

JOB DESCRIPTIONS

BETWEEN

THE CORPORATION OF THE CITY OF FERNIE



And

**CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 2093**



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OUTSIDE STAFF

SUMMER STUDENT

Date JD Updated	From 2020-2024 Collective Agreement
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Position Overview

Reporting to the Manager of Parks and Facilities students will perform a variety of duties.

Duties and Responsibilities

- Operating equipment such as grass cutting machines including ride on lawn tractors & weed trimmers
- Painting,
- Garbage collection
- Special event preparation
- Updating computerized maintenance records
- Security of equipment, property, buildings & vehicles

Minimum Qualifications

Required Qualifications

- Enrolled in full time post-secondary education
- Valid Class 5, BC Driver's License

LABOURER/ JANITOR

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Performs a variety of general and specific labour and janitorial type duties requiring physical effort and agility in the performance of semi-skilled tasks and a variety of general and specific tasks in the safe and efficient operation of light trucks, and self-propelled single or multiple function maintenance equipment; works under the general supervision of the designated supervisor. Exercises some independent judgement and initiative. Works in a safe and responsible manner. Exercises good public relations.

Duties and Responsibilities

- Emptying and cleaning garbage cans and collecting garbage;
- Eleaning and carrying out minor repairs and painting to shops, yards, parks, equipment, buildings and contents, and machines as necessary;
- Shoveling snow;
- Bucking trees;
- Duties in the maintenance, operation and assistance in repair of dikes, lanes, roads, and streets;
- Assisting in maintenance, operation and repair of the ice plant;
- Assisting in water and sewer system service installation and operation, and repair;
- Driving pick-up or other light truck, loading and unloading vehicles, making deliveries and pick-ups, etc.;
- Operating equipment such as self-propelled and/or self-riding lawn mowers (such as Jacobsen, Toro), small snow blowers, line painter, etc.;
- Acting as flag person (ticketed);
- Acting as rod person;
- Other related duties as may be assigned from time to time.

Minimum Qualifications

Required Qualifications

- Valid B.C. Driver's License, minimum Class 5.
- Physically fit.

OPERATOR I

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Performs a variety of general and specific duties in the operation and servicing of single axle heavy trucks, and operates single and multiple function equipment mounted on truck chassis. Exercises some judgment and initiative. This is full experienced working level. Works under the general direction of the designated supervisor. Responsible for efficient operation. Works in a safe and responsible manner. Exercises good public relations.

Duties and Responsibilities

- All duties outlined for a Labourer/Janitor;
- Operating equipment such as: grass cutting machines (John Deer- rear-steering), Bobcat, Pavement cutter, and snow-blowers (self-propelled and articulated), etc.
- Operating single axle heavy trucks, garbage trucks, sewer flusher, ride-on packer, light Equipment and other related equipment
- Performing minor repairs, greasing, oiling, minor servicing of the equipment involved;
- Making daily inspections of equipment operated to ensure safety and efficiency;
- Falling trees with chain-saw (not dangerous);
- Painting, simple plumbing, basic carpentry;
- Weeding, seeding, turfing and other grounds maintenance;
- Maintaining simple records, including maintenance records and inputs computer data;
- Making secure equipment, property, buildings and vehicles;
- Other related duties as may be assigned from time to time;

NOTE: An Operator 1 will be expected to undertake some training from the employer on equipment from Operator 2, and in such areas as snow removal, road repair, water and sewer systems and fire hydrants.

Minimum Qualifications

Required Qualifications

- Valid B.C. Driver's License, minimum Class 3, with air brakes endorsement.
- Experience as a Labourer/Janitor with the City, or equivalent experienced working knowledge.

PUBLIC WORKS MAINTENANCE I

Formerly known as Operator I

Date JD Updated | 2024

Position Overview

Public Works Maintenance I is responsible for assisting in the day-to-day duties of maintaining municipal infrastructure and providing city services. Position requires a self-motivated team player with high internal drive. Tasks generally include maintenance and construction activities on roads, sidewalks, utilities, and drainage facilities, with limited supervision. Public relations and interpersonal skills are essential to work with the public. The position is physically demanding and labor intensive with the requirement to work shift work. Role tasks are routine in nature and vary seasonally.

Duties and Responsibilities

In addition to Public Works Labourer duties;

- Performs manual labour such as pothole patching, hand-sweeping, solid waste pickup, landscaping, sidewalk maintenance, watercourse cleaning, and other routine public service tasks.
- Use of hand tools, powered tools, and equipment efficiently and safely.
- Performs duties related to snow and ice control in accordance with policy.
- Operates various light and medium-public works equipment.
- Trains on and periodically operates various heavy-duty public works equipment
- Completes daily inspections, performs minor maintenance and cleaning on all city equipment in accordance with procedure and policy.
- Efficiently and accurately completes paperwork, logs, records, collects, and reviews data.
- Works in accordance with the City of Fernie's Safety Management System.
- Identify underground service markings and traffic signs.
- Training and education for related duties. Completes EOC training.
- Assists Journey person(s) and Utility departments where required.
- Other related duties may be assigned from time to time.

Minimum Qualifications

Required Qualifications

- A valid Class 3 BC Driver's License (with airbrakes) obtained through an approved training course
- OR**
- Class 3 license (with airbrakes) with 5 years driving experience.
 - N print Drivers Abstract.
 - Previous related municipal experience.
 - Basic computer skills with ability to use smart phones and tablets.

Knowledge, Skills & Abilities

- Effective time management skills with ability to take initiative under limited supervision.
- Effective communication skills; both verbal and written.
- Experience working around heavy construction equipment.
- Understanding and ability to identify problems within electrical and mechanical systems and equipment.
- Ability to work independently and as part of a team with adaptability.
- Critical thinking skills with an ability to proactively troubleshoot.

Competencies for Success

- Experience operating Loaders, Tandem trucks, backhoe and similar heavy-duty equipment.
- Valuable training and certificates: Fall arrest, Forklift, First AID, WHIMIS, Ground Disturbance
- Leadership, decision making, troubleshooting skills and initiative.

Working Conditions

Physical Demands

- Bending, climbing, twisting the body
- Making repetitive motions
- Handling material manually, with heavy manual labour
- Sitting
- Standing

Environmental Conditions

- Extreme temperatures; outside, exposure to all weather including sun, snow, rain, ice.
- Working alone
- Standard and specialized safety equipment
- Hazardous equipment, machinery, hand, and power tools
- In an enclosed vehicle or equipment, at heights
- Noise and vibration
- Dangerous chemical substances and biological substances

MAINTENANCE I

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Performs a variety of general and specific duties in the operation of equipment which is self-propelled and articulated, or mounted on truck chassis; relatively simple maintenance tasks related to facilities, grounds, and equipment; and labourer/janitorial work. Exercises some judgement and initiative. This is a full experienced working level. Works under the general direction of the designated supervisor. Works in a safe and responsible manner. May assist in the ordering of supplies and equipment. Can give guidance to others in lower classifications. Exercises good public relations.

Duties and Responsibilities

- All duties and responsibilities for Labourer/Janitor.
- operating equipment such as: ice machines, Zamboni, grass cutting machines (John Deere -rear-steering), etc.
- Painting, simple plumbing, basic carpentry.
- Weeding, seeding, turfing, and other grounds maintenance.
- Marking and laying out sports fields.
- Assisting in ice-making.
- Enforcing rules and regulations.
- Maintaining good public relations.
- Maintaining simple records, including maintenance records, and inputs computer data.
- Responsibility for security of equipment, property, buildings and vehicles.
- Other related duties as may be assigned from time to time.

NOTE: A Maintenance 1 will be expected to undertake some training from the employer on equipment for Maintenance 2.

Minimum Qualifications

Required Qualifications

- Valid B.C. Driver's License, minimum Class 3, with air brakes endorsement.
- Experienced working knowledge of ice maintenance and grounds maintenance.

OPERATOR II

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Performs a variety of general and specific tasks in the operation and servicing of single function and multiple function construction and maintenance equipment or medium sized industrial or farm tractors and attachments. This is a full experienced working level. Works under the general direction of the designated supervisor. Exercises judgment and initiative. Responsible for efficient operation. Works in a safe and responsible manner. Can supervise others and can train others. Exercises good public relations.

Duties and Responsibilities

- All duties and responsibilities of Operator I.
- Operating equipment with attachments, such as: tandem trucks, loaders, backhoe (Including Bobcat using backhoe), snowplows, sander, crawler tractors (up to and including D7 or equivalent).
- Maintaining, operating and repairing of: roads, lanes and sidewalks; water and sewer systems; fire hydrants, garbage disposal areas; etc.
- Training personnel in lower classifications in operation and care of equipment.
- Other related duties as may be assigned from time to time.

NOTE: An Operator 2 will be expected to undertake some training from the employer on equipment for Operator 3 and in such areas as reading of grade stakes and road building.

Minimum Qualifications

Required Qualifications

- Valid B.C. Driver's License, minimum Class 3, with air brakes endorsement.
- Experienced working knowledge of garbage disposal site maintenance, water and sewer system operations and road and street maintenance.
- Experience as an Operator 1 with the City, or equivalent experienced working knowledge.

MAINTENANCE II

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Performs a variety of general and specific tasks in the operation of equipment which is self-propelled or mounted on truck chassis; maintenance tasks related to facilities, grounds, irrigation systems and equipment; assisting in operating and maintaining an artificial ice plant, and labourer/janitorial work. This a full experienced working level. Works under the general direction of the designated supervisor. Exercises judgement and initiative. Works in a safe and responsible manner. Can supervise others and train others. Exercises good public relations.

Duties and Responsibilities

- All duties and responsibilities of Maintenance 1.
- Repairing and maintaining irrigation systems.
- Assisting in operation, maintenance, and repair of artificial ice-plant.
- Welding (where pressure ticket not required, and not for prefabrication).
- Mixing and applying pesticides (certified).
- Other related duties as may be assigned from time to time.

Minimum Qualifications

Required Qualifications

- Valid B.C. Driver's License, minimum Class 3, with air brakes endorsement.
- Experienced working knowledge of ice maintenance, ice making, irrigation systems and grounds maintenance.

OPERATOR III

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Performs a variety of general and specific tasks in the operation and servicing of single function and multiple function construction and maintenance equipment or major industrial or farm tractors and attachments. This is a full experienced working level. Works under the general direction of the designated supervisor. Exercises judgment and initiative. Responsible for efficient operation. Works in a safe and responsible manner. Can supervise and train others. Exercises good public relations. Illustrative Examples of Work all duties and responsibilities of Operator 2.

Duties and Responsibilities

- Operating all mobile equipment, with attachments;
- Reading and working to grade stakes;
- Building roads, water and sewer system lines to specific grades and making minor repairs and servicing equipment involved;
- Operating water and sewer systems including lift station pumps, lagoons and aeration equipment;
- Operating graders, crawler tractors (D8 or equivalent and larger), snow blower (Sicard), and tracked excavator, etc.;
- Maintaining records, including maintenance records and inputs computer data;
- Other related duties as may be assigned from time to time.

Minimum Qualifications

Required Qualifications

- Valid B.C. Driver's License, minimum Class 3, with airbrakes endorsement.
- Experienced as an Operator 2 with the City, or equivalent experienced working knowledge.
- Depending on requirements one or more of the following may be required:
- Valid B.C. Sewer Operator Certificate, Level 1, Valid B.C.
- Water Plant Operator Certificate, Level 1 (if and when required by government) or acceptable equivalent.

UTILITY OPERATOR II

Date JD Created | February 2023

Position Overview

Reporting to the Manager of Public Works or their delegate, the Utility Operator II position is responsible for performing duties related to the operation of the City, including the operation and maintenance of Water or Wastewater facilities. The Utility Operator II is responsible for the proper installation, monitoring, maintenance, and record-keeping related to water and wastewater infrastructure. This position involves the performance of a wide variety of work, occasionally of a complex nature.

Duties and Responsibilities

- Performs preventative and corrective maintenance activities in the distribution/collection system and facilities, including all ancillary equipment and infrastructure.
- Locate, repair, install, and maintain new and existing services and system infrastructure, including site preparation and clean-up.
- Record and report accurate and detailed information of work; i.e. verbal, written, typed and/or creating sketches.
- Sample, test, and report findings as required for the system and provincial permits.
- Responds to public inquiries, complaints and service calls in a helpful, professional and diplomatic manner in accordance with City Policy.
- Be familiar with all relevant permits to operate.
- Be responsible for the operation and maintenance of municipal infrastructure.
- Be available for call-out to emergencies in the municipal infrastructure system as required in accordance with the terms of the Collective Agreement.
- Conduct assessments, immediate repairs and/or protective measures to ensure public health and safety, as well as system integrity.
- Assist with the timely and economical connection of users to municipal sewer and water systems in accordance with regulated public health and Ministry of Environment standards.
- Assist with accurate inventory control in relation to materials/goods associated with the municipal utility infrastructure.
- Shared responsibility in the development and maintenance of effective records for municipal infrastructure and reporting requirements.
- Undertakes training as required. Completes EOC training.
- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Support other departments in times of need such as, but not limited to; flooding, snow removal, etc.
- Use and conduct basic diagnostics of the City's PLC and SCADA monitoring systems/software.
- Ability to work independently, exercise critical thinking, and take initiative reliably, with minimum supervision, and make sound decisions in critical circumstances.

- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Other duties as required.

Minimum Qualifications

Required Qualifications

- One (1) Certification in Water and/or Wastewater relevant to the current systems classifications by the EOCP: Collection (WW), Treatment (W or WW), Distribution(W) (2023 EOCP structure).
 - *ex. Level 1 Collection Wastewater Treatment (for Wastewater)*

OR

- Enrolled and actively progressing through the OIT program with the City of Fernie in the relevant department (water, wastewater).

