



Casual Positions – Standing Opportunity (Posting #2019-01)

The Northern Rockies Regional Municipality continuously accepts applications for casual employees as required to address periods of heavier than usual workloads, including special projects and holiday coverage.

Qualifications/Knowledge/Skills/Abilities

- Duties will be dependent on the specific department and the position. Please see the individual job descriptions for a general list of potential tasks.
- Some positions are considered positions of trust within the Municipality and the successful applicant must successfully pass a Police Information Check which may include a Vulnerable Sector check.

Status/Hours/Shifts

Casual; hours will vary; may include weekends and or shiftwork

Rates

Accounting Clerk: \$28.92	Clerk Typist: \$28.28
Labourer: \$27.13	Utility Maintenance: \$29.94
Life Guard: \$24.27	Equipment Operator: \$31.64
Building Service Worker: \$26.13	Program Leader: \$19.24
Program Coordinator: \$22.83	Program/Event Assistant: \$15.64
Child Minding: \$19.24	Cashier/Receptionist: \$21.21
Climbing Wall Attendant: \$22.55	

Pay rate will be dependent upon the nature of the work and the department requiring assistance as well as individual qualifications and experience. As per the collective agreement, 90% probationary rate may be applicable dependent upon applicant's current status.

How to Apply

Applicants are invited to respond in the form of a detailed resume and cover letter outlining which positions they are interested in, their education, experience, and qualifications. Applications will be kept on file until December 31, 2019. Applications sent in for casual opportunities will not be automatically considered for other postings. Please submit specific applications for consideration in other postings.

Please apply via mail, e-mail or fax to:

Erin La Vale, CPHR
Deputy CAO/Director of Human Resources
NORTHERN ROCKIES REGIONAL MUNICIPALITY
Bag Service 399 | Fort Nelson, BC | VOC 1R0
Fax: 250-774-6794 Email: jobs@northernrockies.ca

Applications will be accepted until **4:30 pm on Friday, December 31, 2019.**

Please include an email address so we may contact you to acknowledge receipt of your application.

The Northern Rockies Regional Municipality is an equal opportunity employer.

NORTHERN ROCKIES REGIONAL MUNICIPALITY

Job Description ACCOUNTING CLERK

Description

Reporting directly to the Treasurer or designate, the accounting clerk performs a variety of accounting functions using established procedures, rules and practices and assists with the overall functions and performance of the Treasury Department. Duties include, but are not limited to: keeping accurate financial records; preparation, calculation and completion of municipal payroll; posting records of collection; performing arithmetic computations; preparing financial summary statements, and checking forms for completeness and accuracy. Work is performed according to established procedures.

Essential Functions

- Collect payments for fees, rents, taxes, permits, deposits, licenses etc., balance cash sheets, prepare and make bank deposits daily, and prepare statements
- Collect, prepare, verify and coordinate computer data relating to customer/vendor invoices
- Tabulate charges for water bills, license fees, taxes, assessments, collections, rents and other charges for billing, payment and recording purposes
- Review and select the correct activity account code required
- Trace lost invoices and payments using a computer database
- Enter and retrieve billing or payment data from computer terminal
- Post transactions to individual accounts and ledgers
- Respond to tax, utility, payroll and general accounting inquiries, as well as assist with providing various reports to departments and organizations
- Perform complex and specialized work related to the preparation, calculation and maintenance of municipal payroll
- Maintain a filing system and computerized databases of personal information, rate schedules, benefit enrollment and premiums for the production of a biweekly payroll and employment histories of all staff members
- Compute employee financial data and complete employment documentation
- Administrate fringe benefits by advising and assisting with enrollment, benefit applications and benefit distribution
- Calculate and prepare remittances and complete the required documentation for employee and employer portions of all statutory deductions, pension contributions, benefit premiums payable and miscellaneous deductions
- Distribute payroll and deposit records to Department Heads and employees
- Verify accuracy and completeness of all accounting processes including invoicing, taxation and payroll
- Create documents related to the work utilizing electronic spreadsheet programs
- Assist with sorting and distribution of departmental and organizational mail

- Assist with departmental telephone inquiries
- Operate a variety of office machines and equipment such as calculator, copier, fax machine, postage machine, computer and related word processing and spreadsheet software
- Greet persons arriving at Municipal Hall, determine nature and purpose of their visit, and direct or escort them to specific destinations
- With compassion, assist clients in the purchase of cemetery plots
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively towards an efficient and effective work environment.

Note

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Required Knowledge, Skills and Abilities

Knowledge of:

- principles and practices of electronic bookkeeping;
- modern office practices, procedures and equipment, accurate keyboarding skills and extensive knowledge of computers;
- municipal finance related Acts and Regulations;
- development and use of complex spreadsheets;
- departmental goals, objectives, policies, and procedures; and
- policies and procedures of the work of the Municipality

Ability to:

- handle sensitive and delicate public relations situations with a high degree of professionalism and compassion;
- assist in the preparation of annual financial statements, financial plans and municipal returns;
- review, develop, test and maintain accounting systems;
- analyze and reconcile various accounts;
- prepare and review complex accounting entries;
- create accurate spreadsheets;
- touch add;
- communicate orally in the English language with customers, clients, and the public;
- keep privileged information confidential;
- make decisions and exercise resourcefulness in meeting new problems;
- perform day-to-day administrative tasks such as maintaining information files and processing paperwork, providing information to supervisors, co-workers and outside organizations or citizens;
- review documents for completeness and accuracy;

