding water and wastewater
- Training and knowledge of field application of computers in water and wastewatertreatment processes
- Full knowledge of Approvals to Operate for the Town of Drayton Valley water andwastewater systems

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the CollectiveAgreement, Article 28, Schedule "A".

Utility Operator III

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

GENERAL ACCOUNTABILITIES

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

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for the operation, repair and maintenance of all equipment and machinery in the Water Treatment Plant, Water Reservoir, Sewer Treatment Plant, Supply Lines, Pump Stations, and Sewage Lift Stations.
- Assist with Sewer Flush Truck and other minor equipment or tools.
- Development of record forms for data required for effective operation of systems.
- Control inventory.
- Provide guidance to staff.
- Perform daily chemical tests to provide and adjust chemical feed rates for the provision of clean potable water supply.

- Operation, repair and maintenance of Wastewater Treatment Plant and upkeep of all required records.
- Perform testing and sampling of water and wastewater as required by Alberta Environment.
- Preparation of monthly and yearly reports for water and wastewater plants as required by Alberta Environment.
- Work with and supervise Capital Works Improvements to water and wastewater facilities as required.
- Install, repair and test water meters, as well as upkeep of inventory records for water meters and parts.
- Carry out water meter readings as required for billing purposes.
- Attend to service calls for water connections and disconnections.
- Develop and execute an effective Preventative Maintenance Program.
- Locate and perform minor repairs on water service valves, main valves, and hydrants.
- Practice preventative maintenance in water valves and hydrants. This includes operating, checking, and thawing of main valves or flushing, drainage and thawing of hydrants.
- Attend to sewer back-up calls. Unplugging, or flushing of sewer services or mains in emergency.
- Perform manual labour duties related to the repair of water main breaks, sewer blockages, hydrants, and valves.
- Investigation and evaluation of new products and methods.
- Coordination of work schedules for lower level operations.
- Operate all pickup trucks.
- Attend to complaints and inquiries with regards to water and wastewater services from the public in person.
- Communications in liaison with controlling agencies such as AEP.
- Perform Standby and/or On-Call duties as assigned or scheduled
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- As required by Alberta Environment and Parks Certification in the following:
    - Water Treatment Level III

- Water Distribution Level II
- Wastewater Treatment Level I
- Wastewater Collection Level II

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

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

OFFICE STAFF

Administrative Assistant – Clerk II (Planning & Development)

DEPARTMENT: Planning & Development
REPORTS TO: General Manager, Planning & Growth
JOB TYPE: Administration
LOCATION: Civic Centre

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

This position reports to: General Manager, Planning & Growth → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Full range of administrative assistant support to the Planning and Development departments
- Responding to letters and general correspondence of a routine nature
- Arranging meetings, preparing agendas and minute taking for the department.
- Organize and prepare for special planning/public meetings and/or events as required.
- Typing and correcting draft documents
- Screening calls and assisting callers, visitors, and customers
- Assisting in and/or preparing correspondence, reports, applications, and proposals. This includes but is not limited to, compliance certificates, caveats, right of way agreements and application forms.
- Organizing office activities, create new files/folders following established filing procedures and other administrative duties

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

QUALIFICATIONS AND EXPERIENCE

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Administrative Assistant – Clerk II (Records Management & FOIP)

DIVISION: Corporate Services
DEPARTMENT: Legislative Services
REPORTS TO: General Manager, Corporate Services
JOB TYPE: Administration
LOCATION: Civic Centre

GENERAL ACCOUNTABILITIES

The Records Management and FOIP Clerk – Clerk II ensures that all Town of Drayton Valley documents and information are stored, maintained, and destroyed as per the Municipal Government Act and FOIP.

The Records Management and FOIP Clerk delivers access to information and protection of privacy services in accordance with applicable legislation, policies, and processes to enable compliance with the FOIP Act. This position will be responsible for administration of the FOIP Act for the Town of Drayton Valley.

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Maintenance of all records created by the Town, electronically and paper.
- Ensuring that all procedures and policies regarding the creation, retention, withdrawal, archival, and destruction of records are adhered to, followed, and implemented.
- Updating and tracking all files.
- Creation of new files and folders following established procedures and in consultation with the manager.
- Ensuring that records move through the active, inactive, and obsolete/destruction cycle.

- Identifying records for closure and/or disposition.
- Destruction of records and maintenance of a list of records destroyed.
- Maintaining the Vault in the Town Office
- Administration of the Electronic Document Management System.
- Prepare (photocopy, sever, organize, number, file, review, index, and track) all documents in response to formal requests and maintain all records created in the process of responding to official FOIP and access to information requests.
- Research all FOIP and access requests and provide regular statistical information including disposition, timelines, and information released, severed sections, appeals, and any other relevant information.
- Ensure staff is aware of FOIP requirements by developing and delivering educational materials and presentations on the legislation and procedures.
- Ensure Town policies, systems, forms and electronic materials include appropriate FOIP statements and are aligned with FOIP legislation.
- Ensure systems have appropriate securities that meet FOIP requirements.
- Implementing policies, guidelines and procedures to manage the local government body's compliance with the FOIP Act;
- Providing advisory services on freedom of information and protection of privacy to the staff of the local government body;
- Act as clerk for quasi-judicial bodies, SDAB, ARB etc.
- Advising senior management on information that may be made available without a FOIP request;
- Act as back up for Administrative Assistant during absences
- Managing the FOIP request process for the local government body, which may include:
    - assisting applicants,
    - assigning requests to program areas,
    - monitoring and tracking the processing of requests, meeting time limits and notification requirements,
    - considering representations from third parties,
    - calculating fee estimates and collecting fees,

- reviewing preliminary recommendations about the release and refusal of information from program areas, sections or organizations,
- making final recommendations on responses to requests, and
- responding to applicants.

- Other job-related duties as required.