AND

- Valid B.C. Driver's License, minimum Class 3, with air brake endorsement.
- Developing computer skills, including knowledge and experience working in an Microsoft Office environment.
- Has or is able to obtain EOCP Chlorine Handlers Certificate within a specified time period, (if required by the position).
- Ability to train and use SCBA.
- Experience in a municipal environment for 2 years.
- Vaccination for Hepatitis as per OHS regulations.

Knowledge, Skills & Abilities

- Proven experience working around heavy construction equipment such as excavators, backhoes, loaders, dump trucks, etc.
- The Following training will be expected to be undertaken and maintained.
- Fall arrest, CSE, Ground Disturbance, Forklift, First AID, WHIMIS certificates, SCBA training, competency in safe backhoe operations.
- Effective interpersonal and organizational skills.

Competencies for Success

- Full Level 1 tickets in the respective department (Collection, Treatment, Distribution (2023 EOCP structure)).
- Ability to successfully lead a small crew.
- Independent troubleshooting ability of the utility system and infrastructure.
- The following is considered an asset:
- Proven understanding of common water or wastewater treatment processes, residential and/or commercial plumbing experience, proven mechanical aptitude, and experience as an Operator 2 with the City of Fernie.

PREMIUMS

- Once a *Utility Operator 2* achieves **one** (1) Level One Certification in their related department (Water: Supply, Distribution – Wastewater: Collection, Treatment), they will receive a \$0.50/hour Premium.

*For clarity, once **both** Level One Certifications are achieved, they may submit for reclassification to Utility Operator 3 in accordance with the terms of the Collective Agreement.*

City of Fernie

Utility Operator II

UTILITY OPERATOR III

Date JD Updated | March 2023

Position Overview

Reporting to the Manager of Public Works or their delegate, the Utility Operator III position is responsible for performing duties related to the operation of the City, including the operation and maintenance of Water or Wastewater facilities. The Utility Operator III is responsible for the proper installation, monitoring, maintenance, and record-keeping related to water and wastewater infrastructure. This position involves the performance of a wide variety of work, occasionally of a complex nature. This is a full experienced working level. Works under the general direction of the designated supervisor. Exercises judgment and initiative. Responsible for efficient operation of the utility. Can supervise and train others. Public relations and interpersonal skills are essential to work with the public. The position is physically demanding and labor intensive with the requirement to work shift work. Role tasks are routine in nature and vary seasonally.

Duties and Responsibilities

In addition to all duties and responsibilities of a Utility Operator II;

- Understands and complies with all relevant permits to operate.
- Responsible for maintaining and reporting accurate records; i.e. verbal, written, typed and/or creating sketches for regulatory reporting and other assigned requirements.
- Makes sound decisions under high-pressure and critical circumstances.
- Works independently, thinks critically, takes initiative, and supervises others.
- Demonstrates the ability to be tactful and professional in exchanges with internal and external contacts, and provides information and assistance to the public in a respectful manner.
- Uses and diagnoses the City's PLC and SCADA monitoring systems/software independently.
- Conducts independent assessments, immediate repairs and/or protective measures to ensure public health and safety, as well as system integrity.
- Responsible for connecting users to municipal wastewater and water systems in accordance with regulated public health and Ministry of Environmental standards in a timely and economical manner.
- Responsible for accurate inventory control of materials and goods associated with the municipal utility infrastructure.
- Occasionally operate heavy equipment such as but not limited to: loader, backhoe and Vac Trucks.
- Competent in navigating field-based GIS software.
- Works in accordance with the City of Fernie's Safety Management System.
- Training and education for related duties. Completes EOC training.
- Other related duties may be assigned from time to time.

Minimum Qualifications

Required Qualifications

In addition to the Utility Operator II qualifications:

- Two (2) Level 1 Certifications in Water and/or Wastewater relevant to the current systems classifications by the EOCP: Collection(WW), Treatment(W or WW), Distribution(W) (2023 EOCP structure).
- *ex. Level 1 Collection AND Level 1 Treatment (for Wastewater)*
- EOCP Chlorine Handlers Certificate (if required by the position).
- SCBA trained and fit tested.
- Experience in a municipal environment for 3 years, *OR* experience in the designated utility for 2 years.
- City-provided backhoe course and willingness to develop backhoe skills, including utility digs.
- Confined Space Certification

Knowledge, Skills & Abilities

In addition to the Utility Operator II qualifications (knowledge, skills and abilities):

- Interpersonal, organizational, and time management skills and ability to prioritize tasks.
- Ability to interact with others in a positive and professional manner.
- Demonstrates the ability to communicate complex and difficult topics in writing, and verbally in a professional and respectful manner
- Proficient computer skills, including knowledge and experience working with MS Office Suite.

Competencies for Success

- Continually progressing relevant classification education in Levels 2 through 4 in any of: Collection, Treatment, Distribution.
- Troubleshoots issues within the utility system, municipal infrastructure and do so in high-pressure situations.

Working Conditions

Physical Demands

- Bending, climbing, twisting the body
- Making repetitive motions
- Handling material manually, with heavy manual labour
- Sitting
- Standing

Environmental Conditions

- Extreme temperatures; outside, exposure to all weather including sun, snow, rain, ice.
- Working alone
- Standard and specialized safety equipment
- Hazardous equipment, machinery, hand, and power tools
- In an enclosed vehicle or equipment, at heights
- Noise and vibration
- Dangerous chemical substances and biological substances

MAINTENANCE III

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Performs a variety of general and specific tasks in the operation of equipment which is self-propelled or mounted on truck chassis; maintenance tasks related to facilities, grounds, irrigation systems, and equipment; assisting in operating and maintaining an artificial ice plant; installing and maintaining artificial ice for arena use and for curling; and labourer/janitorial work. This a full experienced working level. Works under the general direction of the designated supervisor. Exercises judgement and initiative. Works in a safe and responsible manner. Can supervise and train others. Exercises good public relations.

Duties and Responsibilities

- All duties and responsibilities for Maintenance 2.
- Assisting in operating, maintaining, and repairing artificial ice plant.
- Installing and maintaining arena ice and curling ice.
- Maintaining records, including maintenance records, and inputs computer data.
- Other related duties as may be assigned from time to time.

Minimum Qualifications

Required Qualifications

- Valid B.C. Driver's License, minimum Class 3, with air brakes endorsement.
- Experienced working knowledge of ice maintenance, ice making, irrigation system and grounds maintenance.
- Valid B.C. Ice-Maker Certificate.

OPERATOR/MAINTENANCE III - CERTIFIED	
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Date JD Updated	From 2020-2024 Collective Agreement
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Minimum Qualifications

Required Qualifications

OPERATOR/MAINTENANCE 3 – CERTIFIED

As for Operator 3 or Maintenance 3 except that one of the following certificates is also required:

- Valid B.C. Sewer Operators Certificate, Level 2.
- Valid B.C. Water Plant Operator Certificate, Level 2 (if and when required by government).
- Valid B.C. Refrigeration Plant Operator Certificate.

City of Fernie

Operator/Maintenance III - Certified

ENGINEERING TECHNOLOGIST

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Reporting to the Municipal Engineer, the Engineering Technologist aids in implementing a variety of municipal infrastructure projects and provides technical support for the operations of municipal services. The Engineering Technologist will have duties in several stages of project implementation including planning, surveying, design, drafting, estimating project costs, site inspection and preparing project reports.

The Engineering Technologist is skilled in performing a wide range of technical work with specific experience in site survey, drafting and design in AutoCAD Civil 3D. This role requires a professional approach and exceptional communication skills to respond to project needs and customer requests. The Engineering Technologist will collaborate with multi-disciplinary teams to ensure projects are completed within allotted schedules to high quality standards.

Duties and Responsibilities

- Complete site surveys, input survey data into a base plan, and create models in Civil 3D to form the basis of detailed engineering design for infrastructure upgrades
- Support the execution of a wide variety of civil engineering projects and municipal infrastructure upgrades
- Prepare and review plans and drawings, contract documents, and cost estimates
- Coordinate activities for the completion of projects requiring technical expertise
- Prepare and maintain technical reports and records, inspection reports, photos and field books
- Assemble technical data, analyze and prepare statistical reporting to support internal and external information reporting requirements
- Coordinate activities and generate solutions for the completion of projects requiring engineering expertise and advice
- Provides technical support for the maintenance and operation of all existing assets
- Responds to inquiries from residents, utility companies, engineers, developers and other stakeholders related to City infrastructure
- Liaise with engineering consultants, and supervise and direct contractors for the successful construction of municipal capital, maintenance and operating projects
- Assist in the development and evaluation of policies, standards, bylaws and procedures

Minimum Qualifications

Required Qualifications

- Graduation from a recognized technical institute in Civil Engineering Technology or equivalent.
- Membership or eligibility for membership in the Association of Applied Science Technologists and Technicians of B.C.
- Previous working experience, minimum five years, in municipal infrastructure design

- and drafting including proficiency in Civil 3D.
- Ability to maintain effective working relationships with a wide range of internal and external contacts.
- Previous success in customer service, client/consultant management and report writing.
- Strong communication, technical and analytical skills.
- Interpersonal skills to foster a positive team environment and support a culture of safety.
- Familiarity with municipal and provincial design standards in British Columbia and other Canadian provinces.
- Valid B.C. Class 5 Driver's License

GIS TECHNOLOGIST I

Date JD Updated | 2022

Position Overview

The GIS Technologist I position is responsible for creating, maintaining, and distributing GIS services across the organization to support desktop, mobile, and web applications for the organization and supports the delivery of services and projects.

Reporting to the Asset Management Director, or designate, a self-directed and motivated individual who is skilled in performing a wide range of technical work with specific experience in the maintenance and delivery of GIS services within an ESRI environment and related procedures and standards. This role requires a professional approach and exceptional communication skills to respond to requests and provide training to end users.

Duties and Responsibilities

Major duties & responsibilities describe the most significant decisions and functions required of the job, not all duties and tasks that may be performed by incumbents are listed:

- Maintain the City's Geographic Information database by entering and editing graphic and non-graphic data from various sources.
- Maintain and distribute services to support desktop, mobile, and web applications for the organization and related documentation of process and procedures.
- Support interdepartmental projects by preparing detailed specifications for both spatial and non-spatial data.
- Knowledge of Python and FME as it relates to GIS with the ability to maintain and test programs and subroutines of varying complexity.
- Design tools to efficiently source internal and external data and plans for the integration with existing data sets.
- Provide guidance to users as required; oversees geodatabase related activity and ensuring it meets industry standards.; identifies and resolves anomalies in data quality as appropriate.
- Assemble data from various departmental files, charts, and similar records for conversion and entry to the GIS.
- Assemble technical data to support information reporting requirements.
- Assist with preparing, collecting, and maintaining technical data and reports.
- Respond to user service requests, leveraging GIS to meet departmental requirements.
- Assists with carrying out site survey and field inspections as required, project management, and providing technical advice.
- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Other duties as required.

Minimum Qualifications

Required Qualifications

- Completion of a post-secondary GIS program from a recognized technical institute.
- Two to three years' experience working with computer assisted mapping techniques, relational database systems, programming methods applicable to the work and of the software programs and hardware components of the geographic information system such as the ESRI ArcGIS suite of software, Python scripting and Autodesk products.
- Valid B.C. driver's license

Knowledge, Skills & Abilities

- Sound knowledge of mapping principles, techniques and materials, simple mathematics, coordinate geometry, drafting, and survey computations.
- Ability to maintain a variety of records, reports and information systems related to the work.
- Ability to design, code and test programs and subroutines on the geographic information system.
- Ability to provide guidance and training to internal GIS users as required.
- Knowledge of Microsoft SQL Server and FME.
- Excellent computer skills including in depth knowledge and experience working in an MS Office environment.
- Can demonstrate strong written, verbal, and interpersonal communication skills for effectively communicating and working with others.
- Demonstrated ability to tactfully handle confidential inquiries and information.
- Effective organizational skills

Competencies for Success

- Previous related experience working in a municipal environment.
- Interest in technology and keeping current with advancing technology.

GIS TECHNOLOGIST II

Date JD Updated | 2024

Position Overview

The GIS Technologist II is responsible for system administration of ArcGIS and Enterprises systems, data analysis, enhancing organizational process automation, and is responsible for the organizational geospatial strategy and implementation.

Reporting to the Asset Management Director, or designate, a highly skilled, self-directed, and motivated individual who has technical work experience in the administration and delivery of GIS services within an ArcGIS Enterprise environment. This role will manage and maintain the city's GIS infrastructure and enterprise GIS. This role requires a high level of professional integrity, exceptional communication skills, critical and analytical thinking skills with a focus on service delivery.

Duties and Responsibilities

In addition to the duties and responsibilities of GIS Technologist I;

- Administers ArcGIS Online and Enterprise systems.
- Administers both front and back-end functions to ensure optimal system function for users.
- Develop organizational GIS Strategy and framework. Oversees phased implementation and ongoing maintenance and the evolution of the geospatial strategy.
- Maintenance and management of GIS architecture to support Enterprise software.
- Geodatabase management and administration.
- Integration of new data into existing City systems and processes to support ongoing business needs.
- Publish and manage web services in a service-oriented architecture.
- Make recommendations regarding the development, alteration, or refinement of the GIS's capabilities to better meet departmental requirements.
- Analyze, prepare, and maintain statistical reporting to support internal and external information reporting requirements.
- Data analysis using tools such as Power BI to consume multiple datasets that require reporting. Using these tools to develop a dynamic reporting structure and build dashboards to gain insights into the city's data.
- Enhancing automation; Designing and improving Python scripts for process automation. Using ETL's such as FME to integrate and automate processes as they related to GIS.
- Train and assist in the supervision of a GIS Technologist I.
- Other duties as required.

Major duties & responsibilities describe the most significant decisions and functions required of the job, not all duties and tasks that may be performed by incumbents are listed.