- work under pressure handling problems, tasks, and changing priorities which come up simultaneously and/or unexpectedly;
- understand and follow oral and written instructions;
- develop specific goals and plans to prioritize, organize, and accomplish work;
- work independently, exercising sound judgment and common sense; and
- work effectively and maintain harmonious relationships with co-workers, management and elected officials

Education, Qualifications, Licenses and Certificates

- Completion of Grade 12 education, Post-secondary training or progression in an accounting program such as Certified General Accountant's training program, Diamond User Software and Microsoft Office training, or an equivalent combination of education, experience and knowledge
- Valid BC driver's license

Northern Rockies Regional Municipality

Job Description CORPORATE SERVICES ASSISTANT

Description

Reporting to the Director of Corporate Services or designate this employee acts as the main telephone reception for the Northern Rockies Regional Municipality. In addition, this Employee provides general administrative support through routine and non-routine clerical tasks including but not limited to: reception, word-processing, spread sheeting, research and record keeping.

Essential Functions

- Act as main telephone receptionist for the Municipal Office, and receptionist for the upper Town Square; answer and forward all in-coming telephone calls, providing information, taking and relaying messages and scheduling of Municipal Office facilities and equipment
- Greet persons arriving at upper Town Square, determine nature and purpose of their visit, and direct or escort them to specific destinations
- Transmit information or documents to customers, using computer, mail or facsimile machine
- Coordinate meetings and the use and set-up of meeting and other rooms and areas, including preparation and distribution of daily and monthly Town Square meeting schedules as required
- Coordinate all required food services on a fair and equitable basis
- Provide information about NRRM, such as location of departments or offices, employees within the organization, or services provided
- Collect, sort, distribute and prepare mail, messages and courier deliveries for the department
- Update and maintain library materials and inventories
- Operate office equipment including but not limited to: computers, binding machines, calculators, photocopiers, postage machines, laminators, FAX machines and scanners
- Record and transcribe meeting minutes and prepare agendas as required
- Photocopy and distribute agendas and other information packages
- Scan and upload documents for distribution to Elected Officials, Administration and staff
- Record and prepare reports for all tender openings
- Maintain departmental records, including but not limited to: statistics, expenditure records, purchase order records, meeting room reports, photocopier use, etc., including data collection from outside sources
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment

Note

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Required Knowledge, Skills and Abilities

Knowledge of:

- modern office practices, procedures and equipment, accurate keyboarding skills and extensive knowledge of computers including Microsoft Office;
- public relations/negotiation techniques;
- proper form of business letters and business English, spreadsheets and records management systems;
- knowledge and experience in internet usage; and
- knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Ability to:

- handle sensitive and delicate public relations situations with a high degree of professionalism;
- keep privileged information confidential;
- communicate orally in the English language with customers, clients, and the public;
- make decisions and exercise resourcefulness in meeting new problems;
- maintain information files and provide information to Administration, co-workers and outside organizations or citizens;
- produce written documents with clearly organized thoughts, proper sentence construction, punctuation and grammar;
- review documents for completeness and accuracy;
- comprehend and make inferences from written material;
- work under pressure handling problems, tasks, and changing priorities which come up simultaneously and/or unexpectedly;
- understand and follow oral and written instructions;
- develop specific goals and plans to prioritize, organize, and accomplish work;
- work independently, exercising sound judgment and common sense; and
- work effectively and maintain harmonious relationships with Administration, co-workers and elected officials

Education, Qualifications, Licenses and Certificates

- Completion of Grade 12 education and Post-secondary education in Office Administration and Microsoft Office training, or an equivalent combination of education, experience and knowledge

NORTHERN ROCKIES REGIONAL MUNICIPALITY

Job Description LABOURER (Recreation)

Description

Reporting to the Director of Recreation or designate, this employee performs diversified work of a manual nature which entails considerable physical effort and agility. Work is generally performed under the immediate direction of a supervisor, but many types of work assigned may be routine and repetitive in nature and once learned can be carried on without difficulty and only under general supervision.

Essential Functions

- Operate equipment including but not limited to: jackhammers, skill and chainsaw, hand mowers, power mowers, tractor mowers, compactors and other equipment as required
- Transport materials, tools and equipment to and from work sites
- Maintain parks, playgrounds and cemetery areas
- Assist in the maintenance and repair of all Municipal owned facilities.
- Assist with Aquatic maintenance and operation; including: lighting, filtration, sanitation, water testing, and janitorial tasks
- Perform gardening tasks
- Perform janitorial duties
- Assist with set up and take down for community events occurring at Municipal Facilities
- Fuel cars, trucks and equipment
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment
- Ensure that all work performed is in accordance with safety standards set forth in Worksafe BC's occupational health & safety manual and that pursuant to regulations are adhered to including the use of PPE.
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment

Note

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Required Knowledge, Skills and Abilities

Knowledge of:

- tools, equipment, procedures, principles and methods used in labourer work
- maintenance, repair and operations of public buildings and facilities; and
- municipal recreation equipment & operations.

