



PERSONNEL POLICIES	
Developed: December 2010	Date of First Council Approval: October 16 th , 2018
Revised: January 17 th , 2017 Revised: October 16 th , 2018 Revised: July 21st, 2020	Mayor's signature:

NOTE(S):

- Anything not covered in these personnel policies shall be interpreted to be the same as those Provisions in the *Saskatchewan Employment Act (2014)*
- Organizational Chart to become part of the Personnel Policy as of October 2018

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SECTION 1: EMPLOYMENT

1.1 General Employment.

It is considered that a condition of employment is that all employees shall recognize the Personnel Policies of the Town of Aberdeen.

Courtesy:

- Every employee should maintain good public relations.
- Employees should at all times conduct themselves in such a manner and act in such a way that there will be no adverse reflections upon the Town of Aberdeen and no needless obstacle hindering satisfactory performance of duties.

Secrecy/Confidentiality:

- As a member of the staff of the Town of Aberdeen, employees will have access to and come in contact with all types of confidential information. We refer specifically to information about citizens, and confidential Town information. All such information is to be kept in strict confidence. Caution to be taken to not discuss town issues in public.
- **Employees shall not disclose any confidential information, or make comments that are defamatory in nature, about the Municipality, Town Council, individual council members or their co-workers.**

Employee Performance Appraisal:

- Employee performance appraisals shall be completed at least once each year or sooner at the request of Council. All employees shall have an appraisal and full review of their work performance.
- Performance appraisals shall take place in December of each calendar year.
- The Town Administrator's review shall be conducted by the Employee Relations Committee, or member(s) thereof.
- The review of the remainder of the Town's employees shall be conducted by the Town Administrator.
- The Personnel Policies and Employee Code of Conduct shall be reviewed with employees during the performance review. Employees shall confirm by signature and date that they are in agreement with the terms as a condition of employment as outlined in these documents.

Travel Allowance:

- While travelling on behalf of the Town of Aberdeen **Employees are entitled to the approved per diem rates and any out of pocket expenses related to lodgings.** Receipts should be submitted.
- Where a privately owned automobile is used on Town business, mileage will be paid at the rate of fifty (50) cents per kilometre.

1.2 Selection for Employment:

- The Employee Relations Committee of the Town of Aberdeen shall be responsible for the hiring of the Town Administrator. Hiring of employees, other than the Town Administrator, shall be the responsibility of the Town Administrator. The Administrator shall involve a maintenance representative in the interview process when hiring for maintenance positions and may request a representative of the Employee Relations Committee to participate. The final decision rests with the Administrator.
- New employees are to be carefully selected with respect to personal character, mental and physical abilities, and educational and occupational qualifications.
- The most promising and the best qualified applicant shall be selected, with due consideration for the opportunities for advancement from the position. All things being equal, a person living within the Town of Aberdeen should be chosen.
- Personnel establishments will be reviewed periodically by the Employee Relations Committee.
- New positions created on the organizational chart and their relative position on the salary schedule will be authorized by the Employee Relations Committee and the Town Council.
- **Letters of appointment** (based upon the original signed offer of appointment), will be kept current and updated on a regular basis to ensure up-to-date records are kept on the employees human resources files. The letter of appointment will identify any changes regarding the employee's conditions of employment (i.e., salary and benefits).

1.3 Permanent Employment (Probation):

- The Town Administrator shall serve a minimum of a one year probationary period.
- All other new employees shall serve a probationary period of six months.
- An employee who is promoted or placed in a different position may serve a three month probationary period before the appointment is made permanent.
- Periodic performance evaluations shall take place during the employee's probationary period. General unsuitability of the employee recorded during the performance evaluations may lead to termination within the probationary period.

1.4 Termination of Employment:

- Seven calendar days notice in writing shall be given to any probationary employee, fourteen (14) calendar days notice shall be given to permanent employees.
- If such notice is not given, the employee shall be paid in lieu of notice except where the employee is released for just cause.
- Employees shall give the same notice of resignation as provided above.
- Authority for dismissal of the Administrator shall rest with the Town Council. Authority for dismissal for employees other than the Administrator shall rest with the Administrator.
- Where employment of an individual is terminated and it is the opinion of the Employee Relations Committee that the individual is eligible to receive severance pay, or pay for displacement by technology, the Employee Relations Committee shall submit a full report to the Town Council for their consideration and disposal. Severance provisions shall be in compliance with the *Saskatchewan Employment Act (2014)*.