Minimum Qualifications

Required Qualifications

- Completion of a post-secondary GIS program from a recognized technical institute.
- Minimum five years experience, with at least two years' experience in administration of ArcGIS Enterprise system.

Knowledge, Skills & Abilities

- Use spatial analysis tools and techniques to find relationships, discover patterns, and solve problems with geographic data.
- Sound knowledge of policies, procedures, practices, and regulations as they relate to GIS.
- Ability to maintain a variety of records, reports and information systems related to the work.
- Ability to design, code and test programs and subroutines on the geographic information system.
- Ability to provide guidance and training to internal GIS users as required.
- Experience working with Microsoft SQL Server and FME; formal training and certificate preferred.
- Excellent computer skills including in-depth knowledge and experience working in an MS Office environment.
- Can demonstrate strong written, verbal, and interpersonal communication skills for effectively communicating and working with others. • Demonstrated ability to tactfully handle confidential inquiries and information.
- Effective organizational skills.
- Ability to train and supervise others.

Competencies for Success

- Previous related experience working in a municipal environment.
- Interest in technology and keeping current with advancing technology.

JOURNEYPERSON

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Performs a variety of general and specific skilled tradesman's duties at the journeyman level in the specific trade involved. This is a full experienced journeyman working level. Worked is performed under minimal supervision of the designated supervisor, and can be varied and complex in nature. Independent initiative and judgement is required. Responsible for efficient operation. Works in a safe and responsible manner. Can supervise and train others. Exercises good public relations.

Duties and Responsibilities

- Using special test equipment when required.
- Requisitioning material as required.
- Assisting with ordering materials and supplies.
- Laying out, assigning, and checking the work of those being supervised and/or trained.
- Keeping records, files, and doing necessary paperwork, including computer data input.
- Doing necessary planning and procedures for effective and efficient operation of area of responsibility.
- Responsibility for securing equipment, property, buildings, and vehicles.
- Other related duties as may be assigned from time to time.

NOTE: Carpenter: also performs buildings and grounds maintenance work, and duties as outlined for Maintenance 3.

Minimum Qualifications

Required Qualifications

- Valid B.C. Driver's License, minimum Class 3, with air brakes endorsement.
- Successful completion of a recognized apprenticeship in the specific trade and the holding of a journeyman certificate valid in B.C.
- Mechanic: valid BC Vehicle Inspection Certificate.

JOURNEYPERSON II

Date JD Created	February 2023
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Position Overview

Performs a variety of general and specific skilled tradesperson's duties at the journeyman level and specializes in the specific trade. This is a full experienced journeyman working level. Work is performed under minimal supervision of the designated supervisor and can be varied and complex in nature. Independent initiative and judgement are required. Responsible for efficient operations. Works in a safe and responsible manner. Supervises and trains others. Exercises good public relations.

A *Journeyman 2* differentiates in tasks from a *Journeyman 1* whereby they take an active lead on managing, coordinating, performing, and scheduling the work related to the City's assets with a proven independent initiative.

Duties and Responsibilities

In addition to all duties and responsibilities for Journeyman I:

- Independently develops, maintains, and improves maintenance programs related to City assets.
- Coordinates with all affected departments to schedule repairs and work as needed.
- Manage inventory of critical parts and materials required for related city assets and operating equipment.
- Reviews asset maintenance cycles and ensures the manufacturer's recommendations are scheduled.
- Coordinates and conducts training with crews to improve operational and maintenance knowledge.
- Procures supplies and materials as needed and follows applicable, related policies and best practices.
- Schedules and coordinates various approved contractors.
- Delivers and provides quality control on minor capital works programs, from award to closeout with supervisor oversight.
- Assists with preparing capital and operating budgets, providing estimates and quotes as required.
- Supervises and trains others.
- Researches, reviews and interprets online manuals, reports, and studies.
- Prepares and completes word processing, data entry, file maintenance and computer operational tasks. Assists with the preparation of reports, and files both physical and digital files accordingly.
- Maintains, secures and utilizes specialized tools and equipment.
- Performs a variety of repairs and maintenance tasks for equipment in the field.
- Performs other related duties as required.

Minimum Qualifications

Required Qualifications

In addition to the Journeyperson I qualifications:

- Four years of related journeyperson experience, exclusive of apprenticeship training and experience.
- Municipal Journeyperson experience.
- Grade 12 or equivalent.

Competencies for Success

- Experience leading small teams or supervisory experience
- Class 3 Driver's License, with air brakes endorsement
- Experience and training on working with aging assets

City of Fernie

Journeyperson II

Job Title	
SENIOR TECHNOLOGIST	
Date JD Updated	From 2020-2024 Collective Agreement

Position Overview

Performs a variety of general and specific duties in the various fields of engineering related to municipal services, subdivision and capital works inspections, design work, engineering records, drafting, surveying. Technical support is also provided in the maintenance and operation of existing infrastructure, planning and design work for projects and engineering support where required. Work is performed under minimal supervision of the designated supervisor, and can be varied and complex in nature. Independent initiative and judgment is required. Responsible for efficient operation and is judged on the basis of the quality of the work performed. Can supervise others. Exercises good public relations.

Senior Technologist: is differentiated from Technologist by the greater degree of complexity and responsibility in the duties performed and can supervise a Technologist.

Duties and Responsibilities

- preparing and reviewing plans and drawings, contract documents, cost estimates, instructions;
- coordinating activities for the completion of projects requiring engineering/technical expertise;
- carrying out surveying, drafting and contract and or project management; providing technical advice;
- performing field inspections; conducting engineering studies;
- preparing and maintaining technical records;
- preparing technical reports;
- assisting in development and evaluation of policies, standards and the annual budget;
- performing duties of a general engineering nature;
- other duties as may be assigned from time to time.

Minimum Qualifications

Required Qualifications

- Graduation from a recognized technical institute or equivalent as a Civil Engineering Technologist or equivalent.
- Membership eligibility in the Association of Applied Science Technologists and Technicians of B.C.;
- some working experience in the field, preferably in a municipal setting; experienced in Computer Aided Design and Drafting (CADD);
- valid B.C. Driver's License; good communication skills, both verbal and written.

WORKING FOREPERSON I

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

The work in this classification, in addition to the work of the incumbent's classification, entails supervisory work in the direction of a moderate sized group or groups of skilled and/or semi-skilled subordinates. Responsible for quality of work performed under the incumbent's classification, entails supervisory work in the direction of a moderate sized group or groups of skilled and/or semi-skilled subordinates. Responsible for equality of work performed under the incumbent's supervision. Exercises independence of action and judgment in planning, scheduling coordinating and supervising. Policy matters are referred to a supervisor. The work is evaluated on the basis of results obtained. Exercises good public relations.

A Working Foreperson 1 generally is responsible for crews involved in such areas of operation as: parks, arena, recreation, etc.

Duties and Responsibilities

- Duties and responsibilities of incumbent's normal classification.
- Ensuring safety standards and control procedures are followed.
- Ensuring security of equipment, property, buildings, vehicles, etc.
- Planning, assigning, inspecting and evaluating work of subordinates.
- Giving technical advice and instructions.
- Training employees.
- Requisitioning supplies and materials as required.
- Maintaining clerical records as required.
- Approving time-cards for subordinates.
- Other related duties as may be assigned from time to time.

Minimum Qualifications

Required Qualifications

- Requirements for incumbent's normal classification.
- Ability to plan, supervise, direct, coordinate and review work of subordinate employees.
- Ability to understand and carry out effectively oral and written instructions.

WORKING FOREPERSON II

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

The work in this classification, in addition to the work of the incumbent's classification, entails supervisory work in the direction of a moderate sized group or groups of skilled and/or semiskilled subordinates. Responsible for quality of work performed under the incumbent's supervision. Exercises independence of action and judgement in planning, scheduling, coordinating and supervising. Policy matters are referred to a supervisor. The work is evaluated on the basis of results obtained. Exercises good public relations.

A Working Foreperson 2 differs from Working Foreperson 1 by the complexity and diverse expertise required. A Working Foreperson 2 generally is responsible for crews involved in such areas of operation as: sewer, water, roads, etc.

Duties and Responsibilities

- Duties and responsibilities of incumbent's normal classification.
- Ensuring safety standards and control procedures are followed.
- Ensuring security of equipment, property, buildings, vehicles, etc.
- Planning, assigning, inspecting and evaluating work of subordinates.
- Giving technical advice and instructions.
- Training employees.
- Requisitioning supplies and materials as required.
- Maintaining clerical records as required.
- Approving time-cards for subordinates.
- Other related duties as may be assigned from time to time.

Minimum Qualifications

Required Qualifications

- Requirements for incumbent's normal classification.
- Ability to plan, supervise, direct, coordinate and review work of subordinate employees.
- Ability to understand and carry out effectively oral and written instructions.

MAINTENANCE MANAGEMENT & PURCHASING CLERK

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Pay Grade – Operator/Maintenance 3 Certified.

This is a union position, stationed at the office of the Public Works Yards. The position requires the successful candidate to be a dedicated individual who is organized, analytical and experienced in record management, asset management and purchasing.

Duties and Responsibilities

Administers and maintains the City's Maintenance Management System. Tasks involved are Fixed Assets data maintenance, Daily time entry, Work order development and processing.

As a purchaser you will manage the purchasing function for the City of Fernie in accordance with City policies and procedures. You will be responsible to source material, equipment, supplies and services; prepare RFP's and RFQ's; generate and authorize purchase orders; negotiate; manage vendor contracts; monitor delivery arrangements and status.

Provides support for the department with budgeting, other forms of data management and clerical duties from time to time.

Minimum Qualifications

Required Qualifications

- Candidate has a Certificate in Purchasing through PMAC and 2 years' experience in Purchasing **or**
- 5 years' experience in purchasing and asset management or record management or warehousing certification **or**
- Technologist degree in construction related field
- Candidates must have full competency with Microsoft Office's – Word and Excel and a moderate level of expertise with Database management.
- Valid Class 5 BC Driver's License
- Good written and oral communication skills
- Completion of secondary school (Grade 12)

Knowledge, Skills & Abilities

- Good communications skills including oral, written and listening ability.
- Good mathematical skills required to determine stock requirements, analysis of tenders RFP's, RFQ's and prepare reports.
- Computer literacy and hands on ability, with appreciation toward keeping up with new software and technologies which affect the job.
- Social skills required to work with other people, suppliers and other organizations.
- Good organizational skills required to compile, accumulate and utilize information.

SR. MAINTENANCE MANAGEMENT & PURCHASING CLERK

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

This is a union position, stationed at the office of the Public Works Yards. The position requires the successful candidate to be a dedicated individual who is organized, analytical and experienced in record management, asset management and purchasing.

Duties and Responsibilities

Administers and maintains the City's Maintenance Management System. Tasks involved are Fixed Assets data maintenance, Daily time entry, Work order development and processing.

Issuance of FRQ's, RFP's and PO's to maintain established inventory levels and projects. Evaluation of RFQ's, FRP's and final award. Manage supplier relationships and performance. Research alternative suppliers and products. Leadership and training of Jr. Buyers. Initiate, negotiate and manage short and long term contractual agreements.

Provides support for the department with budgeting, other forms of data management and clerical duties from time to time.

Minimum Qualifications

Required Qualifications

- Level 2 PMAC and 5 years experience in Purchasing.
- Candidates must have full competency with Microsoft Office's – Word and Excel and a moderate level of expertise with Database management.
- Superior analytical skills.
- Valid Class 5 BC Driver's License.
- Excellent written and oral communication skills.
- Completion of secondary school (Grade 12).

Knowledge, Skills & Abilities

- Good communications skills including oral, written and listening ability.
- Good mathematical skills required to determine stock requirements, analysis of tenders RFP's, RFQ's and prepare reports.
- Computer literacy and hands on ability, with appreciation toward keeping up with new software and technologies which affect the job.
- Social skills required to work with other people, suppliers and other organizations.
- Good organizational skills required to compile, accumulate and utilize information.

Job Title	
RINK ATTENDANT/ TICKET TAKER	
Date JD Updated	From 2020-2024 Collective Agreement

Position Overview

Under the direction of the Parks and Facilities Manager, the Arena Attendant will be responsible for taking admission fees and tickets during public skating sessions, overseeing public skating sessions to ensure operation is conducted in a safe and enjoyable manner, and assisting with staff coverage in the arena during weekends and events. This position may require work in other Leisure Services operations when required.

Duties and Responsibilities

- Taking admission fees and tickets during public skating sessions.
- Overseeing public skating sessions to ensure operation is conducted in a safe and enjoyable manner.
- Assisting with staff coverage in the arena during weekends and events.
- May be require work in other Leisure Services operations when required.

Minimum Qualifications

Required Qualifications

- Ability to skate confidently
- Ability to handle cash
- Ability to organize group activities

BEAUTIFICATION ATTENDANT

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Performs manual labour in cleaning litter, including cans, bottles, broken glass and dirt in, on and around sidewalks, gutter lines, streets, lanes and City-owned property in the downtown core defined as 1st, 2nd and 3rd Avenues between 3rd and 9th Streets; 4th Street between 1st Avenue and Highway 3; 13th Street between 1st Avenue and Highway 3; the City Hall grounds; as well as the Chamber of Commerce and Rotary Park grounds including the children's play area and around the gazebo. Works under supervision of the Foreperson. Exercises some independent judgement. Works in a safe and responsible manner.

Duties and Responsibilities

- Removing litter from around shrubs, flower beds and fences at the Chamber of Commerce and City Hall.
- Maintains the appearance of Rotary Park by removing litter from fence lines, the gazebo and children's playground area.
- Cleans the sidewalks, gutter lines and streets ensuring litter and dirt doesn't build up along the curb lines or edges of buildings.
- Removes litter from City-owned vacant lots or parking lots, lanes and around City-owned buildings in the downtown core, specifically the Library, Senior Citizens' Centre and 492-3rd Avenue.
- Ensure City provided equipment or material is returned to the designated storage location at the end of each shift.

