

COLLECTIVE AGREEMENT

BETWEEN

The TOWN OF CANMORE

(Hereinafter referred to as the “Employer”)



AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
SUB-LOCAL 37

(Hereinafter referred to as the “Union”)



January 1, 2010 through December 31, 2010

TABLE OF CONTENTS

ARTICLE 1 - PREAMBLE	1
ARTICLE 2 - RECOGNITION.....	1
ARTICLE 3 - MANAGEMENT RIGHTS.....	1
ARTICLE 4 - DISCRIMINATION	1
ARTICLE 5 - DUES DEDUCTION.....	2
ARTICLE 6 - NO STRIKES, NO LOCKOUTS	2
ARTICLE 7 - TERM OF AGREEMENT	2
ARTICLE 8 - PROBATION.....	2
ARTICLE 9 - UNION ACTIVITY ON EMPLOYER'S PREMISES.....	2
ARTICLE 10 - PERSONAL AND INDIVIDUAL RESPONSIBILITY	2
ARTICLE 11 - SENIORITY.....	3
ARTICLE 12 - HOURS OF WORK.....	3
ARTICLE 13 - RATES OF PAY	4
ARTICLE 14 - ANNUAL VACATIONS.....	5
ARTICLE 15 - STATUTORY HOLIDAYS	6
ARTICLE 16 - MEDICAL EXAMINATIONS	6
ARTICLE 17 - GRIEVANCE PROCEDURE	6
ARTICLE 18 - SHOP STEWARDS.....	7
ARTICLE 19 - PROMOTIONS, LAYOFFS	7
ARTICLE 20 - LEAVE OF ABSENCE	7
ARTICLE 21 – BENEFITS.....	8
ARTICLE 22- JOB TRAINING	8
ARTICLE 23- WORK BOOTS	8
ARTICLE 24- TOOL ALLOWANCE.....	9
LETTER OF UNDERSTANDING #1	10
LETTER OF UNDERSTANDING #2	11
Appendix A.....	12

ARTICLE 1 - PREAMBLE

- 1.01 The general purpose of this Agreement entered into by collective bargaining is to maintain a sound and satisfactory relationship between the Employer and its Employees, and to establish the necessary procedures and provisions to assist both the Employer and the Union in accomplishing these objectives.
- 1.02 **Wherever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used where the context of the party or parties hereto so require.**

ARTICLE 2 - RECOGNITION

- 2.01 The Employer recognizes the Union as the certified bargaining agent pursuant to Certificate #1-97 issued by the Alberta Labour Relations Board for a unit comprising “All employees of the Public Works Department”.
- 2.02 The Employer reserves the right to establish the number of employees required in each classification of employment.
- 2.03 Students employed during school vacation periods and/or under Government Employment Programs for a period not exceeding four (4) months, shall be excluded from the terms and conditions of this Agreement.

Such employees shall not, in any way, displace regular employees nor will they be retained in or granted work in preference to regular employees who normally perform the work

ARTICLE 3 - MANAGEMENT RIGHTS

- 3.01 The Union recognizes that the Employer shall have the sole and exclusive right, except as otherwise specifically limited by the express provisions of this Collective Agreement, to determine all matters pertaining to the conduct of its' management of the Employer and its' affairs, and that the direction of the working forces is fixed exclusively with the Employer and without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive right of the Employer to:
- 1) Maintain Order and Efficiency;
 - 2) Hire, retire, discharge, promote, demote, classify, transfer, lay off, recall, suspend or otherwise discipline employees;
 - 3) Make and enforce and alter from time to time rules and regulations to be observed by the employees.

ARTICLE 4 - DISCRIMINATION

- 4.01 Neither the Employer nor the Union will discriminate in any manner against any employee because of **age**, race, religion, sex, creed, colour, national origin, membership or non-membership in the Union.
- 4.02 The Employer agrees to implement a **Respectful Workplace Policy**, to be contained in the Town's Policy Manual, which shall apply to all Town Employees. The Employer also agrees to include the subject of a **Respectful Workplace** in staff or management training sessions.

ARTICLE 5 - DUES DEDUCTION

- 5.01 Monthly Union dues of Sub-Local #37, C.U.P.E. shall be deducted from all members of Sub-Local #37, C.U.P.E. and forwarded to the Secretary-Treasurer of the Sub-Local by the 15th day of the following month.
- 5.02 Union dues deduction shall be included on employees' T-4 slips.

ARTICLE 6 - NO STRIKES, NO LOCKOUTS

- 6.01 The Employer agrees that it will not cause or direct any lockout of its Employees for the duration of this Collective Agreement. The Union agrees that neither it, nor its representatives will, during the term of this Collective Agreement, authorize, call, cause, condone, or take part in any strike, picketing, sit-down, stand-in, slow-down or curtailment or restriction of production or interference with work in or about the Employer's plant or premises for the duration of this Collective Agreement, otherwise they shall be subject to discipline or discharge. The term "slow-down" shall mean willful restriction or reduction of production by an employee which is within such employee's reasonable control.
- 6.02 It is the intention of the parties that during the life of this Collective Agreement all disputes as to the meaning and application of this Agreement shall be handled in accordance with the provisions of the Grievance Procedure of this Collective Agreement.