QUALIFICATIONS AND EXPERIENCE

- Certificate or diploma in Office Administration or Records Management and/or a combination of years of related experience.
- Exhibits a high level of professionalism and confidentiality
- Collaborates and interacts effectively with management and peers.
- Organization and time management skills.
- Strong understanding of the importance of maintaining confidentiality.
- Ability to establish priorities, work independently and proceed with objectives under minimal supervision.
- Minimum one (1) year of experience in records management, legal administrative, FOIP Coordination or similar role, preferably in a Municipal Government setting.
- Advanced knowledge in Windows applications – Microsoft Word, Excel, PowerPoint, Publisher, and Adobe application suite.
- Freedom of Information and Protection of Privacy Act Certificate

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Administrative Assistant – Clerk III (Community Services)

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Administrative support for the Department
- Receive and distribute Department e-mail and land mail correspondence
- Receive and direct Department telephone and customer inquiries
- Scheduling of appointments and meeting dates with committee members and the General Manager of Community Services
- Assistance in Special Events planning
- Prepare and distribute correspondence
- Prepare and distribute meeting agendas and minutes
- Minute-taking
- Organize routine office activities

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

QUALIFICATIONS AND EXPERIENCE

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Administrative Assistant – Clerk III (Civic Centre)

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

This position reports to: Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

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

- Communicate and coordinate projects with committee members
- Communicate Department activities to other departments within the organization
- Maintain Department filing system utilizing established filing procedures
- Other administrative duties as assigned

QUALIFICATIONS AND EXPERIENCE

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Clerk Lead

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

GENERAL ACCOUNTABILITIES

The Clerk Lead is responsible for coordinating and redistributing tasks as required for the efficient and timely completion of all Clerk I and Clerk II job requirements. This position is also responsible for ensuring quality customer service regarding property tax collections, cash deposits, administrative duties and maintenance of the tax account data integrity. The Clerk Lead will be responsible for training Clerk I and Clerk II positions to ensure deliverables are met.

This individual must possess the ability to maintain a flawless level of confidentiality and professionalism.

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

General Responsibilities:

- Provide training and cross training to members of the Finance team to ensure accurate coverage while positions are vacant.
- Provide excellent customer service to customers, internal Town staff and members of the public.
- Ensure accurate filing systems are maintained.
- Attend staff meetings as required.
- The Clerk Lead will be able to fulfill all the duties of the Clerk II and Clerk I positions when required.
- Must maintain a professional appearance and demeanor in dealing with the public and coworkers.

Clerical Responsibilities:

- Review, coordinate and communicate all routine clerical duties performed by Clerk I and Clerk II positions to ensure timely and efficient completion of deliverables, including but not limited to: accounts payable cheques and direct deposits, accounts receivable invoicing, utility billing, utility monitoring, receipting and reception.
- Redistribute workload among Clerk I, Clerk II and Clerk Lead positions in the event of expected and unexpected absences.
- Review aging accounts receivable balances and inquire with customers on balances past due.
- Set up new property roll numbers that are compatible with development of new parcels.
- Ensure that all Land Title changes are updated in the database accurately and on a timely basis.
- Work in conjunction with the Town's external assessment service provider to ensure accuracy of the Town's annual assessment roll.
- Assist the General Manager of Corporate Services in the preparation of the Town's annual Mill Rates.
- Assist the public and mutual external contacts regarding tax assessment and general tax matters including but not limited to legal land descriptions, property assessment values, tax collection, tax revisions, tax levy calculations, payment agreements, penalty inquiries and general inquires.
- Maintain tax installment data within the financial system, calculate monthly payments and prepare banking files for automatic payments.
- Coordinates tax billings and arrange for irregular tax payments and collections.
- Produce tax certificates for properties.
- Prepare tax collection reporting.
- Maintain and evaluate municipal and financial data within the financial system and as required by any agreements entered into by the Town.
- Act as the clerk and primary contact for various assessment review boards such as Composite Assessment Review Board & Local Assessment Review Board.
- Other job relevant duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Minimum five (5) years of experience Accounting or Finance, preferably in a Municipal setting.

- Post-secondary diploma or certificate in Accounting or Finance from a recognized institute and/or a combination of years of related experience.
- Previous experience in administrative support, office management or data entry is highly desirable.
- Attention to detail is critical with a focus on accuracy and recordkeeping.
- Solid interpersonal and customer service skills with a positive and approachable attitude.
- Excellent telephone etiquette and written & verbal communication skills.
- Highly organized with a strong ability to meet tight deadlines and multi-task.
- Clear Criminal Record Check.
- Computer competency in Windows applications – Microsoft Word, Excel, database applications, and network systems.
- Familiarity with utility billing systems or accounting software is an asset, such as CityWide, Serenic, and/or Sylogist Gov.
- Excellent ability to coach and train others on policy and processes.
- Ability to provide clear direction and give effective feedback to others.
- Collaborates and interacts effectively with management and peers.
- Excellent ability to multi-task, handle pressure and delegate tasks.
- Knowledge and ability to de-escalate intense situations.
- High level of critical, logical and analytical thinking.
- Incident Command Systems (ICS) 200 or willingness to attain

SPECIAL REQUIREMENTS & OTHER CONSIDERATIONS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies and or when strict deadlines are being faced.

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Clerk III (Finance)

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

GENERAL ACCOUNTABILITIES

The Clerk III is responsible for the accurate and timely production of the monthly utility billings and recording of the corresponding bill payments. This position is responsible for the overall integrity of the Utility System including excellent interpersonal skills as it relates to customer service of utility customer inquiries. This position is also responsible for ensuring quality customer service regarding property tax collections, cash deposits, administrative duties and maintenance of the tax account data integrity.