Minimum Qualifications

Required Qualifications

- Physically fit for manual labour duties.
- Shall be recommended by the B.C. Department of Social Services (or similar agencies) to perform incremental, meaningful work.

CHIEF PARKS, FACILITIES AND RECREATION OPERATOR

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Reporting to the Manger of Parks and Facilities, the Chief Parks and Facilities Operator is a working member of the crew who also plays an advisory role to the above for the work within the department.

Duties and Responsibilities

- Responsible for the routine maintenance, upkeep, repairs and inspections of the cities green spaces and facilities and other related infrastructure work/maintenance.
- Will be the assigned Chief engineer for the arena refrigeration plant and will maintain the plant to Technical Safety BC and WorkSafe BC standards.
- Seasonal work planning and execution; Mowing, weed trimming, turf and irrigation maintenance, playground inspections and maintenance, tree maintenance, playfields and sport court maintenance, trail upkeep, bench and table maintenance, snow clearing operations, arena operations, special event preparation and other tasks as assigned.
- Assist the Manager of Parks and Facilities in preparing a strategic plan for operational activities that will ensure the Parks and Facilities are maintained as efficiently and effectively as possible within approved staffing and budget constraints.
- Coordinate and assist Operators and contractors in the operation, repair, and maintenance of the Parks and Recreational facilities and their related infrastructure.
- Prepare comprehensive work plans and written schedules for inspection and maintenance.
- Develop and implement standard operating and safe work procedures for all work.
- Ensure all work is performed in compliance with WorkSafe BC procedures, arrange training for operators for all tasks assigned to them, and conduct hazard assessments as required by WorkSafe BC.
- Ensure that processes follow local permits, provincial, and federal regulations.
- Maintain inventory of supplies to support standard operations and plans requisitions when needed. (i.e., Grass seed, topsoil, bark mulch, cleaning supplies, equipment consumables etc.)
- Monitors and reports on system functions. Completes a daily log of work performed by crews.
- Perform other operation duties as required by the Manager of Parks and Facilities.
- Works independently and interdependently of Building Maintenance Journeyman to meet desirable service levels.
- Assist the Manager of Operations in scheduling training for Staff

Minimum Qualifications

Required Qualifications

- Grade 12 or GED.
- 5th Class or Refrigeration Operator Certificate.
- Horticultural Experience.
- Building operation and maintenance experience.
- Supervisory experience.

City of Fernie

*Chief Parks, Facilities and
Recreation Operator*

CHIEF WATER OPERATOR

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Reporting to the Operations Manager, the Chief Water Operator is a working member of the Water Crew who also plays an advisory role to the Operations Manager for the work in the Water Department. Working with the Operations Manager, the Chief Water Operator will share responsibilities for the day-to-day operations of the City's Water Supply and Distribution System.

Duties and Responsibilities

- Assist the Operations Manager in preparing a strategic plan for operational activities that will ensure the Water facilities and infrastructure are operated and maintained as efficiently and effectively as possible within approved staffing and budget constraints.
- Coordinate and assist Water System Operators and contractors in the operation, repair, and maintenance of the water distribution and treatment facilities and infrastructure.
- Prepare comprehensive work plans and written schedules for inspection and maintenance.
- Develop and implement standard operating and safe work procedures for all work.
- Ensure all work is performed in compliance with WorkSafe BC procedures, arrange training for operators for all tasks assigned to them, and conduct hazard assessments as required by WorkSafe BC.
- Ensure that processes follow local permits, provincial, and federal regulations.
- Maintain inventory of supplies to support standard operations and plans requisitions when needed.
- Monitors and reports on system functions. Completes a daily log of work performed by crews within the Wastewater Department.
- Perform other Water Operation related duties as required by the Operations Manager.
- Assist other departments from time to time when seasonal weather events require additional staffing to meet service levels.

Minimum Qualifications

Required Qualifications

- Grade 12 or GED.
- EOCP certification in water distribution & treatment equivalent to the City's water facilities.
- Chlorine handling certificate.
- BC Class 3 Driver's License with air.
- OFA Level 1 First Aid Certificate.
- Required to have 4 years working in a class 2 water distribution system
- Confined Space training.
- SCBA training.

CHIEF WASTEWATER OPERATOR

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Reporting to the Operations Manager, the Chief Wastewater Operator is a working member of the Wastewater Crew who also plays an advisory role to the Operations Manager for the work in the Wastewater Department. Working with the Operations Manager, the Chief Wastewater Operator will share responsibilities for the day-to-day operations of the City's Wastewater Collection and Treatment System.

Duties and Responsibilities

- Assist the Operations Manager in preparing a strategic plan for operational activities that will ensure the Wastewater facilities and infrastructure are operated and maintained as efficiently and effectively as possible within approved staffing and budget constraints.
- Coordinate and assist Wastewater System Operators and contractors in the operation, repair, and maintenance of the Wastewater collection and treatment facilities and infrastructure.
- Prepare comprehensive work plans and written schedules for inspection and maintenance.
- Develop and implement standard operating and safe work procedures for all work.
- Ensure all work is performed in compliance with WorkSafe BC procedures, arrange training for operators for all tasks assigned to them, and conduct hazard assessments as required by WorkSafe BC.
- Ensure that processes follow local permits, provincial, and federal regulations.
- Maintain inventory of supplies to support standard operations and plans requisitions when needed.
- Monitors and reports on system functions. Completes a daily log of work performed by crews within the Wastewater Department.
- Perform other Wastewater Operation related duties as required by the Operations Manager.
- Assist other departments from time to time when seasonal weather events require additional staffing to meet service levels.

Minimum Qualifications

Required Qualifications

- Grade 12 or GED.
- EOCP certification in wastewater collection & treatment equivalent to the City's wastewater facilities.
- BC Class 3 Driver's License with air.
- OFA Level 1 First Aid Certificate.
- Required to have 4 years working in a class 2 wastewater collection and treatment system.

- Confined Space training.
- SCBA training.

City of Fernie

Chief Wastewater Operator

CHIEF STREET OPERATOR	
Date JD Updated	UNDER CONSIDERATION

Position Overview

Duties and Responsibilities

Minimum Qualifications

Required Qualifications

Knowledge, Skills & Abilities

Competencies for Success

Working Conditions

City of Fernie

Chief Street Operator

INSIDE STAFF

CUSTODIAN

Date JD Created	February 2023
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Position Overview

Working in the Parks, Facilities and Recreation Department and reporting to the Manager of Parks and Recreation, or designate, the Custodian is responsible for keeping city facilities in clean and orderly condition and will perform heavy and light duty cleaning and rubbish removal. Duties may include but are not limited to; tending to furnace and boiler controls for the comfort of users, performing routine custodial activities, and notifying the supervisor or colleagues of needed repairs. Cleans debris from sidewalks, entrances, or exits and adds salt/sand and prepares facilities, and ensures safety for patrons.

Duties and Responsibilities

- Responsible for securing of facilities. Locks or unlocks doors and gates turn on/off lights, patrols grounds and facilities.
- Performs general cleanup of all City facilities.
- Sweeps, mops, polishes, refinishes floors, vacuums, and shampoos carpeted areas, remove rubbish and recycling, and performs all aspects of cleaning halls, walls, offices, board rooms, restrooms, lunchrooms, auditoriums, windows, window coverings, and public facilities.
- Cleans fixtures
- Notifies appropriate maintenance personnel for repairs.
- Completes related laundry
- Proficient in the operations of alarm systems and emergency procedures.
- Responsible for vandalism clean up
- Prepares, sets up, tears down, and cleans facilities and rooms for functions.
- Plans and prioritizes work for self.
- Monitors the inventory of required supplies, materials, and equipment.
- Identifies and maintains a proper inventory of materials and supplies.
- Provides training as required.
- Prepare and maintain records.
- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Other related duties as assigned

Minimum Qualifications

Required Qualifications

- 3 years of custodial and/or facility experience.
- 2 years of similar experience in a municipal environment or a combination of the above.
- Building Service Worker I. A combination of skills and experience may be considered.
- Valid BC Class 5 Driver's License

Knowledge, Skills & Abilities

- Physically capable of completing some manual labour tasks such as lifting, carrying, climbing etc.
- Ability to work in various weather conditions, both indoors and outdoors.
- Ability to work both independently and as a team; Proven ability to work with little direct supervision.
- Professional customer service skills; positive demeanor with effective public relations.
- Effective interpersonal and organizational skills

Competencies for Success

- Communication skills with the ability to demonstrate strong, verbal and conflict resolution skills for effective interpersonal communication with others, even in adverse conditions.
- Proficient organizational skills with a high attention to detail.
- Positive attitude with a collaborative demeanor. Critical thinking and ability to problem solve.
- Independent judgment and initiative with an ability to prioritize tasks.
- Responsible, strong work ethic, and capable of working independently.

MUNICIPAL CLERK I

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Entry level position. Under general direction of the Municipal Clerk III performing a variety of duties of a general nature relating to all departments in the organization involving typing, reception, cashiering, and clerical skills.

Duties and Responsibilities

- Routine general office duties such as photocopying, typing, filing, sorting and tabulating.
- Serves as a "floater" for all departments for a variety of routine job tasks.
- Will receive training in all areas of City Hall operations with a view to being able to temporarily assume duties and responsibilities of Municipal Clerk II when absent.
- Other duties as may be required.

Minimum Qualifications

Required Qualifications

- Grade 12 supplemented by some relevant business/commercial/accounting courses or equivalent relevant job experience.
- basic typing (55 wpm) skills.
- computer data entry and word processing skills required.

MUNICIPAL CLERK I: CUSTOMER SERVICE AND COMMUNICATIONS

Date JD Created

Position Overview

Performs customer service communications with the public, supports the Communications department with internal and external communication activities, receives and dispatches Requests for Service to the appropriate departments and ensures consistent responses across departments to improve organizational reputation for service delivery. They will also champion a positive, consistent, response to public inquiries, and direct the public to appropriate forms, applications, and information. Cashier and reception and cross department coverage as required.

Works under the direction of Communications Manager.

Duties and Responsibilities

- Provides receptionist duties including greeting the public in person and over the telephone.
- Provides information to the public and directs inquiries concerning applications, programs, services, events, requests for services, and any other City related business.
- Receives and dispatches Requests for Service to the appropriate departments to improve organizational reputation as public servants.
- Tracks and provides regular updates on the RFS being submitted.
- Assists with compilation and submission of weekly advertising to the Free Press.
- Assists with compilation of City internal communication including the Bi-Weekly Update.
- Updates website content on fernie.ca to ensure accurate and current information and publishes social media content as requested.
- Represents the Communications Department at project and department meetings where required to support a consistent flow of information between departments.
- Provides administrative support for public engagement activities and assists with gathering content for corporate publications.
- Updates the City's internal content calendar to reflect current initiatives, events, and department activities.
- Communicates internally to ensure consistent communications and live updates on emerging matters.
- Receives and processes cash, processes other basic cash transactions with support from Finance staff where required and/or at peak finance times.
- Must be able to maintain pleasant and effective relations with the public and employees of the City, even in adverse conditions.
- Operates a networked personal computer, Microsoft Office Suite, and various internal software programs utilized throughout the City of Fernie.

- Maintains office supplies inventory for City Hall. Collaborates with purchasing and procurement needs. Places orders, track invoices, and submit for approval and reconciliation.
- Oversees collection and distribution of physical City mail.
- Maintains mailing, postage, and printer office supplies inventory for City Hall. Maintains inventory for printing equipment and schedules maintenance as required.
- Participates in customer service and clerk-related training sessions as required with colleagues.
- Performs all other related office and customer relation related duties as required.

Minimum Qualifications

Required Qualifications

- High School Graduation or equivalent
- Some courses in Business Administration, Accounting, Communications or a Customer Service-related field, or an equivalent mix of training and experience.
- Computer operation, word processing, and data entry skills.

Knowledge, Skills & Abilities

- Strong written and verbal communication skills.
- Adequate customer service and conflict resolution skills for effective interaction with others.
- Demonstrated ability to tactfully handle confidential information and inquiries.
- Effective organizational skills with an ability to prioritize responsibilities and conflicting demands.
- Critical thinking and problem-solving skills.

Competencies for Success

- Experience in a municipal or public sector environment

MUNICIPAL CLERK II: PLANNING COORDINATOR

Formerly Known As Planning and Operations Coordinator

Date JD Updated

Position Overview

Reporting to the Manager of Planning or designate, the Planning Coordinator- Municipal Clerk II will

provide clerical support to the Planning Department, focused on external planning applications and internal long-range planning projects.

This position requires a large variety of administrative tasks that are typically time-sensitive and must be completed with efficiency. Customer-oriented service and analytical skills are critical. This role requires a professional approach, exceptional communication skills, and independent initiative to respond to departmental needs.

Duties and Responsibilities

In addition to the duties and responsibilities of Municipal Clerk I, the Planning Coordinator – Municipal Clerk II will be responsible for:

- Performing administrative and clerical functions for the department, as part of the application intake and review and permit issuance process.
- Assisting with planning administration, coordination, records management, and provides empathetic and tactful customer service.
- Assisting the public, stakeholders, and staff with basic departmental inquiries and applications for various services.
- Gathering and preparing basic information, documents, reports, and statistics as needed.
- Coordinating meetings, inspections, interdepartmental tasks, service delivery, public engagement activities, records management, and correspondence with developers, applicants, and stakeholders.
- Compiling departmental content for website updates, support communications, improve internal systems, by drafting and maintaining planning process documents.
- Preparing public notices for hand delivery and mailout, in accordance with statutory requirements.
- Providing administrative assistance for development variances, RFPs, tenders, related postings, BC Assessment reporting, documentation, communications, and other permits, or applications.
- Supporting the departmental Request for Service (RFS) process and assist with customer service, ensuring follow-up communications.
- Coordinating with Finance and Engineering on subdivision and development securities, related invoicing and accounts payable.
- Serving as relief for Municipal Clerk I or Municipal Clerk II as needed.
- Working in accordance with the City of Fernie's Safety Management System.
- Undertaking other related duties as required.

