

SPECIAL COMMITTEE OF THE WHOLE (BUDGET)- JANUARY 18, 2005

2004 POSITION VACANCIES

Recommendation

The Director of Human Resources, in consultation with the Senior Management Team, recommends that:

The updated vacancy list including the rationale for hire for approved new positions, as at January 12, 2005, be received.

Purpose

To provide additional information as requested by the Budget Committee on January 11, 2005.

Background - Analysis and Options

At the Budget Committee meeting of January 11, 2005, the Budget Committee recommended:

“That staff provide an updated vacancy list that details the nature of the vacancies and that for the approved new positions a current job description be provided along with an explanation as to why the position should be filled.”

Conclusion

The position vacancies and requested information, as at January 12, 2005, are provided in the attachments.

Attachments:

#1 - Position Vacancy Report – January 12, 2005

#2 - Job Descriptions Package - Approved New Position Vacancies – January 12, 2005

Report prepared by:

Cathrine Berge, Director of Human Resources

Respectfully submitted,

Cathrine Berge
Director of Human Resources

POSITION VACANCY REPORT – JANUARY 12, 2005

	POSITION TITLE	TYPE	NATURE OF VACANCY	DATE VACANCY INITIATED	CURRENT STATUS/ RATIONALE FOR HIRE
<u>CITY MANAGER</u>					
Office of City Manager	Operational & Compliance Auditor	Non-Union	Approved new position	25-May-04	Interviews scheduled for Jan 19/05. This position is necessary to perform audits that assess compliance with legislation, by-laws and City policies as well as to perform operational efficiency and effectiveness reviews to ensure that services provided by the City are provided in an efficient and cost effective manner.
Strategic Plan/Corp. Policy	Sr. Manager of Strategic Planning	Non-Union	Approved new position	10-Jun-02	Current contract employee - recruitment in process. This position is necessary for the continued integration of the corporate strategic plan into the organization and the development of key performance factors to track/ensure implementation as the Corporation moves towards achievement of the Vaughan Vision 2007.
Fire - Communications	Communications Operator	Fire	Replacement for employee resignation	24-Dec-04	Screening resumes.
Fire	Probationary Firefighter	Fire	Replacement for employee retirement	11-Jan-05	Action Form to be signed.

POSITION VACANCY REPORT – JANUARY 12, 2005

POSITION TITLE		TYPE	NATURE OF VACANCY	DATE VACANCY INITIATED	CURRENT STATUS/ RATIONALE FOR HIRING
<u>COMMISSIONER OF LEGAL & ADMINISTRATIVE SERVICES</u>					
Legal Services	Solicitor/Corporate	Non-Union	Replacement for employee resignation	21-Sep-01	No current budget.
Legal Services	Real Estate Appraiser/Negotiator	Non-Union	Replacement for employee termination	10-Jun-04	Job description being reviewed by hiring department.
City Clerk	Supervisor, Council Secretariat	Non-Union	Replacement for employee resignation	23-Feb-01	No current activity.

POSITION VACANCY REPORT – JANUARY 12, 2005

POSITION TITLE	TYPE	NATURE OF VACANCY	DATE VACANCY INITIATED	CURRENT STATUS/ RATIONALE FOR HIRE
<u>COMMISSIONER OF ECONOMIC/TECHNOLOGY DEVELOPMENT & COMMUNICATIONS</u>				
No current vacancies				

POSITION VACANCY REPORT – JANUARY 12, 2005

	POSITION TITLE	TYPE	NATURE OF VACANCY	DATE VACANCY INITIATED	CURRENT STATUS/ RATIONALE FOR HIRE
<u>COMMISSIONER OF ENGINEERING & PUBLIC WORKS</u>					
	Development Engineering	Manager of Development Services	Non-Union	Replacement for employee resignation	18-Aug-03 Job description being reviewed by hiring department.
	Development Engineering	Sr. Engineering Assistant	Cler & Tech	Replacement for employee resignation	30-Dec-04 Action Form to be signed.
	Development Engineering	Sr. Engineering Assistant	Cler & Tech	Replacement for employee resignation	11-Jan-05 To be posted.
	Development Engineering	Transportation Engineer	Non-Union	Replacement for employee resignation	6-Jun-03 Interviews to be scheduled for Feb /05.
	Engineering Services	Design Draftsperson	Cler & Tech	Replacement for employee promotion	29-Nov-04 Screening resumes.
	Engineering Services	Traffic Transportation Analyst	Cler & Tech	Replacement for employee promotion	7-Sep-04 Interviews in process.
	Public Works	Senior Engineering Assistant	Cler & Tech	Replacement for employee resignation	19-Nov-04 Action Form to be signed.
	Public Works	Municipal Services Technician	Cler & Tech	Replacement for employee promotion	2-Dec-04 To be posted.
	Public Works	Engineering Assistant	Cler & Tech	Replacement for employee retirement	28-Jun-02 No current activity.
	Public Works	Waste Management Co-ordinator	Cler & Tech	Replacement for employee retirement	31-Oct-04 Job description being reviewed by hiring department.