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

Clerical Responsibilities:

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

- Responsible for investigating issues with reading equipment.
- Produce, review, action, and provide supervisor with monthly utility accounts receivable data.
- Responsible for coordinating daily readings and meter maintenance with water plant personnel.
- Provide an efficient and effective set of records for the activities carried out in the utility section.
- Produce all necessary general ledger reports and maintain the safe keeping of these records.
- Provide timely, accurate monthly utility reconciliation of the utility accounts.
- Act as first contact for inquiries from public- receiving and passing on complaints to proper department heads for follow up.
- Set up new property roll numbers that are compatible with development of new parcels.
- Ensure that all Land Title changes are updated in the database accurately and on a timely basis.
- Work in conjunction with the Town's external assessment service provider to ensure accuracy of the Town's annual assessment roll.
- Assist the Manager of Finance in the preparation of the Town's annual Mill Rates.
- Assist the public and mutual external contacts regarding tax assessment and general tax matters including but not limited to legal land descriptions, property assessment values, tax collection, tax levy calculations, payment agreements, penalty inquiries and general inquires.
- Maintain tax installment data within the financial system, calculate monthly payments and prepare banking files for automatic payments.
- Coordinates tax billings and arrange for irregular tax payments and collections.
- Produce tax certificates for properties.
- Prepare tax collection reporting and bylaws.
- Act as primary contact for various assessment review boards such as Composite Review Board & Local Review Board.

General Responsibilities:

- Provide training to members of the Finance team to ensure accurate coverage while position is vacant
- Provide excellent customer service to customers, internal Town staff and members of the public.
- Ensure accurate filing systems are maintained

- Attend staff meetings as requires.
- The Clerk III will be able to fulfill all the duties of the Clerk II and Clerk I position when required
- Other job relevant duties as assigned.

QUALIFICATIONS AND EXPERIENCE

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

SPECIAL REQUIREMENTS & OTHER CONSIDERATIONS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies and or when strict deadlines are being faced.

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Clerk II (Finance)

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

GENERAL ACCOUNTABILITIES

The Clerk II responsible for the accurate and timely production of the vendor payments and account receivable invoicing. This position is responsible for the overall integrity of the A/P and A/R systems including excellent interpersonal skills as it relates to customer service of vendor and customer inquiries. The position also involves providing reception, clerical and information services to the public when required.

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

Accounts Payable Responsibilities:

- Maintains and updates vendor files, including name, address, mergers, or mailing attentions.
- Distribute invoices to all managers for appropriate oversight and approval.
- Ensuring accurate general ledger coding of invoices for the Administration department.
- Entering all invoices into the accounting software.
- Running of reports and checking the entries for accuracy.
- Ensuring all data is entered and verified to prepare cheques for appropriate signatures.
- Responsible for ensuring timely and accurate distribution of payables with appropriate authorizing signatures.
- Ensuring records are maintained for capital cost invoices.

- Answering inquiries and questions concerning accounts or coding, reconciling accounts in a professional manner.
- Reconciles all payable accounts to monthly statements to ensure accounts are up to date and not overdue.

Accounts Receivables Responsibilities:

- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
- Creates invoices according to company practices; submits invoices to customers.
- Maintains and updates customer files, including name, address, mergers, or mailing attentions.
- Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts.
- Creates reports regarding current status of customer accounts as requested.
- Researches customer discrepancies and past-due amounts
- Collaborates with Finance Manager to reconcile accounts receivable on a periodic basis.
- Generates monthly billing statements
- Addressing any customer billing questions in a professional manner.

General Responsibilities:

- Provide training to members of the Finance team to ensure accurate coverage while position is vacant
- Provide excellent customer service to vendors, customers, internal Town staff and members of the public.
- Ensure accurate filing systems are maintained
- The Clerk II will be able to fulfill all the duties of the Clerk I position when required
- Other job relevant duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Minimum five (5) years of experience Accounting or Finance, preferably in a Municipal setting.
- Post-secondary diploma or certificate in Accounting or Finance from a recognized institute

- Solid interpersonal and customer service skills with a positive and approachable attitude
- Excellent telephone etiquette and written & verbal communication skills
- Highly organized with a strong ability to meet tight deadlines and multi-task
- Clear Criminal Record Check
- Computer competency in Windows applications – Microsoft Word, Excel, database applications, and network systems.
- Experience with Serenic considered an asset.

SPECIAL REQUIREMENTS & OTHER CONSIDERATIONS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies and or when strict deadlines are being faced.

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Clerk I (Finance)

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Act as first point of contact for inquiries from public.
- Answering the main phone line and redirecting calls to appropriate Town personnel
- Receiving and passing on concerns or questions to proper department heads for follow up.
- All receipting of payments and reconciling of balancing reports from other Town facilities.
- Responsible for the opening and closing procedures for the Civic Centre.
- Sorting, distributing, and applying postage to incoming and outgoing mail.
- Responsible for scheduling and setting up conference room bookings. This includes taking bookings and managing Civic Centre staff appointments upon arrival.
- Responsible for receipting of payments received at reception and providing information upon request.
- Act as liaison between the Planning department and the public for permit and business license correspondence.

- Work cooperatively towards an efficient and effective work environment
- Coordinate all courier service for the Civic Centre.
- Cross train and act as backup for Clerk II for emergencies.
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

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

SPECIAL REQUIREMENTS & OTHER CONSIDERATIONS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies and or when strict deadlines are being faced.

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

RCMP Administrative Support (Dispatcher)

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

This position reports to: Fire Chief → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Meeting the general public at the counter, determining whether or not the complaint requires actual police attention of if the case is of a civil nature, advising accordingly or directing the person(s) to a member should they require police attention.
- Analyzing the nature of inquiry, replying from personal knowledge and experience or from material reference or having the caller referred to a member in the office for attention.
- Passing out and explaining information or providing proper referrals on numerous items such as boating regulations, hunting regulations, firearms registration, applicants, police clearance procedures, road conditions, weather conditions, directions, etc.
- Answering inquiries and complaints of legal counsel, insurance adjusters, probation officers and city municipal regional administrators from personal knowledge, reference materials or direction to appropriate source.