Ability to:

- do physical work involving bending, lifting and moving of light or heavy objects;
- work in a variety of weather conditions with exposure to the elements;
- learn job-related material primarily through oral instruction and observation;
- follow oral or written instructions and procedures;
- work cooperatively with other municipal employees and the public;
- multitask to meet priorities and deadlines; and
- complete duties in a safe manner, following established safety rules and regulations.

Education, Qualifications, Licenses and Certificates

- Completion of grade 12 education, Certification in Arena Operations, Pool Operations, and Building Service Worker, or a combination of education and relevant experience
- A valid BC Drivers License

NORTHERN ROCKIES REGIONAL MUNICIPALITY

Job Description

BUILDING SERVICES WORKER

Updated: April 2011

Description and Essential Functions

Reporting directly to the Recreation Operations Supervisor or designate, the Building Service Worker will perform a variety of cleaning and maintenance functions in a municipal building to ensure a high standard of cleanliness and sanitation. Overall objective is to provide a clean, safe, secure and pleasant environment for those occupying or visiting the building. Duties will include but are not limited to:

- Maintaining courteous and positive public relations with customers, including residents of the community, representatives of organizations and other District staff, by delivering quality customer service.
- Performing a variety of cleaning duties, such as: sweeping, mopping, stripping, waxing and polishing floors; vacuuming, dusting and washing; operating dishwasher; emptying refuse; replenishing supplies in washrooms; and sweeping outdoor entrance; in conformance to a maintenance schedule and established practices and procedures.
- Operating standard cleaning equipment such as floor sweepers, vacuums, floor waxers, etc.
- Performing a variety of minor building maintenance tasks such as: resolving simple plumbing disorders; changing light bulbs and tubes; moving furniture; replacing ceiling tiles and light covers; and shoveling snow from stairs and building entrance.
- Storing and utilizing maintenance supplies (e.g., cleaning products, light bulbs, etc.) following WCB regulations and reports maintenance supply shortages to supervisor for replenishment.
- Report building repairs required to supervisor.
- Ensuring municipal buildings are secured and alarmed, when required.
- May be required to participate in activities such as ordering supplies, organizing events and set up for functions that are assigned as departmental responsibilities.
- Orients new janitorial staff to the position.
- Other related duties as required.

Required Knowledge, Ability and Skills

- Thorough knowledge of effective janitorial and maintenance methods, procedures, materials and equipment.
- Ability to work independently, coordinate tasks and change work priorities to ensure completion of daily, weekly, monthly and annual assignments, without disrupting or endangering public or employee access to the building.
- Knowledge of the occupational hazards and precautionary measures as related to building maintenance and janitorial work.
- Knowledge of maintenance and janitorial supplies storage and care standards, following WorkSafe BC and WHMIS regulations.
- Knowledge of building maintenance standards and procedures.

- Strength and ability to climb ladders, lift, push or carry objects occasionally.
- Ability to read and comprehend the English language to closely follow written procedures, guidelines and regulations (e.g., Health & Safety Program, product labels, WHMIS, WorkSafe BC Industrial Health & Safety Regulations)
- Ability to write short notes or memos to notify supervisor of supplies required, making recommendations, or giving a comprehensive statement of fact.
- Ability to maintain effective working relationships with employees and public in the building.

Education, Qualifications, Licenses and Certificates

- Completion of grade 12 education, 6 months experience in maintenance or janitorial, Building Service Worker Certificate, or a combination of education and relevant experience
- A valid BC Driver's License

NOTE:

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Position Title: Cashier – Reception
Department: Recreation
Reports To: Director of Recreation & Facilities
Employee Group: Union – CUPE
Wage Group: Cashier - Reception

Date of Revision: April 2015

Position Summary:

Reporting to the Director of Recreation & Facilities or designate, this employee acts as the main reception for the Recreation Department. The Cashier - Receptionist is responsible for carrying out a variety of duties including accepting payments; recording registrations for activities, programs and events; issuing receipts; answering public inquiries by telephone and in person; and completing related clerical and administrative duties.

Responsibilities:

1. Specific Responsibilities

Act as cashier for all Recreation activities, programs, and events.

- Accept payment of varying forms for Recreation entrance fees, program registrations, and event fees and enter details into applicable computer system.
- Ensure appropriate activity waivers are signed or on file.
- Process payment receipts and refunds and assist with reconciliation of daily cash deposits/batches.

Act as reception for Recreation Centre visitors and users.

- Act as main telephone receptionist for the Recreation Department, screen and forward calls, provide information, take messages, and take bookings for the recreational facilities and equipment.
- Greet persons arriving at the Recreation Centre, determine nature and purpose of their visit, and direct them to appropriate destination.
- Provide information on recreation services, programs, and events either in person, via phone, or e-mail.
- Notify registrants of event cancellations if required.
- Assist visitors and customers in obtaining information regarding Fort Nelson and/or Northern Rockies Regional Municipality.

Related general clerical/administrative duties.

- Maintain routine records and statistics relating to the work performed.
- Sorting and filing a variety of materials.
- Performing routine word processing as required.
- Operate office equipment including but not limited to: computers, binding machines, calculators, photocopiers/scanners, postage machines, laminators, FAX machines, etc.
- Other clerical duties as required.