POSITION VACANCY REPORT – JANUARY 12, 2005

Public Works	Equipment Operator I	Hourly	Replacement for employee transfer	15-Nov-04	Interviews in process.
Public Works	Equipment Operator I	Hourly	Replacement for employee promotion	1-Dec-04	Interviews in process.
Public Works	Equipment Operator I	Hourly	Replacement for employee promotion	3-Dec-04	Interviews in process.
Public Works	Labourer (Roads)	Hourly	Replacement for employee promotion	17-Sep-01	Interviews in process.
Public Works	Water, Wastewater & Drainage Supervisor	Non-Union	Approved new position**	25-May-04	Action Form signed. Hiring process initiated.
Public Works	Serviceperson III (Water)	Hourly	Approved new position**	23-Jun-03	Job description updated and forwarded to Job Evaluation Committee. Recruitment to follow after JE results.
Public Works	Serviceperson III (Wastewater)	Hourly	Approved new position**	23-Jun-03	Job description updated and forwarded to Job Evaluation Committee. Recruitment to follow after JE results.
Public Works	Serviceperson III (Wastewater)	Hourly	Approved new position**	25-May-04	Job description updated and forwarded to Job Evaluation Committee. Recruitment to follow after JE results.

****Positions funded from Water and Wastewater Budget and not Taxation funded.**

POSITION VACANCY REPORT – JANUARY 12, 2005

POSITION TITLE		TYPE	NATURE OF VACANCY	DATE VACANCY INITIATED	CURRENT STATUS/ RATIONALE FOR HIRE
<u>COMMISSIONER OF PLANNING</u>					
Policy Planning/UD	Planner I	Cler & Tech	Replacement for employee transfer	13-Dec-04	To be advertised. Replacement of existing complement.
Development Planning	Planner I	Cler & Tech	Replacement for employee promotion	23-Dec-04	To be advertised. Replacement of existing complement.
Development Planning	Sr.Urban Designer	Non-Union	Replacement for employee resignation	30-Dec-04	Job description being reviewed by hiring department. Replacement of existing complement.
Building Standards	Director of Building Standards	Non-Union	Replacement for employee retirement	1-Jan-05	Action Form to be signed. Replacement of existing complement.
Building Standards	Building/Plumbing Inspector	Cler & Tech	Replacement for employee resignation	12-Jun-03	Action Form to be signed. Replacement of existing complement.

POSITION VACANCY REPORT – JANUARY 12, 2005

POSITION TITLE	TYPE	NATURE OF VACANCY	DATE VACANCY INITIATED	CURRENT STATUS/ RATIONALE FOR HIRE
<u>COMMISSIONER OF FINANCE & CORPORATE SERVICES</u>				
No current vacancies				

POSITION VACANCY REPORT – JANUARY 12, 2005

POSITION TITLE		TYPE	NATURE OF VACANCY	DATE VACANCY INITIATED	CURRENT STATUS/ RATIONALE FOR HIRE
<u>COMMISSIONER OF COMMUNITY SERVICES</u>					
Buildings & Facilities	Manager of Facilities	Non-Union	Replacement for employee promotion	30-Nov-04	No current activity.
Buildings & Facilities	A.C.& H.V. Mechanic	Hourly	Replacement for employee resignation	17-May-04	No current activity.
Buildings & Facilities	Assistant Foreperson	Hourly	Approved new position	25-May-04	Interviews in process. New facility which will be opening within the next couple of months.
Buildings & Facilities	Facility Operator I	Hourly	Approved new position	25-May-04	Interviews in process. New facility which will be opening within the next couple of months.
Buildings & Facilities	Facility Operator I	Hourly	Approved new position	25-May-04	Interviews in process. New facility which will be opening within the next couple of months.
Buildings & Facilities	Facility Operator I	Hourly	Replacement for employee transfer	3-Jan-05	Interviews in process.
Buildings & Facilities	Facility Operator I	Hourly	Replacement for employee transfer	3-Jan-05	Interviews in process.
Buildings & Facilities	Facility Operator I	Hourly	Replacement for employee retirement	31-Dec-04	Interviews in process.
Parks	Manager of Parks & Forestry Operations	Non-Union	Replacement for employee promotion	22-Nov-04	No current activity.
Parks	Park Attendant	Hourly	Replacement for employee retirement	31-Dec-04	Screening resumes.

POSITION VACANCY REPORT – JANUARY 12, 2005

Parks	Labourer	Hourly	Replacement for employee termination	27-Oct-04	Interviews in process.
Recreation & Culture	General Programmes Supervisor	Non-Union	Replacement for employee resignation	12-Jul-04	No current activity pending R & C reorganization.
Recreation & Culture	Youth Outreach Worker	Cler & Tech	Approved new position	27-Jun-03	No current activity pending R & C reorganization. Position approved in June 2004 as part of the Maple Community Centre expansion.
Recreation & Culture	Clerk Typist D	Cler & Tech	Replacement for employee promotion	6-Jun-03	No current activity pending R & C reorganization.
Recreation & Culture	Clerk Typist D	Cler & Tech	Replacement for employee promotion	8-Nov-04	No current activity pending R & C reorganization.
Recreation & Culture	Control Desk Attendant	Cler & Tech	Replacement for employee transfer	2-Feb-04	No current activity pending R & C reorganization.
Recreation & Culture	Clerk Typist C	Cler & Tech	Replacement for employee retirement	31-Dec-03	No current activity pending R & C reorganization.
Recreation & Culture	Cultural Services Coordinator	Cler & Tech	Replacement for employee resignation	7-Jan-05	Action Form to be signed.