SECTION 2: SALARY ADMINISTRATION

The following comments about salary administration have been approved by the Town of Aberdeen and therefore form a part of the Personnel Policies.

2.1 General

- Salaries of employees will be set on an annual basis.
- The actual payment of salaries will be in a manner determined by the Council after consultation with the Administrator for their position, or for employees other than the Administrator after the Administrator consults with the employees.
- All payroll deductions, other than those associated with conditions of employment, must be authorized by the employees in writing.

2.2. Remuneration

- Employee salary ranges shall be established and maintained by the Employee Relations Committee. The Town Council shall authorize these ranges and approve any general increase or decrease annually. Increases shall be in accordance with position averages around the province, taking into consideration the cost of living index.
- Salary ranges for the Town Administrator shall be consistent with the provincial Chief Administrative Officer (CAO) salary range.
- New employees or promoted employees need not necessarily start at the bottom of the range. Qualification for the job and experience may warrant consideration. With approval of the Town Council, additional remuneration above the bottom of the range may be granted.
- The Salary Review Date shall be January 1st of each year
- The Employee Relations Committee shall complete an Appraisal form as approved by the Town Council. Considerations in the Appraisal and salary increases are based on the following:
 - Service and service attitude;
 - Knowledge of Work;
 - Quality of Work;
 - Quantity of Work and turnaround times
 - Use of Working Time
 - Co-operation and attitude;
 - Work stability;
 - Punctuality and attendance;
 - Appearance appropriate to job duties
 - **Compliance with the Personnel Policies and Employee Code of Conduct**

SECTION 3: EMPLOYEE BENEFITS

3.1 Group Benefits

- Employees shall pay 100% of long term disability premiums. Employers shall pay 100% of short term disability, dental, vision care and extended health benefits.

3.2 Sick Leave

Definition of Sick Leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled or because of an accident from which compensation is not payable under the Workers Compensation Board, SGI or Group Insurance.

- Every permanent employee is entitled to 1 ¼ days per month or 15 days per annum of accumulated sick leave to a maximum of 120 days.
- Casual employees shall accumulate sick leave on a prorated basis, based upon actual hours worked.
- Every employee claiming sick pay shall be required to produce a signed medical certificate to the effect that he was unable to perform his duties due to illness or injury. This certificate will be required if:
 - The employee claims sick pay for more than three consecutive days.

In addition the employer may request a medical certificate when:

- Sick leave usage in excess of the annual provincial insurance average
- For a range of medical appointments
- Confirmation of fitness for work
- Any employee unable to produce a medical certificate if required shall lose salary to the equivalent of sick leave that was taken without justification.
- Sick leave without pay may be granted at the discretion of the employer to an employee who does not qualify for sick leave with pay or who is unable to return to work at the termination of the period for which sick leave with pay is granted.

3.3 Promotion and Training

- When a vacancy occurs in a position, that position shall be advertised to the present staff before being advertised to the outside.
- Whenever possible employees of the Town will be promoted to vacancies in established positions or to full new positions as they are created, providing that the ability to do the job will be as good as or better than new applicants for the position.
- The Employee Relations Committee and Town Council shall encourage and give assistance in training staff members in order to help them qualify for more senior positions in the Town.
- To supplement on the job training and enhance the opportunity for promotion, it shall be the objective of the Town Council to encourage employees to take correspondence courses or other suitable courses. Council approved courses shall be reimbursed 100% after proof of successful completion.
- The Town Council may authorize an employee to attend educational courses during regular work hours without loss of salary, as part of the training program.

- The Town will pay to an employee who attends an approved educational course, all expenses related to attending such courses, including transportation, meals, lodging, tuition fees, text books and other incidental expenses.

SECTION 4: LIMITATIONS OF WORK

4.1 Hours of Work

Hours of work shall be scheduled by the Town Council; this includes starting and stopping times, lunch periods and coffee breaks.