These key duties are general descriptions of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Minimum Qualifications

Required Qualifications

- High School Diploma or equivalent
- A recognized office administration, business administration, or related technical course or program.
- Proficient computer skills including Microsoft Word, Excel, and Outlook.
- Typing speed of 50 wpm.
- Two years experience in a business or municipal office environment, including customer service experience.
- Excellent organizational skills with the ability to work independently and prioritize tasks.
- Ability to read non-complex maps, legal documents, plans and drawings.

Knowledge, Skills & Abilities

- Experience using technical, municipal software such as Vadim or ArcGIS
- Experience working with Microsoft Office Suite and administrative accumen
- Ability to tactfully handle confidential inquiries and information.
- Effective interpersonal and organizational skills with a strong attention to detail.
- Positive attitude with a collaborative demeanor.
- Self -motivated, with an ability to prioritize, execute work plans independently, and respond to emerging issues efficiently.
- Critical thinking skills with an exceptional ability to troubleshoot.

Competencies for Success

- Knowledge and/or experience with stakeholder engagement.
- Technical training, course completion or experience in GIS, Planning and Land Use, Civil Construction, or related discipline.

MUNICIPAL CLERK II

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Under the general direction of the Municipal Clerk III performs accounting-clerical, secretarial, computer, data entry and operational duties as well as coordinates booking requests for City and school facilities and prepares schedules for the Community Centre, Arena and play fields.

Duties and Responsibilities

In addition to the duties and responsibilities of Municipal Clerk I:

- Provides assistance to the public and staff in processing enquiries or applications for a variety of services or goods provided by the City including tax and utility billing/collection accounts receivable/payable, fees, licenses, employment and facilities.
- Receives and processes payments, issues receipts, makes change.
- Prepares billings for a variety of services.
- Accounting-clerical and computer operation functions relating to entering and balancing payments and charges for services or goods provided, for payroll and benefits and for contract services.
- Gathering and preparing information/statistics as directed.
- Maintains files and records, prepares reports/forms and correspondence as relates to area of responsibility as directed or when required.
- Acts as relief in absence of the Municipal Clerk I or II.
- reception.
- Coordinates requests for booking of any facility available to the City for public use, prepares rental documents, issues keys (if required), prepares and maintains records/files/statistics relating to billing and payments.
- Liaises with other appropriate City staff or contractors concerning use and maintenance of facilities.
- Prepares seasonal schedules for regular users of facilities.
- As required, prepares and coordinates advertisements.
- Other duties as may be required.

Minimum Qualifications

Required Qualifications

In addition to those of Municipal Clerk I:

- basic bookkeeping/accounting training.
- word processing and computer operation skills.
- two years of similar experience in a municipal environment preferred.
- proven ability to work with little direct supervision.
- proven organizational and communication skills.

MUNICIPAL CLERK II: ENGINEERING & PUBLIC WORKS COORDINATOR

Date JD Created	September 2023
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Position Overview

Reporting to the Manager of Engineering or designate, the Engineering and Public Works Coordinator- Clerk II, performs administrative operational duties that provide support to the Engineering and Public Works teams.

This position requires a large variety of administrative tasks that are typically time-sensitive and must be completed with efficiency. Customer-oriented service and analytical skills are critical. This role requires a professional approach, exceptional communication skills, and independent initiative to respond to project and departmental needs.

Duties and Responsibilities

In addition to the duties and responsibilities of Municipal Clerk I and II:

- Oversees cemetery administration, coordination, record management, and empathetic customer service delivery.
- Administers BC One Call program, creates utility maps using GIS software and delivers in accordance with regulations.
- Maintains Engineering and Public Works Records Libraries and corresponding files.
- Responsible for Water Quality & Wastewater Discharge Notices, including communication, and distribution requirements.
- Administration assistance provided for, but not limited to; Solid Waste Contracts, Road Closures, RFP's Tenders and related postings, Windrow Clearing Program and documentation, Street Lighting administration with BC Hydro and residents, departmental communications, engineering design referral tracking, and other related programs as developed.
- Conducts research and compiles statistics/data as requested.
- Provides departmental RFS support and assists with customer service cycle, including closing the loop on communications.
- Coordinates with Finance and Planning as it relates to subdivision and development securities, related invoicing, and accounts payables.
- Liaises with other appropriate City staff, contractors, developers, Committees, and the public on a regular basis.
- Develops and maintains Engineering and Public Works process documents.
- Maintains office supply inventory for the Operations Facility Office.
- Acts as relief in the absence of Municipal Clerk I or II as required.
- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Other related duties as required.

These key duties are general descriptions of the principal functions of the job identified and shall not be

construed as a detailed description of all the work requirements that may be inherent in the job.

Minimum Qualifications

Required Qualifications

- High School Graduation or equivalent
- A recognized office administration, business administration, or related technical course or program.
- Proficient computer skills including Microsoft Word, Excel, and Outlook.
- Typing speed of 50 wpm.
- Two years experience in a business or municipal office environment, including customer service experience.
- Excellent organizational skills with the ability to work independently and prioritize tasks.
- Ability to read non-complex maps, legal documents, plans and drawings.

Knowledge, Skills & Abilities

- Experience using technical, municipal, and/or engineering software such as Vadam, or ArcGIS
- Ability to tactfully handle confidential inquiries and information.
- Effective interpersonal and organizational skills with a strong attention to detail.
- Positive attitude with a collaborative demeanor.
- Self -motivated, with an ability to prioritize, execute work plans independently, and respond to emerging issues efficiently.
- Critical thinking skills with an exceptional ability to troubleshoot.

Competencies for Success

- Technical training, course completion or experience in GIS, Engineering Technology, Water and Wastewater Systems, Civil Construction, or related discipline.

City of Fernie

*Municipal Clerk II - Engineering &
Public Works Coordinator*

MUNICIPAL CLERK II: FINANCE CLERK

Date JD Updated | 2023

Position Overview

Reporting to the Manager of Finance, the Municipal Clerk II- Finance Clerk, performs clerical, accounting, data entry, and administrative operational duties that provide Finance and accounts receivables support to the public and the Finance team.

This job requires a large variety of administrative and financial tasks that are typically time-sensitive and must be completed with efficiency and accuracy. Customer-oriented service skills are a must. This role prepares various reconciliations and reports and maintains records for accounts receivable. This role requires a professional approach and exceptional communication skills to respond to citizen needs and customer requests.

Duties and Responsibilities

In addition to the duties and responsibilities of Municipal Clerk I:

- Provides front line customer service to the public and staff in processing inquiries, applications, and payments for a variety of core municipal services provided by the City including, but not limited to; business licenses, pet licenses, building, development, and patio applications and permits, utilities, property taxes and other cash receipting functions.
- Accounting-clerical and computer operation functions relating to entering and balancing payments, account receivables, issuing invoices, cash receipting, tracking, coding, and issuing charges for services.
- Maintains financial records and performs technical accounting functions as it relates to payroll, accounts payables, and Finance. Gathers and prepares information and/or statistics and research as directed.
- Reconciles GL accounts and bank records.
- Performs a variety of internal control and audit functions.
- Issues annual Tax Notice after processing, reconciling, and recording the tax run; and prepares related advertising.
- Verifies and processes tax payments submitted by local banks, mortgage companies and electronic transfers.
- Applies tax penalty after the tax due date.
- Provides oversight for RFS support and assists with customer service cycle. Liaises with other appropriate City staff and the public on a regular basis.
- Develops procedures and training materials for finance related tasks.
- Supports daily work program Municipal Clerk I- front counter, cash receipting functions. Provides training, guidance, and oversight to municipal clerks within the Finance department.
- Acts as a relief for necessary functions in absence of Municipal Clerk I or II.
- All employees shall work in accordance with the City of Fernie's Safety Management System.

- Other related duties may be assigned from time to time.

Minimum Qualifications

Required Qualifications

- Completion of a recognized accounting, financial, or bookkeeping course or program or equivalent training and experience. Accounting Certificate preferred.
- Progressive payroll, accounts receivables, and financial bookkeeping experience.
- Qualified computer and software training, or experience, specializing in Microsoft Excel, Office, and Vadim.

Knowledge, Skills & Abilities

- Knowledge of Vadim Payroll and Finance software and experience in a variety of other payroll software platforms.
- Knowledge of the methods, practices and principles used in the preparation, calculation, and the processing of payroll.
- Ability to understand, interpret, explain, and apply laws, regulations, agreements, and procedures concerning payroll, Finance, and accounts receivables.
- Ability to obtain and maintain a criminal record check.
- Ability to maintain the confidentiality of sensitive information. Ability to tactfully handle confidential inquiries and information.
- Sustained high attention to detail and the ability to maintain accuracy.
- Excellent organizational skills with the ability to work independently and prioritize tasks.
- Excellent communication skills – verbal and written.

Competencies for Success

- Positive attitude.
- High degree of initiative and sound judgment.
- Accounting Certificate and/or entry level Accounting Diploma an asset.

MUNICIPAL CLERK III

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Under the general direction of the Treasurer/Collector performs a variety of complex municipal accounting and reporting functions in accordance with requirements of the Municipal Act and established procedures within the organization.

Duties and Responsibilities

In addition to that listed under Municipal Clerk I and II:

- Performs complex accounting work in maintaining computerized financial records, and a variety of technical accounting functions.
- Prepares monthly financial statements.
- Reconciles accounts and bank records
- Analyzes and reports on budget and departmental accounts.
- As directed prepares reports on a variety of municipal finance operations including but not limited to land sales, debentures, reserve accounts, cash flow and investments.
- Coordinates daily work program of Municipal Clerk I and II.
- Provides assistance and support to the Treasurer/Collector in preparing and/or analyzing various accounts and records, preparing special financial or statements and performing a variety of internal control and audit functions.
- Acts as a relief for necessary functions in absence of Municipal Clerk I or II
- Other duties as may be required.

Minimum Qualifications

Required Qualifications

In addition to those listed under Municipal Clerk I and II:

- minimum 3 accredited accounting courses or equivalent training and experience.
- qualified computer operator with specialized training/experience in spreadsheet
- experience in supervising a small staff an asset.

MUNICIPAL CLERK III: ACCOUNTING CLERK

Date JD Updated | 2023

Position Overview

Reporting to the Deputy Director of Finance, the Accounting Clerk is responsible for coordinating the effective and efficient administration of the City's complex bi-weekly payroll in compliance with collective agreements, policies, and statutory requirements. The position is responsible for coordinating the accurate preparation, calculation, and completion of payroll for approximately 150 municipal employees in a unionized environment. Work involves coordinating and participating in activities to ensure the production of an accurate biweekly payroll; preparing, updating, and maintaining the Vadim computerized payroll system, maintain and update the master database for individual employees, balance and reconcile payroll accounts including preparation of journal entries, perform year-end payroll processing and reporting. The position also administers the pacific blue cross benefits and municipal pension plans.

Duties and Responsibilities

- Maintains financial records and performs technical accounting functions as it relates to payroll, accounts payables, and benefit administration.
- Reconciles GL accounts and bank records.
- Provides assistance and support to the Deputy Director of Finance in preparing and/or analyzing various accounts and records, preparing special financial statements.
- Assists management in CUPE and CRA reporting requirements.
- Performs a variety of internal control and audit functions.
- Manages employee maintenance including, but not limited to Pacific Blue Cross Benefit and Pension administration.
- Calculates and enters vacation allotments.
- Develops procedures and training materials for finance related tasks.
- Coordinates daily work program of Municipal Clerk II- Utilities, Tax and Billings clerk, and Municipal Clerk I- front counter, cash receipting functions.
- Provides training, guidance, and oversight to municipal clerks within the Finance department. Acts as a relief for necessary functions in absence of Municipal Clerk I or II.
- Other related duties may be assigned from time to time.

Minimum Qualifications

Required Qualifications

- Minimum 3 accredited accounting courses or equivalent training and experience.
- Canadian Payroll Association – Certified Payroll Compliance Practitioner (PCP) Certification.
- Completion of 2 years of recognized accounting program.
- Minimum of 5 years progressive payroll experience including working experience with highly complex collective agreements.

- Qualified computer and software training, or experience, specializing in Microsoft Excel, Office, and Vadim.

Knowledge, Skills & Abilities

- Knowledge of Vadim Payroll software and extensive experience in a variety of other payroll software platforms.
- Thorough knowledge of the methods, practices and principles used in the preparation, calculation and the processing of payrolls including appropriate account classification codes and of the applicable laws, rules, regulations, and legislation.
- Ability to understand, interpret, explain and apply laws, regulations, agreements and procedures concerning payroll.
- Working knowledge of the pension plans.
- Ability to obtain and maintain a criminal record check.
- Ability to perform and succeed under the pressure of deadlines.
- Ability to maintain the confidentiality of sensitive information.
- Sustained high attention to detail and the ability to maintain accuracy.
- Excellent communication skills – verbal and written.

Competencies for Success

- Positive attitude.
- Experience supervising a small staff.

PLANNING TECHNICIAN

Date JD Updated | December 2024

Position Overview

Reporting to the Manager of Planning or designate, the Planning Technician will provide technical support to the Planning Department, focused on external planning applications and internal long-range planning projects.

This position requires a variety of technical planning services and administrative tasks, including processing development applications and providing customer service to internal and external clients. Customer-oriented service, teamwork and analytical skills are critical. This role requires a professional approach, exceptional communication skills, and independent initiative to respond to project and departmental needs.

