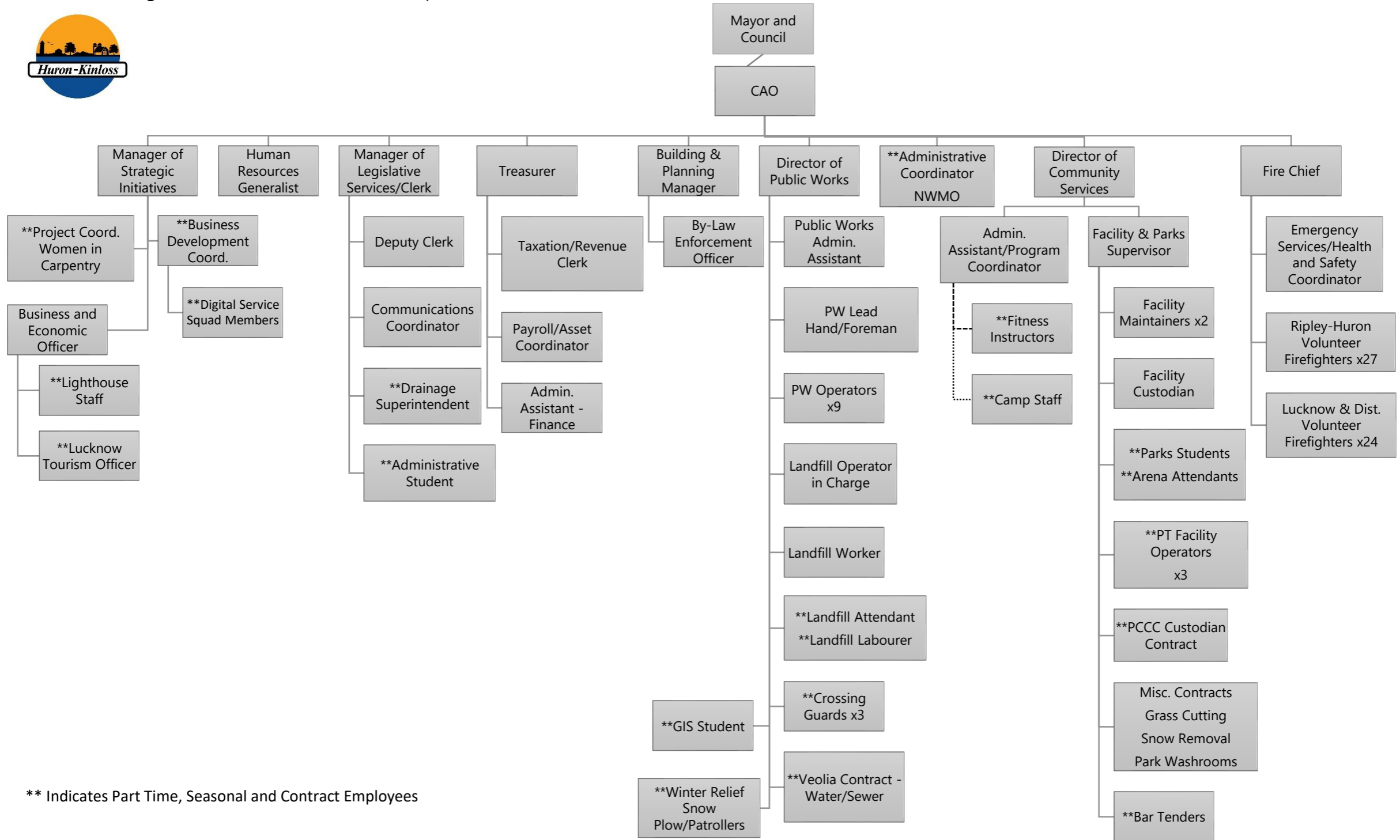


# Organizational Chart for the Township of Huron-Kinloss



\*\* Indicates Part Time, Seasonal and Contract Employees

Position Title	Position Description
<b>CAO</b>	<p>The Chief Administrative Officer will provide effective advice and support to the Council in developing and implementing policy, strategy and objectives that address the unique qualities and needs of the Township of Huron-Kinloss. The CAO will provide effective leadership to the management and staff of the Township, directing the human, financial and physical resources, ensuring that Council's directives are carried out. The CAO will ensure that continued opportunities exist for public participation.</p> <ul style="list-style-type: none"> <li>• Responsible for the implementation and monitoring of Council's strategic plan for the corporation.</li> <li>• Directs the collective bargaining process and recommends to Council agreements related to wages, salaries and working conditions</li> <li>• Responsible for Human Resources</li> <li>• Demonstrates commitment to the values and principles of the organization and as a change leader fosters the development of a corporate culture based on the values and principles adopted by Council</li> <li>• Coordinates the presentation of and presents recommendations arising from departmental operations which require Council approval and proposes resolutions or by-laws arising from recommendations</li> <li>• Ensures compliance with the Occupational Health and Safety Act.</li> <li>• Ensures that all relevant employment and workplace legislated standards are met</li> <li>• Acts as chief policy advisor to Council.</li> <li>• Responsible for the management and stewardship of assets, business and financial health of the municipality.</li> <li>• Responsible for the effective risk management, liability control and due diligence measures of the organization.</li> </ul>
<b>Business &amp; Economic Officer</b>	<p>Promotes the Township of Huron Kinloss and its strengths as a place for investment, growth and development. Responsible for Tourism Development.</p> <ul style="list-style-type: none"> <li>• Promotes Huron-Kinloss as a great place to do business; main contact for current, prospective and expanding businesses</li> <li>• Responsible for all tourism activities; Point Clark Lighthouse, Lucknow Tourism Office</li> <li>• Assists with the promotion and coordination of festivals and events</li> <li>• Implements Spruce the Bruce Action Plans and Downtown Improvement Program</li> </ul>