ARTICLE 7 - TERM OF AGREEMENT

- 7.01 This Collective Agreement shall be in effect from January 1, 2010 to December 31, 2010 and from year to year thereafter unless notice to bargain in writing is served by either party upon the other not less than sixty (60) days and not more than one hundred and twenty (120) days prior to the expiration or next anniversary date thereafter to this Collective Agreement.

ARTICLE 8 - PROBATION

- 8.01 New Employees shall be considered to be on probation until they have been employed for ninety (90) accumulative working days. During such probationary period, probationary Employees may be terminated if, in the opinion of the Employer, the performance of the probationary Employee is not suitable. During such probationary period, probationary Employees shall not be entitled to seniority or access to the grievance procedure in cases of termination. Upon completion of the probationary period, seniority shall be calculated from the date of hiring.

ARTICLE 9 - UNION ACTIVITY ON EMPLOYER'S PREMISES

- 9.01 Except as expressly permitted by this Collective Agreement, there shall be no Union activities on the Employer's time or on the Employer's property without the prior permission of the Employer.

ARTICLE 10 - PERSONAL AND INDIVIDUAL RESPONSIBILITY

- 10.01 If illness or a family emergency makes it impossible for an Employee to report to work, he must notify his Supervisor as far in advance as possible, but not later than the commencement of his scheduled shift. The Employee, when unable to notify the Employer of his inability to report to work shall within twenty-four (24) hours provide reasons acceptable to the Employer.

- (a) Absence in excess of three (3) days without prior notice satisfactory to the Employer is deemed to be voluntary resignation, except this shall be extended for five (5) days in the event that it is not possible for the Employee to contact the Employer.
- (b) Failure to report to work within **seven (7)** days of being notified during recall from lay-off without notice satisfactory to the Employer is deemed to be voluntary resignation.

ARTICLE 11 - SENIORITY

- 11.01 (a) Seniority shall be based on the length of continuous service an Employee has been on the payroll, subject to Section (b) of this Article.
- (b) An employee shall lose all seniority rights for any one or more of the following reasons:
- 1) Voluntary resignation;
 - 2) Discharge;
 - 3) Failure to return to work after lay-off;
 - 4) Lay-offs for more than twelve (12) months;
 - 5) Absence without leave in excess of three (3) days without notice satisfactory to the immediate supervisor;
 - 6) Retirement.

ARTICLE 12 - HOURS OF WORK

- 12.01 (a) 1) **a) The normal hours of work for employees shall be from 7:00 A.M. to 6:00 P.M. to a maximum of eight (8) hours per day and forty (40) hours per week with consecutive days off.**
- b) Alternative work schedules are acceptable if mutually agreed between the Union and Employer.**
- 2) Overtime
- All hours worked in excess of the daily or weekly maximum will be overtime and paid for at the rate of one and one-half (1 ½) times the regular rate of pay for the first three (3) hours and double time thereafter.
- (b) Lunch Period
- As the operational requirements permit, the Employer will give Employees an unpaid lunch period. Such lunch period will not exceed (½) half hour in duration.
- (c) Coffee Breaks
- The Employer agrees to grant two (2) fifteen (15) minute coffee breaks, one within the first four (4) hours of the shift and one within the second four (4) hours of the shift.
- Upon approval by the Supervisor and a minimum of one day notice, in lieu of coffee breaks the Employer agrees that the normal work day shall be seven and one-half (7.5) hours long; and that the Employees shall be paid for an eight (8) hour day. The extra half-hour shall be given as paid leave at the end of the seven and a half (7.5) hour shift.

(d) Shift Differential

A shift differential of one dollar (\$1.00) per hour shall be paid; for all scheduled hours outside the normal starting time and finishing time; and for all scheduled hours that fall on a Saturday and/or Sunday.

- 12.02 An Employee who is called in and reports to work shall be paid a minimum of three (3) hours at the overtime rate.
- 12.03 Except in the case of fire, flood, sewer problems, water problems, inclement weather and such other emergency work, the hours and days of work of each Employee shall be posted one (1) week in advance. This clause may be waived with mutual agreement between the Employer and the affected employee.
- 12.04 The Employer shall implement an "On Call Rotation System" which means that the Employee with the least number of overtime hours will be given first opportunity for "call in," provided they are properly qualified to perform the work.

Upon an initial call, there will be a response time of thirty (30) minutes, to report to the Public Works yard.

In recognizing that there be equal opportunity provided for overtime and "on call assignments", the Employer shall determine when "on call assignments" are required. "On call assignments" shall mean the Employee has been given the responsibility to record the calls and respond for "call in".

An Employee shall be paid two dollars and fifty cents (\$2.50) per hour for each "on call assignment". Should an Employee be called in, the provisions of Article 12.02 shall take effect.

- 12.05 An employee may take time off in lieu of overtime pay. Such time off shall be granted at time and one half (1 1/2) to a maximum of forty (40) hours. Such time off shall be scheduled at the mutual agreement of the Employee and the Employer and taken within sixty (60) days of the date accumulated, or upon mutual agreement between the Employee and Employer may be banked for a specific time frame.