2. Additional Responsibilities

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

3. Statutory Roles

None.

Decision Making, Accountability, and Responsibility

1. Decision Making Authority/Independence

Written guidelines and procedures exist for majority of tasks performed. Ability to work alone and make informed decisions with a minimal amount of supervision with regards to which questions and situations can be independently answered versus needing referral to supervisor. Receives direction from the Director of Recreation and Facilities on non-routine matters.

2. Impact/Consequence of Error

Decisions consistently affect other Recreation Department employees, patrons and users of Recreation facilities and, at times, will affect the work performed in other departments. Inaccurate interpretation or relaying of information may result in complaints and/or financial loss to the Municipality.

3. Financial Impact

This position is accountable for receipt of fees and related accounting of payments to Finance, and provides related reports as necessary.

4. Human Resources

This is a non-supervisory position.

5. Occupational Health & Safety

Reports immediately, to the designated supervisor, all accidents or injuries and activates emergency procedures as required; detects and reports observed hazardous conditions, practices and behaviors in the workplace.

Contacts

1. Internal

Receives and provides routine information to other department staff.

2. External

Provides service and information to the public in person and over the telephone regarding Municipal Recreation programs, events, services and fees.

Working Conditions

1. Environment

Open office reception area – indoor recreation facility. Weekend, early morning, and evening shifts will be required. Occasional overtime may be required.

2. Physical Effort

Varying levels of physical effort, including moderate lifting, sitting, walking, standing, pushing and pulling, reaching, and carrying. Repetitive motion office tasks such as typing.

Qualifications

1. Formal Education

Completion of Grade 12.

2. Training/Experience

One year cashier or reception experience or an equivalent combination of education and experience.

3. Professional Designation/Licenses/Memberships

None required.

4. Knowledge/Abilities/Special Skills

Knowledge of:

- recreation programs and activities.

Ability to:

- perform cashier duties accurately;
- demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment;
- deal courteously and effectively with the public in providing factual information and assistance regarding activities and programs is essential;
- work independently following department policies and procedures with minimum supervision while maintaining a high quality level of work; and
- effectively multi-task.

Special Skills or Other

- Proficiency with computers/applications (Microsoft Office).
- Must possess exceptional communication skills to provide excellent customer service in a professional, efficient and timely manner.
- This position is considered a position of trust within the Municipality and the successful applicant must successfully pass a Police Information Check including a Vulnerable Sector check.

Position Title: Day Camp Coordinator
Department: Recreation
Reports To: Recreation Program Manager
Employee Group: Union – CUPE
Wage Group: Program Coordinator

Date of Revision: April 2015

Position Summary:

Reporting to the Recreation Program Manager or designate, this employee is responsible for planning, coordinating and delivering quality programming to registered children while under their care. This employee works with the Program Leaders to safely lead children in a multitude of activities including, but not limited to: swimming, ice skating, fitness/athletic activities, arts and crafts activities, education activities and some basic food preparation. The program coordinator is also responsible for following all protocols to ensure the safety of children both on and off site. Prior to the start of the program, the Program Coordinator works with the RPM to develop the schedule, plan activities and ensure the supplies are acquired.

Responsibilities

1. Specific Responsibilities

Assist with program preparation.

- Ensure the designated spaces are set up and complete safety checks
- Design the schedule and activities based on feedback from the RPM and successful templates from past programs.
- Prep all supplies and equipment for all planned activities

Lead day camp programming.

- Maintain participant records for both safety and records purposes.
- Liaise on an ongoing basis with the Recreation Program Manager (RPM).
- Assist and lead children during all aspects of the camp including actively participating in all activities.
- Complete all Incident Reports as needed.
- Maintain communication with parents and participants.
- Handle complaints appropriately and professionally as they arise and ensure the RPM is informed of any complaints.
- Provide direction to Day Camp Leaders on activities.
- Ensure that the program leader is supported and provide them with opportunities to be successful.

Related duties.

- Maintain clean and orderly work spaces.
- Sorting supplies and materials and assist in the complete take-down of the program.
- Transport materials, tools and equipment to and from locations within the facility and to external sites.
- Decorate designated spaces as determined by the RPM which may require work on a ladder.
- Promote the goals and philosophies of the Recreation Department and all associated programs or personnel concerned with the delivery of recreation services.
- Ensure that all work performed is in accordance with safety standards set forth in Worksafe BC's occupational health and safety manual and that pursuant to regulations are adhered to including the use of PPE.
- Other duties as required.

2. Additional Responsibilities

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

3. Statutory Roles

None.

Decision Making Accountability and Responsibility**1. Decision Making Authority/Independence**

Written guidelines and procedures exist for majority of tasks performed. Ability to work alone and make informed decisions using pre-established guidelines and procedures. Receives direction from the Recreation Program Manager on non-routine matters and all incidents regarding injury or disruptive behaviour as well as all inter-personal conflicts.

2. Impact/Consequence of Error

Decisions may affect other Recreation Department employees, patrons and users of Recreation facilities. Inaccurate interpretation or relaying of information may result in complaints, injury and/or financial loss to the Municipality.

3. Financial Impact

None.

4. Human Resources

This position will provide some direction to the activities of the Day Camp Program Leaders.