- Receiving and recording in proper format, detailed complaints on all Federal and/or Provincial and Municipal Statutes and supplying routine information to the public as well as answering enquiries concerning these status: Requires rudimentary knowledge of such matters involving Criminal Code, Drugs, Customs & Excise, Immigration, Parole, Liquor, Snowmobile and Traffic Acts, etc.
- Helping customers requiring fingerprinting for visa applications as well as obtaining and processing Criminal Record Background checks.
- Contacting government agencies, private business, private individuals concerning investigation and housekeeping matters.
- Receiving and recording, in proper format, information concerning motor vehicle accidents.
- Receiving and recording probationers and parolees check-ins. This recording determines if charges are laid, therefore total accuracy is essential.
- Resorting to basic psychology when dealing with emotionally disturbed or upset persons or under the influence of alcohol and drugs when coming into the office for assistance.
- Responding to the needs of the different cultural/ethnic/native groups found in the detachment's area of jurisdiction.
- For Statistical purposes (Stats Canada) by searching, recording, compiling, and calculating data.
- Annual PIRS/PROS audit – On a quarterly basis, in order to complete an annual PIRS/PROS audit, validate all computer data & entry in hard copy files to ensure all entries are correct & amend same accordingly. Checking approximately 100 files, utilizing 15-30 minutes per file, depending on the magnitude of the file.
- Classifying incoming correspondence and assigning to appropriate file system.
- Creating files on a continual basis, i.e. classifying, numbering, captioning scoring for stats.
- Diary dating pertinent information on new files or status of received correspondence.
- Scheduling operational files for review and disposal.
- Scheduling case files for review and segregation if not under active consideration.
- Scheduling destruction of dormant case files.
- Relaying information from calls received on to member on patrol.
- Searching records and formulating replies in response to inquiries from patrol cars and/or agencies.
- Assisting members on patrol by dispatching tow trucks or ambulances and conducting telephone or C.P.I.C. queries concerning such matters as the registered owner of a vehicle or outstanding warrants for arrest.

- Transcribing, compiling, computing, and typing from Dictaphone tapes, rough drafts, and notes. i.e. court prosecutor sheets, information, exhibit report forms, parole report forms, court briefs, court circumstance sheets, coroner's reports, summons, subpoenas, warrants, conviction orders, statement, etc.
- Providing data entry for PIRS/PROS (Police Reporting and Occurrence System) and as Information Managers provide maintenance and integrity of said data.
- Setting up and maintaining various forms required by the detachment, through numerous RCMP FORMS utilizing internet and databases and those developed in-house.
- Drafts routine replies to Crown Attorneys, other Police Departments, the public, various government agencies, etc., in preparation for the signature of member. Also obtains necessary information from courts and drafts case conclusion reports.
- Responsible for Accounts/Receivable and Accounts/Payable. Responsible for VISA statement(s) reconciliation as well as balancing contingency monies (petty cash). Maintaining TEAM con line budget query system.
- Handling large sums of monies when fines are paid at the office, as well as the responsibility for balancing and submitting monies.
- Responsible for the maintenance and upkeep of Administrative/Operation Manuals.
- Maintaining and ordering of stationery supplies within budgetary constraints.
- Sorting, distributing, and actioning. i.e. reports, warrants, memos, summons, accounts. Etc.
- Responsible for all found property; endeavoring to locate owner for return or disposal of property after specified period of time held at detachment.
- Arranging for N.C.O. i/c and members to attend or receive appointment.
- Arranging for transportation and accommodations.
- Familiarizing and apprizing new members of office routines
- Arrange for service and repair of office equipment.
- Up keeping manuals, bulletins, and circulars up to date.
- Maintaining records of escort services (prisoners) to and from detachment. Processing of fingerprint forms, labeling and submission of photographs.
- Preparing documents for court, many of which require knowledge of acts and laws and extraction of pertinent information such as relative information from case files.
- Court Liaison pull all files required for court, prepare court sheets, ensure file is in order for prosecutor. Attend court, complete court sheets with outcome re-diary date court dates or assign back to member for further action. Use of J.O.I.N. to access provincial court system.
- Keeping records of warrants issued and executed, dispositions and fines paid.

- Preparing News Release/court news as required for the media.
- Compiling and checking by perusing files all information to be added, modified, or deleted in all five subject areas (vehicle, persons, records, property and marine).
- Responsible for all entries in assisting other governmental agencies, i.e. Probation, Fish, and Wildlife, Family Maintenance.
- Querying system and relaying information to members.
- Performing mailbox requests, switcher, messages, and off-line requests.
- Performing all related filing.
- Responding to telephoned and radioed and mailed request for information stored within the C.P.I.C. system.
- Validating and purging all C.P.I.C. files monthly.
- Being available for emergency telephone calls at all times during tour of duty. Detachment clerks are often a vital link of communication between RCMP members and the general pubic during emergency situations. This role is critical to the safety of those concerned.
- Receiving emergency calls and relaying same to detachments concerned via radio, telephone or RCMP computerized systems, and accurately recording same for reference purposes.
- Accurately extracting information from the caller and being able to calm the caller and instill or restore their confidence.
- Relaying emergency calls with utmost speed to provide the best police service.
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

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

SALARY/BENEFITS

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

the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the CollectiveAgreement, Article 28, Schedule "A".

Administrative Assistant – Clerk II (Fire Department)

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

This position reports to: Fire Chief → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Answer the telephone and provide information to the caller or route the caller to theappropriate chief officer
- Greet visitors to the fire station and direct them to the appropriate chief officer
- Take phone or visitor messages and deliver them to the appropriate chief officer
- Open, date stamp, sort and distribute the mail
- Compose and type routine correspondence and office memorandums using wordprocessing software
- Compile and type statistical reports including tables using spreadsheet software
- Schedule and manage multiple schedules using Microsoft Office software
- Maintain office supplies
- Make copies, collate, and staple materials as required
- Maintain current and permanent filing system, including creating new files and retrievingsame as requested
- Complete/record Incident Reports using specialized Fire Department software

- Create invoices for Motor Vehicle Collisions as required
- Attend and take minutes of monthly Fire Officers meeting
- Maintain and keep the minute book up to date
- Assist in the organization of Fire Department functions and events
- Other duties as required

QUALIFICATIONS AND EXPERIENCE

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

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Asset Technician

DIVISION: Municipal Services
DEPARTMENT: Asset Management
REPORTS TO: General Manager of Municipal Services
JOB TYPE: Professional
LOCATION: Civic Centre

GENERAL ACCOUNTABILITIES

The Asset Technician will perform the creation, maintenance and updating records associated with the Town of Drayton Valley assets. This position will create original records/drawings, update existing information and plans and maintains all drawings related to all assets. These will be maintained using the Town Asset Management database, geographic information system (GIS) and other automated systems.