Duties and Responsibilities

In addition to the duties and responsibilities of Planning Coordinator, Municipal Clerk II, the Planning Technician will be responsible for:

- Performing technical and administrative planning functions for the department, as part of the application intake and review and permit issuance process. Preparing maps and diagrams for development applications, reports, studies, legal covenants and bylaws using GIS software and other related software applications.
- Updating GIS planning layers as required.
- Gathering and preparing technical information, documents, reports, and statistics as needed.
- Maintaining data and system administration and of cloud permitting software.
- Assisting in working with and providing information to the public on land use matters, such as explanation of zoning bylaws and the Official Community Plan.
- Preparing public notice content in accordance with statutory requirements.
- Overseeing planning records and supporting the department with file management.
- Providing technical assistance for development variances, RFPs, tenders, related postings, BC Assessment reporting, documentation, communications, and other permits, or applications.
- Providing a variety of detailed technical information, interpretation and assistance on development applications, bylaw requirements, and related policies to home owners, developers, the general public, internal departments, and external agencies.
- Conducting research and compiling data and statistics as required.
- Liaising regularly with City staff, contractors, developers, committees, and the public.
- Serving as relief for Municipal Clerk II as needed.
- Working in accordance with the City of Fernie's Safety Management System.
- Undertaking other related duties as required.

These key duties are general descriptions of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Minimum Qualifications

Required Qualifications

- Diploma in planning or related discipline.
- Two years related experience in a land use or planning, preferably in a municipal setting.
- Working knowledge of standard planning, building and subdivision procedures and methods, local land use plans, bylaws, policies and procedures.
- Proficient computer skills including Microsoft Suite, and Cloudpermit software.
- Eligibility for pre-candidate membership in the Canadian Institute of Planners and Planning Institute of BC

Knowledge, Skills & Abilities

- Knowledge of provincial, and municipal legislation as it relates to land use planning.
- Ability to communicate in a courteous and tactful manner.
- Ability to read non-complex maps, legal documents, plans and drawings.
- Experience using technical, municipal software such as Vadim or ArcGIS
- Experience working with technical documents and legislative requirements.
- Ability to tactfully handle confidential inquiries and information.
- Effective interpersonal and organizational skills with a strong attention to detail.
- Positive attitude with a collaborative demeanor.
- Self -motivated, with an ability to prioritize, execute work plans independently, and respond to emerging issues efficiently.
- Critical thinking skills with an exceptional ability to troubleshoot.

Competencies for Success

- Technical training, course completion or experience in GIS, Planning and Land Use, Civil Construction, or related discipline.
- Knowledge and/or experience with stakeholder engagement.
- Political acumen.

Working Conditions

- Computer focused work for extended periods of time
- Working conditions with changing priorities, tight deadlines, and various conflicting demands.

PLANNER I

Formerly known as Planner /Planning Tech

Date JD Updated | 2022

Position Overview

Assist at a technical and professional level in the formulation, implementation, modification, and improvement of the master plans for the Municipality's physical development and land use planning services. Includes responding to land use inquiries, processing, and reviewing land use development applications, assists in preparing public notices, writing technical and planning reports and correspondence, administering land use bylaw applications, reviewing subdivision applications, attending Design Review Panel, and occasionally generating mapping and computer graphics.

Duties and Responsibilities

Major duties & responsibilities describe the most significant decisions and functions required of the job, not all duties and tasks that may be performed by incumbents are listed:

- Review and process land use applications and conduct site inspections pertaining to permits issued.
- Compose staff and planning reports.
- Draft planning-related bylaws.
- Coordinate activities for the completion of projects requiring planning expertise.
- Prepare for and participate in public meetings and workshops regarding planning issues.
- Assist in development, refinement and evaluation of bylaws, policies, procedures, and public guides to various land use application procedures.
- Assist with planning studies and public surveys including data collection and analysis.
- Prepare and maintain technical records.
- Respond to public inquiries.
- Perform duties of a general planning nature.
- Works in accordance with the City of Fernie's Safety Management System.
- Undertakes training as required. Completes EOC training.
- Other duties may be assigned from time to time.

Minimum Qualifications

Required Qualifications

- Completion of a post-secondary program in Land Use Planning or related field.
- Two to three years employment experience in land use or development planning, preferably in a municipal setting.
- Experience with GIS, or other mapping and graphics software.
- Membership eligibility in the Canadian Institute of Planners and Planning Institute of BC.
- Class 5 Driver's License with N abstract.

Knowledge, Skills & Abilities

- Knowledge of land use planning legislation and regulations in BC.
- Excellent computer skills including in depth knowledge and experience working in an MS Office environment.
- Can demonstrate strong written, verbal, and interpersonal communication skills for effectively communicating with stakeholders, citizens, and colleagues.
- Detail oriented with strong technical and analytical skills.
- Demonstrated ability to tactfully handle confidential inquiries and information.
- Effective interpersonal and organizational skills.

Competencies for Success

- Knowledge and/or experience with stakeholder engagement.
- Political acumen.

Working Conditions

- Computer focused work for extended periods of time
- Working conditions with changing priorities, tight deadlines, and various conflicting demands.

PLANNER II

Date JD Updated	2022
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Position Overview

Oversees at a technical and professional level in the formulation, modification, implementation, and improvement of the master plans for the Municipality's development and land use planning services. Leads innovative policy projects and coordinates stakeholder engagement related to land use planning and development. Implements new Provincial Housing Legislation, such as the Small Scale Multi Unit Housing Program. Assists implementing significant city policy including but not limited to the Official Community Plan, Local Area plans, Rental Use Zoning, Housing Needs Report and SSMUH. Writes technical and planning reports and correspondence, administers land use bylaw(s), applications, and reviews subdivision applications. Leads the Design Review Panel, and planning related Committees. Can supervise, assign work, and train others.

Duties and Responsibilities

In addition to Planner I duties;

- Providing leadership and encouraging creativity in advancing policies, practices, and regulations within a team environment.
- Formulating, modifying, and implementing housing policy, practices, and regulations at all levels of complexity, including but not limited to:
 - Collecting and analyzing data
 - Designing and facilitating community consultation
 - Liaising with other City departments and stakeholders
 - Advising senior staff and Council on appropriate role for the City on social issues
 - Drafting reports and making presentations to community groups, City committees and Council
 - Writing policy documents
 - Overseeing the creation of guides, web content and other related materials.
 - Development of local area plans, development permit area guidelines and long-range planning strategies.
 - Planning and leading public engagement processes.
 - Lead, facilitate, and coordinate public meetings and workshops regarding planning issues.
 - Responsible for the development, refinement and evaluation of bylaws, policies, procedures, and public guides to various land use application procedures.
 - Lead planning studies and public surveys including data collection and analysis.
 - Respond to public inquiries that require political acumen.
 - Prepare material and updates for the Official Community Plan and other statements of planning policy. This includes the complete planning process from data collection and analysis, public and agency participation programs, to goal and policy formulation, presentations and guidance through Local Government Act requirements.

- Provide mentorship to City of Fernie Planners or department team members at the same or lower level of qualification.
- Works in accordance with the City of Fernie's Safety Management System.
- Other duties as required.

Minimum Qualifications

Required Qualifications

- Master's degree in planning or related discipline, with considerable professional experience in urban or regional planning; or an equivalent combination of education, training, and experience.
- Three to five years employment experience in long-range planning, community development planning, preferably in a municipal setting.
- Experience with GIS, or other mapping and graphics software.
- Membership eligibility in the Canadian Institute of Planners and Planning Institute of BC

Knowledge, Skills & Abilities

- Ability to lead project teams, including work planning, budgeting, and assigning work.
- Considerable academic and practical knowledge of the principles, practices, techniques, methods, procedures, trends and legislation applicable to BC municipal planning and development.
- Excellent communication skills, both oral, written, and interpersonal, which includes preparation of technical and administrative reports and experience in addressing public forums and communicating with various stakeholders, including Council and senior staff.
- Detail oriented with strong technical planning and analytical skills.
- Demonstrated ability to tactfully handle confidential inquiries and information, with a high degree of political acumen.
- Experience working with zoning by-laws, Official Community Plans and land use management techniques and understanding of environmental, social and heritage planning principles.
- Excellent computer skills including in depth knowledge and experience working in an MS Office environment.
- Knowledge of effective public consultation tools and methods.
- Ability to exercise consistent judgment and creativity in handling a variety of planning matters, problems, and projects.
- Ability to establish and maintain effective working relationships with others.
- Ability to establish priorities and meet deadlines.

BUILDING OFFICIAL IN TRAINING

Date JD Updated | December 2024

Position Overview

Administer Federal and Provincial laws and Municipal bylaws related to the design and construction of all types of buildings and structures. Ensure objectives of structural safety, fire safety, health, accessibility, and the protection of buildings are addressed prior to occupancy.

Duties and Responsibilities

- Assess and report on the design, construction, and occupancy of all types of new and existing buildings and structures in accordance with the applicable laws and bylaws, following the appropriate qualification level scope of practice.
- Review and inspect construction, renovation, alteration, and addition, change in use, interior improvement and demolition of existing buildings, following the appropriate qualification level scope of practice.
- Review drawings, plans and specifications; investigate construction and renovation work; and communicate with stakeholders to determine and ensure compliance with applicable laws, bylaws, Codes and Standards.
- Liaise with Fire Rescue, Operations and Planning Departments, other agencies and organizations and other regulatory bodies involved with property development or any health, fire and life safety matters related to construction of buildings and other structures.
- Prepare statistical, summary, detailed and other reports.
- Conduct building code, regulation and bylaw compliance reviews to confirm compliance.
- Initiate corrective actions related to unsafe conditions in new and existing constructions.
- Enforce law with Stop Work Orders, Orders to Secure, upgrade or demolish unsafe buildings or conditions.
- Prepare information for prosecution and/or injunction and provide expert testimony and issue Municipal Ticket Information.
- Assist in the development of local regulations and bylaws regarding health, fire, and safety.
- Collaborate with Bylaw Enforcement Officers, members of the planning department and other city departments.
- May enforce and administer bylaws related to minimum acceptable property and building maintenance standards, heating, ventilating, solid fuel burning appliances, etc.
- Maintain familiarity with current and past Provincial and National Building Codes and Standards, Federal and Provincial legislation and Municipal bylaws pertaining to health, fire, and life safety in construction.
- Maintain familiarity with all aspects of the construction industry, including construction methods, procedures, practices, and materials.
- All employees shall work in accordance with the City of Fernie's Safety Management System.

Minimum Qualifications

Required Qualifications

- Grade 12 or equivalent.
- Valid Membership or eligibility for membership with Building Official's Association of BC
- Valid Class 5 B.C. driver's license.
- Successful completion of BOIT course.
- Eligible as BOIT Level 1 and POIT Level 1.

Knowledge, Skills & Abilities

- Trades qualification in carpentry or plumbing; or completion of a post-secondary program in Building Technology.
- Excellent computer skills including in depth knowledge and experience working in an MS Office environment.
- Can demonstrate strong written, verbal and conflict resolution skills for effectively communicating with clients.
- Ability to enforce regulations tactfully and with firmness.
- Ability to tactfully handle confidential enquiries and information.
- Thorough knowledge of BC Building and Plumbing Codes
- Effective interpersonal and organizational skills
- Ability to interpret maps and legal descriptions.
- Sound knowledge of local Government bylaws, and associated Provincial and Federal statutes including, the Community Charter and Local Government Act.
- Ability to represent the City at Court hearings.

Competencies for Success

- Proficient at presenting to various stakeholders and levels of authority.
- Experience with Vadim, iCompass an asset.
- De-escalation training and/or Conflict Resolution training.
- Effective organizational skills with an ability to handle conflicting demands and priorities.
- Well developed report writing skills.

BUILDING OFFICIAL I

Date JD Updated | 2022

Position Overview

Administer Federal and Provincial laws and Municipal bylaws related to the design and construction of all types of buildings and structures. Ensure objectives of structural safety, fire safety, health, accessibility, and the protection of buildings are addressed prior to occupancy.

Duties and Responsibilities

- Assess and report on the design, construction, and occupancy of all types of new and existing buildings and structures in accordance with the applicable laws and bylaws, following the appropriate qualification level scope of practice.
- Review and inspect construction, renovation, alteration, and addition, change in use, interior improvement and demolition of existing buildings, following the appropriate qualification level scope of practice.
- Review drawings, plans and specifications; investigate construction and renovation work; and communicate with stakeholders to determine and ensure compliance with applicable laws, bylaws, Codes and Standards.
- Liaise with Fire Rescue, Operations and Planning Departments, other agencies and organizations and other regulatory bodies involved with property development or any health, fire and life safety matters related to construction of buildings and other structures.
- Prepare statistical, summary, detailed and other reports.
- Conduct building code, regulation and bylaw compliance reviews to confirm compliance.
- Initiate corrective actions related to unsafe conditions in new and existing constructions.
- Enforce law with Stop Work Orders, Orders to Secure, upgrade or demolish unsafe buildings or conditions.
- Prepare information for prosecution and/or injunction and provide expert testimony and issue Municipal Ticket Information.
- Assist in the enforcement of local regulations and bylaws regarding health, fire, and safety.
- Collaborate with Bylaw Enforcement Officers, members of the planning department and other city departments.
- May enforce and administer bylaws related to minimum acceptable property and building maintenance standards, heating, ventilating, solid fuel burning appliances, etc.
- Maintain familiarity with current and past Provincial and National Building Codes and Standards, Federal and Provincial legislation and Municipal bylaws pertaining to health, fire, and life safety in construction.
- Maintain familiarity with all aspects of the construction industry, including construction methods, procedures, practices, and materials.
- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Provide mentorship to City of Fernie Building Official(s) and Building Official(s) in Training at the same or lower level of qualification.

Minimum Qualifications

Required Qualifications

- Grade 12 or equivalent.
- Valid Membership or eligibility for membership with Building Official's Association of BC
- Level 1 Building Official Certificate
- Level 1 Plumbing Official Certificate.
- Valid Class 5 B.C. driver's license.