	<ul style="list-style-type: none"> <li>• Assists Lucknow Chamber of Commerce, Ripley Business Community and Revitalization Committees</li> <li>• Seeks grants and partnerships</li> <li>• Develops Township promotional materials</li> <li>• Co-ordinates the development and implementation of the municipal cultural plan and the Business Retention and Expansion Plan</li> </ul>
<p><b>Manager of Strategic Initiatives</b></p>	<p>The Manager of Strategic Initiatives provides leadership in the development of strategies and initiatives that will advance corporate priorities. This position will oversee a wide range of projects driven by the Township of Huron-Kinloss Strategic and Sustainability plan, Economic Development Action Plan and other areas identified as priorities of the Township. This position will be responsible to lead and oversee the research, planning, and implementation of corporate initiatives, economic development, marketing, and community development initiatives.</p> <ul style="list-style-type: none"> <li>• Manages special projects, e.g., Women in Carpentry, Discovery Guide, and other tourism and economic development projects.</li> <li>• Support other departments with the implementation of their plans and strategies: Parks and Rec Service Delivery Review, Digital Modernization Review</li> <li>• Recommend and oversee the implementation of key programs and services that support the economic priorities of the Township</li> <li>• Collaborate on tourism, arts, culture, and heritage initiatives to recognize synergies that support a high quality of life, positioning Huron-Kinloss as an attractive place to visit, live and do business</li> <li>• Develop and implement a Community Engagement Strategy</li> <li>• Assists the CAO with residential and industrial developments</li> </ul>
<p><b>NWMO Administrative Coordinator</b></p>	<p>Under the direction of the Chief Administrative Officer, this position is responsible for the coordination of multiple Township projects and the coordination of all aspects of the Township's participation in the Adaptive Phase Management Site Selection Process.</p> <ul style="list-style-type: none"> <li>• Main point of contact for all communication with the NWMO and third-party organizations.</li> <li>• Coordinates projects in conjunction with the CAO.</li> <li>• Schedule tours and book venues for Council and members of the public for NWMO, DGR related events and tours.</li> <li>• Coordinate with other communities and Community Liaison Committees.</li> <li>• Manage and coordinate multiple projects to ensure they are completed on time and on budget.</li> <li>• Provides project administration for CAO &amp; Senior Management Team</li> </ul>