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- In collaboration with senior leadership develop and maintain asset management processes and procedures, that are supported by GIS, to conduct assessments on current conditions and value of tangible assets, future replacement scheduling, rehabilitation, or maintenance for long-term capital forecasts and future planning.
- Develop and maintain GIS and asset management policy and procedure.
- Train Town staff on GIS and asset management processes and expectations, enhancing their roles in fulfilling asset management data acquisition and processing.
- Ensure that data maintenance conforms to applicable industry and corporate standard and remain up to date with technology and best practices related to GIS and asset management.
- Collect, enter, and maintain initial and updated information into the GIS and asset management software as it becomes available, this includes working with contractors, staff, developers, and others to ensure timely and accurate input of data.
- Provide input to senior leadership to continually improve the programs, including input on emergent issues and communicating them in a timely manner.
- Perform spatial queries and analysis to verify the integrity and accuracy of GIS databases which also includes collaboration with Finance to provide information for budgeting, the long-term financial planning, tangible capital assets and full cost accounting functions.

- Prepare standard and custom maps and reports following established cartographic principles, using appropriate symbology and classification methods for development permitting applications and undertake other tasks, projects, responsibilities as required.
- Collect field data for input into GIS software.
- Coordinate and/or support in the assessment on the current condition, and value of tangible assets, and future replacement scheduling, rehabilitation, or maintenance for long-term capital forecasts and planning.
- Produce asset summaries from the maintained data to support capital planning, decision making and reporting.
- Stay current with ongoing developments and governmental requirements regarding GIS and asset management.
- Undertake other tasks, projects and responsibilities as required.

MAJOR INTER-PERSONAL CONTACTS

Must be able to demonstrate professionalism and ability to work within a team environment

General Manager, Municipal Services
General Manager, Corporate Services
General Manager, Planning & Growth
Development Planner
Civil Engineer Technologist
Finance Manager
Public Works Manager
Utilities Manager
Facilities Manager
External clients and contractors

QUALIFICATIONS AND EXPERIENCE

- Listed below is the education and/or experience that is preferred or considered an asset for this position:
    - Technology diploma or an applied degree in GIS or business analysis
    - 1 – 3 years' experience in GIS and/or asset management
- High proficiency in ESRI ArcGIS, MS Office Suite and Windows applications and strong database management and analytical skills
- Thorough knowledge of GIS, cartographic concepts, design, layout and development mapping practices

- Excellent telephone etiquette and written/verbal communication, interpersonal, professionalism skills within a municipal government context
- Ability to adapt well in an ever-changing environment, highly organized, with demonstrated attention to detail with an ability to manage time and priorities effectively
- Ability to write technical reports, project correspondence
- Possess a valid Class 5 Drivers License and clean drivers abstract

RECREATION

Lifeguard

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Recognize and respond quickly and effectively in emergencies.
- Enforce all aquatic facility policies, rules, and regulations.
- Report any unsafe conditions or equipment to the supervisor.
- Complete records and reports.
- Participate in regular in-service training.
- Maintain fitness level (swimming skills, strength and endurance).
- Meet and deal pleasantly with the public
- Provide customer with appropriate answer to queries that may be received
- Analyze problems and come to a satisfactory solution. Make correct referrals to the supervisor on duty
- Relate pool programs, policy, and schedule information to public as required

- Perform basic water tests and record Chemical Checklist
- Perform all cleanup duties thoroughly as per posted maintenance checklists
- Ensure building cleanliness during shift
- Work with a variety of cleaning products
- Basic understanding of pool and whirlpool operations
- Splash Park mechanical system, equipment checks, and water chemistry.
- Maintain Cleaning checklists
- Provide customer service and completion of cashier duties as required.
- Have a clear understanding of pool policies and procedures
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Bronze Cross Certificate
- First Aid & CPR Certification
- Good customer service and verbal communication skills
- NL Certificate
- Knowledge of basic pool operation including water chemistry and mechanical checks
- WSI Instructor
- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- Decision-making skills.
- Computer competency in Windows and database applications

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Lifeguard Instructor I

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

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

- Attend and participate in regular in-service training
- Maintain lifeguarding standards during each shift ensuring that the pool is guarded according to pool policy for the safety of patrons
- Supervise patrons and facility as required during shifts
- Ensure high standards are maintained by all staff during shift
- Assist the Park Valley Pool Manager with the implementation and running of pool programs and special events
- Provide customer service and relate pool program, policy, and schedule information to public. Ensure that all customers sign in prior to using the facility. Process and or check the membership for each customer.
- Perform all cleaning duties as per all sanitation plans.
- Completion of cashier duties as required, including operation of electronic cash register and computer
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

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

SPECIAL REQUIREMENTS

- Position is shift work and hours of work will vary based on events and seasonal operating hours.

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Lifeguard Instructor II

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

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

- Attend and participate in regular in-service training
- Maintain lifeguarding standards during each shift ensuring that the pool is guarded according to pool policy for the safety of patrons
- Supervise patrons and facility as required during shifts
- Ensure working standards are maintained by all staff during shift
- Assist the Park Valley Pool Manager with the implementation and running of pool programs and special events
- Provide customer service and relate pool program, policy, and schedule information to public. Ensure that all customers sign in prior to using the facility. Process and or check the membership for each customer.
- Perform all cleaning duties as per all sanitation plans.
- Completion of cashier duties as required, including operation of electronic cash register and computer
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

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

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Lifeguard Instructor III

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

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

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

QUALIFICATIONS AND EXPERIENCE

- NL certificate
- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- Red Cross Water Safety Instructor Certificate
- Standard First Aid and CPR Certificate or AEC
- AED/O2
- Current Level II plus Pool Operators Level I
- WHMIS