ARTICLE 13 - RATES OF PAY

- 13.01 The rates of pay shall be as follows:

	January 1, 2010
Public Works I	19.33
Public Works II	26.03
Public Works III	27.53
Journeyman Heavy Duty Mechanic I	33.95
Journeyman Heavy Duty Mechanic II	35.60
Journeyman Heavy Duty Mechanic III	37.05

- 13.02 New Employees except those employed in the Public Works I Classification, shall be paid only 85% of the aforesated rates of pay during their probationary period. Upon satisfactory completion of the probationary period, the employee shall be raised to the full rate of pay for the appropriate classification.
- 13.03 The Employer and the Union agree **that the attached job descriptions in the Appendices form part of this collective agreement.**
- 13.04 Responsibility Pay
- a) When an employee temporarily substitutes in a higher paying position for more than five (5) working days but less than thirty working days, he shall receive a wage that is five percent (5%) greater than his current rate of pay for those hours he works in the higher position.
 - b) When an employee temporarily substitutes in a higher paying position for thirty working days or longer, he shall receive the greater of, the minimum wage of the range for the higher position or a wage that is five (5%) greater than his current rate of pay, for all hours he works in the higher position.
 - c) When an employee is assigned to a position paying a lower rate, the employee's rate shall not be reduced.
- 13.05 Effective January 1, 2011, a Seasonal Employee who returns for a subsequent season will be paid at the Public Work II rate of pay if he has the qualifications required by the job description in Appendix "A".**

ARTICLE 14 - ANNUAL VACATIONS

- 14.01 (a) An Employee shall be entitled to an annual vacation with pay in accordance with the following schedule:
- During the 1st year earns credit at 0.83 of a day per month (10 days/year)
 - During the 2nd year, up to the end of the 7th year of employment, at the rate of 1.25 days per month (15 days /year).
 - During the 8th year at the rate of 1.66 days per month (20 days/year)
 - During the 9th year at the rate of 1.75 days per month (21 days/year)
 - During the 10th and 11th year at the rate of 1.83 days per month (22 days/year)
 - During the 12th and 13th year at the rate of 1.92 days per month (23 days/year)
 - During the 14th and 15th year at the rate of 2.0 days per month (24 days/year)
 - During the 16th and subsequent years at the rate of 2.08 days per month (25 days/year)
- (b) Employees shall receive vacation pay when going on vacation.
- (c) Employees are not entitled to take vacation leave until they have completed the first six (6) months of employment.

All vacation requests from Employees must be submitted to the Employer by the end of February in each year.

The Employer will consider all submitted vacation requests; and post an approved vacation schedule, by the end of March in each year, with consideration given to length of service.

ARTICLE 15 - STATUTORY HOLIDAYS

15.01 (a) The twelve (12) recognized paid holidays shall be:

New Year's Day	Heritage Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

and any other day declared or proclaimed by the Federal, Provincial, or Municipal Government.

- (b) Employee shall receive eight (8) hours pay at their regular rate of pay for each holiday listed in subsection (a).
- (c) In the event any of the above-named holidays fall during an employee's annual vacation he shall be given a day in lieu of the holiday to be taken either at the start of his vacation or at the completion of his vacation.
- (d) Employees absent from duty, for other than leave of absence authorized by the Employer or other than illness, on the day before and/or the day immediately following the holiday shall not be paid for the holiday. The Employee shall produce a doctor's certificate satisfactory to the Employer concerning such absence because of illness.
- (e) In those years when a Monday or Friday is "sandwiched" between Christmas/Boxing Day and a weekend, that Monday or Friday shall be taken as a day off with pay.
- (f) Should a Statutory Holiday fall on a Saturday or Sunday, the following Monday will be recognized as the Statutory Holiday.

ARTICLE 16 - MEDICAL EXAMINATIONS

- 16.01 The Employer has the right to require an Employee to take a medical examination by the Employer's doctor when it considers such examinations necessary.
- 16.02 A Doctor's certificate may be required for any absence; but must be requested by the Employer prior to returning to work.

ARTICLE 17 - GRIEVANCE PROCEDURE

- 17.01 (a) A grievance is a difference by the Employer, the Union or an Employee as to the meaning or application of a specific provision of this Collective Agreement. A written grievance must specify a complete and full statement of the difference and the particular relief requested on behalf of the grievor. Any grievance not presented within seven (7) calendar days from the date the alleged cause of complaint occurs is abandoned and without recourse.
- (b) In the event that a dispute occurs between the Employer and the Union and/or one or more Employees of the bargaining unit regarding the interpretation, application or violation of this Collective Agreement, the following procedure of settlement shall be followed:

Step 1 - The Employee or Employees concerned shall first seek to settle the dispute in discussions with the Manager of Public Works.

Step 2 - If the dispute is not resolved satisfactorily in Step 1, it then becomes a grievance to be complied with within the meaning of Article 17.01 (a).

The written grievance shall then be submitted to the Manager of Public Works within seven (7) calendar days of the date of the alleged cause of complaint occurred. The Manager of Public Works will then make known his decision to the grievor(s) **and the Union** within seven (7) calendar days of the receipt of the written grievance.

Step 3 - If a satisfactory settlement is not reached in the second step, then it may be referred in writing to the Chief Administrative Officer providing this is done within seven (7) calendar days after receipt of the Manager of Public Works answer in the second step.

Step 4 - If a satisfactory settlement is not reached in the third step the **Union** may then submit the grievance to arbitration within seven (7) calendar days after the receipt of the reply by the Chief Administrative Officer.

(c) In the event that the **Union** fails to process the grievance within the time limits established in this Article, the grievance **will be deemed abandoned**.

