

BUDGET COMMITTEE – FEBRUARY 16, 2005

FILLING VACANT CLERICAL “C” POSITION – PUBLIC WORKS DEPARTMENT

Recommendation

The Commissioner of Engineering and Public Works recommends that:

That the Permanent Part-time Clerk "C" position in the Public Works Department be temporarily filled.

Purpose

To seek approval to fill the Permanent Part-time Clerk "C" position in the Public Works Department, on a temporary basis to assume the duties of the permanent staff member who is temporarily covering for a maternity leave in another department.

Background - Analysis and Options

The position of Permanent Part-time Clerk "C" was created in Public Works through the budget process in 2004. This position was occupied for a period of four months and was vacated on a temporary basis when the staff member accepted a maternity leave position in the Clerk's Department. This vacancy has created the need to fill the position on a temporary basis until the permanent staff member returns later this year.

This position was created for the purpose of providing clerical services for the Public Works Department including customer service, facilitate and schedule operator training and examinations, maintain records of training, operator certifications and operator responsibilities, keyboarding utilizing the Department's computerized programs, assisting with water sampling, testing and adverse actions, hydrant meter records, filing, and various other clerical duties. The focus is on Water and Wastewater compliance issues as required by the Ministry of the Environment.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Conclusion

This position tracks vital information regarding operator licensing, training and development and assists with water sampling, testing and adverse actions and metering issues. Failure to fill this position on a temporary basis may result in the City becoming noncompliant under the provisions of the Safe Drinking Water Act, 2002 and subsequent legislation.

Attachments

N/A

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Respectfully submitted,

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