Job Description Package

Approved New Position Vacancies

January 12, 2005

JOB DESCRIPTION**CORPORATION OF THE CITY OF VAUGHAN**

- I. POSITION:** OPERATIONAL & COMPLIANCE AUDITOR
- II. SUPERVISOR:** CITY MANAGER
- III. DEPARTMENT:** OFFICE OF THE CITY MANAGER
- IV. DATE WRITTEN:** AUGUST 24, 2004
- V. DATE EVALUATED:**
- VI. BASIC JOB FUNCTION:**

Responsible for directing the day-to-day activities of the audit function and directing and overseeing operational and compliance audit activities for the City, including initiating, leading and conducting operational effectiveness reviews, audits of compliance with applicable legislation, regulations, by-laws, City policies and procedures and developing recommendations as appropriate. Engagements are conducted in accordance with the Audit Charter and according to Internal Audit and industry standards and codes of professional conduct. Develops, implements and maintains appropriate policies, procedures and programs which support the operation of the audit function; providing information, advice, and assistance to senior staff with respect to risk assessment. Operates as an independent and objective "consultant" in the conducting of audits, the preparation of reports and recommendations. Plans, coordinates and directs third party consultants in the carrying out of their responsibilities.

VII. JOB RESPONSIBILITIES:

1. Directs and oversees all operational and compliance audit activities for the City;
2. Develops and implements policies and procedures which support the operation of the audit function; ensures compliance with audit standards, and rules of professional conduct.
3. Directs the day-to-day and strategic management of the audit function and develops a multi-year risk based audit plan;
4. Initiates, leads and conducts operational and compliance audits of all City functions according to Internal Audit and industry standards, applicable legislation, by-laws, etc.

5. Provides information, expertise, and guidance to senior management, the City Manager, the Audit Committee and Council with respect to operational and compliance activities, risk management and the administration of an effective and efficient audit function.
6. Acts as an independent and objective consultant in the conducting of audits and reporting on subsequent results, including developing recommendations.
7. Maintains a level of accountability through the development and implementation of a risk based audit plan and regular status updates and reporting.
8. Monitors and conducts follow-up to ensure that agreed to improvements and changes are implemented.
9. Develop and deliver presentations to all staff on the purpose and role of the audit function outlining the process and expectations of staff as required.
10. Plans, coordinates, and directs third party external consultant reviews as required.
11. Establishes and maintains strong relationships with external Senior Audit Professionals, particularly with other Municipalities in the GTA for the purposes of discussing matters of mutual interest, and strategies pertaining to problems / challenges regarding audit and operational issues.
12. Maintains knowledge of trends related to the industry, applicable legislation, best practices, and accepted industry practices and standards.
13. Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities or necessary departmental or corporate objectives.

VII. EDUCATION & EXPERIENCE REQUIREMENTS:

1. University Degree with a Professional Accounting Designation, preferably a Certified Internal Auditor (C.I.A.) designation, or suitable equivalent.
2. Minimum of 8 years senior manager operational improvement and audit experience.
3. Exceptional organizational, interpersonal, oral and written communication skills. Ability to deal courteously and effectively with all levels of Staff and Members of Council, and build consensus.
4. Strong project management and strategic leadership skills.
5. Computer proficient in MS Office and audit applications.

Incumbent*

* I have seen this job description

City Manager

☐☐

Date

JOB DESCRIPTION

M 258

CORPORATION OF THE CITY OF VAUGHAN

- I. **POSITION:** SENIOR MANAGER STRATEGIC PLANNING
- II. **SUPERVISOR:** CITY MANAGER
- III. **DEPARTMENT:** CITY MANAGER'S OFFICE
- IV. **DATE WRITTEN:** SEPTEMBER 30, 2003
- V. **DATE EVALUATED:**
- VI. **BASIC FUNCTION(S):**

As the Program Manager for the City of Vaughan's strategic planning and performance measurement initiatives, the incumbent is responsible for developing and managing the process for the implementation of the Vaughan Vision strategic initiatives, including related research and analysis, policy development and recommendations, corporate project management, strategic planning coordination and stakeholder consultation, intergovernmental affairs and liaison, local government restructuring, strategic corporate communications advice and media liaison, liaises and provides expertise and guidance to Members of Council, is an advisor to the Senior Management Team (SMT), attending meetings as required and tracks and monitors strategic initiatives and decisions, participates on corporate and cross-departmental project teams and coordinates project priorities in conjunction with the Commissioners, prepares Council and Committee reports, attends Council, Committee and community meetings and events as required, providing expertise and guidance to staff on issues, reports and matters relating to strategic planning and requiring the City Manager's attention and, in partnership with the City Manager, champions the Vaughan Vision initiatives and the City's mission and values.