(d) **In the event the Employer does not comply with the time limits established in this article the Union has the right to proceed to the next step in the grievance process if it wishes.**

17.02 Time limits in the grievance procedure may be extended in writing by mutual agreement between the Employer and the Union.

ARTICLE 18 - SHOP STEWARDS

18.01 The Employer will recognize the Shop Steward provided he/she is an Employee.

18.02 The Union acknowledges that the Shop Steward has his regular work to perform as an Employee of the Employer and it is therefore agreed that he shall not take leave of his work to investigate or process a grievance or undertake any other Union business on the Employer's premises during working hours without the prior consent of his foreman of the department concerned.

ARTICLE 19 - PROMOTIONS, LAYOFFS

19.01 In laying off, recalling and promoting Employees, the Employer will take into consideration the skill and ability of the Employees to perform the available work and where these factors are equal as between two or more Employees, the Employee with greater seniority will be given preference.

19.02 When a vacancy occurs or a new position is created, the Employer shall be at liberty to immediately fill the position temporarily and shall thereafter post notice of the position for five working days.

ARTICLE 20 - LEAVE OF ABSENCE

20.01 Leave of absence will be granted only insofar as the operation of the Town will permit, and the period of absence **shall** not exceed three (3) months.

- 20.02 The Employee must give sufficient and reasonable notice in writing to the Chief Administrative Officer when requesting same and such request must be authorized by the Chief Administrative Officer.

ARTICLE 21 – BENEFITS

- 21.01 The Employer agrees to provide the benefits as contained in the Town of Canmore Policy #427 – 2001, and Great West Life Policy #132111, with the premium cost-share basis as indicated within those policies. This benefits package coverage includes:

HEALTH AND INSURANCE PLANS;

Alberta Health Care;
Extended Health Care;
Dental Care;
Life Insurance;
Dependent Life Insurance;
Accidental Death and Dismemberment;
Short Term Disability;
Long Term Disability;
Health Care Spending Account

LEAVES OF ABSENCE WITH PAY;

Occasional Leave;
The Employer agrees to provide the occasional leave benefits as contained in the Town of Canmore Policy #427-2001.

- 21.02 The Employer agrees to maintain a **Registered Retirement Savings Plan (RRSP)**.

The individual employees shall contribute to the **RRSP** at a minimum rate of 5% of gross annual salary per year; and the Employer shall contribute to the individual employee's plan at the rate of 8.65% of the aforesaid employee's gross annual salary.

The individual employee shall not be entitled to withdraw either the employee's contribution or the employer's contributions to the **RRSP** until retirement or termination of employment.

- 21.03 During the terms of the Collective Agreement and the concurrence of the Union, the Employer may seek benefits and **RRSP** coverage with a different carrier.

ARTICLE 22- JOB TRAINING

- 22.01 The Employer shall maintain an on-the-job training program so that every Employee will receive training on trucks and equipment.

ARTICLE 23- WORK BOOTS

- 23.01 Effective **January 1, 2010**; where conditions of employment demands or require the use of CSA approved safety boots or shoes, employees shall receive compensation for work boots purchased **to a maximum of \$300.00 annually**, and the employee must provide receipt of purchase and old boots. **(For clarification purposes this clause means that he employee can purchase multiple pairs of safety footwear but will only be compensated a total of \$300.00 annually.)**

ARTICLE 24- TOOL ALLOWANCE

24.01 The Employer agrees to provide the Journeyman Heavy Duty Mechanic an annual tool allowance of \$500.00. This allowance is for the purchase of new and updated tools. The Employer agrees to cover the cost of any additional repairs or damages to tools that were broken or damaged while the Journeyman was carrying out his duties for the Employer.

Signed on Behalf of the Town of
Canmore

Signed on Behalf of The Canadian
Union of Public Employees, Local #37

President

Secretary Treasurer

LETTER OF UNDERSTANDING #1
BETWEEN
THE TOWN OF CANMORE
and
THE CANADIAN UNION OF PUBLIC EMPLOYEES
SUB-LOCAL 37

Attached to and forming part of this Collective Agreement.

No present Employee covered by this Collective Agreement shall lose his employment as a result of contracting out, during the life of this Collective Agreement.

Signed on Behalf of the Town of
Canmore

Signed on Behalf of The Canadian
Union of Public Employees, Local #37

President

Secretary Treasurer

LETTER OF UNDERSTANDING #2
BETWEEN
THE TOWN OF CANMORE
and
THE CANADIAN UNION OF PUBLIC EMPLOYEES
SUB-LOCAL 37

RE: HOURS OF WORK – NOEL BOUTIN

The Parties are in agreement with the following:

1. That the normal hours of work for Noel Boutin shall be from 6:00 am to 5:00 pm to a maximum of ten (10) hours per day and forty (40) hours per week between Monday and Thursday.
2. That the current hours of work may be changed by the either party with one (1) month notice.
3. All other terms and conditions of the current Collective Agreement will apply.

Signed on Behalf of the Town of
Canmore

Signed on Behalf of The Canadian
Union of Public Employees, Local #37

President

Secretary Treasurer

Appendix A



Town of Canmore Position Description Public Works Operator 1

CORE VALUES

WELLNESS- We strive for harmony in our corporate, social and natural environment.

RESPECT- We will treat others as we will expect to be treated.

INTEGRITY- We will be honest, responsible and trustworthy.

SERVICE- We are committed to excellence in meeting community needs.

TEAMWORK- We are cooperative and empowering in achieving our goals.