5. Occupational Health & Safety

Reports immediately, to the designated supervisor, all accidents or injuries and activates emergency procedures as required; detects and reports observed hazardous conditions, practices and behaviors in the workplace.

Contacts**1. Internal**

Receives and provides routine information to other department staff.

2. External

Provides service and information to the public in person and over the telephone regarding the day camp program.

Working Conditions**1. Environment**

Primarily located in the KidZone, however other spaces within the NRRRC are utilized, including (but not limited to): fitness rooms, arenas & the aquatic centre. Outdoor public & recreational spaces will also be utilized and transportation to and from these locations will be on foot. Morning and evening shifts may be required. Occasional overtime may be required.

2. Physical Effort

Varying levels of physical effort, including swimming, ice skating, physical fitness related activities, moderate lifting, sitting, walking, standing, pushing and pulling, reaching, and carrying.

Qualifications

1. Formal Education

Completion of Grade 10 (minimum 16 years of age)

2. Training/Experience

Standard First Aid/CPR an asset

Experience with leading a day camp experience would be considered an asset

3. Professional Designation/Licenses/Memberships

None required

4. Knowledge/Abilities/Special Skills

Knowledge of:

- recreation programs and activities; and
- child-specific behavioral differences and a basic understanding of youth development.

Ability to:

- demonstrate continuous effort to improve the program, streamline work processes and work cooperatively towards an efficient and effective work environment;
- deal courteously and effectively with the children and their parents in providing factual information and assistance;
- provide leadership and direction to Program Leaders in the implementation of the Day Camp program;
- maintain an up-beat and positive attitude while interacting with the children;
- work independently and with a team following department policies and procedures with minimum supervision while maintaining a high quality level of work; and
- effectively multi-task.

Special Skills or Other

- Must possess exceptional communication skills to provide excellent customer service in a professional, efficient and timely manner.
- Must demonstrate reliability and responsibility in the care of children.
- This position is considered a position of trust within the Municipality and the successful applicant must successfully pass a Police Information Check including a Vulnerable Sector check.

Position Title: Day Camp Leader
Department: Recreation
Reports To: Recreation Program Manager
Employee Group: Union – CUPE
Wage Group: Program Leader

Date of Revision: April 2015

Position Summary:

Reporting to the Recreation Program Manager or designate, this employee is responsible for delivering quality programming to registered children while under their care. This employee works with the Program Coordinator to safely lead children in a multitude of activities including, but not limited to: swimming, ice skating, fitness/athletic activities, arts & crafts activities, education activities and some basic food preparation. The program leader is also responsible for following all protocols to ensure the safety of children both on and off site.

Responsibilities

1. Specific Responsibilities

Assist with program preparation.

- Ensure the designated spaces are set up and complete safety checks.
- Assist in the designing of activities.
- Prep all supplies and equipment for all planned activities.

Lead day camp programming.

- Maintain participant records for both safety and records purposes.
- Liaise on an ongoing basis with the Recreation Program Manager (RPM).
- Assist & lead children during all aspects of the camp including actively participating in all activities.
- Complete all Incident Reports as needed.
- Maintain communication with parents and participants.
- Handle complaints appropriately and professionally as they arise and ensure the RPM is informed of any complaints.

Other related duties.

- Maintain clean and orderly work spaces.
- Sort supplies and materials and assist in the complete take-down of the program.
- Transport materials, tools and equipment to and from locations within the facility and to external sites.
- Decorate designated spaces as determined by the RPM which may require work on a ladder.
- Promote the goals and philosophies of the Recreation Department and all associated programs or personnel concerned with the delivery of recreation services.
- Ensure that all work performed is in accordance with safety standards set forth in Worksafe BC's occupational health and safety manual and that pursuant to regulations are adhered to including the use of PPE.
- Other duties as required.

2. Additional Responsibilities

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

3. Statutory Roles

None.

Decision Making Accountability and Responsibility

1. Decision Making Authority/Independence

Written guidelines and procedures exist for majority of tasks performed. Ability to work alone and make informed decisions using pre-established guidelines and procedures. Receives direction from the Recreation Program Manager on non-routine matters and all incidents regarding injury or disruptive behaviour as well as all interpersonal conflicts.

2. Impact/Consequence of Error

Decisions may affect other Recreation Department employees, patrons and users of Recreation facilities. Inaccurate interpretation or relaying of information may result in complaints, injury and/or financial loss to the Municipality.

3. Financial Impact

None.

4. Human Resources

This is a non-supervisory position.

5. Occupational Health & Safety

Reports immediately, to the designated supervisor, all accidents or injuries and activates emergency procedures as required; detects and reports observed hazardous conditions, practices and behaviors in the workplace.

Contacts

1. Internal

Receives and provides routine information to other department staff.

2. External

Provides service and information to the public in person and over the telephone regarding the day camp program.

Working Conditions

1. Environment

Primarily located in the KidZone; however, other spaces within the NRRRC are utilized, including: fitness rooms, arenas, and the aquatic centre. Outdoor public and recreational spaces will also be utilized and transportation to and from these locations will be on foot. Morning and evening shifts may be required. Occasional overtime may be required.

2. Physical Effort

Varying levels of physical effort, including swimming, ice skating, physical fitness related activities, moderate lifting, sitting, walking, standing, pushing and pulling, reaching, and carrying.

