

COLLECTIVE AGREEMENT

BETWEEN

**THE CORPORATION OF THE
DISTRICT OF PEACHLAND**



AND

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



JUNE 11, 2019 – JUNE 30, 2024

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE 1	MANAGEMENT RIGHTS	1
1.01	1
1.02	1
1.03	1
1.04	1
1.05	2
ARTICLE 2	RECOGNITION OF THE UNION	2
2.01	2
2.02	2
2.03	NO OTHER AGREEMENTS	2
2.04	CORRESPONDENCE	2
2.05	2
2.06	ALL EMPLOYEES TO BE MEMBERS	3
2.07	3
2.08	3
2.09	3
2.10	CONTRACTING OUT	3
ARTICLE 3	THE EMPLOYER SHALL ACQUAINT NEW EMPLOYEES	3
3.01	NEW EMPLOYEES	3
3.02	COPIES OF AGREEMENT	3
3.03	3
ARTICLE 4	NO DISCRIMINATION	3
4.01	3
4.02	4
4.03	4
4.04	RESPECTFUL WORKPLACE.....	4
ARTICLE 5	LABOUR MANAGEMENT RELATIONS AND BARGAINING COMMITTEES	4
5.01	REPRESENTATION	4
5.02	4
5.03	4
5.04	REPRESENTATION OF CANADIAN UNION OF PUBLIC EMPLOYEES.....	4
5.05	MEETING OF COMMITTEE	5
5.06	TIME OFF FOR MEETINGS.....	5

ARTICLE 6	EMPLOYEE CATEGORIES AND SENIORITY	5
6.01	REGULAR FULL-TIME EMPLOYEE	5
6.02	REGULAR PART-TIME EMPLOYEE	5
6.03	CASUAL EMPLOYEE	6
6.04	STUDENT EMPLOYEES	6
6.05	GRANT WORKERS	6
6.06	TEMPORARY EMPLOYEES	6
6.07	SENIORITY DEFINED	6
6.08	SENIORITY LIST	7
6.09	PROBATION FOR NEWLY HIRED EMPLOYEES	7
6.10	SENIORITY DURING ABSENCE	7
6.11	PERMANENT TRANSFER AND SENIORITY OUTSIDE THE BARGAINING UNIT.....	8
ARTICLE 7	LAYOFFS AND RECALLS	8
7.01	DEFINITION OF LAYOFF	8
7.02	ROLE OF SENIORITY IN LAYOFFS	8
7.03	RECALL PROCEDURE	8
7.04	ADVANCE NOTICE OF LAYOFFS	8
7.05	GRIEVANCE ON LAYOFFS AND RECALLS	8
ARTICLE 8	PROMOTIONS, DEMOTIONS AND TRANSFERS	9
8.01	SENIORITY TO APPLY	9
8.02	JOB POSTING.....	9
8.03	9
8.04	FILLING OF VACANCIES ON A TEMPORARY BASIS.....	9
8.05	EMPLOYEE TO BE ON TRIAL PERIOD	9
8.06	9
8.07	ON THE JOB TRAINING.....	10
ARTICLE 9	GRIEVANCE PROCEDURE	10
9.01	PERMISSION TO LEAVE WORK	10
9.02	DEFINITION OF GRIEVANCE	10
9.03	PRE-GRIEVANCE DISCUSSION.....	10
9.04	PROCEDURE	10
9.05	GENERAL APPLICATION GRIEVANCE.....	11
9.06	REPLIES IN WRITING	11
9.07	EMPLOYEE MAY DISCUSS HIS/HER OWN PERSONAL PROBLEM	11
9.08	FACILITIES FOR MEETINGS	11
9.09	DISTRICT INITIATED GRIEVANCES	11
9.10	AMENDING TIME LIMITS	11
ARTICLE 10	ARBITRATION	12
10.01	12
10.02	AMENDING OF TIME LIMITS	12
10.03	WITNESSES.....	12

ARTICLE 11	DISCHARGE, SUSPENSION AND DISCIPLINE	12
11.01	12
11.02	12
11.03	13
11.04	13
11.05	13
ARTICLE 12	HOURS OF WORK	13
12.01	NORMAL WORK DAY AND NORMAL WORK WEEK FOR REGULAR EMPLOYEES	13
12.02	EXCEPTIONS TO NORMAL WORK DAY, NORMAL WORK WEEK, AND OTHER CONDITIONS OF EMPLOYMENT.....	14
12.03	NO SPLIT SHIFTS.....	14
12.04	REST PERIODS	14
12.05	ARTICLE 12 HOURS OF WORK.....	14
ARTICLE 13	OVERTIME	15
13.01	OVERTIME ON NORMAL WORKING DAYS	15
13.02	MINIMUM CALL-BACK TIME	15
13.03	STAND BY.....	15
13.04	15
13.05	DAYS OFF AND STATUTORY HOLIDAYS.....	15
13.06	SHARING OF OVERTIME	15
13.07	PAID TIME OFF IN LIEU OF WORKED OVERTIME	16
ARTICLE 14	STATUTORY HOLIDAYS.....	16
14.01	16
14.02	16
14.03	16
14.04	16
14.05	16
ARTICLE 15	ANNUAL VACATIONS.....	17
15.01	VACATION YEAR – DEFINITION OF.....	17
15.02	NEW EMPLOYEES	17
15.03	ANNIVERSARY DATE	17
15.04	17
15.05	EMPLOYEES ON LAYOFF	18
15.06	18
15.07	SCHEDULING OF VACATIONS	18
15.08	TERMINATION OF EMPLOYMENT	19
ARTICLE 16	HEALTH BENEFITS	19
16.01	19
16.02	EMPLOYEE ASSISTANCE PROGRAM	21
16.03	MEDICAL PLACEMENT.....	21

ARTICLE 17	LEAVE OF ABSENCE	21
17.01	FOR UNION BUSINESS.....	21
17.02	UNION CONVENTIONS	21
17.03	BEREAVEMENT LEAVE	22
17.04	22
17.05	LEAVE FOR UNION OFFICERS	22
17.06	GENERAL UNPAID LEAVE	22
17.07	JURY DUTY OR COURT WITNESS	22
17.08	PREGNANCY AND PARENTAL LEAVES	23
17.09	PERSONAL LEAVE	23
ARTICLE 18	TECHNOLOGICAL CHANGE	23
ARTICLE 19	PAYMENT OF WAGES AND ALLOWANCES	24
19.01	PAY DAYS	24
19.02	TEMPORARY TRANSFER.....	24
19.03	PAY FOR WORKING ON MORE THAN ONE (1) JOB	24
19.04	VACATION PAY	24
19.05	DIRTY WORK.....	24
19.06	NO PYRAMIDING.....	25
19.07	MOTOR VEHICLE ALLOWANCE	25
19.08	PROTECTIVE CLOTHING	25
19.09	FIRST AID ATTENDANT	25
19.10	OUTSIDE POSITION	25
19.11	ACTING LEADHAND AND ACTING HEAD LIFEGUARD	25
19.12	LABOURER	25
19.13	WATER OPERATORS ON CALL	26
ARTICLE 20	NEW OR CHANGED CLASSIFICATIONS	26
20.01	NEW CLASSIFICATION	26
20.02	CHANGED CLASSIFICATION	26
20.03	ABANDONMENT	27
20.04	EXTENSION OF TIME LIMITS	27
ARTICLE 21	GENERAL CLAUSES	27
21.01	BULLETIN BOARDS	27
21.02	COOPERATION ON SAFETY	27
ARTICLE 22	MUNICIPAL PENSION PLAN	27
22.01	27
ARTICLE 23	JOB SECURITY	27
23.01	27
ARTICLE 24	TERM OF AGREEMENT	28
24.01	28
ARTICLE 25	CRIMINAL OFFENSES	28

SCHEDULE "A"	29
PAY GRID – JUNE 11, 2019 TO JUNE 30, 2024	29
LETTER OF UNDERSTANDING #1	32
RE: PUBLIC WORKS/PARKS OPERATOR	32
LETTER OF UNDERSTANDING #2	33
RE: DEPARTMENT LEADER	33
LETTER OF UNDERSTANDING #3	34
RE: LEADHAND PREMIUM	34
LETTER OF UNDERSTANDING #4	35
RE: ERROR IN HOURLY RATE CALCULATION – TWO (2) CLASSIFICATIONS	35
DISTRICT OF PEACHLAND – JOB DESCRIPTIONS	36

AGREEMENT BETWEEN:

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

AND:

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

PREAMBLE

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

ARTICLE 1 MANAGEMENT RIGHTS

Management shall have full authority to:

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

- 1.05** The following Employees are excluded from the Bargaining Unit:
- Chief Administrative Officer (CAO)
 - Director of Finance
 - Director of Corporate Services
 - Deputy Corporate Officer
 - Director of Operations
 - Director of Planning & Development Services
 - Superintendent of Public Works
 - Fire Chief
 - Director of Community Services
 - Legislative Clerk/Executive Assistant

ARTICLE 2 RECOGNITION OF THE UNION

- 2.01** The Employer or anyone authorized to act on its behalf recognizes the Canadian Union of Public Employees, Local No. 608, as the sole collective bargaining agency for its Employees classified and covered by this Agreement and hereby consents and agrees to negotiate with the Union or any authorized committee thereof, in any and all matters affecting the relationship between the parties to this Agreement.
- 2.02** It is further agreed that, except for incidental or emergency situations and except Employees of a bona fide contractor who are not in the Bargaining Unit for which the Union is certified, any person whose classification is not covered by the Agreement shall not perform work that is normally done by those Employees who are deemed to be within the Bargaining Unit for which the Union is certified.
- 2.03** **No Other Agreements**
- No Employee shall be required or permitted to make a written or verbal agreement with the Employer or his/her representative which may conflict with the terms of this collective agreement.
- 2.04** **Correspondence**
- Correspondence between the Employer and the Union arising out of this Agreement or incidental thereto shall pass to and from the Chief Administrative Officer or designate and the Local Unit Chairperson, with a copy to the Local President.
- 2.05** Copies of all rules and regulations made by the Employer for the governing of Employees in the Bargaining Unit shall be forwarded to the Union and shall be distributed to all Employees.