VII. **JOB RESPONSIBILITIES:**

- 1. Assesses staffing needs, participates in the recruitment process, and prepares recommendations regarding the selection of staff.
- 2. Manages staff, including performance appraisals, training, overtime authorization, grievance response, discipline and makes recommendations regarding promotions, demotions and terminations.
- 3. As Program Manager, coordinates, develops and manages the implementation process of the Vaughan Vision strategic initiatives, including developing and maintaining a strategic planning process; develops, implements and maintains a technical strategic framework that balances the corporate objectives with the culture of the organization.
- 4. Develop the reporting structure for the Performance Measurement System, lead the Commissioners and Directors in the identification of measurement criteria and indicators, including clarifying and gaining consensus about the strategy, communicating the strategy internally and externally, developing and implementing on-going training programs, ensuring goal congruence through aligning corporate and departmental goals with the overall corporate strategy linking strategic objectives to long term targets and annual budgets, identifying and aligning strategic initiatives, performing periodic and systematic strategic reviews, and obtaining feedback concerning the strategy. Review achievements towards identified goals and prepare reports on a regular basis on the Performance Measurement System.
- 5. Linking management initiatives to strategic planning and performance management, and building support through on-going communication and training.

6. Attend Council, Committee, SMT and other meetings as required; makes presentations and provides expertise and guidance on strategic planning, performance management, and knowledge management.
7. Manages the Strategic Planning function, including acting as key staff contact for the Committee, coordinating, developing and implementing Vaughan Vision initiatives.
8. Arranging and facilitating stakeholder consultation and general public input, data collection and analysis; plan roll-out and communication, coordination of implementation, annual update and incorporation of Council's Key Priorities and Action items, monitoring integration of corporate/departmental Business and Work Planning complementary to the Strategic Plan and Council's Key Priorities and Action items, and analyzing/evaluating and reporting on progress.
9. Responds to inquiries from and/or liaises with the general public, internal divisions/departments, other government/agencies, residents, external consultants, elected and appointed officials, etc. on strategic planning, Vaughan Vision initiatives, policies, procedures and processes.
10. Undertakes special projects and performs other tasks as assigned, in accordance with job responsibilities or necessary corporate objectives.

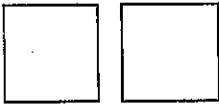
VIII. EDUCATION/EXPERIENCE:

1. University Degree in Public Administration, Organization Behaviour or suitable equivalent.
2. Minimum of eight (8) to ten (10) years demonstrated progressive experience in public administration with a demonstrated understanding of strategic planning and performance management, preferably in a local government environment.
3. Excellent interpersonal, project/time management, organizational, analytical, research, communication, presentation, facilitation/negotiation, prioritization, and problem-solving skills.
4. Working knowledge of strategic theory, performance measurement theory and an understanding of knowledge management and intellectual capital issues facing public or private sector organizations.
5. Thorough working knowledge of local government legislative framework, processes and programs, contemporary issues facing local government in Ontario, federal and provincial programs/processes/protocols related to local government, strategic planning and contemporary management practices.
6. Strong computer literacy utilizing word-processing, spreadsheet, presentation, software, database, and Internet applications.
7. Availability to attend evening and/or weekend meetings or other events as required.

Incumbent *
*I have seen this job description

City Manager

Date



JOB DESCRIPTION

M 89

CORPORATION OF THE CITY OF VAUGHAN

- I. **POSITION:** WATER/WASTEWATER & DRAINAGE SUPERVISOR
- II. **SUPERVISOR:** MANAGER OF ENVIRONMENTAL & TECHNICAL SERVICES
- III. **DEPARTMENT:** PUBLIC WORKS
- IV. **DATE WRITTEN:** APRIL 17, 2003
- V. **DATE EVALUATED:**
- VI. **BASIC JOB FUNCTION(S):**

Responsible for the maintenance and repair of the City's water/wastewater systems, sewage lift stations, and drainage channels, ensuring the Ministry of Environment's Regulations are adhered to. Responsible for the supervision and scheduling of assigned staff; ensures Departmental and Occupational Health and Safety regulations are met; monitors contractors and performs routine site inspections of water/wastewater systems; supervises maintenance of departmental equipment and makes purchases; responds to and/or addresses inquiries from the public, contractors, staff and liaises with same as required.

VII. **JOB RESPONSIBILITIES:**

1. Contributes to the assessment of staffing needs; provides recommendations on existing staffing levels, participates in the recruitment process, and makes recommendations on selection of staff.
2. Supervises assigned water/wastewater and drainage maintenance staff including preventative safety, scheduling, training, performance appraisal and discipline, and prepares recommendations regarding promotion, demotion and termination; maintains records of same.
3. Implements an established level of service related to sewer and water maintenance, equipment, staffing, etc., and makes recommendations for revisions as required.
4. Reviews and authorizes full-time and seasonal employee payroll data and overtime requirements.
5. Performs regular site inspections of water/wastewater systems etc., evaluates quality and scope of work being performed by staff/contractors, and takes necessary action to ensure departmental, provincial, and Occupational Health and Safety standards and regulations are maintained.