Qualifications

1. Formal Education

Completion of Grade 10 (minimum 16 years of age)

2. Training/Experience

Standard First Aid/CPR an asset

3. Professional Designation/Licenses/Memberships

None required

4. Knowledge/Abilities/Special Skills

Knowledge of:

- recreation programs and activities; and
- child specific behavioral differences and a basic understanding of youth development.

Ability to:

- demonstrate continuous effort to improve the program, streamline work processes and work cooperatively towards an efficient and effective work environment;
- deal courteously and effectively with the children and their parents in providing factual information and assistance;
- maintain an up-beat and positive attitude while interacting with the children;
- work independently and with a team following department policies and procedures with minimum supervision while maintaining a high quality level of work; and
- effectively multi-task.

Special Skills or Other

- Must possess exceptional communication skills to provide excellent customer service in a professional, efficient and timely manner.
- Must demonstrate reliability and responsibility in the care of children.
- This position is considered a position of trust within the Municipality and the successful applicant must successfully pass a Police Information Check including a Vulnerable Sector check.

NORTHERN ROCKIES REGIONAL MUNICIPALITY

Job Description

CHILDCARE PROVIDER/BABY SITTER

Updated: August 2012

Description and Essential Functions

Reporting directly to the Recreation Program Manager or designate, the Childcare Provider provides childcare services to patrons attending fitness classes with the Recreation Department. The Childcare Provider supervises children in the childcare area and ensures a safe and fun environment that positively contributes to the patrons and their children's overall enjoyment and well-being. Duties will include but are not limited to:

- Maintaining courteous and positive public relations with customers and other staff.
- Ensuring child/parent check-in and check-out procedures are followed.
- Responding to each individual child's needs promptly, attempting to prevent problems.
- Organizing activities appropriate for the various ages to create a fun, playful and safe environment.
- Supervising use of toys and supplies and notifying management of supply needs, repairs or replacements.
- Maintaining a clean, orderly area, picking up as needed and sanitizing toys as instructed.
- Promoting harmony amongst the children, attempting to minimize conflict with gentle but firm guidelines.
- Informing parents of any issues relating to their child while in the care of the Recreation Department.
- Reporting any incidents or accidents immediately.
- Assisting children under their care in the event of an emergency.
- Other related duties as required.

Required Knowledge, Ability and Skills

- Experience working with children of various ages
- Demonstrated reliable and responsible attitude with regards to childcare
- Excellent interpersonal and communication skills and ability to deal with people in a professional manner

Education, Qualifications, Licenses and Certificates

- Minimum 15 years of age
- Successful completion of criminal record check
- First aid ticket an asset

NOTE:

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NORTHERN ROCKIES REGIONAL MUNICIPALITY

Job Description UTILITY MAINTENANCE (Arena/Park Operator)

Description

Reporting to the Director of Recreation or designate, this employee performs diversified work related to the maintenance and operation of all recreation facilities, and works in accordance with established practices and procedures established. Work will be of a semi-skilled, technical nature.

Essential Functions

- Make and maintain ice surfaces to required standards, and operate all ice resurfacing and associated equipment
- Operate and maintain mechanical systems and equipment at all recreation facilities
- Perform a variety of building and equipment maintenance tasks
- Assist with Aquatic maintenance and operation; including: lighting, filtration, sanitation, water testing, and janitorial tasks
- Transport materials, tools and equipment to and from work sites
- Maintain parks, playgrounds and cemetery areas
- Perform janitorial duties
- Assist with set up and take down for community events occurring at Municipal Facilities
- Fuel cars, trucks and equipment
- Ensure that all work performed is in accordance with safety standards set forth in Worksafe BC's occupational health & safety manual and that pursuant to regulations are adhered to including the use of PPE.
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment

NOTE:

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Required Knowledge, Skills and Abilities

Knowledge of:

- tools, equipment, procedures, principles and methods used in icemaking, refrigeration and building and equipment maintenance; and
- municipal public works and recreation equipment & operations

Ability to:

- do physical work involving bending lifting and moving of heavy or light objects;
- work in a variety of weather conditions with exposure to the elements;
- learn job-related material primarily through oral instruction and observation;
- read, understand and interpret plans and specifications;
- follow oral or written instructions and procedures;
- work cooperatively with other Municipal employees and the public;
- multitask to meet priorities and deadlines; and
- complete duties in a safe manner, following established safety rules and regulations.

Education, Qualifications, Licenses and Certificates

- Completion of grade 12 education and BC Refrigeration Operator Certificate, or a combination of education and relevant experience
- A valid BC Class 5 Drivers License
- Arena Ice Maker, Pool Operator I & II, Building Service Worker, or Ice Facility Operator certifications would be considered an asset

Northern Rockies Regional Municipality

Job Description EQUIPMENT OPERATOR (Public Works)

Description

Reporting to the Director of Public Works or designate, this employee performs a variety of tasks including but not limited to: the repair and maintenance of roads, grounds, sidewalks, boulevards, ditches, culverts, signs, and municipal utilities. This employee regularly operates and performs skilled motorized equipment work in support of street maintenance/repair, inflow infiltration, wastewater collection, storm water drainage, water distribution, watershed and pipeline easement, composting operations and other service operations throughout the municipality.