2.06 All Employees to be Members

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

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

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

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

2.10 Contracting Out

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

ARTICLE 3 THE EMPLOYER SHALL ACQUAINT NEW EMPLOYEES

3.01 New Employees

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

3.02 Copies of Agreement

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

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

ARTICLE 4 NO DISCRIMINATION

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

4.02 Wherever the singular or the masculine is used in this Agreement, it shall be considered as if the plural or the feminine has been used where the context of the party or parties hereto so require.

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

4.04 **Respectful Workplace**

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

ARTICLE 5 **LABOUR MANAGEMENT RELATIONS AND BARGAINING COMMITTEES**

5.01 **Representation**

No individual Employee or group of Employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union. In order that this may be carried out, the Union will upon request, supply the Employer with the names of its officers.

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

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

5.03 All matters of mutual concern pertaining to performance of work, operational problems, rates of pay, hours of work, collective bargaining, and other working conditions, etc. shall be referred to the Labour/Management Relations Committee and or the Bargaining Committee for discussion and possible settlement.

5.04 **Representation of Canadian Union of Public Employees**

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

5.05 Meeting of Committee

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

5.06 Time Off for Meetings

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

ARTICLE 6 EMPLOYEE CATEGORIES AND SENIORITY

6.01 Regular Full-time Employee

Defined as working thirty-five (35) hours per week, or forty (40) hours per week as the case may be, continuous year round for an indefinite period of time.

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

6.02 Regular Part-time Employee

Defined as working less than thirty-five (35) hours per week, or forty (40) hours per week as the case may be, continuous year round for an indefinite period of time.

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

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

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

6.03 Casual Employee

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

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

6.04 Student Employees

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

6.05 Grant Workers

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

6.06 Temporary Employees

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

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

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

6.07 Seniority Defined

Seniority - Regular Full Time Employee and Regular Part Time Employee

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

Seniority - Casual Employee and Temporary Employee

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

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

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

6.08 Seniority List

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

6.09 Probation for Newly Hired Employees

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

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

6.10 Seniority During Absence

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

An Employee shall only lose his seniority in the event, he/she:

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

6.11 Permanent Transfer and Seniority Outside the Bargaining Unit

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

ARTICLE 7 LAYOFFS AND RECALLS

7.01 Definition of Layoff

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

7.02 Role of Seniority in Layoffs

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

7.03 Recall Procedure

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

7.04 Advance Notice of Layoffs

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

7.05 Grievance on Layoffs and Recalls

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

ARTICLE 8 PROMOTIONS, DEMOTIONS AND TRANSFERS

8.01 Seniority to Apply

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

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

8.02 Job Posting

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

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

8.04 Filling of Vacancies on a Temporary Basis

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

8.05 Employee to be on Trial Period

When a job vacancy, or new position is filled on a permanent basis, the Employee concerned shall be on a trial period for three (3) months. If such service has proven satisfactory, the Employer shall confirm the Employee in the job. If the Employee's service is not deemed to be satisfactory, the Employer may extend the trial period for not more than one (1) additional month, or shall return the Employee to his/her former job, or shall place him/her on other work consistent with his/her qualifications, skill, knowledge, and ability to efficiently fulfil the job requirements, in which case, the Employee shall be paid not less than the rate of pay he/she was in receipt of when last employed on his/her former job.

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

8.07 On the Job Training

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

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

ARTICLE 9 GRIEVANCE PROCEDURE

9.01 Permission to Leave Work

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

9.02 Definition of Grievance

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

9.03 Pre-Grievance Discussion

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

9.04 Procedure

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

Step 1:

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

Step 2:

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

Step 3:

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

9.05 General Application Grievance

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

9.06 Replies in Writing

Replies to grievances shall be in writing at all stages.

9.07 Employee May Discuss His/Her Own Personal Problem

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

9.08 Facilities for Meetings

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

9.09 District Initiated Grievances

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

9.10 Amending Time Limits

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

ARTICLE 10 ARBITRATION

- 10.01**
- a) (Unless the parties mutually agree to pursue the traditional procedure for arbitration, final resolution of grievances shall be in accordance with *Part 8, Division 3 of the Labour Relations Code*.
 - b) The District and the Union shall select an arbitrator by mutual agreement. This selection process shall take place within fourteen (14) days of the declared intention to institute arbitration procedures. This period may be extended by mutual agreement. If the Parties fail to agree on an arbitrator, either Party may apply to the Minister of Labour to appoint an arbitrator.
 - c) In no event shall the Arbitrator have the power to alter, modify or amend this agreement in any respect.
 - d) Grievances submitted to arbitration shall be in writing and shall clearly specify the nature of the issue.
 - e) The District and the Union shall each pay one half (1/2) of the fees and expenses of the Arbitrator.

10.02 Amending of Time Limits

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

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

10.03 Witnesses

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

ARTICLE 11 DISCHARGE, SUSPENSION AND DISCIPLINE

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

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

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

ARTICLE 12 HOURS OF WORK

12.01 Normal Work Day and Normal Work Week For Regular Employees

The normal work day and work week shall be:

a) **Office Employees**

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

Any clerical Employee assigned to work in the Public Works Yard Office will have his/her hours of work adjusted to coincide with the finishing time of outside Employees.

b) **Outside Employees**

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

c) **Recreation and Bylaw Employees**

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

d) **Parks and Water Department Employees**

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

e) **Temporary Truck Drivers**

Hours of work for these Employees will be on an on-call basis between the hours of 9:00 p.m. and 6:00 a.m., seven (7) days a week.

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

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

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

12.03 No Split Shifts

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

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

12.04 Rest Periods

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

12.05 Article 12 Hours of Work

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

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

ARTICLE 13 OVERTIME

13.01 Overtime on Normal Working Days

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

13.02 Minimum Call-Back Time

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

13.03 Stand By

An Employee who is required to be on stand-by at a time or times other than his/her regular working hours, shall be paid a premium for each day he/she is on stand-by, as follows:

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

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

13.05 Days Off and Statutory Holidays

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

13.06 Sharing of Overtime

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

13.07

Paid Time Off In Lieu of Worked Overtime

Subject to the Employer's operational requirements, Employees may consider paid time-off in lieu of worked overtime. Time-off will only be taken upon mutual agreement between the Employee and his/her Supervisor, provided that any unused banked time will be paid out twice (2) yearly at the end of June and the end of December. Paid time-off shall be provided at the same rate as the applicable overtime rates.

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

ARTICLE 14 STATUTORY HOLIDAYS

14.01

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

New Year's Day	BC Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Queen's Birthday	Christmas Day
Canada Day	Boxing Day

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

14.02

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

14.03

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

14.04

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

14.05

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

ARTICLE 15 ANNUAL VACATIONS

15.01 Vacation Year – Definition of

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

Payment for such vacation shall be at the Employee's rate of pay as at the time he/she takes his/her vacation.

15.02 New Employees

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

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

15.03 Anniversary Date

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

15.04

An Employee who has achieved the following anniversary:	shall be entitled to a paid vacation as follows:
one (1) through five (5)	three (3) calendar weeks
six (6) through thirteen (13)	four (4) calendar weeks
fourteen (14) through seventeen (17)	five (5) calendar weeks
eighteen (18) or more	six (6) calendar weeks

For example, if an employee commences employment on May 5th, 2005, the employee would earn an additional vacation week in 2011 because the employee would have worked six years as of May 5th, 2011. Although the employee earned an additional week of vacation in 2011, the employee cannot take this vacation until 2012 because vacation is taken in the following year that it is earned. So in this example, four (4) weeks is earned in 2011 to be taken in 2012.