Position	: Operator 1
Department	: Streets & Roads
Service Area	: Public Works
Reports to	: Supervisor of Streets & Roads
Work Week	: 40 hours per week
Job Type	: Permanent – Full Time (Unionized)
Location	: Public Works Building

General Accountabilities

The Public Works Operator 1 is responsible for providing services to the public for the safe and quality upkeep of the streets and roads for the Citizens of Canmore.

Specific Accountabilities

Operational

- Performs daily maintenance checks and inspections as required
- Perform a wide variety of routine manual tasks which can be quickly learned.
- Operate and perform minor maintenance on all light mobile construction and maintenance equipment not formally required to be done by a licensed mechanic.
- Maintain work area for a clean and safe work environment.
- Seasonal duties and support for special events.
- Provide interdepartmental support.
- Other related duties as assigned.
- Use The Natural Step in operational decision making and planning.

Administration

- Report on any malfunctions and/or repair requirements.
- Report and document all incidents on appropriate forms.
- Complete all Health & Safety related documentation as required.
- Provide verbal or written reports of daily tasks completed, quantities of materials or products used and assist with department inventory controls
- Maintain and complete necessary reports, time sheets and forms in a timely fashion.

Technical Accountabilities

- Alberta Driver's License Class 5
- Ability to perform minor maintenance on related light mobile construction and maintenance equipment
- Operating knowledge of light mobile construction and maintenance equipment
- Standard First Aid
- Flagman Training
- WHMIS Training
- Construction Safety Training Systems
- Develop and maintain a working knowledge of department Standard Operating Procedures and Policies
- Develop and maintain a knowledge of O. H. & S regulation and codes
- Develop and maintain a knowledge of relevant Federal and/or Provincial codes, regulations and compliance requirements



Town of Canmore Position Description Public Works Operator 2

CORE VALUES

WELLNESS- We strive for harmony in our corporate, social and natural environment.

RESPECT- We will treat others as we will expect to be treated.

INTEGRITY- We will be honest, responsible and trustworthy.

SERVICE- We are committed to excellence in meeting community needs.

TEAMWORK- We are cooperative and empowering in achieving our goals.

Position : Operator 2
Department : Streets & Roads
Service Area : Public Works
Reports to : Supervisor of Streets & Roads
Work Week : 40 hours per week
Job Type : Full Time – Permanent (Unionized)
Location : Public Works Building

General Accountabilities

The Public Works Operator 2 is responsible for providing services to the public for the safe and quality upkeep of the streets and roads for the Citizens of Canmore.

Specific Accountabilities

Operational

- Perform daily maintenance checks and inspections as required.
- Perform seasonal duties and provide support for Special Events.
- Maintain work area to ensure a clean and safe work environment.
- Provide internal services including but not limited to:
 - Ensuring that Hazards Assessments are completed as required
 - Perform and document street, road and paved trail inspections;
 - Provide minor servicing to vehicles and equipment not formally required by a licensed mechanic;
 - Signage installation and repairs;
 - Street and paved trail sweeping;
 - Pavement and sidewalk maintenance and repairs;
 - Snow and ice control;
 - Message painting and pavement marking;
 - Prepare and provide Traffic Accommodation Strategies and control;
 - Maintain a working knowledge of department Standard Operating Procedures and Policies;
- Other related duties as assigned, and
- Use The Natural Step in operational decision making and planning.

Specific Accountabilities (continued)

Administration

- Report on prescribed forms any malfunctions and/or repair requirements.
- Complete all Health & Safety related documentation as required.
- Provide details of daily tasks completed, quantities of materials or products used and assist with department inventory controls
- Maintain and complete necessary reports, time sheets and forms in a timely fashion

Technical Accountabilities

- Alberta Drivers License Class 3 with 'Q' endorsement.
- Working knowledge of O. H. & S regulation and codes
- Working knowledge of relevant Federal and/or Provincial codes, regulations and compliance requirements
- Knowledge and ability to perform minor maintenance and repairs on Town fleet, department related mobile construction and maintenance equipment including any repairs or maintenance not formally required to be performed by a licensed mechanic.
- Standard First Aid Certificate
- Flagman Training and IMSA (International Municipal Signal Association) Certification
- WHMIS Training
- Construction Safety Training Systems
- Computer skills including a basic understanding in Word, Excel, Outlook, data entry, inventory control and scheduling.
- Experienced in the operation of all Town vehicles and heavy equipment
- Working knowledge of basic road construction techniques products and materials.
- Working knowledge of road, sidewalk, curb & gutter maintenance procedures, repair techniques, materials, products and industry best practices.



Town of Canmore Position Description Public Works Operator 3

CORE VALUES

WELLNESS- We strive for harmony in our corporate, social and natural environment.

RESPECT- We will treat others as we will expect to be treated.

INTEGRITY- We will be honest, responsible and trustworthy.

SERVICE- We are committed to excellence in meeting community needs.

TEAMWORK- We are cooperative and empowering in achieving our goals.

Position : Operator 3
Department : Streets & Roads
Service Area : Public Works
Reports to : Supervisor of Streets & Roads
Work Week : 40 hours per week
Job Type : Permanent – Full Time (Unionized)
Location : Public Works Building

General Accountabilities

The Public Work Operator 3 is responsible for providing services to the public for the safe and quality upkeep of the streets and roads, for the Citizens of Canmore.