Essential Functions

- Ensure the safety of municipal equipment, private property and others by following proper safety procedures, watching for overhead utility lines, and checking for traffic and underground utilities
- Operate vehicles and equipment in a safe manner in support of Public Works operations including but not limited to: tandem and single axle service trucks, combination flusher/hydrovac trucks, boom trucks, steamers, street sweepers, front-end loaders, backhoes, excavators, dozers, graders, compactors, snowblowers, snowplows and underbody sand trucks.
- Excavate, repair and maintain installed municipal utility systems, including but not limited to: water mains and services, sewer mains and services, storm sewers, catch basins, hydrants, valves, manholes, reservoirs, etc
- Maintain road and street banners
- Prepare work sites with proper barricades, warning devices, and traffic control techniques
- Assist in the restoration of excavation sites including patching streets, pouring sidewalks, landscaping and sodding
- Operate and perform preventive maintenance on hand and power tools, including but not limited to: jackhammers, tampers, air compressors, pumps, boring machines, motorized saws, hydraulic pipe cutters, bolt wrenches and basic hand tools
- Perform routine checks and preventive maintenance on equipment; identifying and reporting equipment malfunctions and cleaning equipment as needed
- Performs routine equipment servicing including changing ground engaging tools, cutting edges, oil changes and greasing as specified by the equipment manufacturer
- Required to fuel and clean equipment operated on a daily basis inside and out, including cleaning glass, mirrors, removing dirt & debris from the operators cab, flushing street sweeper hoppers, and vacuor truck
- Perform burial excavation and backfilling operations at the cemetery
- Obtain information through field surveys, utility locates and as-built records on installed municipal utilities and structures such as roads, lanes, etc

- Performs public works building facility maintenance including painting, minor carpentry repairs, etc.
- This position is designated as essential service and requires that the operator may be required to be “on call” on a rotational basis.
- Ensure that all work performed is in accordance with safety standards set forth in Worksafe BC’s occupational health & safety manual and that pursuant to regulations are adhered to including the use of PPE.
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment

NOTE:

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Required Knowledge, Skills and Abilities

Knowledge of:

- methods, practices, rules and procedures for operating, inspecting and maintaining assigned equipment;
- traffic laws and regulations governing equipment operation;
- occupational hazards involved and the safety precautions necessary to the proper operation and maintenance of assigned motorized equipment;
- underground utility color codes;
- road construction and maintenance techniques; and
- Municipal public works equipment and operations.

Ability to:

- read and interpret construction drawings;
- understand and follow specific oral and written instruction;
- maintain harmonious relationships with all members of the public and other staff;
- perform heavy manual labor for extended periods of time, often under unfavourable conditions;
- work in a variety of weather conditions
- compete duties requiring physical effort;
- evaluate and implement appropriate work methods;
- accurately complete and maintain records and reports if required; and
- complete duties in a safe manner, following established safety rules and regulations.

Education, Qualifications, Licenses and Certificates

- Completion of Grade 12 education, BC Air Brake certification, Equipment Operator training, Transportation of Dangerous Goods, Confined Space Entry, Trenching Safety, First Aid, WHMIS, or a combination of education and relevant experience.
- Valid Class 3 BC Drivers License with air brake endorsement

Position Title: Indoor Climbing Wall Attendant
Department: Recreation
Reports To: Recreation Program Manager
Employee Group: Union – CUPE
Wage Group: Climbing Wall Attendant

Date of Revision: September 2015

Position Summary:

Reporting to the Recreation Program Manager or designate, this employee is responsible for assisting patrons using the indoor climbing wall, assisting with preventative maintenance of the indoor climbing wall, and monitoring the climbing wall area to ensure a safe, clean environment for climbing wall patrons. This employee will work under the general guidance of the Climbing Wall Coordinator.

Responsibilities

1. Specific Responsibilities

Assist patrons using the climbing wall.

- Monitor climbing wall area to ensure safety of all climbers and provide general instruction on climbing techniques.
- Explain and demonstrate climbing equipment, techniques, and hand and feet climbing methods.
- Instruct and illustrate knot tying, climbing, and belaying for patrons.
- Outfit inexperienced climbers in harness tie in and belay climbers.
- Conduct skills proficiency tests for climbers who want to climb solo.

Assist with preventative maintenance of indoor climbing wall.

- Assist in maintaining climbing equipment.
- Clean harnesses and holds.
- Inspection and replacement of ropes.
- Minor maintenance and repairs to climbing wall.

Other related duties.

- Assist in route setting.
- Assist in maintaining accurate records at attendance, equipment inventory, and a list of those certified to belay.
- Handle all injuries, accidents, and emergency situations in accordance with Recreation Department policies and ensure all Incident Reports are completed.
- Handle complaints appropriately and professionally as they arise and ensure the Climbing Wall Coordinator is informed of any complaints.
- Sort supplies and materials and maintain clean and orderly work space.
- Promote the goals and philosophies of the Recreation Department and all associated programs or personnel concerned with the delivery of recreation services.
- Ensure that all work performed is in accordance with safety standards set forth in Worksafe BC's occupational health and safety manual and that pursuant to regulations are adhered to including the use of PPE.
- Other duties as required.