15.05

Employees on Layoff

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

- a) For each of the first six (6) years of service, as calculated under the provisions of Article 15.03, six (6) percent of his/her total earnings during the current calendar year, to be paid to him/her at the time of layoff, or if the Employee so elects, to be paid to him/her as vacation pay during the following calendar year when he/she may take a vacation not exceeding three (3) calendar weeks.
- b) For the seventh (7th) and up to and including the fourteenth (14th) year of service, as calculated under the provisions of Article 15.03, eight (8) percent of his/her total earnings during the current calendar year, to be paid to him/her at the time of layoff or, if the Employee so elects, to be paid to him/her as vacation pay during the following calendar year when he/she may take a vacation not exceeding four (4) calendar weeks.
- c) For the fifteenth (15th) and up to and including the seventeenth (17th) year of service, as calculated under the provisions of Article 15.03, ten (10) percent of his total earnings during the current calendar year, to be paid to him/her at the time of layoff, or, if the Employee so elects, to be paid to him/her as vacation pay during the following calendar year when he/she may take a vacation not exceeding five (5) calendar weeks.
- d) For the eighteenth (18th) or more years of service, as calculated under the provisions of Article 15.03, twelve (12) percent of his/her total earnings during the current calendar year, to be paid to him/her at the time of layoff, or, if the Employee so elects, to be paid to him/her as vacation pay during the following calendar year when he/she may take a vacation not exceeding six (6) calendar weeks.

15.06

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

15.07

Scheduling of Vacations

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

15.08 Termination of Employment

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

ARTICLE 16 HEALTH BENEFITS

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

- a) Life Insurance at a principal amount equal to two (2) times salary. The age limits applicable to this section shall be in accordance with those identified in the schedule of benefits included in the current group benefits plan.
- b) Accidental Death and Dismemberment at a maximum principal amount equal to the life insurance as specified in the Underwriter's "Table of Losses";
- c) Weekly income benefits equal to seventy-five (75%) percent of earnings for up to twenty-six (26) weeks commencing upon the first (1st) day of absence due to disability or injury and commencing upon the seventh (7th) day for absence due to illness. The Corporation agrees to pay at full salary for the first six (6) days of illness, providing the Employee has sick leave credits as outlined in 16.01 (j).

Such payment shall be paid by the Employer on the regular bi-weekly pay period. The Union agrees the insurance company shall pay all equal indemnities directly to the Employer. The same process shall apply to Employees on Workers' Compensation, taking into account the appropriate WorkSafeBC rate.

- d) The same Long Term Disability (LTD). Plan that exists for Management shall be provided for all Employees covered by this Collective Agreement.
- e) The Employer shall provide Extended Health Care Benefits for Employees and dependents.
- f) The BC Medical Plan shall be fully paid by the Employer.
- g) Dental Care benefits include dependents' coverage as outlined in the present policy. Treatments will be covered as follows to a maximum of two thousand dollars (\$2,000) per person:
 - i) Routine Treatment – Plan pays one hundred percent (100%) of approved Schedule of Fees.
 - ii) Major Treatment (Crown, Bridgework) – Plan pays fifty percent (50%) of approved Schedule of Fees.
 - iii) The Employer agrees to provide Orthodontic Dental Care to a maximum of two thousand dollars (\$2,000).

- h) The Employer agrees to provide an Eye Care Plan that will provide for glasses or contact lenses with twenty-four (24) month's renewal to a maximum of four hundred dollars (\$400) per person. For dependent children such coverage shall provide for glasses or contact lenses every year, provided, however, that this coverage shall only apply in the event of a change in the prescription.
- i) The premium costs of the above benefits shall be one hundred percent (100%) Employer paid.

j) **Sick Leave Bank**

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

- k) Employees who are off work due to sickness or accident shall be granted sick leave with pay, providing they have accrued sick days to their credit. Such sick days will be paid until the Employee becomes eligible for Weekly Indemnity Income Benefits referred to in 16.01 (c).
- l) Employees will endeavour to schedule dental and paramedical appointments outside normal working hours when possible. Although dental and paramedical appointments do not qualify under sick leave, employees will be offered the opportunity to make up their hours at straight time within the pay period it occurred coordinated with Department Director or designate.
- m) Coverage during leave of absence in excess of thirty (30) calendar days shall be provided as follows: An Employee on an approved leave of absence may continue Life and Accidental Death and Dismemberment coverage for up to one (1) year, provided the full cost of premiums is paid to the Employer.
- n) **Coverage During Layoffs**

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

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

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

16.02 Employee Assistance Program

Assistance is available to Employees requiring counseling for work-related or personal reasons, through PPC Canada Employee and Family Assistance Program (or current provider)

- a) To maintain confidentiality, an Employee desiring counseling services may arrange an appointment directly with PPC Canada Employee and Family Assistance Program (or current provider), at the Kelowna or Penticton offices.
- b) PPC Canada Employee and Family Assistance Program (or current provider) will invoice the District of Peachland directly for the services provided, identifying only the number of claims per Employee. PPC Canada Employee and Family Assistance Program (or current provider) will submit invoices on a confidential basis to the District.
- c) An Employee may use the counseling service to a maximum of four (4) times in a calendar year. However, on the recommendation of PPC Canada Employee and Family Assistance Program (or current provider), the Employer may consider payment for an additional two (2) counseling sessions.

16.03 Medical Placement

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

ARTICLE 17 LEAVE OF ABSENCE

17.01 For Union Business

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

17.02 Union Conventions

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

17.03 Bereavement Leave

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

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

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

17.05 Leave For Union Officers

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

17.06 General Unpaid Leave

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

17.07 Jury Duty or Court Witness

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

17.08

Pregnancy and Parental Leaves

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

- a) Pregnancy leave shall be granted as a right. The Employer shall not deny the pregnant Employee the right to continue employment during the period of pregnancy.
- b) **Seniority Status During Pregnancy and Parental Leaves**
While on pregnancy and parental leaves an Employee shall retain his/her full employment status and accumulate all benefits under this collective agreement.
- c) **Employer Payment of Employee Benefits During Pregnancy and Parental Leaves**
During the period of leave under this clause, the Employer shall continue to pay the hospital, medical, disability, group life insurance, and other benefits of this Agreement.
- d) **Procedure Upon Return from Pregnancy or Parental Leave**
When an Employee decides to return to work after leave under this clause, he/she shall provide the Employer with at least two (2) weeks' notice. On return from such leave, the Employee shall be placed at least in his/her former position. If the former position no longer exists, he/she shall be placed in an equivalent position in his/her department, or Bargaining Unit consistent with seniority.
- e) An Employee who requests leave after the birth of a child or the termination of a pregnancy is entitled to up to six (6) consecutive weeks of unpaid leave. An Employee is entitled to up to six (6) additional consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy, she is unable to return to work when her leave ends.

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

17.09

Personal Leave

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

ARTICLE 18 TECHNOLOGICAL CHANGE

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

ARTICLE 19 PAYMENT OF WAGES AND ALLOWANCES

19.01 Pay Days

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

19.02 Temporary Transfer

a) Higher Paid Classification

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

b) Lower Paid Classification

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

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

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

19.04 Vacation Pay

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

19.05 Dirty Work

- a) When employed on dirty work, an Employee shall be entitled to the premium of sixty (\$0.60) cents per hour.
- b) "Dirty Work" shall include:
 - i) Asphalt Distributor Operator; Road Patching and Crack Sealing; Refuse Collection; (when working in ditches or manholes where sewage is present); and any other work, where in the opinion of the Employer the premium for dirty work should be paid.
 - ii) Employees required to exhume a casket burial shall be paid a premium of one hundred and ten dollars (\$110) per Employee to a maximum of two (2) Employees.
- c) When dirty work is intermittent, payment of the premium shall be at the discretion of the Supervisor on the job, who will also determine the number of hours for which the premium shall be paid.

19.06 No Pyramiding

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

19.07 Motor Vehicle Allowance

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

19.08 Protective Clothing

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

19.09 First Aid Attendant

The Employer agrees to designate First Aid Attendants in accordance with all applicable legislation. Such persons shall be the holder of a valid Level 1 First Aid Ticket and shall be paid fifty (\$0.50) cents per hour of employment in addition to their regular rate of pay.

19.10 Outside Position

In addition to the hourly rate increase shown for outside Employees, Certified Tradesmen who are qualified with a Certificate of Proficiency issued pursuant to the Apprenticeship and Tradesmen's Qualification Act and who are posted to a trades' position will receive one dollar and twenty cents (\$1.20) per hour premium. Eligible Tradesman is Mechanic/Welder.

19.11 Acting Leadhand and Acting Head Lifeguard

The Department Director may appoint an Acting Leadhand for outside workers. The Acting Leadhand will be paid a premium rate of one dollar and fifty cents (\$1.50) per hour above their normal rate of pay, for all hours worked in that capacity. Such appointments shall be made on the basis of seniority and ability.

The Department Director may appoint an Acting Head Lifeguard. Acting Head Lifeguard(s) shall be paid a premium rate of one dollar and fifty cents (\$1.50) per hour above their normal rate of pay, for all hours worked in that capacity.