Knowledge, Skills & Abilities

- Trades qualification in carpentry or plumbing; or completion of a post-secondary program in Building Technology.
- Excellent computer skills including in depth knowledge and experience working in an MS Office environment.
- Can demonstrate strong written, verbal and conflict resolution skills for effectively communicating with clients.
- Ability to enforce regulations tactfully and with firmness.
- Ability to tactfully handle confidential enquiries and information.
- Thorough knowledge of BC Building and Plumbing Codes
- Effective interpersonal and organizational skills
- Ability to interpret maps and legal descriptions.
- Sound knowledge of local Government bylaws, and associated Provincial and Federal statutes including, the Community Charter and Local Government Act.
- Ability to represent the City at Court hearings.

Competencies for Success

- Proficient at presenting to various stakeholders and levels of authority.
- Experience with Vadim, iCompass an asset.
- De-escalation training and/or Conflict Resolution training.
- Effective organizational skills with an ability to handle conflicting demands and priorities.
- Well developed report writing skills.

BUILDING OFFICIAL II

Date JD Updated | 2022

Position Overview

Administer Federal and Provincial laws and Municipal bylaws related to the design and construction of all types of buildings and structures. Ensure objectives of structural safety, fire safety, health, accessibility, and the protection of buildings are addressed prior to occupancy.

Duties and Responsibilities

In addition to the Building Official Level I Duties and Responsibilities:

- Inspect and permit the construction of Part 9 buildings, in addition to structures and systems appropriate to the qualification level scope of practice.

Minimum Qualifications

Required Qualifications

- Grade 12 or equivalent.
- Valid Membership or eligibility for membership with Building Official's Association of BC
- Level 2 Building Official Certificate
- Level 1 Plumbing Official Certificate.
- Valid Class 5 B.C. driver's license.

Knowledge, Skills & Abilities

- Trades qualification in carpentry or plumbing; or completion of a post-secondary program in Building Technology.
- Excellent computer skills including in depth knowledge and experience working in an MS Office environment.
- Can demonstrate strong written, verbal and conflict resolution skills for effectively communicating with clients.
- Ability to enforce regulations tactfully and with firmness.
- Ability to tactfully handle confidential enquiries and information.
- Thorough knowledge of BC Building and Plumbing Codes
- Effective interpersonal and organizational skills
- Ability to interpret maps and legal descriptions.
- Sound knowledge of local Government bylaws, and associated Provincial and Federal statutes including, the Community Charter and Local Government Act.
- Ability to represent the City at Court hearings.

Competencies for Success

- Proficient at presenting to various stakeholders and levels of authority.
- Experience with Vadim, iCompass an asset.
- De-escalation training and/or Conflict Resolution training.
- Effective organizational skills with an ability to handle conflicting demands and priorities.
- Well developed report writing skills.

City of Fernie

Building Official II

Job Title	
BUILDING OFFICIAL III	
Date JD Updated	2022

Position Overview

Administer Federal and Provincial laws and Municipal bylaws related to the design and construction of all types of buildings and structures. Ensure objectives of structural safety, fire safety, health, accessibility, and the protection of buildings are addressed prior to occupancy.

Duties and Responsibilities

In addition to the Building Official Level I and Level II Duties and Responsibilities:

- Inspect and permit the construction of Part 3 buildings, in addition to structures and systems appropriate to the qualification level scope of practice.

Minimum Qualifications

Required Qualifications

- Grade 12 or equivalent.
- Valid Membership or eligibility for membership with Building Official's Association of BC
- Level 3 Building Official Certificate
- Level 1 Plumbing Official Certificate.
- Valid Class 5 B.C. driver's license.

Knowledge, Skills & Abilities

- Trades qualification in carpentry or plumbing; or completion of a post-secondary program in Building Technology.
- Excellent computer skills including in depth knowledge and experience working in an MS Office environment.
- Can demonstrate strong written, verbal and conflict resolution skills for effectively communicating with clients.
- Ability to enforce regulations tactfully and with firmness.
- Ability to tactfully handle confidential enquiries and information.
- Thorough knowledge of BC Building and Plumbing Codes
- Effective interpersonal and organizational skills
- Ability to interpret maps and legal descriptions.
- Sound knowledge of local Government bylaws, and associated Provincial and Federal statutes including, the Community Charter and Local Government Act.
- Ability to represent the City at Court hearings.

Competencies for Success

- Proficient at presenting to various stakeholders and levels of authority.
- Experience with Vadim, iCompass an asset.
- De-escalation training and/or Conflict Resolution training.
- Effective organizational skills with an ability to handle conflicting demands and priorities.
- Well developed report writing skills.

City of Fernie

Building Official III

BYLAW ENFORCEMENT OFFICER

Date JD Updated | December 2024

Position Overview

Reporting to the Director of Planning, or their designate, Bylaw Enforcement Officer performs various functions to educate, enforce and uphold the municipal Bylaws, to contribute to community health and safety.

Duties and Responsibilities

- Attempts to gain voluntary compliance and adherence to Municipal Bylaws and regulations.
- Responds to public inquiries about possible bylaw violations.
- Determines and implements appropriate enforcement procedures, including issuing MTI's using established guidelines.
- Provides community education and completes customer service functions.
- Performs field / site inspections with respect to potential City of Fernie Bylaw infractions.
- Collaborates with Fire Prevention Officer, Building Inspectors, and other colleagues as required.
- Animal control functions.
- Parking violations.
- Completes Emergency Management training and other training as required.
- Prepares and presents to Administration and Council on staff reports, draft Bylaws, Policies, and Procedures from time to time.
- Completes Bylaw related administrative functions including; investigations, reports, records, letters, court documents and other memoranda for Administration, Council, lawyers, potential prosecution, and presentation to a court.
- Liaise with police and other relevant authorities as needed.
- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Other related duties as required.

Minimum Qualifications

Required Qualifications

- Must possess a valid Class 5 BC Driver's License.
- Level One Bylaw Enforcement and Investigating Skills Course from the JIBC, or equivalent provincial certification, or related experience.
- 3 years prior job-related experience in enforcement work, preferably in a municipal setting
- High School Diploma.
- De-escalation training and/or Conflict Resolution training.

Knowledge, Skills & Abilities

- Strong interpersonal and conflict resolution skills for effective communication with others.
- De-escalation training and/or Conflict Resolution training.
- Well developed report writing skills.
- Ability to interpret maps and legal descriptions.
- Sound knowledge of local Government bylaws, and associated Provincial and Federal statutes including, the Community Charter and Local Government Act.
- Excellent computer skills, with an ability to operate a networked computer along with various software programs including, Microsoft Office Suite.
- Ability to represent the City at Court hearings.
- Ability to deal in a confident and humane manner with wild or domestic animals.
- Demonstrated ability to tactfully handle confidential enquiries and information.
- Effective organizational skills with an ability to handle conflicting demands and priorities.
- Physical ability to lift up to 50 lbs, when handling animals at large.

Competencies for Success

- Proficient at public speaking and presenting to various stakeholders and levels of authority.
- Animal Control/Safe Animal Handling training and experience.
- Experience with Vadim, iCompass, an asset.

AQUATIC STAFF

AQUATIC SUPERVISOR

Date JD Updated	From 2020-2024 Collective Agreement
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Position Overview

Development and provide the delivery of a wide range of aquatic services and programs (aquatic programming). Scheduling, supervising and directing the activities of aquatic staff are primary responsibilities. Participates in the hiring, development and coaching of aquatic staff. Works under the director of the Director of Leisure Services.

Duties and Responsibilities

- Plans, coordinates and schedules programs and special events.
- Schedules and directs the activities of aquatic staff.
- Conducts and coordinates orientation and in-service training sessions as required.
- Enforces the rules and regulations of the aquatic center and ensures that all safety and behavioral standards are maintained.
- Ensures that safety, hygiene and cleanliness standards and practices are maintained.
- Maintains aquatic supplies and equipment, and performs facility checks to ensure equipment is operating as required. Requisitioning of supplies and equipment.
- Ensures that quality is maintained for the functions of customer service, mechanical operations and custodial operations.
- Performs a variety of operational, janitorial and maintenance tasks.
- Instructs and lifeguards as required.
- Prepare and submit records and reports as required.
- Performs all other related duties as may be assigned
- Ensures pool filtration maintenance is scheduled and completed
- Assists the Director of Leisure Services in hiring Aquatic Center staff. (Training, onboarding, and facility orientation)

Minimum Qualifications

Required Qualifications

- Must be 17 years of age or older
- Current National Lifeguard Service Instructor/Examiner
- Current Aquatic Emergency Care Instructor
- Current Red Cross Water Safety Instructor
- Current Lifesaving Society Instructor Trainer
- Current CPR Level C Certification
- Current Standard First Aid Certification
- Current Pool Operator's Certificate Level 1.

Knowledge, Skills & Abilities

- Must be able to maintain pleasant and effective relations with the public, even in adverse conditions.
- Must have a thorough knowledge of the prescribed standards for the Canadian Red Cross Society and the Lifesaving Society programs and be able to plan, prepare and evaluate water instruction sessions.
- Must have the ability to plan, organize and co-ordinate aquatic programs and facilities.
- Must have the ability to train, supervise and evaluate other aquatic staff.
- Must have a thorough knowledge of water rescue, first aid and resuscitation methods; must be able to perform the necessary skills as required.
- Must have a thorough knowledge of chemical and mechanical aspects of pool operation and maintenance.

City of Fernie

Aquatic Supervisor

Job Title	
SWIM INSTRUCTOR	
Date JD Created	June 2023

Position Overview

Deliver swim programs while ensuring the safety, protection, and enjoyment of participants and patrons. Instructional and janitorial tasks related to swim program delivery at the Aquatic Centre.

Duties and Responsibilities

- Develop and deliver the program content to the participants, including preparing lesson plans and instructional material specific to the program.
 - Clean, organize and set up equipment at the assigned space, and ensure all program supplies and equipment are available.
 - Greet participants and ensure any required information is exchanged.
 - Deliver excellent customer service and create a valuable and positive experience.
 - Maintain a safe and clean environment.
 - Maintain a record of performance for participants and distribute program evaluations.
 - Performs all other related duties as assigned.
-

Minimum Qualifications

Required Qualifications

- Bronze Cross Certification (does not need to be current)
- Current National Lifesaving Society Swim Instructor Certification
- Current Standard First Aid Certification from a recognized agency*
- Current CPR Level C Certification from a recognized agency*

**Recognized agency – as defined by the current version of the Lifesaving Society National Lifeguard program standards*

Knowledge, Skills & Abilities

- Can demonstrate strong verbal and conflict resolution skills for effectively communicating with others. Effective interpersonal and organizational skills.
- Must have knowledge of the prescribed standards for the Lifesaving Society, insofar as their programs and services relate to the Aquatic Centre.
- Must have the ability to instruct, supervise, and evaluate participants.
- Must be able to maintain pleasant and effective relations with the public and employees of the City, even in adverse conditions.

Competencies for Success

- Positive attitude
- Customer service skills and experience
- Experience working with children
-

Working Conditions

- Must work with and provide customer service to various demographics including children.
- Wet for long periods of time.
- Exposure to loud and constant noise.

City of Fernie

Swim Instructor

LIFEGUARD/ INSTRUCTOR I

Date JD Updated | March 2024

Position Overview

Monitor and regulate the safety, protection, and enjoyment of patrons engaged in activities in or out of the water at the Aquatic Centre. Assist in the delivery of a wide range of aquatic services and programs. Performs lifeguarding, instructional, and janitorial duties related to the operation of the Aquatic Centre.

Duties and Responsibilities

Major duties & responsibilities describe the most significant decisions and functions required of the job, not all duties and tasks that may be performed by incumbents are listed:

- Instruct a variety of swim and water safety lessons and maintain related participant records.
- Supervise and control aquatic activity, acting as a lifeguard.
- Perform rescues and provide aid to patrons in difficulty.
- Monitor and enforce rules and regulations of the Aquatic Centre and ensure all safety and behavioral standards are maintained.
- Monitor and enforce rules and regulations of the Aquatic Centre and ensure all safety and behavioral standards are maintained.
- Check the aquatic play features to ensure good working order.
- Identify hazards or concerns relating to aquatic play features and notify supervisor of immediate problems or concerns.
- Open and close waterslide or other aquatic play features and control public movement on and around features in use. Ensure safety and behavior standards are met.
- Monitor and enforce safety, hygiene, and cleanliness standards and practices.
- Respond to customer inquiries and deals with patrons' complaints or concerns tactfully and courteously.
- Lead activities, special events and games during public swim sessions and theme days.
- Conduct water tests and adjust water chemical levels as directed to ensure a safe and comfortable balance for patrons. Assist with filter cleans.
- Submit logs, records, and reports as required.
- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Covers front desk breaks.
- Performs routine cleaning duties and other duties as assigned.

Minimum Qualifications

Required Qualifications

- Current National Lifeguard (NL) Award
- Current National Lifesaving Swim Instructor Certification
- Current Standard First Aid with AED and CPR-C Certification from a recognized agency*
**Recognized agency – as defined by the current version of the Lifesaving Society National Lifeguard program standards*

Knowledge, Skills & Abilities

- Can demonstrate strong verbal and conflict resolution skills for effectively communicating with others. Effective interpersonal and organizational skills.
- Must be able to maintain pleasant and effective relations with the public and employees of the City, even in adverse conditions.
- Must have knowledge of the prescribed standards for the Lifesaving Society, insofar as their programs and services deal with the Aquatic Centre.
- Must have a thorough knowledge of water rescue, first aid, and resuscitation methods; must be able to perform the necessary skills as required.
- Must have the ability to instruct, supervise, and evaluate participants.
- Must have knowledge of chemical and mechanical aspects of pool operation and maintenance.