6. Supervises, monitors and assists in the preparation of specifications for maintenance/service contracts and ensures work is being performed efficiently in accordance with contract specifications, departmental policies and applicable regulations.
7. Determines the type and quantity of material and equipment needed, and prepares necessary purchase documents within assigned purchase limits, and in accordance with corporate purchasing system.
8. Ensures the maintenance and control of equipment, tools, and supplies; establishes/maintains appropriate records, and/or makes recommendations for replacement and purchase of new equipment. Plans maintenance schedules and prepares reports of same as required.
9. Responds to enquiries from the general public, contractors, staff, and resolves complaints relating to water/wastewater and drainage maintenance and liaises with internal or external agents as required.
10. Conducts investigations pertaining to workplace injuries and vehicle accidents and prepares reports for insurance claims. Completes the appropriate forms/documentation as required; liaises with corporate Health and Safety Staff and provides required information.
11. Implements staff training and orientation programs as they relate to the Occupational Health and Safety Act and for the effective maintenance of the City's water and wastewater systems. Assists in the development of departmental policies and procedures.
12. Prepares the annual budget submissions/reports for the Water/Wastewater Section and administers the allotted budget within the approved corporate system.
13. Prepares and/or authorizes purchase requisitions/forms within assigned limit and ensures completion of associated paperwork for equipment, materials and supplies.
14. Performs other related tasks, as assigned, that are in accordance with job responsibilities or necessary departmental or corporate objectives.

VIII. EDUCATION & EXPERIENCE REQUIREMENTS:

1. Community College Diploma in Civil Engineering or suitable equivalent.
2. Hold valid Water Distribution and Wastewater Collection licenses, as required by the Ontario Ministry of the Environment.
3. Minimum of five (5) years progressively more responsible municipal water/wastewater and drainage maintenance experience, including three years (3) years supervisory experience preferably in a unionized environment.

4. Knowledgeable in contemporary maintenance management methods and municipal water and wastewater systems and processes.
5. Proficient computer skills and a working knowledge of word processing, spreadsheet, database, e-mail and electronic purchasing applications.
6. Excellent analytical, organizational, problem solving and written/oral communications skills.
7. "Competent" worker as defined under the Occupational Health and Safety Act.
8. Available to be "on-call" evenings, weekends and holidays, as required, to respond to emergency situations.
9. Additional attendance at work related courses, seminars and workshops.
10. Valid Class "G" driver's license, as issued by the Province of Ontario.

Incumbent*

*I have seen this job description

Manager

Department Head

City Manager

Date

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CORPORATION OF THE CITY OF VAUGHAN

- I. **POSITION:** SERVICEPERSON III - WATER
- II. **SUPERVISOR:** SUPERVISOR WATER/WASTEWATER & DRAINAGE
- III. **DEPARTMENT:** PUBLIC WORKS
- IV. **DATE WRITTEN:** DECEMBER 6, 2004
- V. **DATE EVALUATED:**
- VI. **BASIC JOB FUNCTIONS:**

In accordance with all applicable Federal, Provincial and Municipal Acts and Regulations, responsible for the maintenance and repair of water works infrastructure including inspection duties involving hydrants, meters, chambers, pumping/booster stations, etc.; completion of associated paperwork; and provides backup support to the Assistant Foreperson function as assigned.

VII. **JOB RESPONSIBILITIES:**

1. Performs waterworks, sanitary and storm sewer inspection and repair duties on hydrants, meters, chambers, sanitary and storm sewer mains and laterals, etc.
2. Operates a computer based Systems Control and Data Acquisition alarm and control system on site or from remote locations via phone link.
3. Oversees the contractor in the maintenance and emergency repair of watermains, services, and main swabbing as required.
4. Performs maintenance and repair work on water booster stations, water mains, valves, and services.
5. Operates main line, hydrant and service connection valves to manipulate flow, isolate sections and exercise valves as required.
6. Take water samples of the operating distribution system as required by the Ministry of the Environment and deliver same to an accredited laboratory.
7. Takes water samples and oversees pressure testing procedures for new watermains in developments and construction sites.
8. Performs site inspections of waterworks and sewer systems in new subdivisions to ensure City Standards are adhered to.
9. Locates and marks water shut off boxes, mains and/or sewage services when requested.

10. Sets up and maintains water monitoring equipment as assigned.
11. Provides backup support to the Assistant Foreperson function including providing guidance as required and assisting with staff orientation.
12. Completes associated department paperwork including forms, reports, etc. as required.
13. Responds to enquiries from the public, and resolved or refers complaints as appropriate.
14. Takes water samples and oversees pressure testing procedures for new watermains in developments and construction sites.
15. Must be available to work overtime, shift work and on-call assignments 24 hours per day, 7 days per week, as required.
16. Performs other duties related to the position which may occur in unplanned or emergency situations.