Specific Accountabilities

Operational

- Provide Lead Hand role for contract oversight direction and quality control.
- Provide crew leadership for safety, quality control, site direction, and site layout
- Performs daily maintenance checks and inspections as required.
- Perform seasonal duties and provide support for Special Events.
- Provide interdepartmental support.
- Maintain work area for a clean and safe work environment.
- Provide internal services including but not limited to:
 - Ensuring that Hazard Assessments are completed, documented and communicated to crew and staff
 - Perform and document streets, roads and paved trail inspections
 - Provide minor servicing to vehicles and equipment not formally required to be done by a licensed mechanic.
 - Signage installation and repairs
 - Street and paved trail sweeping
 - Pavement and sidewalk maintenance and repairs
 - Snow and ice control
 - Message painting and pavement marking
 - Prepare and provide Traffic Accommodation Strategies and control
 - Maintain a working knowledge of department Standard Operating Procedures and Policies
 - Other related duties as assigned
 - Use of The Natural Step in operational decision making and planning.

Specific Accountabilities (continued)

Administrative

- Assist with crew reports of daily tasks completed, quantities of materials or products used, ensuring reports are completed in a accurate and timely fashion.
- Assist with completion of weekly, monthly, quarterly and annual reports, time sheets and forms in a timely fashion
- Assist with developing and writing Standard Operating Procedures and relevant policies
- Complete all Health & Safety related documentation as required.
- Product research
- Data entry for inventory control,
- Reports on prescribed forms any malfunctions and/or repair requirements.
- Hazard Identification Assessment

Technical Accountabilities

- Supervisory Course (i.e. Leadership for Safety Excellence)
- Completed formal training in safe operation and maintenance of heavy vehicles and equipment or 5 years field experience
- Alberta Driver's License Class 3 with Q endorsement
- Experienced in basic road construction techniques products and materials.
- Experienced in road, sidewalk, curb & gutter maintenance procedures, repair techniques, materials, products and industry best practices.
- Working knowledge of O. H. & S regulation and codes
- Working knowledge of relevant Federal and/or Provincial codes, regulations and compliance requirements
- Knowledge and ability to perform minor maintenance and repairs on Town fleet, department related mobile construction and maintenance equipment including any repairs or maintenance not formally required to be performed by a licensed mechanic.
- Standard First Aid Certificate
- Flagman Training and IMSA (International Municipal Signal Association) Certification
- WHMIS Training
- Construction Safety Training Systems
- Computer skills including a basic understanding in Word, Excel, Outlook, data entry, inventory control and scheduling.
- Experienced in the operation of all Town vehicles and heavy equipment including grader operations



Town of Canmore Position Description Journeyman Heavy Duty Mechanic 1

CORE VALUES

WELLNESS- We strive for harmony in our corporate, social and natural environment.

RESPECT- We will treat others as we will expect to be treated.

INTEGRITY- We will be honest, responsible and trustworthy.

SERVICE- We are committed to excellence in meeting community needs.

TEAMWORK- We are cooperative and empowering in achieving our goals.

Position : Journeyman Heavy Duty Mechanic 1
Service Area : Public Works
Department : Streets and Roads. Fleet Services
Reports to : Supervisor of Street & Roads
Work Week : 40 hours per week
Job Type : Permanent – Full Time (Unionized)
Location : Public Works Building

General Accountabilities

With the direction and support of our Streets and Roads Supervisor and the Public Works Service Area Manager, the Journeyman Heavy Duty Mechanic 1 is responsible for providing repair and fleet maintenance and customer service to the Town of Canmore business areas and will assist in the development of an in-house maintenance program. This role requires compliance with all operational, safety, regulatory and, environmental policies and procedures.

Specific Accountabilities

- Responsible for the maintenance and repair of Town of Canmore fleet and equipment.
- Perform diagnostics and repair of fire and ambulance equipment.
- Perform shop and field repairs of light & heavy fleet and equipment.
- Perform incidental welding operations on equipment.
- Ensure effective and efficient repairs and maintenance of fleet and equipment to facilitate safe operations.
- Assist with building a fleet records management program.
- Keep detailed and accurate maintenance reports and documentation for in house and external sources including commercial fleet.
- Participate in our fleet life cycling program.
- Assist with fleet replacement research and develop and recommend fleet specifications.
- Provide input on how best to maximize energy and resource efficiencies.
- Align fleet operations and maintenance with the Town of Canmore's 'The Natural Step' and 'Mining the Future' programs.
- Assist with product research to develop recommendations.
- Provide input to develop Operator training and education programs.
- Perform field and Shop diagnostics in a timely, efficient manner resulting in reduced turnaround times.
- Complete repairs in a timely, efficient manner and demonstrate continuous effort to improve operations and decrease turnaround times.
- Perform rebuilds and overhauls as needed in collaboration with and under the direction of the Supervisor or Department Manager.