2. Additional Responsibilities

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3. Statutory Roles

None.

Decision Making Accountability and Responsibility

1. Decision Making Authority/Independence

Written guidelines and procedures exist for majority of tasks performed. Ability to work alone and make informed decisions using pre-established guidelines and procedures. Receives direction from the Recreation Program Manager or Climbing Wall Coordinator on non-routine matters and all incidents regarding injury or disruptive behaviour as well as all interpersonal conflicts.

2. Impact/Consequence of Error

Decisions may affect other Recreation Department employees, patrons and users of Recreation facilities. Inaccurate interpretation or relaying of information may result in complaints, injury and/or financial loss to the Municipality.

3. Financial Impact

None.

4. Human Resources

This is a non-supervisory position.

5. Occupational Health & Safety

Reports immediately, to the designated supervisor, all accidents or injuries and activates emergency procedures as required; detects and reports observed hazardous conditions, practices and behaviors in the workplace.

Contacts

1. Internal

Receives and provides routine information to other department staff.

2. External

Provides service and information to the public in person and occasionally over the phone.

Working Conditions

1. Environment

Primarily located in the Indoor Climbing Wall space; however, other spaces within the NRRRC may be utilized. Morning, evening, and weekend shifts may be required. Occasional overtime may be required.

2. Physical Effort

Physical agility and ability to safely complete duties including climbing and belaying within personal limits.

Qualifications

1. Formal Education

ACMG Level 1 Climbing Instructor preferred (must be 19 years of age)

2. Training/Experience

Standard First Aid/CPR with AED
Successful completion of in-house training session

3. Professional Designation/Licenses/Memberships

None required

4. Knowledge/Abilities/Special Skills

Knowledge of:

- indoor rock climbing including: climbing technique, belaying technique, routes and rating systems, and rock climbing equipment; and
- climbing safety and risk management.

Ability to:

- climb an indoor wall to demonstrate and instruct while maintaining personal safety and not exceeding skill level;
- work well with others;

- teach and provide instruction in a fun, enthusiastic, and safe manner;
- recognize hazardous situations and adopt effective courses of action;
- react quickly, calmly and effectively in emergency situations;
- deal courteously and effectively with patrons in providing factual information and assistance;
- work independently and with a team following department policies and procedures with minimum supervision while maintaining a high quality level of work; and
- effectively multi-task.

Special Skills or Other

- Experience in indoor climbing including belaying, bouldering, and top-roping.
- Must possess exceptional communication skills to provide excellent customer service in a professional, efficient and timely manner.
- Must demonstrate reliability and responsibility.
- This position is considered a position of trust within the Municipality and the successful applicant must successfully pass a Police Information Check including a Vulnerable Sector check.

NORTHERN ROCKIES REGIONAL MUNICIPALITY

Job Description LIFEGUARD

Description

Reporting to the Director of Recreation Services, Recreation Program Director, Aquatic Coordinator, or designate, the employee in this position is responsible for the health, safety and welfare of those using the Municipal aquatic facilities. A lifeguard's major responsibility is to observe swimmers and enforce regulations in the guarding of life and the prevention of accidents.

Essential Functions

- Supervise the activities of swimmers by enforcing rules and regulations
- Warn swimmers of improper activities or hazards
- Rescue persons in distress or in danger of drowning when indicated, provide CPR, AED and First Aid as necessary
- Notify facility and department managers and complete detailed reports of any incidents, rescues, or problems that have arisen
- Report to the Aquatic Coordinator any equipment that is in need of repair
- Perform janitorial, maintenance and water-testing tasks as required, including maintenance of the pool and related areas, and periodic supervision and custodial needs of locker/change rooms
- Receive admission fees, register participants, sell facility passes, and make other financial transactions including nightly cash outs and deposits when required.
- Attend staff meetings and /or "in-service training sessions" when required
- Present a professional appearance and attitude at all times, and maintain a high standard of customer service
- Ensure that all work performed is in accordance with safety standards set forth in Worksafe BC's occupational health & safety manual and that pursuant to regulations are adhered to including the use of PPE.
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively towards an efficient and effective work environment

Note

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Required Knowledge, Skills and Abilities

Knowledge of:

- operation of an aquatic facility, including sanitation and chlorination systems, maintenance, safety, and public relations;
- aquatic facility cash management operations and record keeping;
- principles, practices and application of lifesaving and first aid techniques;
- First Aid Training, CPR, AED and other safety programs;
- rules and regulations governing conduct of public at pools; and
- Customer service standards and procedures

Ability to:

- react calmly and effectively in emergency situations;
- apply approved life-guarding and lifesaving techniques;
- keep privileged information confidential;
- recognize hazardous situations and adopt effective courses of action;
- engage positively with the public;
- provide information pertaining to the aquatic facilities and programs offered; and,
- maintain harmonious relationships with any and all facility patrons and other staff members.

Education, Qualifications, Licenses and Certificates

- Completion of Grade 12 education, or an equivalent combination of education, experience and knowledge
- Minimum of 16 years of age or older
- Current "*National Lifeguard Service*" Certificate
- One of a current "*Aquatic Emergency Care*" Certificate OR a current "*Standard First Aid*" Certificate
- AED Responder or Provider an asset