VIII. EDUCATION & EXPERIENCE REQUIREMENTS:

1. Grade 12 graduate or equivalent.
2. Hold and maintain a valid Water Distribution Level 2 Operator License or higher.
3. Hold and maintain a valid Water Meter Installers Certificate in accordance with the Apprenticeship and Certification Act.
4. Minimum of four (4) years experience in the maintenance and repair of Municipal water and sewer systems and equipment.
5. Ability to work unsupervised in a variety of maintenance and emergency situations.
6. Knowledge and understanding of Municipal water systems.
7. Valid Class "D" with a "Z" endorsement drivers license in good standing and be willing to obtain a Class "A" with a "Z" endorsement drivers license if requested.
8. Competent in confined space entry in accordance with the City of Vaughan Confined Space Policy.

Incumbent*

*I have seen this job description.

Supervisor

Department Head

City Manager

Date



Jan 6/05

JOB DESCRIPTION

H 27

CORPORATION OF THE CITY OF VAUGHAN

- I. POSITION: SERVICEPERSON III - WASTEWATER
- II. SUPERVISOR: SUPERVISOR WATER/WASTEWATER & DRAINAGE
- III. DEPARTMENT: PUBLIC WORKS
- IV. DATE WRITTEN: NOVEMBER 29, 2004
- V. DAVE EVALUATED:
- VI. BASIC JOB FUNCTIONS:

In accordance with all applicable Federal, Provincial and Municipal Acts and Regulations, responsible for maintenance and repair of sewage pumping stations, methane stations, storm and sanitary sewer infrastructure including sewer mains, service connections, manholes, catch basins, inlet/outlet structures and grates, storm water management ponds, and any other appurtenances necessary for the operation of a complete wastewater collection system; to provide backup support to the Foreperson, Coordinator and Supervisor.

VII. JOB RESPONSIBILITIES:

1. Performs routine inspection, maintenance and repair of storm and sanitary sewer infrastructure including sewage pumping stations, methane station, sewer mains, service connections, manholes, catch basins, inlet/outlet structures and grates, storm water management ponds, and any other appurtenances.
2. Provide backup support to the Foreperson, Coordinator and Supervisor function as assigned.
3. Completes associated department paperwork including contingency reports, activity reports, work orders etc.
4. Operates a computer based Systems Control and Data Acquisition alarm and control system on site or from remote locations via phone link.
5. Locates and marks sewer mains, service connections, manholes etc. for contractors, utility companies and residents.
6. Schedule and oversee the activities of the sewer-flushing and sewer camera Contractors.
7. Oversee the Contractor in the maintenance and emergency repair of broken sewers, service connections etc.

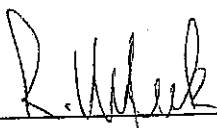
8. Respond to inquiries from the public and resolve or refer complaints as appropriate.
9. Respond, contain and cleanup chemical and hazardous spills in accordance with Ministry of the Environments guidelines and City policies and procedures as required.
10. Set up and maintain sewer-monitoring equipment as assigned.
11. Must be available to overtime, shift work and on-call assignments 24 hours per day, 7 days per week, as required.
12. Performs other duties related to the position, which may occur in unplanned or emergency situations.

VIII. EDUCATION & EXPERIENCE REQUIREMENTS:


1. Grade 12 graduate or equivalent.
2. Hold and maintain a valid Wastewater Collection Level 3 Operator License or higher.
3. Minimum of four (4) years experience in the maintenance and repair of Municipal water and sewer systems and equipment.
4. Ability for work unsupervised in a variety of maintenance and emergency situations.
5. Completion of City of Vaughan and Ministry of Environment courses on Confined Space Entry.
6. Valid Class "D" with a "Z" endorsement drivers license in good standing and be willing to obtain a Class "A" with a "Z" endorsement drivers license if requested.

Incumbent*

*I have seen this job description.



Supervisor



Department Head



City Manager



Date



JOB DESCRIPTION

H 15

CORPORATION OF THE CITY OF VAUGHAN

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|------|-----------------------------|-----------------------|
| I. | <u>POSITION:</u> | ASSISTANT FOREPERSON |
| II. | <u>SUPERVISOR:</u> | FACILITIES SUPERVISOR |
| III. | <u>DEPARTMENT:</u> | BUILDING & FACILITIES |
| IV. | <u>DATE WRITTEN:</u> | MARCH 31, 2004 |
| V. | <u>DATE EVALUATED:</u> | |
| VI. | <u>BASIC JOB FUNCTIONS:</u> | |

Responsible for the efficient operation and maintenance of arenas, swimming pools and other assigned recreational facilities including ice making, water quality, minor repairs to equipment, supplies requisition and inventory maintenance, permit set-up, etc. Assists the Facilities Supervisors in coordinating and overseeing the work of Facility Operators, Custodians, and related part-time personnel. Responds to enquires from the public, resolving or referring complaints as necessary and liaises with public users of facilities on a daily basis, and provides satisfactory customer service to same.