Specific Accountabilities (continued)

- Prepare efficient written repair estimates as required.
- Assist with fleet R/M contracted services.
- Manage daily, monthly, and year end documentation and reports.
- Oversee electronic fleet data collection system ensuring accurate and timely data input as required for fleet management, cost analysis, and budget needs.
- Perform tasks and duties with minimum of supervision.
- Maintain a safe and clean work environment.
- Assist with providing justifications and cost benefit analysis for fleet programs and projects.
- Assist in the development of a Preventive Maintenance Program.
- Perform in shop vehicle/equipment inspections & servicing per PM procedure.
- Pursue resource materials and cost reductions.
- Ensure all shop certifications and licenses and inspections are maintained and kept current.
- Participate in the Town of Canmore Health & Safety program, your industry experience & knowledge will assist with this programs policy and procedure development.
- Ensure that the Town's commercial fleet inspections remain current and ahead of legislation.
- Complete all Health & Safety related documentation as required.
- This position may require the individual to be "on call" or work overtime as required.

Technical Accountabilities

- Minimum of 1 year of Shop and Field experience.
- Possess a Certificate of Proficiency acceptable by the Province of Alberta or Inter Provincial Red Seal Heavy Duty Technician Certification.
- Possess a Alberta Class 3 drivers license with Q endorsement
- CVIP certification preferred.
- Acknowledge and sign the Alberta Government 'Mechanics Registration and Acknowledgement Emergency Health Services' form
- Standard First Aid and WHMIS training (in the absence of; we provide in-house training)
- Basic level of computer literacy
- Basic understanding of fleet management software
- Knowledge and experience with hybrid vehicles & systems
- Familiar with Fleet Management Software
- CVIP certification and experience
- Work with minimum supervision or as a member of a team
- Ability to manage multiple tasks and changing priorities
- Demonstrate strong verbal and written communication skills
- Develop and maintain a working knowledge of department Standard Operating Procedures and Policies
- Develop and maintain a knowledge of O. H. & S regulation and codes
- Develop and maintain a knowledge of relevant Federal and/or Provincial codes, regulations and compliance requirements
- Physical ability to lift up to 50lbs
- Physical strength, stamina, and manual dexterity
- Capable of working outside in all types of weather or inside a shop



Town of Canmore Position Description Journeyman Heavy Duty Mechanic 2

CORE VALUES

WELLNESS- We strive for harmony in our corporate, social and natural environment.

RESPECT- We will treat others as we will expect to be treated.

INTEGRITY- We will be honest, responsible and trustworthy.

SERVICE- We are committed to excellence in meeting community needs.

TEAMWORK- We are cooperative and empowering in achieving our goals.

Position : Journeyman Heavy Duty Mechanic 2
Service Area : Public Works
Department : Streets and Roads
Reports to : Supervisor of Street & Roads
Work Week : 40 hours per week
Job Type : Permanent – Full Time (Unionized)
Location : Public Works Building

General Accountabilities

With the direction and support of our Streets and Roads Supervisor and the Public Works Service Area Manager, this position provides repair and fleet maintenance, and customer service to the Town of Canmore business areas. Additionally, the Heavy Duty Mechanic 2 will assist with the development of an in-house maintenance program. The incumbent must be able to perform the tasks and duties of the job with minimum supervision. This role requires compliance with all operational, safety, regulatory and environmental policies and procedures.

Specific Accountabilities

- Maintain and repair Town of Canmore fleet and equipment.
- Perform diagnostics on and repair fire and ambulance equipment.
- Perform shop and field repairs of light & heavy fleet and equipment.
- Perform incidental welding operations on equipment.
- Ensure effective, efficient repairs and maintenance of fleet and equipment to facilitate safe operations.
- Develop and manage our Preventative Maintenance Program.
- Assist with building a fleet records management program.
- Keep detailed and accurate maintenance reports and documentation for in house and external sources, including Commercial Fleet.
- Participate in our fleet life cycling program.
- Assist with fleet replacement research and develop and recommend fleet specifications.
- Provide input on how best to maximize energy and resource efficiencies.
- Align fleet operations and maintenance with the Town of Canmore's 'The Natural Step' and 'Mining the Future' programs.
- Assist with product research to develop recommendations.
- Provide input to develop Operator training and education programs.
- Perform field and Shop diagnostics in a timely and efficient manner resulting in reduced turnaround times.

Specific Accountabilities (continued)

- Complete repairs in a timely and efficient manner and demonstrate a continuous effort to improve operations and decrease turnaround times.
- Perform rebuilds and overhauls as needed in collaboration with the Supervisor or Department Manager.
- Prepare efficient written repair estimates as required.
- Oversee fleet R/M contracted services.
- Manage daily, monthly, and year end documentation and reports.
- Oversee electronic fleet data collection system ensuring accurate and timely data is inputted as required for fleet management, cost analysis, and budget needs.
- Maintain a safe and clean work environment.
- Assist with providing justifications and cost benefit analysis for fleet programs and projects.
- Perform in shop vehicle/equipment inspections & servicing per PM procedure.
- Pursue resource, materials, and cost reductions.
- Manage and recommend the purchase of shop and fleet supplies and related equipment.
- Ensure all shop certifications and licenses and inspections are maintained and kept current.
- Participate in the Town of Canmore Health & Safety program as your industry experience & knowledge will assist with program policy and procedure development.
- This position may require the individual to be “on call” or work overtime as required.