- Maintenance Employees shall work a 40 hour week with the shift beginning at 8am and ending at 5pm.
- The Town Administrator **and permanent Office Assistant shall** work a 35hour week with the shift beginning at 9am and ending at 5pm. **If required the Town Administrator shall schedule a Casual Office Assistant** to ensure the necessary coverage and support.
- Employees are expected to start work by checking in on the town board in the town office.
- Employees are required to complete all components of a standard time sheet and submit to the Town Administrator at the end of each week. Upon request the Town Administrator will submit their time sheet to the Employee Relations Committee.
- Lunch periods will be 1 hour in length during which time the office will be closed.
- Breaks will be 2 coffee breaks for a maximum of 15 minutes each.
- Any time taken in addition to the standard break times requires permission of the Town Administrator and shall be made up the following day. Such permission shall not be unduly withheld.
- Casual Days to compensate for unsociable hours shall be scheduled at times that do not disrupt the operations of the Town and scheduled in consultation with the Town Administrator. The Town Administrator shall consult with the Employee Relations Committee. Casual days are not meant to extend vacation periods or be taken in a block of more than three (3) days.
- Use of town property after hours shall be with the permission of the Town Administrator and for valid work related duties. Council may approve the occasional use of town property for personal use in emergent situations; employees should apply for permission through the Town Administrator.
- Use of town equipment for other than town work shall only be allowed with the permission of Council and the appropriate fees shall apply.

SECTION 5: RELEASES FROM WORK

5.1 Statutory Holidays

The following statutory holidays shall be recognized:

New Years Day
 Family Day
 Good Friday
 Victoria Day
 Canada Day
 August Civic Day
 Labour Day
 Thanksgiving Day
 Remembrance Day
 Christmas Day
 Boxing Day

5.2 Annual Vacation

Vacation leave with pay shall be granted according to the following schedule:

Years of Service	Vacation Earned
1 – 3 years	3 weeks
4 – 9 years	4 weeks
10 – 14 years	5 weeks
15 + years	6 weeks

- The annual vacation cut off date shall be established as December 31st.
- Up to a maximum of 5 earned holidays can be carried forward from year to year. Any additional days must be approved by Town Council.
- Employees with less than one years' service shall be entitled to vacation pay on the basis of a percentage of their days worked as to 260.9 days as to total time vacation earned.
- When a Statutory Holiday falls within an employee's assigned vacation period, he shall be granted an additional day's vacation with pay.
- Leave forms shall be completed for prior approval of vacation periods of one week or more, this is required to ensure adequate coverage for the operations of the town.
- Where possible vacation forms should be completed by March 31st to identify annual vacation dates, this is required to ensure adequate coverage for the operations of the town. Leave forms received after March 31st will be approved based upon length of service with the town.

- Single days may be taken with shorter notice (e.g., 24 hours or less) with the approval of the Town Administrator.

When an employee terminates his employment prior to receiving annual vacation or generally if he has a vacation credit, he shall be paid in accordance with the following:

3 weeks	3/52 of time earned
4 weeks	1/13 of time earned
5 weeks	5/52 of time earned
6 weeks	6/52 of time earned

5.3 Leave of Absence

Town Council does require notice in writing for any intended leave of absence. Leave of absence forms are to be completed for each leave of absence whether paid or unpaid. Credits for vacation will not be allowed while employees are on extended leave of absence.

Paid Leaves are as follows:

Bereavement Leave of up to five (5) days:

- When a member of an employee's immediate family dies an employee with at least thirteen (13) weeks of employment with the Town is entitled to bereavement leave. The leave can be up to five (5) days and must be taken within the period beginning one week before, and ending one week after, the funeral relating to the death to which the leave is granted.
- An employee's immediate family is defined as: the employee's spouse, parent, grandparent, child, grandchild, brother or sister, or the spouse of a brother or sister.
- The term "spouse" means, with respect to an employee
 - Legally married spouse of the employee, or a person with whom the employee cohabits and has cohabited as spouses;
 - Continuously for a period of not less than two years; or
 - In a relationship of some permanence if the person and the employee are the parents of a child.

Family Leave of up to five (days) per year:

- For Employee's with the primary care for a family member.

Medical Care Leave of up to 16 hours per year:

- For employees to attend medical appointments that cannot be scheduled outside of working hours. Employee's requiring more than 16 hours may have any additional hours deducted from their sick leave bank.

Unpaid Leaves are as follows:

- Pressing Necessity for use in emergent situations, limited to one day unless prior approval has been obtained.
- Education Leave not required by the employer.
- Alternate employment
- Operation of a personal business
- Leave provisions under the *Saskatchewan Employment Act (2014)*.

SECTION 6: CONSIDERATIONS FROM EMPLOYEES

6.1 Appearance

- Impressions left with the public are extremely important, and therefore, employees shall keep themselves neat and tidy at all times.

6.2 Good Housekeeping

- It is the duty and obligation of every employee to aid in keeping files, working areas, desks (inside and out), equipment, and all areas in a clean and orderly fashion.