19.12 Labourer

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

19.13

Water Operators On Call

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

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

ARTICLE 20 NEW OR CHANGED CLASSIFICATIONS

20.01

New Classification

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

20.02

Changed Classification

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

20.03 Abandonment

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

20.04 Extension of Time Limits

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

ARTICLE 21 GENERAL CLAUSES

21.01 Bulletin Boards

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

21.02 Cooperation on Safety

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

ARTICLE 22 MUNICIPAL PENSION PLAN

22.01

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

ARTICLE 23 JOB SECURITY

23.01

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

ARTICLE 24 TERM OF AGREEMENT

24.01 This Agreement shall take effect from June 11, 2019 and shall remain in effect until June 30, 2024 and thereafter from year to year unless written notice of intent to terminate or amend the Agreement is given by either party to the other party in accordance with the provisions of the *Labour Relations Code*. Within ten (10) days after receipt of any notice given pursuant to this Article by either party, the parties to this Agreement shall commence negotiations. During the period of negotiations, this Agreement shall continue in full force and effect.

ARTICLE 25 CRIMINAL OFFENSES

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

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this _____ day of December, 2020.

ON BEHALF OF:

THE CORPORATION OF THE
DISTRICT OF PEACHLAND

ON BEHALF OF:

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 608

Joe Mitchell, Chief Administrative Officer

Shelie Best, President

Polly Palmer, Director of Corporate Services

Jamie McDiarmid, Unit Chair (Peachland)

Cindy Fortin, Mayor

Greg Ingram, National Representative

SCHEDULE "A"

PAY GRID – JUNE 11, 2019 TO JUNE 30, 2024

POSITION	JUNE 11, 2018 JUNE 10, 2019	JUNE 11, 2019 2%	JULY 1, 2020 2.25%	JULY 1, 2021 2.25%	JULY 1, 2022 2%	JULY 1, 2023 2%
Inside Workers						
Clerk Typist	\$26.97	\$27.51	\$28.13	\$28.76	\$29.34	\$29.93
Emergency Service Clerk	\$28.08	\$28.64	\$29.28	\$29.94	\$30.54	\$31.15
Recreation Cashier	\$28.08	\$28.64	\$29.28	\$29.94	\$30.54	\$31.15
Receptionist Cashier	\$28.08	\$28.64	\$29.28	\$29.94	\$30.54	\$31.15
Operations Clerk	\$28.08	\$28.64	\$29.28	\$29.94	\$30.54	\$31.15
Accounting Clerk 1	\$29.09	\$29.67	\$30.34	\$31.02	\$31.64	\$32.27
Planning & Economic Development Technician	\$31.48	\$32.11	\$32.83	\$33.57	\$34.24	\$34.92
Recreation Program Coordinator	\$33.05	\$33.71	\$34.47	\$35.25	\$35.96	\$36.68
Senior Accounting Clerk	\$35.61	\$36.32	\$37.14	\$37.98	\$38.74	\$39.51
Development Services Technician (Development Services, Permitting & Licensing)	\$30.71	\$31.32	\$32.02	\$32.74	\$33.39	\$34.06
Bylaw and Licencing Officer	\$32.42	\$33.07	\$33.81	\$34.57	\$35.26	\$35.97
Deputy Treasurer	\$36.48	\$37.21	\$38.05	\$38.91	\$39.69	\$40.48
Building Inspector Level 1	\$37.36	\$38.11	\$38.97	\$39.85	\$40.65	\$41.46
Building Inspector Level 2	\$40.54	\$41.35	\$42.28	\$43.23	\$44.09	\$44.97
Building Inspector Level 3	\$42.40	\$43.25	\$44.22	\$45.21	\$46.11	\$47.03
Summer Student	\$17.67	\$18.02	\$18.43	\$18.84	\$19.22	\$19.60
Outside Workers						
Lifeguard	\$22.11	\$22.55	\$23.06	\$23.58	\$24.05	\$24.53
Head Lifeguard	\$22.11	\$22.55	\$23.06	\$23.58	\$24.05	\$24.53
Labourer	\$25.79	\$26.31	\$26.90	\$27.51	\$28.06	\$28.62
Operations Labourer	\$26.97	\$27.51	\$28.13	\$28.76	\$29.34	\$29.93
Gardener	\$29.09	\$29.67	\$30.34	\$31.02	\$31.64	\$32.27
Labourer II - Water	\$29.09	\$29.67	\$30.34	\$31.02	\$31.64	\$32.27
Special Projects Parks & Facilities	\$29.09	\$29.67	\$30.34	\$31.02	\$31.64	\$32.27
Special Projects Parks Utilities & Events	\$29.09	\$29.67	\$30.34	\$31.02	\$31.64	\$32.27
Utility Person	\$29.95	\$30.55	\$31.24	\$31.94	\$32.58	\$33.23
Equipment Operator 1	\$29.95	\$30.55	\$31.24	\$31.94	\$32.58	\$33.23
Equipment Operator 2	\$30.37	\$30.98	\$31.68	\$32.39	\$33.04	\$33.70
Parks & Facilities Leadhand	\$32.42	\$33.07	\$33.81	\$34.57	\$35.26	\$35.97
Water Mechanic Level 1	\$29.09	\$29.67	\$30.34	\$31.02	\$31.64	\$32.27
Water Mechanic Level 2	\$32.42	\$33.07	\$33.81	\$34.57	\$35.26	\$35.97
Water Mechanic Level 3	\$33.05	\$33.71	\$34.47	\$35.25	\$35.96	\$36.68
Water Mechanic Level 4	\$33.89	\$34.57	\$35.35	\$36.15	\$36.87	\$37.61
Journeyman Mechanic	\$33.89	\$34.57	\$35.35	\$36.15	\$36.87	\$37.61
Intstrumentation/Electrical Technician	\$33.89	\$34.57	\$35.35	\$36.15	\$36.87	\$37.61
Water Treatment Operator	\$33.89	\$34.57	\$35.35	\$36.15	\$36.87	\$37.61
Engineer Technologist	\$34.72	\$35.41	\$36.21	\$37.02	\$37.76	\$38.52
Operations Leadhand	\$36.48	\$37.21	\$38.05	\$38.91	\$39.69	\$40.48
Summer Student	\$17.67	\$18.02	\$18.43	\$18.84	\$19.22	\$19.60

Job List

Band Number	Description
1	Labourer
2	
3	Operations Labourer Clerk Typist
4	Recreation Cashier Receptionist Cashier Operations Clerk Emergency Services Clerk
5	Gardener Special Projects Parks & Facilities Special Projects Parks, Utilities & Events Labourer Water Accounting Clerk Water Mechanic Level 1
6	Utility Person Equipment Operator 1
7	Development Services Technician (Development Services, Permitting & Licensing)
8	Planning & Economic Development Technician
9	Bylaw and Licensing Officer Parks & Facilities Leadhand Water Mechanic Level 2
10	Recreation Program Coordinator Water Mechanic Level 3
11	Instrumentation/Electrical Technician Journeyman Mechanic Water Mechanic Level 4 Water Treatment Operator
12	Engineering Technologist
13	Senior Accounting Clerk
14	Deputy Treasurer Operations Leadhand
15	Building Inspector level 1
16	Building Inspector level 2
17	Building Inspector level 3

Banding Schedule

BAND	MIN POINTS	MAX POINTS	JUNE 11, 2018 - JUNE 10, 2019	JUNE 11, 2019 2%	JULY 1, 2020 2.25%	JULY 1, 2021 2.25%	JULY 1, 2022 2%	JULY 1, 2023 2%
1	110	1399	\$ 25.79	\$ 26.31	\$ 26.90	\$ 27.51	\$ 28.06	\$ 28.62
2	1400	1699	\$ 26.08	\$ 26.60	\$ 27.20	\$ 27.81	\$ 28.37	\$ 28.94
3	1700	1999	\$ 26.97	\$ 27.51	\$ 28.13	\$ 28.76	\$ 29.34	\$ 29.93
4	2000	2299	\$ 28.08	\$ 28.64	\$ 29.28	\$ 29.94	\$ 30.54	\$ 31.15
5	2300	2599	\$ 29.09	\$ 29.67	\$ 30.34	\$ 31.02	\$ 31.64	\$ 32.27
6	2600	2899	\$ 29.95	\$ 30.55	\$ 31.24	\$ 31.94	\$ 32.58	\$ 33.23
7	2900	3199	\$ 30.71	\$ 31.32	\$ 32.02	\$ 32.74	\$ 33.39	\$ 34.06
8	3200	3499	\$ 31.48	\$ 32.11	\$ 32.83	\$ 33.57	\$ 34.24	\$ 34.92
9	3500	3799	\$ 32.42	\$ 33.07	\$ 33.81	\$ 34.57	\$ 35.26	\$ 35.97
10	3800	4099	\$ 33.05	\$ 33.71	\$ 34.47	\$ 35.25	\$ 35.96	\$ 36.68
11	4100	4399	\$ 33.89	\$ 34.57	\$ 35.35	\$ 36.15	\$ 36.87	\$ 37.61
12	4400	4699	\$ 34.72	\$ 35.41	\$ 36.21	\$ 37.02	\$ 37.76	\$ 38.52
13	4700	4999	\$ 35.61	\$ 36.32	\$ 37.14	\$ 37.98	\$ 38.74	\$ 39.51
14	5000	5299	\$ 36.48	\$ 37.21	\$ 38.05	\$ 38.91	\$ 39.69	\$ 40.48
15	5300	5599	\$ 37.36	\$ 38.11	\$ 38.97	\$ 39.85	\$ 40.65	\$ 41.46
16	5600	5899	\$ 40.54	\$ 41.35	\$ 42.28	\$ 43.23	\$ 44.09	\$ 44.97
17	5900	6199	\$ 42.40	\$ 43.25	\$ 44.22	\$ 45.21	\$ 46.11	\$ 47.03

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

LETTER OF UNDERSTANDING #1

BETWEEN

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 608

RE: Public Works/Parks Operator

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

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

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this day of December, 2020.