Technical Accountabilities

- Minimum of 5 years of Shop and Field experience.
- Possess a Certificate of Proficiency acceptable by the Province of Alberta or Inter- Provincial Red Seal Heavy Duty Technician Certification
- Possess a Alberta Class 3 driver’s license with Q endorsement
- CVIP certification preferred
- Acknowledge and sign the Alberta Government ‘Mechanics Registration and Acknowledgement Emergency Health Services’ form
- Basic First Aid and WHMIS training (in the absence of; we provide in-house training)
- Basic level of computer literacy
- Basic understanding of fleet management software
- Knowledge and experience with hybrid vehicles & systems is an asset
- Ability to work with minimum supervision
- Ability to manage multiple tasks and changing priorities
- Strong written and verbal communication skills
- Develop and maintain a working knowledge of department Standard Operating Procedures and Policies
- Develop and maintain a knowledge of O. H. & S regulation and codes
- Develop and maintain a knowledge of relevant Federal and/or Provincial codes, regulations and compliance requirements
- Physical ability to lift up to 50lbs
- Physical strength, stamina, and manual dexterity
- Capable of working outside in all types of weather or inside a shop



Town of Canmore Position Description Journeyman Heavy Duty Mechanic 3

CORE VALUES

WELLNESS- We strive for harmony in our corporate, social and natural environment.

RESPECT- We will treat others as we will expect to be treated.

INTEGRITY- We will be honest, responsible and trustworthy.

SERVICE- We are committed to excellence in meeting community needs.

TEAMWORK- We are cooperative and empowering in achieving our goals.

Job Title : Journeyman Heavy Duty Mechanic 3
Service Area : Public Works
Department : Streets and Roads, Fleet Services
Reports to : Supervisor of Street & Roads
Work Week : 40 hours per week
Job Type : Permanent – Full Time (Unionized)
Location : Public Works Building

General Accountabilities

With the direction and support of our Streets and Roads Supervisor and the Public Works Service Area Manager, this position provides lead hand leadership for fleet maintenance, repair and customer service to the Town of Canmore business areas. Additionally, position will guide the development of an in-house maintenance program. The incumbent must be able to perform the tasks and duties of the job with minimum supervision. This role requires compliance with all operational, safety, regulatory and environmental policies and procedures.

Specific Accountabilities

- Provide lead hand role for Fleet Services oversight direction and quality control
- Maintain and Repair Town of Canmore fleet and equipment.
- Perform diagnostics and repair of fire and ambulance equipment.
- Perform shop and field repairs of light & heavy fleet and equipment.
- Perform incidental welding operations on equipment.
- Ensure effective and efficient repairs and maintenance of fleet and equipment to facilitate safe operations.
- Develop and manage our Preventative Maintenance Program.
- Maintain a fleet records management program.
- Keep detailed and accurate maintenance reports and documentation for in house and external sources including Commercial Fleet.
- Participate in our fleet life cycling program, assist with fleet replacement research, and develop and recommend fleet specifications.
- Provide input on how best to maximize energy and resource efficiencies.
- Align fleet operations and maintenance with the Town of Canmore's 'The Natural Step' and 'Mining The Future' programs.
- Assist with product research to develop recommendations.
- Provide input to develop Operator training and education programs.

Specific Accountabilities (continued)

- Perform field and Shop diagnostics in a timely and efficient manner resulting in reduced turnaround times.
- Complete repairs in a timely and efficient manner and demonstrate a continuous effort to improve operations and decrease turnaround times.
- Perform rebuilds and overhauls as needed in collaboration with and under the direction of the Supervisor or Department Manager.
- Prepare efficient written repair estimates as required.
- Oversee fleet R/M contracted services.
- Manage daily, monthly, and year end documentation and reports.
- Oversee electronic fleet data collection system ensuring accurate and timely data in put as required for fleet management, cost analysis, and budget needs.
- Perform tasks and duties with minimum of supervision.
- Maintain a safe and clean work environment.
- Assist with providing justifications and cost benefit analysis for fleet programs and projects.
- Assist with the Preventive Maintenance Program.
- Perform in shop vehicle/equipment inspections & servicing per PM procedure.
- Pursue resource, materials, and cost reductions.
- Manage and recommend the purchase of shop and fleet supplies and related equipment.
- Ensure all shop certifications, licenses and inspection programs are maintained, kept current. and meet regulatory compliance requirements
- Participate in the Town of Canmore Health & Safety program.
- Assist with the Town's Health & Safety program's policy and procedure development.
- This position may require the individual to be "on call" or work overtime as required.

Technical Accountabilities

- Completed 4160 continuous hours in role as Journeyman Heavy Duty Mechanic 2 with the Town of Canmore
- Minimum of 5 years of Shop and Field experience.
- Possess a Certificate of Proficiency acceptable by the Province of Alberta or Inter- Provincial Red Seal Heavy Duty Technician Certification.
- Possess a Alberta Class 3 drivers license with Q endorsement
- CVIP certification.
- Acknowledge and sign the Alberta Government 'Mechanics Registration and Acknowledgement Emergency Health Services' form.
- Standard First Aid and WHMIS training (in the absence of; we provide in-house training)
- Proficient with most computer programs.
- Proficient with fleet management software.
- Knowledge and experience with hybrid vehicles & systems
- Ability to work with minimum supervision or as a member of a team
- Ability to manage multiple tasks and changing priorities
- Demonstrate strong verbal and written communication skills
- Develop and maintain a working knowledge of department Standard Operating Procedures and Policies
- Maintain a sound working knowledge of O. H. & S regulation and codes
- Maintain and update all relevant Federal and/or Provincial codes, regulations and compliance requirements
- Physical ability to lift up to 50lbs
- Physical strength, stamina, and manual dexterity
- Capable of working outside in all types of weather or inside a shop