6.3 Lateness & Absenteeism

- Lateness may be unavoidable occasionally, and when this occurs reasons shall be given to the Town Administrator by the employee before commencing work. The Town Administrator shall provide reasons to the Mayor or designate. Unexplained lateness shall be regarded as avoidable.
- Absence beyond the employees control shall be reported by 10:30am of the first day. The employees' attendance records shall be checked to ensure that absence has been noted.

6.4 Telephones

- At all times, when talking on the phone, employees shall try insofar as it is possible to talk in soft tones, so not to allow the conversation to be heard by other citizens who may be in the office.
- Town phones are for business use. Personal calls shall be restricted as much as possible, but when made, should be brief.
- Employees will be required to reimburse the Town for personal long distance calls unless prior permission is obtained from the Town Administrator.
- An employee who, after he/she has left their place of work, receives a phone call from the employer or designate and is required to provide off site assistance which does not involve a return to their place of work, shall be paid for each hour or portion thereof, or a minimum of thirty (30) minutes at regular rate of pay, whichever is greater. This provision does not apply to employees receiving standby pay.

6.5 General Conduct

- It is expected that employees will conduct their work in as quiet a manner as possible and when working in groups if necessary, talk should be restricted as much as possible and should be in modulated tones.
- Excerpts from the Employee Code of Conduct are as follows:
 - Employees shall refrain from making public statement on Municipal policy and/or Council decisions and persons.
 - Employees shall conduct themselves with integrity and ethics.
 - When taking any action while in the course of their employment, each employee shall ask:
 - Am I putting my own interests before those of the Municipality/Town?
 - Would I make the same decision if my supervisor, member of the public, my family or the media were watching me?
 - Will I owe someone a favor if I do this?
 - Would I be offered this if I wasn't an employee of the Municipality/Town?
 - Transparency – As public servants, employees are accountable for what they do and that accountability is ensured by transparency. Employees must be open and honest in dealing with their supervisors, the public and Council. Employees shall not just do their jobs well, but shall also be open and honest about what they say and do at all times and to all persons.
 - Employees shall recognize that Town Council is the elected voice of the citizens of the Municipality/Town and shall respect decisions of council.
 - Employees shall ensure that their personal conduct within the workplace or other locations while in the course of their employment does not adversely affect:
 - Their ability to perform their duties
 - The ability of other employees to perform their duties, or
 - Public confidence in the official's functions, the organization, or in the integrity of the public sector.
 - Relations and communication between employees, between employees and Council members, and between employees and the public, should always be civil and premised on mutual respect.
 - This means that staff will use polite and respectful language and will not use offensive language or gestures nor shall they engage in patronizing or condescending behavior with one another, members of Council or the public.

SECTION 7: CAUSES FOR DISMISSAL

Recognizing that the rules and regulations and the general conduct of employees must have some controls, failure to comply with these standards may be cause for dismissal.

7.1 Cause for immediate dismissal may include, but not limited to:

- Falsifying information to obtain employment
- Dishonesty

- Fraud
- Embezzlement
- Violation of secrecy

7.2 Causes for dismissal after recorded warning may include, but not limited to:

- Lateness
- Loitering
- Inefficient performance
- Insubordination
- Habitual conduct after working hours which is improper or immoral and which might eventually reflect upon the Town.
- **Breach of confidentiality**
- **Non-compliance with the Personnel Policies and/or Employee Code of Conduct**

“Insubordination” means refusal to obey orders; not submitting to authority; defiance of authority; disobedience; intentional failure to obey a reasonable request from the Town Administrator or Council.

7.3 Process for Disciplinary Action

- **All complaints regarding employee conduct, from Council members or the public, must be received in writing in order for action to be taken.**
- **Prior to recorded warnings employees may receive a coaching session to identify areas where immediate improvement is required.**
- **Any meetings that take place with the Town Administrator related to coaching and/or progressive discipline shall be conducted with at least two members of the Employee Relations Committee present.**
- **Any meetings that take place with employees related to coaching and/or progressive discipline, other than the Town Administrator, shall be conducted by the Town Administrator and at least one member of the Employee Relations Committee.**
- **Employees may request that an additional staff member be present for support at the meeting.**
- **All meetings whether coaching or disciplinary must be documented and the documentation placed upon the employee’s file.**

“Recorded Warnings” will follow the principles of progressive discipline beginning with a verbal warning and progressing to written, suspension, and/or termination. In more serious infractions the progressive discipline process may begin at any stage of the process.