VII. JOB RESPONSIBILITIES:

1. Coordinates and oversees the work performed by Facility Operators, Custodians, and / or other assigned staff as necessary.
2. Provides assistance to the Facility Supervisors with interviewing / selection of part-time staff and also assists with the scheduling, training and orientation of same and recording of hours worked.
3. Operates refrigeration plant for ice making and ensures thickness and overall appearance is in keeping with City standards and operates ice resurfacer as required.
4. Operates swimming pool filtration system and equipment ensuring water quality meets Ministry of Health guidelines.
5. Operates and monitors building automation system within assigned facilities.
6. Performs minor maintenance, adjustments and repairs to facility equipment and fixtures as necessary.

7. Ensures building preventative maintenance program, and risk management / safety inspection reports, etc. are performed; initiates work orders and / or contractors for repairs as necessary.
8. Oversees contractors ensuring work is being performed efficiently and to required standards.
9. Maintains an inventory of janitorial and building maintenance supplies and initiates purchase requisitions / forms to replenish as necessary.
10. Performs janitorial / maintenance duties for buildings, grounds and equipment including snow removal as required.
11. Ensures set-up for permitted functions is expedited on a timely and accurate basis.
12. Prepares daily logs on equipment use and maintains other records/files as required.
13. Deals with permitting problems and concerns and liaises with appropriate permit staff to resolve same.
14. Provides input to assist the Facilities Supervisors in evaluating the work performance of full-time probationary employees and other assigned staff.
15. Operates and maintains security surveillance system, fire and sprinkler systems completing necessary procedures, as required.
16. Responds to enquires from the public, resolving or referring complaints as necessary and liaises with public users of facilities on a daily basis, and provides quality customer service to same.
17. Performs other related duties, as assigned, that are in accordance with job responsibilities or necessary departmental or corporate objectives.

VIII. EDUCATION & EXPERIENCE REQUIREMENTS:

1. Secondary School Graduate.
2. Minimum five (5) years related experience in the operation and maintenance of multi-use recreation facilities including arenas, swimming pools, related equipment etc.
3. Current Technical Standards Safety Authority Refrigeration "B" license or 4th Class Stationary Engineer's Certificate and willingness to obtain Refrigeration "B" licence at the request of the Corporation.

4. Certified Pool Operator (C.P.O.) certificate or suitable equivalent.
5. Knowledge of the Occupational Health and Safety Act, Operating Engineers Act and Pool Operations Health Regulations.
6. Valid Ontario Class "G" Driver's Licence, in good standing.
7. Availability to work shifts as may be required.
8. Certified Ice Technician (C.I.T.) certificate an asset.
9. Basic computer and key boarding skills required.

Incumbent*

*I have seen this job description.

Supervisor

Department Head

City Manager

Date

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JOB DESCRIPTION

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CORPORATION OF THE CITY OF VAUGHAN

- I. POSITION:** FACILITY OPERATOR ~~H~~ |
- II. SUPERVISOR:** FACILITIES SUPERVISOR
- III. DEPARTMENT:** BUILDING & FACILITIES
- IV. DATE WRITTEN:** MARCH 16, 2004
- V. DATE EVALUATED:**
- VI. BASIC JOB FUNCTION(S):**

Responsible for the operation of recreational facilities and related equipment; performs maintenance and janitorial duties of same, ensures that facilities are safe for usage by the public and staff, and completes all associated / required documentation. Organizes and oversees work of part time staff. Responds to enquires from the public, resolving or referring complaints as necessary and liaises with public users of facilities on a daily basis, and provides satisfactory customer service to same.

VII. JOB RESPONSIBILITIES:

1. Performs minor building and equipment maintenance; repairing and adjusting as required, including floor care, painting, shower maintenance, plumbing maintenance, HVAC equipment, etc.
2. Completes logs on equipment and facility use, facility inspection reports, preventative maintenance tasks etc.
3. Performs janitorial duties as required throughout the facilities including responding to various cleaning requirements on a regular basis.
4. Maintains facility grounds including removing snow from facility walkways and exists in winter; performs garbage and debris collection.
5. Operates City arenas, maintains ice and boards, operates and maintains ice resurfaces, operates and monitors the refrigeration plant.
6. Monitors and maintains the building environment within the complex, including operating the computerized building automation system.
7. Monitors and maintains pool water quality and pool envelope air quality.

8. Operates pool water treatment equipment; performs minor maintenance on pumps, valves, piping, pool deck, slides, strainers and associated equipment.
9. Organizes and oversee work performed by part time staff and others.
10. Ensures that equipment and furniture are appropriately arranged for permitted use of building, including dismantling and removal of same at event conclusion.
11. Provides quality customer service to all users of the Facility; monitors activities ensuring provision of security for building and the users; ensures compliance with City policies and relevant legislation, i.e. liquor control.
12. Performs building opening and closing procedures, assists in providing building security, ensures corporate procedures are followed in evacuations, fire alarms, injuries, etc.
13. Performs other duties related to the position, which may occur in unplanned or emergency situations and have the ability to multitask.