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

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Lifeguard Instructor IV

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

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

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

- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

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

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Lifeguard Instructor V

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Recognize and respond quickly and effectively in emergencies
- Enforce all aquatic facility policies, rules, and regulations.
- Inspect the facility on a daily schedule and report unsafe conditions or equipment to the Manager
- Complete records and reports
- Maintain fitness level (swimming skills, strength, and endurance).
- Provide instruction of various swimming programs to enrolled students

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

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

QUALIFICATIONS AND EXPERIENCE

- NL certificate
- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- Red Cross Water Safety Instructor Certificate
- Standard First Aid and CPR Certificate or AEC
- AED/O2
- Pool Operators Level II
- AEC/NLS Course Conductor or WSI
- Other training requirements as per Collective Agreement – Advance Course Requirements
- WHMIS

- LSI Leadership Award (Life saving instructor)
- Current Level IV plus or relevant course approved by Town of Drayton Valley
- Good verbal communication skills
- Ability to meet with and deal pleasantly with public
- Knowledge of basic operation of all pool, office and janitorial equipment and supplies
- An understanding of facility characteristics, rules, policies, and procedures.
- Leadership and public relations skills.
- Decision-making skills.
- Computer competency in Windows and database applications

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Facility Operator I

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Maintain all public and staff areas within the facility to ensure a clean and safe environment for all patrons.
- Perform all maintenance and upkeep duties in accordance with posted maintenance checklists.
- Attend to the general upkeep of the grounds surrounding the facility such as minor landscaping duties, shovelling snow, and ensuring there is no garbage on the grounds.
- Display strong customer service principles by greeting and dealing with the public in a pleasant manner, attending to customer concerns, and displaying loyalty to the facility and its management.
- Ensure that the facility is prepared for various bookings and functions in accordance with information provided in event files.
- Complete all necessary maintenance to ice surfaces including preparation of rink floor and creating ice surfaces, regular flooding & shaving of ice surfaces, edging, and installing lines & logos on the ice surfaces.
- Perform general facility maintenance tasks and other related duties.

- Assist in coordination of all activities within a predetermined schedule.
- Supervise the facility and its immediate surrounding by ensuring the comfort and safety of the public while maintaining compliance of facility rules.
- Ensure that proper closing procedures are followed at the end of the operational day.
- Take charge in an emergency situation
- Maintain a positive facility image and record all matters that require management's attention.
- Assist other Town facilities with any additional maintenance tasks and duties when required.
- Adherence to policies and direction as outlined and as applicable with-in the town of Drayton Valley Health and Safety Manual and with-in the Town of Drayton Valley Health and Safety Policy.
- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Facility Operator II

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Maintain all public and staff areas within the facility to ensure a clean and safe environment for all patrons.
- Perform all maintenance and upkeep duties in accordance with posted maintenance checklists.
- Attend to the general upkeep of the grounds surrounding the facility such as minor landscaping duties, shovelling snow, and ensuring there is no garbage on the grounds.
- Display strong customer service principles by greeting and dealing with the public in a pleasant manner, attending to customer concerns, and displaying loyalty to the facility and its management.
- Ensure that the facility is prepared for various bookings and functions in accordance with information provided in event files.

- Complete all necessary maintenance to ice surfaces including preparation of rink floor and creating ice surfaces, regular flooding & shaving of ice surfaces, surface temperature, humidity, ice depth, rink board conditions, edging, and installing lines & logos on the ice surfaces.
- Ensure that daily plant checks are completed and documented as well ensuring the plant is maintained.
- Identify and perform general facility maintenance tasks and other related duties.
- Assist in coordination of all activities within a predetermined schedule.
- Supervise the facility and its immediate surrounding by ensuring the comfort and safety of the public while maintaining compliance of facility rules.
- Ensure that proper opening and closing procedures are followed.
- Assume a leadership role by supervising other staff members and assigning tasks so all work is completed by the end of each shift.
- Take charge in an emergency situation.
- Maintain a positive facility image and record all matters that require management's attention.
- Assist with staff training and development for all aspects of the operation of the facility.
- Identify and assist in coordinating and completing preventative maintenance requirements of all facility equipment.
- Adherence to policies and direction as outlined and as applicable within the Town of Drayton Valley Health and Safety Manual and within the Town of Drayton Valley Health and Safety Policy.
- Other job-related duties as assigned.

SPECIAL REQUIREMENTS

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

QUALIFICATIONS AND EXPERIENCE

- Excellent physical condition
- High School Diploma
- Valid Alberta Class 5 Drivers License

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Facility Labourer I

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

Equipment/Machine Operated

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

General Duties

To clean all public and staff areas in the facility, including:

- Washroom areas
- Hallways and lobbies
- Dressing rooms
- Activity areas
- Storage and janitorial areas
- Offices and entranceways
- To perform all maintenance and upkeep duties in accordance with posted maintenance checklists.
- To assist with ice maintenance where required by performing such duties as: Moving or repositioning goal nets, minor repairs to rink boards or gates, assisting with ice making and ice removal tasks and hand edging.
- To attend to the general upkeep of the grounds surrounding the facility by: picking up garbage on grounds, mowing the grass, trimming hedges and other minor landscaping duties.

- To display strong customer service principles by: Greeting and dealing with the public pleasantly, ensuring that one's appearance is in accordance with facility standards, attending to customer concerns by dealing with the matter directly or redirecting the concern to the appropriate person, and displaying loyalty to the facility, its management, and staff.
- To assist with the preparation of the facility for various functions by performing such duties as: moving furniture and equipment, setting up audio-visual equipment and materials, and providing assistance to the event organizers.
- To be familiar with and assist the Facility Operator or other supervisory staff with all emergency and safety procedures as required.
- To assist with the supervision of the facility and its immediate surroundings by: ensuring that the public is complying with the rules of the facility, ensuring the comfort and safety of the public, and ensuring that proper closing procedures are followed at the end of the operational day.
- To complete other duties as assigned by the manager to the general maintenance and upkeep of the facility on the basis of need and the individual's ability to perform the tasks.