SECTION 8: POLICIES

HARASSMENT POLICY

DEFINITION:

“Harassment” means any inappropriate conduct, comment, display, action or gesture by a person that either:

- Is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
- Adversely affects the worker’s psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and
- That constitutes a threat to the health or safety of the worker.

To constitute harassment either of the following must be established:

- Repeated conduct, comments, displays, actions or gestures;
- A single, serious occurrence of conduct, or a single, serious comment, display, action or gesture that has a lasting harmful effect on the worker.

Harassment does not include any reasonable action that is taken by an employer, or a manager or supervisor employed or engaged by any employer, relating to the management and direction of the employer’s workers or the place of employment.

RESPONSIBILITIES:

The Employer shall ensure:

- The promotion and maintenance of a working environment that is free from harassment
- The employer’s workers are not exposed to harassment with respect to any matter or circumstance arising out of the workers’ employment.

The Supervisor shall ensure:

- All workers under the supervisor’s direct supervision and direction are not exposed to harassment at the place of employment.

The Worker shall:

- Refrain from causing or participating in the harassment of another worker.

COMPLAINT PROCESS:

The Aberdeen Town Council will not condone any form of harassment whether it be under the prohibited grounds or psychological harassment which includes gossiping, bullying, mobbing, isolating, intimidating or humiliating any other individual.

Any incidents or complaints should be brought forward immediately to a member of the Council's Employee Relations Committee. Complaints will be dealt with in the most expedient, fair and compassionate manner **utilizing external investigators when required.**

In addition to the internal complaint process nothing precludes employees from pursuing their complaint through the Human Rights Commission (for prohibited grounds), or the Department of Labour Relations and Workplace Safety (for prohibited grounds and psychological).

APPENDIX: JOB DESCRIPTIONS**TOWN OF ABERDEEN JOB DESCRIPTION**

POSITION TITLE: Town Administrator

REPORTS TO: Mayor and Council

POSITION SUMMARY: Directs the overall planning, coordinating, and control of all Municipal operations in accordance with the policies, plans and Objectives as approved by Council.

DUTIES:

1. Recommends goals, objectives, policies and programs to Council. Directs and encourages in conjunction with Council the preparation of strategic plans for the development, operation and maintenance of all Town activities.
2. Directs the implementation and monitors progress and policies and programs approved by Council, evaluates and recommends changes as required.
3. Co-ordinates all activities, recommends in consultation with effected staff and necessary changes in duties or authority of staff.
4. Directs the development of budgets and establishment of financial controls. Assists staff in preparing their budgets. Monitors all municipal investments.
5. Ensures that expenditures are within Council approved budgets. Ensures that Council is kept aware of any changes to the proposed budget.
6. Within established personnel policies, and budget guidelines, has the authority regarding the appointment, promotion, demotion transfer or dismissal of all staff. Directs co-ordinates and ensures that the municipality has a well developed, comprehensive human resources plan.
7. Maintain effective relationships and acts as liaison with relevant Federal, Provincial and Local Government officials as well as the Public, Town solicitor, auditor and consultants and members of boards and cooperate with them for and in the best interests of the Town as a whole. Co-ordinates the prompt and proper handling of all requests, inquiries and complaints and special services (audit, banking etc.).
8. Directs the execution of all documents, agreements or contracts approved by Council. Drafts correspondence resulting from decisions of Council. Delegates where appropriate.
9. Attends all regular or special meetings of Council and other meetings as requested by Council. At all meetings have the right to speak but not to vote on any matter under discussion.
10. Ensures the satisfactory preparation of by-laws and that copies of all official correspondence, records, by-laws etc. are retained. Ensures that the statutory provisions of the Act are complied with. Corrects all deficiencies.

11. Chairs any labour negotiation meetings on behalf of Council, if requested. Acts as the Town's chief negotiator, if so appointed.
12. Acts as Returning Officers for all Municipal elections.
13. Assists all staff where possible.
14. Adhere and conduct themselves in accordance with the Town of Aberdeen Code of Ethics.
15. Performs other related duties as may be requested by Council.

SPECIFICATIONS:

1. Skills and Knowledge:

The incumbent should have several years of related experience as Chief Administrative Officer in Municipal Government. The incumbent will be knowledgeable in the roles, responsibilities and dynamics of municipalities and have superior skills in management, teamwork, communications, leadership, interpersonal, public relations as well as financial management.