VIII. EDUCATION & EXPERIENCE REQUIREMENTS:

1. Secondary School Graduate or suitable equivalent.
2. Minimum of two (2) years' related experience in the facility operations including at least one (1) year of arena and / or swimming pool and HVAC equipment.
3. Ability to deal effectively and courteously with the public and staff.
4. Valid Class "G" driver's license.
5. Must be prepared to work rotating shifts including evenings and weekends.
6. Demonstrated ability to work at heights and perform lifting of objects (50 lb to 75 lb).
7. Basic computer and keyboarding skills an asset.

Incumbent*

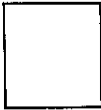
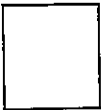
*I have seen this job description.

Supervisor

Department Head

City Manager

Date



JOB DESCRIPTION

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CORPORATION OF THE CITY OF VAUGHAN

- I. POSITION: YOUTH OUTREACH WORKER
- II. SUPERVISOR: GENERAL PROGRAMMES SUPERVISOR
- III. DEPARTMENT: RECREATION & CULTURE
- IV. DATE WRITTEN: AUGUST 4, 2004
- V. DATE EVALUATED:
- VI. BASIC JOB FUNCTION (S):

Responsible for the planning and delivery of approved general, youth, adult and assigned summer programs and special events including program development, implementation and promotion; co-ordinating and monitoring the work activities of assigned part-time, general and summer program staff; preparing payroll information; maintaining inventory and supply of program equipment; preparing and monitoring approved budgets; liaising / responding to enquiries / complaints from program participants and others.

VII. JOB RESPONSIBILITIES

1. Designs recreational activities for youths and young adults; maintains and provides constant interaction with youths and young adults including motivating, mentoring, and assisting with responsible participation in recreational activities.
2. Provides readily available and accessible resources to patrons and participants requiring assistance with youth-related difficulties including providing referrals and information to appropriate external agencies.
3. Establishes and maintains effective working relationships with the City of Vaughan, Youth Advisory Council including providing assistance / guidance / information and co-coordinating youth related events.
4. Mentors and provides guidance to youths and young adults in consultation with senior staff and outside agencies as necessary within predetermined guidelines.
5. Responds to concerns, inquiries, and complaints from recreational and facility patrons and staff, senior staff, schools, police officials, by-law and community regarding youth behavior; provides recommendations to the General Programmes Supervisor and the Programmes Manager.

6. Responsible for the recruitment, screening, hiring, training, orientation and evaluation of part-time / seasonal program staff at City and satellite program locations throughout the City; oversees / monitors work activities and provides ongoing coaching, evaluation, and recommendations.
7. Designs, develops, recommends, and administers children, youth, adult and summer programs throughout the City and satellite facilities and evaluates same; assists in the development of community events.
8. Liaises with outside agencies regarding program initiatives and development for general, youth, adult, and summer programs.
9. Completes verifies and reports bi-weekly payroll for assigned staff, forwarding to supervisor for authorization.
10. Prepares, reviews, monitors and evaluates the budget and other statistical reports for children, youth, adult, and assigned summer programs, and forwards it to the General Programmes Supervisor and Programmes Manager for approval.
11. Develops, recommends and upon approval, implements emergency medical procedures and protocol for program participants and staff including the transport of children / staff to hospital / home, if necessary; responds to emergencies, based on established procedures, and completes required documentation.
12. Develops, recommends, and implements standards of safety for programs and ensures standards are maintained.
13. Completes petty cash distribution upon approval from Supervisor, and collects and coordinates Youth Memberships and Pay as You Go programs; maintains system for fee adjustments credits and refunds.
14. Liaises with families and ensures services accessible for participants considered high risk youth, including performing needs assessment, coordinating social service workers and agencies to provide program support, ensuring participants are integrated appropriately into programs and conducting follow-up meetings to assess successes and address concerns.
15. Maintains an inventory of general, youth, adult, and assigned summer programs' supplies and equipment; prepares and submits for authorization, tenders and purchase requisitions / forms for replenishment of same, as required.
16. Compiles / produces statistical information on participation figures, etc. and prepares reports relating to general, youth, adult, assigned summer programs; processes youth membership registrations.

17. Develops and recommends marketing strategies, i.e. brochures, literature and events in order to promote events; produces correspondence for program participants.
18. Follows established procedures with respect to recognizing children / youth at risk and child abuse victims in accordance with the Child and Family Services Act in consultation with supervisor.
19. Performs other duties related to the position, which may occur in unplanned or emergency situations.

VIII. EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Community College Diploma in Recreation or suitable equivalent.
2. Minimum (5) five years experience working with adolescents and young adults, including a working knowledge of recreation leisure, social programs and agencies and an understanding of issues including multiculturalism, family violence, gangs, substance abuse, sexism, and racism.
3. Current Standard First Aid Certificate holder, CPR, Crisis Prevention Intervention Certificate.
4. Valid Ontario Class "G" Driver's license and a reliable vehicle to use on corporate business.
5. Must be able to work flexible hours including evenings and weekends.
6. Working knowledge of personal computers and associated software.

Ajay Sharma

Incumbent*

*I have seen this job description

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Supervisor

Wiane LaPente-Ray

Department Head

Diane LaPente-Ray

[Signature]

City Manager

Date

[Initials]

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received OK:
Oct 31/04
Oct 31/04