SPECIAL REQUIREMENTS

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

QUALIFICATIONS AND EXPERIENCE

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Facility Labourer II

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.
- Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.
- Clean all public and staff areas in the facility. Perform all maintenance and upkeep duties in accordance with posted maintenance checklists.
- Perform minor ice maintenance duties including moving or repositioning goal nets, basic flooding, minor repairs to rink boards or gates, assisting with ice making and ice removal tasks, hand edging, etc.
- Attend to the general upkeep of the grounds surrounding the facility. Display strong customer service principles by greeting and dealing with the public pleasantly, attending to customer concerns by dealing with the matter directly or redirecting the concern to the appropriate person.
- Assist with the preparation of the facility for various functions by performing duties such as moving furniture & equipment, setting up audio-visual equipment & materials, and helping event organizers.
- Follow all emergency and safety procedures. Supervise the facility and its immediate surrounding by ensuring the comfort and safety of the public while maintaining compliance of facility rules.
- Ensure proper opening and closing procedures are followed.
- Assist in maintaining records of inventory for all materials, supplies and equipment owned or managed by the Omniplex.
- Other job-related duties as assigned.

SPECIAL REQUIREMENTS

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

QUALIFICATIONS AND EXPERIENCE

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Facility Labourer I (Fitness Centre)

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

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

SPECIAL REQUIREMENTS

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

QUALIFICATIONS AND EXPERIENCE

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the CollectiveAgreement, Article 28, Schedule "A".

Event Coordinator

DEPARTMENT: Recreation
REPORTS TO: Omniplex Manager
JOB TYPE: Labour
LOCATION: Town Facilities

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Help with preparations and setup of events.
- Introduce yourself and work with the principal organizer/client of the function and assist them as needed.
- Provide assistance and general information to clients.
- Receive and attempt to resolve complaints and service requests.
- Provide support to the Events Administrator as required.
- Ensure the safety and security of the Centre and clients is maintained at all times.
- Inspect and fulfill cleaning duties of the facilities to ensure cleanliness, tidiness, and well stocked supplies.
- Ensure setup is acceptable and cleanliness is satisfactory to the client prior to events.
- Monitor behavior of users and report suspicious and unbecoming behavior to the event organizer.
- In an emergency, assist with evacuation of clients and staff.

- Help in minor maintenance and report to management anything that needs to be repaired.
- Provide coffee/tea service and bussing as required.
- Monitor and implement policies and procedures at facility functions.
- Communicate with janitorial staff at the Mackenzie Conference Centre before and after events to ensure proper service levels.
- Supervise kitchens and bars to monitor inventory in these areas for compliance with AGLC and Health Board regulations.
- Ensure that event files are duly updated and forwarded to Administration for follow through.
- Assist Omniplex staff with set up and take down of events and maintain a presentable appearance of the facility.
- Other job-related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

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

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level I. Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Events Labourer

DEPARTMENT: Recreation
REPORTS TO: Omniplex Manager
JOB TYPE: Labour
LOCATION: Town Facilities

GENERAL ACCOUNTABILITIES

Your role will be to enhance customer experience at Town Facilities ensuring events are ready for clients and the smooth & efficient delivery of event products within the facility. You must possess exceptional customer service and organizational skills along with a strong work ethic.

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Help with preparations, setup and take down of events.
- Introduce yourself and work with the principal organizer/client of the function and assisting and informing as needed.
- Receive and attempt to resolve complaints and service requests.
- Ensure the safety and security of the clients is maintained at all times.
- Inspect and fulfill cleaning duties of the facilities to ensure cleanliness, tidiness, and well stocked supplies.
- Ensure setup is acceptable and cleanliness is satisfactory to the client prior to events.
- Monitor behavior of users and report suspicious and unbecoming behavior to the event organizer.
- In an emergency, assist with evacuation of clients and staff and call emergency services.
- Help in minor maintenance and report to management anything that needs to be repaired.

- Provide drink/coffee/tea service and bussing as required. (can include serving alcohol at a bar, if proper certificates are held)
- Monitor and implement policies and procedures at facility functions.
- Communicate with janitorial staff at the facilities before and after events to ensure proper service levels.
- Supervise kitchens and bars to monitor inventory in these areas for compliance with AGLC and Health Board regulations.
- Ensure that event files are duly updated and forwarded to Administration for follow through.
- Other job-related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- High School diploma.
- Pro Serve Certificate
- Ability to work independently, utilize innovative thinking, attention to detail and creative problem solving.
- Solid interpersonal and customer service skills with a positive and approachable attitude.
- Excellent communication skills.
- Customer service experience.
- Some experience in special events is preferable.

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level I. Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Receptionist – Clerk I

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

GENERAL ACCOUNTABILITIES

The Receptionist is required to perform all duties related to being stationed at the front desk of the facility. As the first point of contact for patrons entering or calling the facility, the Receptionist provides excellent customer service and addresses all inquiries professionally and effectively.

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Answer phone calls and in-person queries, respond and direct patrons as required
- Display solid customer service principles by greeting and dealing with the public pleasantly, attending to inquiries promptly, and ensuring that one's appearance and behavior is in accordance with the facility's standards
- Record facility booking requests and complete the necessary documentation for administrative purposes and for the attention of other staff members
- Maintain visual integrity of the reception area, brochure display area, and bulletin boards; and to update the information displayed in these areas as required
- Developing monthly newsletters and forwarding the same to identified agencies, businesses, organizations, and individuals
- Preparing promotional material, brochures, and posters for display within the Omniplex or distribution throughout the market area
- Operate the cash register and handle financial transactions with accuracy
- Maintain familiarity and assist the Managers or other supervisory staff with all emergency and safety procedures as required

- Assist with the supervision of the facility and its immediate surroundings by ensuring that patrons are comfortable, safe, and complying with the rules of the facility
- Accept and process membership applications, payments, and registrations for all related functions of the Omniplex
- Ensure that relevant patron personal information is entered and stored accurately and securely as per FOIP
- Ensure that vending machines are filled and maintained
- Complete weekly and monthly tracking reports for tanning bed usage, court rentals, lockers and other items as assigned
- Other job related duties as assigned

QUALIFICATIONS AND EXPERIENCE

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Receptionist – Clerk I-Aquatic Centre

DEPARTMENT: Recreation
REPORTS TO : Aquatic Facility Manager
JOB TYPE: Administration
LOCATION: Ricochet Oil Corp Aquatic Centre, Omniplex

GENERAL ACCOUNTABILITIES

The Receptionist is required to perform all duties related to being stationed at the front desk of the facilities. As the first point of contact for patrons entering or calling the facility, the Receptionist provides excellent customer service and addresses all inquiries professionally and effectively.