ON BEHALF OF:

THE CORPORATION OF THE
DISTRICT OF PEACHLAND

ON BEHALF OF:

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 608

Joe Mitchell, Chief Administrative Officer

Shelie Best, President

Polly Palmer, Director of Corporate Services

Jamie McDiarmid, Unit Chair (Peachland)

Cindy Fortin, Mayor

Greg Ingram, National Representative

LETTER OF UNDERSTANDING #2

BETWEEN

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 608

RE: Department Leader

It is recognized that at times during the prolonged absence of a Department Director, there is additional responsibility and leadership required by other members of the department. A director may appoint a member of their department as Department leader in their absence. This appointment must be made by the Director prior to the absence and the Employee appointed is entirely at the Director's discretion.

- 1) The additional duties required of the Department Leader in the absence of the department Director are:
 - a) Responsible for coordinating and overseeing the work of the department;
 - b) Serve as a technical liaison to department consultants and contractors;
 - c) Responsible for scheduling and supervision of department staff;
 - d) Work in close consultation with the designated backup manager or CAO on issues such as:
 - Purchases exceeding the scope of the Departments Leads regular employment position
 - Human resources issues
 - Project scope changes
 - e) Responsible to ensure prompt and courteous processing of requests and complaints from citizens with respect to the department operations;
 - f) Authorize timecards for payroll processing.
- 2) The rate of pay during the period of time as Department Leader will be the current rate of the employee plus an additional five (\$5.00) dollars per hour. Overtime will be paid on the same basis as the Collective Agreement, all health benefits will remain in place;

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this day of December, 2020.

ON BEHALF OF:

THE CORPORATION OF THE
DISTRICT OF PEACHLAND

Joe Mitchell, Chief Administrative Officer

Polly Palmer, Director of Corporate Services

Cindy Fortin, Mayor

ON BEHALF OF:

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 608

Shelie Best, President

Jamie McDiarmid, Unit Chair (Peachland)

Greg Ingram, National Representative

LETTER OF UNDERSTANDING #3

BETWEEN

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 608

RE: Leadhand Premium

The parties agree that the existing Parks and Facilities Leadhand (Jamieson McDiarmid) will continue to receive the current fifty (\$0.50) cent premium above his normal rate of pay while he holds the Parks of Facilities Leadhand position. This premium will not be extended beyond the term of the existing employee and position.

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this day of December, 2020.

ON BEHALF OF:

THE CORPORATION OF THE
DISTRICT OF PEACHLAND

Joe Mitchell, Chief Administrative Officer

Polly Palmer, Director of Corporate Services

Cindy Fortin, Mayor

ON BEHALF OF:

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 608

Shelie Best, President

Jamie McDiarmid, Unit Chair (Peachland)

Greg Ingram, National Representative

LETTER OF UNDERSTANDING #4

BETWEEN

THE CORPORATION OF THE DISTRICT OF PEACHLAND

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 608

RE: Error in Hourly Rate Calculation – Two (2) Classifications

The District has identified mathematical errors in the calculation of the hourly rate for two employees in the classifications of Planning & Economic Development Technician and Development Services Technician. The errors resulted in the two incumbents receiving a higher rate of pay than is stated in the Schedule "A". The parties of this letter agree to the following conditions to rectify this matter:

- 1) The current employees in the positions of Planning & Economic Development Technician (Pay Band 8) and Development Services Technician (Pay Band 7) will continue to receive the higher hourly rate.
- 2) The current incumbents in these positions will receive percentage increases prescribed in the Schedule 'A' based on the higher hourly rate.
- 3) When the positions become vacant or if the District creates a second position for a Planning & Economic Development Technician or Development Services Technician the new incumbents will receive the rate prescribed in the current Schedule 'A' for the respective Pay Band.

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this day of December, 2020.

ON BEHALF OF:

THE CORPORATION OF THE
DISTRICT OF PEACHLAND

ON BEHALF OF:

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 608

Joe Mitchell, Chief Administrative Officer

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Jamie McDiarmid, Unit Chair (Peachland)

Cindy Fortin, Mayor

Greg Ingram, National Representative

DISTRICT OF PEACHLAND – JOB DESCRIPTIONS

JOB DESCRIPTIONS - LABOURER

Date: June 24, 2011

Job Title: Labourer

Reports to: Leadhand

Positions Supervised: n/a

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

- N/A

QUALIFICATIONS**Education/Certification:**

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

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – OPERATIONS LABOURER

Date: May 2020
Job Title: Operations Labourer
Reports to: Operations Leadhand
Positions Supervised: n/a

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

- N/A

QUALIFICATIONS

Education/Certification:

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

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – CLERK TYPIST

Date: Nov 5, 2010

Job Title: Clerk Typist

Reports to: Supervisor

Positions Supervised: N/A

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

- Reception
- Administrative / Clerical

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

- Participate as a team member ensuring high performance and service

Financial:

- N/A

QUALIFICATIONS**Education/Certification:**

- High School graduation

Experience:

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – EMERGENCY SERVICES CLERK

Date: Nov 5, 2010
Job Title: Emergency Services Clerk
Reports to: Fire Chief
Positions Supervised: n/a

Position Summary:

- Perform reception, clerical, administrative and public education for the Fire Department

KEY JOB DUTIES

Program Development and Implementation:

- Provide reception, clerical and administration work
- Provide Fire Department public education programs

Operations - Administration/Working Function:

- Respond to enquiries on fire department regulations, including the Fire and Life Safety Bylaw regarding fire prevention, inspections, wood stoves, smoke and burning issues, and handling related problems complaints, arrange for the dispatch of crews to investigate issues
- Respond to requirements of emergency crew members providing information and supplies, maintain radio communication with dispatch centre and emergency crews
- Respond to volunteer firefighter's queries regarding training, incidents and payroll
- Maintain file system, provide and input data to payroll on incidents, training and other maintenance duties
- Maintain statistics and provide reports on training, incidents, inspections and burning permits
- Schedule and prepare agendas and minutes for Fire Officer Meetings
- Develop and prepare correspondence such as letters to schools, community groups, households, fire department volunteers and fire department agencies
- Prepare invoices for duties performed for PEP, Ministry of Forest, Regional Rescue, and for Bylaw infraction
- Compile information, prepare and provide public education programs and events such as presentations to Schools, Community Groups, Open Houses regarding Fire Safety and Prevention

Customer Service/Communications:

- Provide high levels of customer service to the public in handling a variety of Fire Department inquiries
- Provision of Public Education Programs and Events

Risk Management Health and Safety:

- Providing correct information to the public regarding Fire Department regulations and practices, maintaining proper communications with emergency crews and dispatch centre
- Compile information, prepare and provide effective public education program
- Practice and adhere to WorkSafeBC and District policies and procedures
- observe and report work site hazards

Leadership and Supervisory:

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

Financial:

- n/a

QUALIFICATIONS**Education/Certification:**

- High School Graduation

Experience:

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

Skills:

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

Job Provisions:

- Maintain up to date knowledge of the District's computerized systems, administrative systems, Fire Department regulations, public education material and office technology
- May be required to perform additional duties as assigned by supervisor

JOB DESCRIPTIONS – RECREATION CASHIER

Date: Nov 5, 2010
Job Title: Recreation Cashier
Reports to: Director of Community Services
Positions Supervised: n/a

Position Summary:

- Provide reception, administrative, clerical functions for the Recreation Department

KEY JOB DUTIES

Program Development and Implementation:

- Reception
- Administrative/Clerical
- Setup and takedown of events, meetings, programs and activities
- Provide orientation to program registrants, instructors, user groups

Operations - Administration/Working Function:

- Respond to inquiries and provide information for Recreation programs, rentals, special events, municipal scheduling
- Provide a variety of administrative/clerical functions such as photocopying, cash receipting, daily deposits and refunds, maintain class, program and community group lists, filing, opening and sorting mail, record keeping, facility rentals, damage deposits and insurance
- Order office and recreation supplies, maintain inventory of childcare toys, art supplies, fitness equipment, check and code invoices from recreation contractors and suppliers
- Setup and takedown equipment for meetings and recreation programs such as arranging tables, chairs, projectors, provide gymnasium equipment for specific functions
- Provide information to program registrants and user groups such as recreation, policy and procedures safety regulations availability
- Maintain supplies and inventory for recreation kitchen and ensure user groups are informed of the use of equipment
- Provide post event check on status of equipment, supplies and facility
- Assist in organizing and supervising special events such as overseeing volunteers, event headquarters, provide traffic control, check on health and safety of participants, organize preparation and delivery of food and drink

Customer Service/Communications:

- Respond and resolve inquiries and complaints from members of the public and user groups
- Communicate District's Recreation events, special events and activities

Risk Management Health and Safety:

- Practice and adhere to WorkSafeBC and District policies and procedures
- Educate participants and user groups regarding safe recreation habits and ensure all safety and proper procedures are followed
- Ensure contract staff adhere to safety procedures, and are proficient and effective in maintaining awareness and observing all fitness activities, dealing with participant and user group conduct, and responding to emergencies
- Identify hazards and areas of risk, and implement corrective measures, facility maintenance and repairs, and equipment replacement

Leadership and Supervisory:

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

Financial:

- n/a

QUALIFICATIONS**Education/Certification:**

- High School Graduation
- Emergency First Aid level 1, CPR, Food Safe

Experience:

- Administrative and reception experience – two (2) years or an equivalent combination of education, training and experience

Skills:

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

Job Provisions:

- Maintain knowledge of computerized registration systems, administrative software and office technology
- Maintain a clean Criminal Record Check
- Maintain professional and technical requirements for the position

JOB DESCRIPTIONS – RECEPTIONIST CASHIER

Date: Nov 5, 2010
Job Title: Receptionist Cashier
Reports to: Director of Finance
Positions Supervised: n/a

Position Summary:

- Provide reception, cashier, accounting clerk and administrative functions such as responding to inquiries answering and referring phone calls, taking messages and accounts payable and payroll data entry

KEY JOB DUTIES

Program Development and Implementation:

- Reception and handling inquiries
- Cashiering and administrative
- Accounts payable and payroll data entry and processing

Operations - Administration/Working Function:

- Provide reception functions for the District, answering and referring phone calls, responding to inquiries, taking messages, photocopying, document scanning, incoming and outgoing mail
- Receive and process payments for utilities, taxes, business licenses, dog licenses, special use permits, development permits, building permits, commercial vehicle remittance, bylaw enforcement tickets, cash receipts for recreation programs, address signs
- Ensure sufficient inventory of office supplies, monitor copier and postage use, maintain general filing
- Perform daily cash outs, reconcile overages and shortages, make bank deposits
- Respond to inquiries including amounts owing on taxes and utilities, deal with discrepancies and refer unresolved issues to supervisor
- Accounts payable, payroll data entry, receive, scan and distribute invoices, run and check report and make data entry corrections
- Perform tax search, provide tax certificate, invoice tax search charge

Customer Service/Communications:

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

Risk Management Health and Safety:

- Practice and adhere to WorkSafeBC and District policies and procedures

Leadership and Supervisory:

- Participate as a team member ensuring high performance and service in the reception administration area

Financial:

- N/A

QUALIFICATIONS**Education/Certification:**

- High School Graduation
- Valid BC Class 5 Drivers License

Experience:

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – OPERATIONS CLERK

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

Position Summary:

- Perform a variety of administrative, clerical and accounting clerk functions for the Operations Department

KEY JOB DUTIES

Program Development and Implementation:

- Perform administrative and clerical functions for the Operations Department
- Provide updated public and civic information, advisory notices and manage data on District's website
- Maintain and order supplies
- Provide accounting clerical functions

Operations - Administration/Working Function:

- Respond to inquiries from the public, contractors and other municipalities with respect to public works projects and activities, resolve complaints or forward to appropriate contact
- Provide variety of information to community, contractors and other municipal agencies and staff via email, advertising, website postings
- Provide notification of water shutoffs, turbidity, road closures, paving, project construction dates, Municipal information including Recreation brochures, through website, newspaper and internal memos
- Perform administrative and clerical functions for water, sewer, parks, fleet, Operations and Engineering, prepare letters, tender packages, and request quotes according to purchasing policy, record minutes of crew meetings, perform office filing, forward messages, deliver and pickup mail
- Maintain inventory, order supplies for Public Works, Garage, Water, Roads and Parks operations, including safety materials, chlorine, road salts, magnesium chloride, benches and tables, issues purchase order numbers to work crews
- Code invoices for public works and municipal facilities for payment, processes general ledger equipment costs, match purchase orders and invoices, code invoices, journal voucher entries for fuel consumption, review and submit time sheets
- Provide staff availability information to leadhands in the field, contact utility companies as required
- Obtain information from other municipalities with respect to public works related bylaws and projects, review and compile information
- Update information for emergency programs, water department policies and risk management procedure manual
- Provide access information for GIS, printouts for work orders, spreadsheet data on energy for meters, Hydro, Telus, Terasen and cell phones, water data, locates, equipment lists
- Update Binders: Emergency, Council Meetings, Safety, Occupational Health and Safety Inspections, Policies, Donations and Gifts, to the Community, Phone Contact list, Coding Binder

Customer Service/Communications:

- Provides a variety of information to the community, contractors, other municipal agencies and staff

Risk Management Health and Safety:

- Ensure emergency and risk management procedure binders are updated
- Practice and adhere to WorkSafeBC and District policies and procedures

Leadership and Supervisory:

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

Financial:

- Ensure accurate coding of invoices and timesheets

QUALIFICATIONS**Education/Certification:**

- High School Graduation

Experience:

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – GARDENER

Date: Jan. 21, 2011

Job Title: Gardener

Reports to: Leadhand

Positions Supervised: n/a

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

- N/A

QUALIFICATIONS**Education/Certification:**

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

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – SPECIAL PROJECTS – PARKS & FACILITIES

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

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

- N/A

QUALIFICATIONS**Education/Certification:**

- High School Graduation
- Valid BC Class 5 Drivers License

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – SPECIAL PROJECTS – UTILITIES & SPECIAL EVENTS

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

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

- N/A

QUALIFICATIONS**Education/Certification:**

- High School Graduation
- Valid BC Class 5 Drivers License

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – LABOURER II - WATER

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

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

- N/A

QUALIFICATIONS

Education/Certification:

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

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – ACCOUNTING CLERK

Date: Nov 5, 2010
Job Title: Accounting Clerk
Reports to: Director of Finance
Positions Supervised: n/a

Position Summary:

- Perform accounting clerk functions such as payroll, accounts payable, accounts receivable, cash receipting, journal voucher entries to general ledger, property taxes, and utility billings

KEY JOB DUTIES

Program Development and Implementation:

- Provide payroll administration for District and Volunteer Fire Department including time card review, making required changes, data entry and running reports, exception reporting, payroll register and remittance
- Accounts payable functions such as review of invoices, preparation for data entry, review of audit trail reports, printing of cheques and deposit slips and Council report, inquiries
- Accounts receivable functions such as invoice preparation and maintaining database
- Provide cash receipt functions such as preparation of bank deposits, receipt of payments and data entry
- Reception functions

Operations - Administration/Working Function:

- Review time cards for accuracy, ensure proper coding, proper authorization, run and review exception report, make adjustments, perform payroll calculation, review payroll figures, prepare payroll remittance report and receiver general booklets and cheques, post final payroll figures to general ledger and close payroll period
- Review invoices for accurate coding and check for approval of authorized spending limit, submit for data entry, review audit trail report, submit for approval, create and mail cheques, print deposit slips, run required reports and file processed invoices and maintain client database
- Prepare and mail account receivable invoices for District services and maintain client database
- Prepare bank deposits, organize and cross-reference supporting documentation
- Maintain utility databases, prepare and calculate utility billings and collect payments
- Prepare work orders for the water mechanics
- Provide data entry for budget information
- Provides reception functions such as receiving, responding and referring enquiries on District business
- Customer Service/Communications:
 - Respond to and deal with a variety of enquiries regarding payroll, accounts payable, receivables, property taxes and utilities
 - Provide high levels of customer service as contact to members of the public

Risk Management Health and Safety:

- Practice and adhere to WorkSafeBC and District policies and procedures
- Considerable due diligence required in maintaining the District's payroll, accounts payable, receivables, data bases, ensuring employees are correctly paid and that the District receives required payment for services

Leadership and Supervisory:

- Participates as a team member ensuring high performance and service in reception, payroll, accounts receivable and payable functions

Financial:

- Provide effective payroll, accounts payable and accounts receivable functions

QUALIFICATIONS**Education/Certification:**

- High School Graduation supplemented with accounting and payroll courses one (1) year

Experience:

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

Skills:

- Communicate effectively with employees, contractors, suppliers, government agencies the public in regards to payroll, utilities, accounts receivable and payable issues
- Develop and maintain effective workplace relationships
- Demonstrate tact and diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain up to date knowledge of the District's computerized systems, administrative systems and office technology
- Stay current with payroll, utilities, accounts payable and receivable practices
- May be required to perform additional duties as assigned by supervisor

JOB DESCRIPTIONS – UTILITY PERSON

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

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

- N/A

QUALIFICATIONS**Education/Certification:**

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

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – EQUIPMENT OPERATOR I & II

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

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Equipment Operator II – additional duties:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

- N/A

QUALIFICATIONS**Education/Certification:**

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

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – PLANNING & ECONOMIC DEVELOPMENT TECHNICIAN

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

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

- Respond to counter and telephone inquiries, provide and interpret GIS information
- Provide a variety of information, guidance and assistance to the public, development professionals and associates with respect to District land use regulations and bylaws
- Coordinate pre-application meetings with prospective applicants and inter-departmental development meetings
- Prepare public hearing notices and notification letters
- Act as Staff Liaison with Regional Economic Development, Peachland Economic Development and other Council committees as assigned
- Liaise with other municipal departments and consultants
- Complete grant applications

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

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

QUALIFICATIONS**Education/Certification:**

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

Experience:

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – OPERATIONS LEADHAND

Date: January 1, 2016
Job Title: Operations Leadhand
Reports to: Director of Operations
Positions Supervised: Equipment Operators
Water Mechanics
Utility Person
Mechanic
Labourers
Students

Position Summary:

- Maintain the District's water distribution system to ensure an adequate quantity and good quality of water is delivered for domestic and fire fighting purposes
- Supervise public works construction and maintenance of public roads, rights-of-ways, sidewalks, snow removal, street lights and signs, tree pruning and removal, cemetery and compost site.