The incumbent shall have the Urban Class "C" Certificate of Qualification from the Saskatchewan Municipal Government Board of Examiners or an equivalent program from other jurisdictions.

2. Comprehension and Judgement:

The incumbent requires a thorough understanding of municipal management and management principles and exercises operational leadership to the organization as a whole. The incumbent has considerable latitude for judgement in leading the organization in achieving judgement in leading the organization in achieving goals, objectives and plans approved by Council.

Errors in judgement may result in financial loss and other serious impact to the organization resulting in problems operating effectively and achieving the organizations goals.

3. Working Conditions:

This position requires extensive contact with Council, staff, other government officials and the public for matters requiring tact and diplomacy.

The production of information for Council and the number of interpersonal relations involves the incumbent in stressful situations on a constant basis. In addition, the responsibility to ensure that all staff are working towards a common goal and representing the organization leads to conflict resolution and mediation services on a daily basis.

4. Responsibilities:

The incumbent is responsible for the overall operations on the Organization, all staff as well as the budget approved by Council.

TOWN OF ABERDEEN JOB DESCRIPTION

POSITION TITLE: Pubic Works/Maintenance Manager

REPORTS TO: Town Administrator

POSITION SUMMARY: Directs all Public Works functions for the Town

DUTIES:

1. Overall responsibility for all operation, maintenance and repair of public works equipment and systems.
2. Front line supervisor to all public works employees and volunteers.
3. Maintain and repair minor repairs of light motor vehicles and light motorized mechanical equipment.
4. Maintain good relationship with the public to deliver services.
5. Liaison between all other public works employees and management.
6. Provide input into the budgeting process and recommend acquisition, repair or replacement of public works equipment and facilities.
7. Due to the nature of the construction season the public works manager is expected to be on site for all major infrastructure projects where the town has a significant investment over \$10,000.00.
8. Prime season May 15th to October 15th requests for time off must be approved by the Town Administrator and/or Town Council.
9. Other assigned duties.

QUALIFICATIONS:

1. Valid Class 5 license.
2. Level 2 Water Operator Certification
3. Demonstrated knowledge of and experience in all aspects of public works operations, systems and equipment.
4. Highly motivated, positive attitude.
5. Team player, trainer and leader.
6. Ability to fulfil all requirements of the position with a minimum of supervision.
7. Physically fit.
8. Mechanically inclined.
9. Ability to plan and organize.
10. Ability to communicate both orally and written.

TOWN OF ABERDEEN JOB DESCRIPTIONS

POSITION TITLE: Maintenance Worker

REPORTS TO: Public Works/Maintenance Manager

POSITION SUMMARY: Under the authority of the Public Works/Maintenance Manager performs all maintenance assigned duties.

DUTIES:

1. Operation, maintenance and minor repair of light motor vehicles.
2. Maintain light motorized mechanical equipment.
3. Operation, maintenance and repair of Town equipment and facilities.
4. Maintain good relationships with the public to deliver services.
5. Other assigned duties.

QUALIFICATIONS:

1. Valid Class 5 driver's license.
2. Physically fit.
3. Ability to operate or to learn to operate motorized mechanical equipment.
4. Highly motivated, positive attitude.
5. Ability to fulfil all requirements of the position with a minimum of supervision.
6. Mechanically inclined.

TOWN OF ABERDEEN JOB DESCRIPTION

POSITION TITLE:	Casual Office Assistant
REPORTS TO:	Chief Administrative Officer
POSITION SUMMARY:	Provide administrative support to ensure that municipal operations are maintained in an effective and accurate manner
RESPONSIBILITIES:	Issuing of Tax, Utility and General Receipts Assist with Utility Billing, Tax Levy, Assessment Processing Interact with Public, in person and by telephone Direct calls and respond to inquiries Type correspondence, reports and other documents Maintain confidential records and files Research and assist with grant applications, bylaws Maintain the Town's website Issue and Maintain Building Permits
KNOWLEDGE:	Knowledge of Office Administration and Bookkeeping procedures Ability to maintain a high level of accuracy and confidentiality Knowledge of council and committee systems
SKILLS:	Computer skills including Microsoft Word/Excel programs Effective written and oral communication skills Ability to work in a team environment
PERSONAL ATTRIBUTES:	Honest, trustworthy and respectful Demonstrate sound work ethics

CERTIFICATION

Employee Signature

Printed Name

Date

I certify that I have read and understand the responsibilities assigned to this position. It is understood that this position serves a probationary period of six months.

Chief Administrative Officer

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.