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

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

REPORTING RELATIONSHIPS

This position reports to: Aquatic Facility Manager → Recreation Manager → GM of Community and Recreation → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Answer phone calls and in-person queries, respond and direct patrons as required
- Display solid customer service principles by greeting and dealing with the public pleasantly, attending to inquiries promptly, and ensuring that one's appearance and behavior is in accordance with the facility's standards
- Maintain visual integrity of the reception area, and bulletin boards; and to update the information displayed in these areas as required
- Work collaboratively with the development of monthly newsletters and forwarding the same to identified agencies, businesses, organizations, and individuals
- Assist with the preparation of promotional material, brochures, and posters for display within the Aquatic Centre and/or Omniplex or distribution throughout the market area
- Operate the cash register and handle financial transactions with accuracy
- Maintain familiarity and assist the Managers or other supervisory staff with all emergency and safety procedures as required

- Assist with the supervision of the facility and its immediate surroundings by ensuring that patrons are comfortable, safe, and complying with the rules of the facilities
- Accept and process membership applications, payments, and registrations for all related functions of the Aquatic Centre and/or Omniplex
- Ensure that relevant patron personal information is entered and stored accurately and securely as per FOIP
- Ensure that vending machines are filled and maintained
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

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

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Senior Administrative Assistant (Programmer)

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

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

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

QUALIFICATIONS AND EXPERIENCE

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Senior Administrative Assistant

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Provide administrative support to the Omniplex Manager
- Administer and provide support for the MAX Galaxy program for all facilities.
- Perform all accounting functions-invoices, payables, and receivables for Omniplex andMCC in coordination with Finance Department
- Interact with the Finance Department with respect to making deposits and reconcilingbank transactions
- Maintain all relevant statistical data and operational information to assist management indecision process and for preparation of financial and usage reports
- Monitor and oversee the corporate budget for office and facilities management acrossthe organization and provide updates
- Review and prepare documents, reports and other correspondence materials for themanagement team as may be required

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

OTHER FUNCTIONS & RESPONSIBILITIES

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

QUALIFICATIONS AND EXPERIENCE

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

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the CollectiveAgreement, Article 28, Schedule "A".

Administrative Assistant – Clerk III (Omniplex)

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

GENERAL ACCOUNTABILITIES

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- To answer phone calls and in-person queries and to direct patrons as requested.
- To record facility booking requests and complete the necessary documentation for administrative purposes and for the attention of other staff members. The Administrative Assistant will assist in the development of effective information systems for accepting bookings, registrations and other functions.
- To maintain visual integrity of the reception area, brochure display areas, and bulletin boards; and to update the information displayed in these areas as required.
- To operate the cash register and to handle financial transactions, where required, with accuracy.
- To display strong customer service principles by:
    - Greeting and dealing with the public pleasantly
    - Ensuring that one's appearance is in accordance with facility standards.
    - Attending to customer concerns by dealing with the matter directly or redirecting the concern to the appropriate person, and

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

OTHER FUNCTIONS & RESPONSIBILITIES

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

QUALIFICATIONS AND EXPERIENCE

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".

Events Administrative – Clerk III

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

GENERAL ACCOUNTABILITIES

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

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

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

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

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

REPORTING RELATIONSHIPS

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

DUTIES & ESSENTIAL JOB FUNCTIONS

- Design and coordinate events at the Clean Energy Technology Centre, Omniplex and Mackenzie Conference Centre by the direction of the Senior Events Administrator.
- Provide support to the Senior Events Administrator.
- Prepare and set up events or meetings including coffee/tea service as needed
- Take booking inquiries and rental questions from the public for the facilities

- Communicate with clients to clarify needs and to make recommendations for event setup
- Provide general assistance or information to clients.
- Make sure inventory of kitchens is kept up to date. Restock and order supplies as needed.
- Prepare event budgets and ensure adherence
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively to provide seamless customer service
- Distribute marketing materials and information to build community and public awareness of events for the facility
- Under the direction of the Senior Events Administrator work closely with other departments to promote and assist with coordinating events in the Omniplex, MCC and CETC.
- Coordinate equipment rentals and keep records of such rentals for the facilities
- Assist the Senior Events Administrator in initiating and coordinating volunteers for special events
- Coordinate guest lists, food service arrangements, menu planning, decorative and table setup where required and based on event type
- Support Senior Events Administrator to market the facilities
- Ensure all event areas are kept clean and in an orderly fashion through light house keeping
- Responsible for taking meeting minutes as directed by the Senior Events Administrator or Omniplex Manager
- Keep track of uniforms for each facility's event employees. Place orders for uniforms when necessary as directed by Omniplex Manager.
- Follow the Employee Code of Conduct and Employee Code of Ethics policies
- Other job-related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Post-secondary diploma in Event Planning, Marketing, Public or Community Relations or related field required
- Ability to work independently, utilize innovative thinking and creative problem solving
- Organizational and time management skills with a strong attention to detail
- Solid interpersonal and customer service skills with a positive and approachable attitude

- Ability to make quick, calm decisions using sound judgement
- Excellent telephone etiquette and written/verbal communication skills
- Computer competency in the Microsoft Office suite of products including Outlook, Word, Excel, Publisher and PowerPoint
- Minimum two (2) years experience in special events planning, sponsorship, implementing promotional plans, and print production.
- Experience working with community organizations and volunteers
- Managing, supervising, and providing orientation for individuals to work at events

SPECIAL REQUIREMENTS

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

SALARY/BENEFITS

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

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 28, Schedule "A".