KEY JOB DUTIES

Program Development and Implementation:

- Monitor the District's Cross Connection Control Program
- Perform water construction functions, water flow maintenance, preventative maintenance and repair projects
- Enforcement of District water regulations and bylaws
- Organize and supervise maintenance and repair of roads, right-of-ways and sidewalks
- Coordinate, organize and supervise projects involving heavy equipment, street sign installation, cemetery operations, compost site facility operations, tree removal and pruning, and snow removal operations.

Operations - Administration/Working Function:

- Organize, supervise and participate in all water operations functions, including chlorination, testing, inspecting, recoding, reporting, maintenance and repair of all water systems including pressure reducing stations, pumps, valves, pipes, water man leaks, SCADA (Supervisory Control and Data Acquisition), water meters and hydrants
- Respond to concerns of the public, resolve emergency water issues, draft correspondence and notices for water shutdowns, bylaw infractions and general correspondence
- Ensure safe and effective operation of equipment at construction sites
- Arrange for snow survey checks, monitoring and reporting to senior government
- Operate and regulate valves and perform adjustments as necessary to provide for appropriate regulating of water flow
- Administer the cross connection control program, review and perform testing where required to ensure back flow protection
- Ensure efficient and effective road maintenance and repair such as hot/cold asphalt patching, street sweeping, grading and dust control, ditch cleaning, weed control, catch basin clean-out, culvert maintenance, inspect work of line painting contractors
- Supervise to ensure proper use of heavy equipment such as dump trucks, loaders, water truck, packer, mowers and backhoe
- Organize and supervise District's street snow removal operations according to established policy
- Arrange for and supervise street sign and street light maintenance, tree pruning and removal, seasonal banners, inspect completed work
- Supervise cemetery maintenance functions, such as opening and closing of plots, mowing, weed removal, tree pruning, irrigation system installation and maintenance
- Organize setting up of community events, provide construction material for other District departments

Customer Service/Communications:

- Respond and resolve a variety of concerns with water such as pressure, quality, leaks, and water meter issues
- Ensure satisfactory agreement with owners in resolving issues of responsibility for water related problems
- Provide direction, information and problem solving to the general public on road maintenance, snow removal, drainage, tree removal, dead animal pickup, garbage pickup and weed and dust control
- Respond to and resolve issues and problems related to cemetery operations and maintenance

Risk Management Health and Safety:

- Practice and ensure that staff adhere to WorkSafeBC and District policies and procedures
- Provide regular “safety tailgate” meetings
- Identify hazards and areas of risk and implement corrective measures
- Ensure all risk management, health, safety and environmental risks are minimized and issues are reported

Leadership and Supervisory:

- Provide day-to-day supervision, coaching and mentoring, scheduling and coordination

Financial:

- Provide cost estimates for projects
- Monitor expenditures of operational projects and ongoing equipment and supply expenditures

QUALIFICATIONS**Education/Certification:**

- High School Graduation
- Valid Class 5 Drivers License
- Water Distribution Operator Certification Level to match District’s system classification, through EOCP
- Chlorine Handling Certification through BC Water and Waste Association (BCWWA)
- Cross Connection Control Tester through BCWWA

Experience:

- Minimum five (5) years’ experience in at least a Class III water utility
- Five (5) years combination of a variety of experience with public works, parks and roads maintenance and construction, or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the public to resolve inquiries regarding issues with roads, snow removal, cemetery, compost site and utilities
- Develop and maintain effective and co-operative workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

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

JOB DESCRIPTIONS – PARKS & FACILITIES LEADHAND

Date: Nov 5, 2010
Job Title: Parks & Facilities Leadhand
Reports to: Director Community Services
Positions Supervised: Labourers
Special Projects – Parks & Facilities
Special Projects – Utilities & Special Events
Students
Gardeners

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

- Provide supervision, coaching and mentoring, scheduling and coordination

Financial:

- Provide input on cost estimates for capital projects
- Monitor expenditures for equipment and supplies and provide approval for overtime work

QUALIFICATIONS**Education/Certification:**

- High School Graduation plus two (2) year Horticulture Program/and or Turf management
- Supervisory Courses
- Valid BC Class 5 Drivers License
- Certified Landscape Technician
- Pesticide Applicator License

Experience – four (4) years in Horticulture, including supervisory experience or an equivalent combination of education, training and experience

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – WATER MECHANICS – LEVEL 1, 2, 3, & 4

Date: Nov 5, 2010
Job Title: Water Mechanics – Level 1, 2, 3, & 4
Reports to: Operations Leadhand
Positions Supervised: n/a

Position Summary:

- Maintain the District's water distribution system to ensure that an adequate quantity and good quality of water is delivered for domestic and fire fighting purposes

KEY JOB DUTIES

Program Development and Implementation:

- Responsible for the District's Cross Connection Control Program
- Perform water construction functions, water flow maintenance, preventative maintenance and repair projects
- Enforcement of District water regulations and bylaws

Operations - Administration/Working Function:

- Check chlorination unit, test chlorine usage, adjust and change chlorine tanks, change flow and pressure recorder chart and maintain and adjust recording equipment and perform chlorine residual tests Lab analysis of water
- Perform maintenance and repair functions on water systems including pressure reducing stations, pumps, valves, pipes, water main leaks, SCADA (Supervisory Control and Data Acquisition), water meters and hydrants
- Respond to concerns of the public, resolve emergency water issues, ensure agreement is reached with regards to responsibility and provide information and assistance in repair options
- Ensure safe and effective operation of equipment used in construction sites
- Inspect residential and commercial irrigation systems to ensure installation conforms with District bylaws, ensure concerns of the public are in compliance with water regulation
- Install, inspect and read residential and commercial water meters
- Upland snow survey, check and monitor snow pack levels throughout the winter and report to the Ministry of Environment
- Operate various valves and perform a variety of adjustments to regulate water flow for the District from upland reservoirs
- Administer the District's cross connection control program, review cross connection tests and perform testing where required ensuring proper back flow protection
- Draft correspondence such as water shutdown, bylaw infractions and general correspondence

Customer Service/Communications:

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

Risk Management Health and Safety:

- Ensure for the effective operation of water systems, minimize health risks and environmental concerns, effective reporting of water problems such as turbidity notifications and providing daily reports to Interior Health Authority
- Practice and adhere to WorkSafeBC and District policies and procedures

Leadership and Supervisory:

- Assist the leadhand in directing labourers

Financial:

- N/A

QUALIFICATIONS**Education/Certification:**

- High School Graduation
- Valid BC Class 5 Drivers License
- Chlorine Handling Certification through the BC Water and Waste Association (BCWWA)
- Water Mechanic Level 1 – EOCP level 1
- Water Mechanic Level 2 – EOCP level 2
- Water Mechanic Level 3 – EOCP level 3
- Water Mechanic Level 4 – EOCP level 4

Experience:

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – MECHANIC

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

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

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

QUALIFICATIONS**Education/Certification:**

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

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – ENGINEERING TECHNOLOGIST

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

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

- Provide project inspection

Financial:

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

QUALIFICATIONS**Education/Certification:**

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

Experience:

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – RECREATION PROGRAM COORDINATOR

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

Position Summary

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications

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

Risk Management Health and Safety

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

Leadership and Supervisory

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

Financial

- Assist in preparing and monitoring annual departmental budget

QUALIFICATIONS

Education/Certification:

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – SENIOR ACCOUNTING CLERK

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

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

- Ensure sub ledgers, bank accounts, cash receipts, T4s, Municipal Pension are balanced
- Provides T4 summaries and year end Municipal Pension reporting
- Assist with yearend audit report by providing back up information, explanation of processes and responding to and resolving issues raised by the auditor
- Annual Tax Sale – prepare reports, notifications, advertising, and assists Director of Finance if Tax Sale action required
- Assist with external audits such as WCB, Revenue Canada, GST, prepare working papers, answer inquiries, respond and resolve issues
- Oversee payroll input calculation, update changes to personnel database, manage employee benefit packages, ensure employees are aware of benefit provisions, ensure benefit information is updated
- Oversee the District's sick leave administration, death and short term and long term disability benefits
- Maintain the District's taxation roll, update new property changes, add, delete properties update rolls, process correction in liaison with BC Assessment, calculate and prepare annual tax notices, collect taxes, prepare and assist with delinquent tax collection at the annual tax sale
- Perform collection functions which include school tax collection, homeowner grant administration, deferred taxes, retroactive homeowner grants
- Assist in determining the rate structure for District utilities by reviewing usage, assessing maintenance and repair costs, identify problems and working with external consultants to resolve issues
- Liaise with IT contractor on hardware and software solutions and provide trouble shooting support on financial software and minor computer problems
- Assist Director of Finance with preparation of budget schedules, drafting financial bylaws, policies and procedures, and financial statements. Prepare analytical spreadsheets as required
- Provide Cemetery administration by selling plots, provide operational requirements to Public Works staff, schedule the burials, maintain cemetery database

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

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

QUALIFICATIONS**Education/Certification:**

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

Experience:

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – DEVELOPMENT SERVICES TECHNICIAN (DEVELOPMENT SERVICES, PERMITTING & LICENSING)

Date: May 25, 2018
Job Title: Development Services Technician (Development Services, Permitting & Licensing)
Reports to: Director of Planning and Development Services
Positions Supervised: n/a

Position Summary:

- Respond to inquiries using GIS; manage licensing programs including but not limited to business and Secondary Suite, Sidewalk Patio & Seasonal Vending licenses, Sign Permits and wharf & buoy encroachment agreements; process Technical Development Permits and supports administrative processes in the Planning and Development Services Department.