Competencies for Success

- Aquatic fitness instruction experience
- Customer service skills and experience

LIFEGUARD/ INSTRUCTOR II

Date JD Updated | March 2024

Position Overview

Monitor and regulate the safety, protection, and enjoyment of patrons engaged in activities in or out of the water at the Aquatic Centre. Assist in the development, planning and delivery of a wide range of aquatic services and programs. Performs lifeguarding, instructional, and janitorial duties related to the operation of the Aquatic Centre. Provides oversight of all aquatic facility staff in absence of the Aquatic Supervisor.

Duties and Responsibilities

Major duties & responsibilities describe the most significant decisions and functions required of the job, not all duties and tasks that may be performed by incumbents are listed:

- Assist the Aquatic Supervisor in planning, coordinating, and scheduling aquatic programs and special events.
- Assist in scheduling and directing the activities of aquatic staff.
- Assist with conducting and coordinating orientation and in-service training sessions for new and existing staff.
- Supervise and control aquatic activity, acting as a lifeguard.
- Perform rescues and provides aid to patrons in difficulty.
- Monitor and enforce rules and regulations of the Aquatic Centre and ensure all safety and behavioral standards are maintained.
- Monitor and enforce rules and regulations of the Aquatic Centre and ensure all safety and behavioral standards are maintained.
- Check the aquatic play features to ensure good working order.
- Identify hazards or concerns relating to aquatic play features and notify supervisor of immediate problems or concerns.
- Open and close waterslide or other aquatic play features and control public movement on and around features in use. Ensure safety and behavior standards are met.
- Monitor and enforce safety, hygiene and cleanliness standards and practices.
- Assist and help organize the scheduling of swim lessons, school lessons and advanced courses and ordering of all required lesson materials.
- Assist with maintaining pool safety plan procedures and aquatic staff training records.
- Instruct a variety of swim, aquatic fitness and water safety lessons and maintain related participant records.
- Respond to customer inquiries and deal with patron complaints or concerns tactfully and courteously.
- Lead activities, special events and games during public swim sessions and theme days.
- Conduct water tests and adjust water chemical levels as directed to ensure a safe and comfortable balance for patrons. Assist with filter cleans as required.

- Assist with receiving orders of pool chemicals using safe transportation of dangerous goods practices.
- Respond to emergency incidents.
- Prepare, maintain, and submit logs, records, and reports.
- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Covers front desk breaks.
- Performs and assigns routine cleaning duties and other duties as assigned.

Minimum Qualifications

Required Qualifications

- Current National Lifeguard (NL) Award
 - Current National Lifesaving Swim Instructor Certification (teaching lessons)
 - Current National Lifesaving Society Instructor Certification
 - Current Standard First Aid Certification from a recognized agency*
 - Current CPR Level C Certification from a recognized agency*
- *Recognized agency – as defined by the current version of the Lifesaving Society National Lifeguard program standards*

Knowledge, Skills & Abilities

- Can demonstrate strong verbal and conflict resolution skills for effectively communicating with others. Effective interpersonal and organizational skills.
- Must be able to maintain pleasant and effective relations with the public and employees of the City, even in adverse conditions.
- Must have knowledge of the prescribed standards for the Lifesaving Society, insofar as their programs and services deal with the Aquatic Centre.
- Must have a thorough knowledge of water rescue, first aid, and resuscitation methods; must be able to perform the necessary skills as required.
- Must have the ability to instruct, supervise, and evaluate participants.
- Must have a thorough knowledge of chemical and mechanical aspects of pool operation and maintenance.

Competencies for Success

- Aquatic fitness instruction experience
- Pool Operator 1 certificate
- Advanced aquatic certifications (Swim Instructor Trainer, First Aid Instructor Trainer)
- Customer service skills and experience

LIFEGUARD

Date JD Updated | March 2024

Position Overview

Monitor and regulate the safety, protection, and enjoyment of patrons engaged in activities in or out of the water at the Aquatic Centre. Assist in the delivery of a wide range of aquatic services and programs. Performs lifeguarding and janitorial duties related to the operation of the Aquatic Centre.

Duties and Responsibilities

Major duties & responsibilities describe the most significant decisions and functions required of the job, not all duties and tasks that may be performed by incumbents are listed:

- Supervise and control aquatic activity, acting as a lifeguard.
- Make rescues and provide aid to patrons in difficulty.
- Monitor and enforce rules and regulations of the Aquatic Centre and ensure all safety and behavioral standards are maintained.
- Check the aquatic play features to ensure good working order.
- Identify hazards or concerns relating to aquatic play features and notify supervisor of immediate problems or concerns.
- Open and close waterslide or other aquatic play features and control public movement on and around features in use. Ensure safety and behavior standards are met.
- Monitor and enforce safety, hygiene, and cleanliness standards and practices.
- Respond to customer inquiries and deals with patrons' complaints or concerns tactfully and courteously.
- Lead activities, special events and games during public swim sessions and theme days.
- Conduct water tests and adjust water chemical levels as directed to ensure a safe and comfortable balance for patrons.
- Submit logs, records, and reports as required.
- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Performs routine cleaning duties and other duties as assigned.

Minimum Qualifications

Required Qualifications

- Current National Lifeguard (NL) Award
- Current Standard First Aid with AED and CPR-C Certification from a recognized agency*
**Recognized agency – as defined by the current version of the Lifesaving Society National Lifeguard program standards.*

Knowledge, Skills & Abilities

- Can demonstrate strong verbal and conflict resolution skills for effectively communicating with others. Effective interpersonal and organizational skills.
- Demonstrated ability to tactfully handle confidential enquiries and information.
- Must be able to maintain pleasant and effective relations with the public and employees of the City, even in adverse conditions.
- Must have knowledge of the prescribed standards for the Lifesaving Society, insofar as their programs and services deal with the Aquatic Centre.
- Must have a thorough knowledge of water rescue, first aid, and resuscitation methods; must be able to perform the necessary skills as required.
- Knowledge of chemical and mechanical aspects of pool operations and maintenance.

Competencies for Success

- Customer service skills and experience

City of Fernie

Lifeguard

ASSISTANT LIFEGUARD

Date JD Updated | March 2024

Position Overview

Monitor and regulate safe use of the water slide and other Aquatic Centre play features and to perform routine janitorial and maintenance tasks in the Aquatic Centre.

Duties and Responsibilities

- Check the aquatic play features to ensure good working order.
- Identify hazards or concerns relating to aquatic play features and notify supervisor of immediate problems or concerns.
- Open and close water slide or other aquatic play features and control public movement on and around features in use. Ensure safety and behavioral standards are met.
- Provide customer service and information to the public and answer inquiries.
- Assist other aquatic staff with duties, as required.
- Set up, and clean-up as required for Aquatic Centre event bookings.
- Lead activities, special events, and games during public swim sessions and theme days.
- Perform routine janitorial tasks in the Aquatic Centre.
- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Perform other duties as assigned.

Minimum Qualifications

Required Qualifications

- Experience working with the public
 - Current First Aid Certification with AED and CPR-C from a recognized agency*
 - Current Bronze Cross Certification from a recognized agency*
 - Meets BC Employment Standards minimum age requirements
- *Recognized agency – as defined by WorkSafeBC.*

Knowledge, Skills & Abilities

- Must be able to maintain pleasant and effective relations with the public and other employees.
- Must have the ability to control public movement and conduct inside the facility in accordance with established policies and procedures.
- Must have the ability to perform janitorial and simple maintenance tasks.

CASHIER/ RECEPTIONIST I

Date JD Updated | From 2020-2024 Collective Agreement

Position Overview

Performs reception, inventory, cash management and cashier duties related to the operation of the Aquatic Centre. Works under the direction of the Leisure Services Manager.

Duties and Responsibilities

- Oversees the control of inventory.
- Provided receptionist duties including greeting the public in person and over the telephone.
- Provides information to the public and answers inquiries concerning programs, services, events and any other Aquatic Centre bookings.
- Collects fees, reconciles daily cash reports, prepares float and conducts other cash transactions as required. Prepares related reports.
- Responsible for maintaining registration records, Aquatic Centre booking records and issuing receipts for money received. Prepares related reports.
- Responsible for processing and preparing orders for saleable goods.
- Performs all other office related duties as required.
- Shall not perform the duties of Municipal Clerk II (C.U.P.E. Local 2093), other than after hour facility bookings and payments.

Minimum Qualifications

Required Qualifications

- Must be 18 years of age or older.
- Training and experience in a computerized work environment specifically in a Windows based environment working with Microsoft Office.

Knowledge, Skills & Abilities

- Must be able to maintain pleasant and effective relations with the public and employees of the City, even in adverse conditions.
- Must be able to receive and process cash, credit card, debit card and cheque remittances – must be bondable.
- Must have the ability to operate a networked personal computer and be able to operate programs utilized in the Aquatic Centre.

RECREATION ADMINISTRATOR

Date JD Updated | 2022

Position Overview

Participates in the development, direction, and monitoring of the Cashier/Receptionist staff. Assists with the development of community recreation services and programs as they relate to the front desk operations. Performs customer service and reception, inventory, cash management and registration software maintenance duties. Assists with other Parks, Facilities, and Recreation related administrative duties, as required.

Duties and Responsibilities

In addition to Cashier/Receptionist duties:

- Supports the department in coordination and scheduling of meetings, functions, and events.
- Train, schedule, and oversee the Cashier/Receptionist staff to ensure exemplary customer service delivery. Conducts staff training sessions as required.
- Development of programming and administration of lesson schedules, drop-in activities, and other recreation programs, events and services, as they relate to PFR operations. *(this would include arena programming, walking program, ASRC, summer camps)*
- Ensure applicable recreation software modules are optimized, utilized, and operating effectively.
- Oversee the control and ordering of inventory and saleable goods and assists in maintaining office supplies.
- Oversee the creation of flyers, brochures, and other public relations content related to community recreation programs and activities.
- Maintains files and records, gathers information, and prints and mails materials for distribution as directed or when required.
- Prepares billings for PFR services.
- Provide additional administrative support, as required, for the department.
- Assist the Manager of Parks and Recreation and HR in hiring PFR staff as required.
- Acts as relief in absence for other administrative roles as required, to ensure business continuity.
- Other duties as may be required.

Minimum Qualifications

Required Qualifications

- Grade 12 or GED
- Experience in computerized work environment specifically with Windows/Microsoft office and POS/registration/facility booking software
- Experience in inventory control and merchandising

Knowledge, Skills & Abilities

- Customer service skills; positive demeanor with effective public relations
- Excellent computer skills including knowledge and experience working in an MS Office
- Can demonstrate strong written, verbal and conflict resolution skills for effectively communicating with others, even in adverse conditions
- Demonstrated ability to tactfully handle confidential enquiries and information
- Effective interpersonal and organizational skills with a high attention to detail

Competencies for Success

- First Aid Certificate
- Receptions programming and software experience
- Experience with budgets and financial management practices
- Organization
- Critical thinking
- Leadership

RECREATION LEADER

Date JD Updated | March 2024

Position Overview

The Recreation Program Leader will provide and maintain a safe environment that delivers fun, entertaining programs that promote recreation, creativity, and inclusivity for participants.

Duties and Responsibilities

- Provides leadership for all programs and events.
- Provides a safe, fun, and entertaining environment for all program participants.
- Performs in accordance with the WorkSafeBC policies, the Child, Family and Community Services Act, and the Community Care and Assisted Living Act.
- Performs other duties as may be required.

Minimum Qualifications

Required Qualifications

- Meets BC Employment Standards minimum age requirements
- Current Emergency or Standard First Aid Certification from a recognized agency*
**Recognized agency – as defined by WorkSafeBC.*

Knowledge, Skills & Abilities

- Can provide an exciting, enjoyable, enthusiastic, and safe environment for all participants.
- Can have fun and interact very well with a wide variety of ages.
- A good knowledge of activities, games, and sports for a variety of ages.
- Can demonstrate strong verbal and conflict resolution skills for effectively communicating with all ages.
- Demonstrated ability to tactfully handle sensitive and personal information.
- Physically able to lift up to 50 lbs.

Competencies for Success

- Experience directing children.
- Recreation programming experience.
- Resiliency to all weather.
- Positive attitude.

RECREATION COORDINATOR

Date JD Updated | March 2024

Position Overview

The Recreation Program Coordinator assists in the promotion, coordination, and delivery of recreation programming. The Recreation Program Coordinator will provide and maintain a safe environment that delivers fun, entertaining programs that promote recreation, creativity, and inclusivity for participants.

Duties and Responsibilities

- Assists with development, coordination and oversight of recreation programs, events, and activities.
- Provides leadership and supervision for all programs, events, and Recreation Leaders.
- Provides a safe, fun, and entertaining environment for all program participants.
- Performs in accordance with WorkSafeBC policies, the Child, Family and Community Services Act, and the Community Care and Assisted Living Act.
- Performs other duties as may be required.

Minimum Qualifications

Required Qualifications

- Current Standard First Aid Certification from a recognized agency*
 - Working knowledge of Microsoft Office
 - Class 5 Driver's License
- *Recognized agency – as defined by Worksafe BC.*

Knowledge, Skills & Abilities

- Can assist in developing programs, events, and activities.
- Can provide an exciting, enjoyable, enthusiastic, and safe environment for all participants.
- Can have fun and interact very well with a wide variety of ages.
- A good knowledge of activities, games, and sports for a variety of ages.
- Can demonstrate strong written, verbal and conflict resolution skills for effectively communicating with all ages.
- Demonstrated ability to tactfully handle sensitive and personal information.
- Effective interpersonal and organizational skills.
- Physically able to lift up to 50 lbs.

Competencies for Success

- Experience directing children.
- Recreation programming experience.
- Resiliency to all weather.
- Positive attitude.

City of Fernie

Recreation Coordinator