KEY JOB DUTIES

Program Development and Implementation:

- Receive, review and manage various permit and licensing application processes
- Coordinate the Wharf & Buoy Program; maintain database, coordinate annual billing, ensure compliance with agreement provisions
- Research and assist in development of planning projects
- Prepare draft reports and documents as required
- Review technical reports for bylaw requirements and work with applicants to ensure compliance
- Conduct site visits to assess development conditions

Operations - Administration/Working Function:

- Maintain street name and civic address assignment system
- Participate in ongoing records management to ensure efficient information processing and retrieval
- Coordinate registration of Notices of Permit and similar documents at the Land Title Office
- Provide administrative and technical support in the delivery of development services functions including but not limited to management of licensing, permits and bylaw enforcement records
- Coordinate management of the Planning and Development Services webpage

Customer Service/Communications:

- Respond to counter and telephone inquiries, provide and interpret GIS information including but not limited to location of lot lines, buildings, underground utilities, etc.
- Provide a variety of information, guidance and assistance to the public, development professionals and associates with respect to District land use regulations and bylaws
- Coordinate dissemination of public notifications and advertisements for public hearings
- Liaise with other municipal departments and consultants

Risk Management, Health and Safety:

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

Leadership and Supervisory:

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

Financial:

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

QUALIFICATIONS

Education/Certification:

- High School Graduation
- Specialized education related to development services and legal document preparation
- Accredited courses in Geographic Information Systems or equivalent knowledge
- One year of related experience or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the public, development community, professionals and associates with respect to land use, regulations and bylaws
- Develop and maintain effective workplace relationships
- Demonstrate tact and diplomacy
- Plan and organize daily and annual work plan
- Make effective operational decisions; attention to detail
- Intermediate skill level with MicroSoft Office Suite, Adobe and similar software preferred
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical knowledge requirements for the position
- Stay current with planning and development services related legislation and practices in BC
- May be required to perform additional duties as assigned by supervisor

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

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

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

- n/a

QUALIFICATIONS**Education/Certification:**

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – LIFEGUARD / SWIM INSTRUCTOR

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

Position Summary:

- Participate in the operation of Swim Bay

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

- n/a

QUALIFICATIONS**Education/Certification:**

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

Preferred qualification:

- Lifesaving Instructor

Experience:

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – HEAD LIFEGUARD

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

Position Summary:

- Supervise and participate in the operation of Swim Bay

KEY JOB DUTIES

Program Development and Implementation:

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

Operations - Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

Financial:

- n/a

QUALIFICATIONS**Education/Certification:**

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

Experience:

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – BYLAW ENFORCEMENT AND LICENSING OFFICER

Date: January 13, 2020
Job Title: Bylaw Enforcement and Licensing Officer
Reports to: Director of Planning and Development Services
Positions Supervised: N/A

Position Summary:

- Investigates complaints of bylaw infractions and enforces municipal bylaws and regulations
- Administers the business license program and conducts enforcement for various other licensing programs

KEY JOB DUTIES

Operations-Administration/Working Function:

- Bylaw administration and enforcement
- Business license administration and enforcement
- Maintains records of bylaw enforcement and business licensing actions
- Records and responds to inquiries and complaints from the public, outside agencies, and other District departments regarding bylaw issues
- Conducts follow up on complaints, issues recommendations and orders for remediation of violations, ensures compliance with directives
- Issues municipal tickets for bylaw infractions; gives evidence in court or adjudication hearings in defence of matters related to the administration of bylaws
- Conducts site inspections to verify compliance with applicable bylaws and regulations, notifies businesses and others about non-compliance, investigates and resolve complaints, issues warning notices and tickets or recommends further corrective actions
- Maintains a variety of manual and digital files such as plans and records of inspections, collection of unpaid violation tickets or unpaid fees
- Prepares monthly statistical reports on bylaw enforcement and licensing activities
- Carries out routine administrative and other office duties as required
- May be required to perform additional duties as assigned by supervisor
- Must be able to work evenings and weekends as required

Customer Service/Communications:

- Provides a variety of information and guidance to the general public with respect to District bylaws, regulations, and policies
- Provides a variety of information and guidance to the business community with respect to business licensing and inspections

Risk Management Health and Safety:

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

Leadership and Supervisory:

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

QUALIFICATIONS**Education/Certification/Experience:**

- High School graduation or equivalent
- Completion of recognized Bylaw Enforcement and Investigative Skills Certificate (i.e. Justice Institute Level I and II program, or recognized equivalent)
- Valid and unrestricted BC Class 5 drivers' license
- Clean Criminal Record Check
- Minimum two (2) years relevant experience in investigation and/or law enforcement work, preferably in a unionized local government environment; or an equivalent combination of relevant education, training and experience.
- Considerable experience explaining bylaw provisions to the public, conducting detailed investigations, and collecting of information, evidence, fees, and/or witness statement. Knowledge of court procedures and municipal bylaws.
- Two (2) years of administrative experience or an equivalent combination, training and experience

Skills:

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

JOB DESCRIPTIONS – WATER TREATMENT OPERATOR

Date: October 22, 2020
Job Title: Water Treatment Operator
Reports to: Operations Leadhand
Positions Supervised: N/A

Position Summary:

- Once the water treatment plant is complete, the operator's primary focus will be the operation and maintenance of all aspects of the treatment process but will also be required to be trained and capable of assisting within the water distribution system
- Provide training to existing and future operators in regards to operation of the treatment plant

KEY JOB DUTIES

Program Development and Implementation:

- Responsible for administration of the District's Cross Connection Control Program
- Prepare and implement strategic planning initiatives to ensure the facility and infrastructure are operated and maintained as effectively and efficiently as possible within approved staffing and budgetary constraints
- Perform water construction and maintenance functions including flow monitoring, preventative maintenance and repair projects

Operations-Administration/Working Function:

- Administer the operation and maintenance of the water treatment facilities and infrastructure in an effective and efficient manner
- Assist the leadhand in the performance of their duties, as required.
- Maintain and evaluate material, equipment and supplies for continuous operation of the water treatment facility
- Ensure processes and finished water are in compliance with local, provincial and federal regulations
- Arrange and supervise the testing processes for final potable water quality ensuring quality control measures are in place
- Responds to, evaluates and resolves emergencies in addition to fulfilling responsibilities within municipal emergency program.
- Development and maintenance of preventative maintenance, asset management and plant safety programs.
- Maintain daily logs, report and correct unsafe conditions and record plant and water system operating data as required.
- Maintains liaison with other municipalities and agencies.
- Perform lab work such as jar tests and specific parameter testing.
- Respond to concerns of the public, resolve emergency water issues, ensure agreement is reached with regards to responsibility and provide information and assistance in repair options.
- Administer the District's cross connection control program, review cross connection tests to ensure proper back flow protection.
- Draft correspondence such as water shutdown, bylaw infractions, general correspondence and memorandums to senior management.

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

- Assist the leadhand in directing labourers and water treatment staff as required

Financial:

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

QUALIFICATIONS

Education/Certification

- High School Graduation
- Valid BC Class 5 Driver's License
- Chlorine Handling Certification through the BC Water and Waste Association (BCWWA or acceptable equivalent)
- EOCP Level IV Water Treatment certification (or ability to achieve within one year)
- EOCP Level II Water Distribution certification
- Confined Space Entry Certification
- Cross Connection Control Tester or Administration Certificate

Experience:

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

Skills:

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

Job Provisions:

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

JOB DESCRIPTIONS – INSTRUMENTATION / ELECTRICAL TECHNICIAN

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

Position Summary:

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

KEY JOB DUTIES

Program Development and Implementation:

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

Operations-Administration/Working Function:

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

Customer Service/Communications:

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

Risk Management Health and Safety:

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

Leadership and Supervisory:

- N/A

Financial:

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

QUALIFICATIONS**Education/Certification:**

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

Experience:

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

Skills:

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

Job Provisions:

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