	<ul style="list-style-type: none"> <li>• Organize, maintain and coordinate records and files related to the NWMO DGR project.</li> <li>• Prepares electronic newsletters and monthly mailings when required and maintain website pages related to the project.</li> <li>• Coordinate the communication, consultation and collaboration activities of the Learn More Process to meaningfully engage residents, stakeholders and staff.</li> </ul>
<b>Manager of Legislative Services/Clerk</b>	<p>The Manager of Legislative Services/Clerk will be responsible for providing services that are essential to the proper functioning of Council and its Committees. They are also responsible for ensuring the municipality meets all its statutory requirements in all areas. This position will oversee the administration and management of Municipal by-laws and corporate records.</p> <ul style="list-style-type: none"> <li>• Performs the statutory duties of Municipal Clerk and other duties as set out in the Municipal Act, Planning Act, Municipal Elections Act, Vital Statistics Act, Police Services Act, Accessibility for Ontarians with Disabilities Act, Policies and Procedures, and other provincial statutes.</li> <li>• Responsible for the preparation and circulation of agendas for Council, Boards and committees including the organization of staff reports, draft resolutions and by-laws.</li> <li>• Acts as secretary for the Committee of Adjustment and facilitates the planning process, liaising with County of Bruce Representatives, communicating information and resolving problems.</li> <li>• Processes all applications under the Planning Act and maintains appropriate recordkeeping system for such applicants.</li> <li>• Reviews all new and amended legislation that may apply to the Corporation and advises Council of the potential impact of new legislation, regulations, policies and guidelines.</li> <li>• Responsible for records management in accordance with The Ontario Municipal Records Management System (TOMRMS) and manages public documents under the Clerk's control.</li> <li>• Acts as the Head with respect to the Municipal Freedom of Information and Protection of Privacy Act.</li> <li>• Responsible for the conduct of municipal and school board elections and is the Returning Officer for Municipal elections.</li> <li>• Responsible for the Accessibility for Ontarian with Disabilities Act, 2005.</li> <li>• Works in conjunction with the CAO, and the Township solicitor on legal matters, e.g., preparation of legal agreements, site plans; completion of legal transactions, registration of by-laws, etc.</li> </ul>
<b>Deputy Clerk</b>	<p>The Administrative Assistant/Deputy Clerk provides a wide range of administrative and clerk support services.</p> <ul style="list-style-type: none"> <li>• Perform Statutory duties of the Deputy Clerk</li> </ul>

	<ul style="list-style-type: none"> <li>• Administer Marriage Commissioner services, lottery licenses, vital statistics records, livestock valuation program</li> <li>• Administers the Golf Car Pilot project.</li> <li>• Administers and Coordinates Drainage projects</li> <li>• Commissions Documents</li> <li>• Administer AODA compliance</li> <li>• Assists with agendas, drafts resolutions, by-laws</li> <li>• Tracks zoning amendments</li> <li>• Receives and responds to general email inquiries</li> <li>• Maintains accurate file records</li> </ul>
<b>Drainage Superintendent</b>	<p>The Drainage Superintendent maintains, inspects and repairs municipal drains, coordinating new drain installations, liaising with landowners and creating and distributing drainage assessments; coordinates and inspects for Tile Loan Applications.</p> <ul style="list-style-type: none"> <li>• Follows the Municipal Drainage Act and applicable legislation</li> <li>• Plans and implements maintenance projects such as the cleaning of drains.</li> <li>• Conducts inspections of drainage systems, identifies problems and completes or coordinates repairs.</li> <li>• Coordinates the construction of new Municipal drains with engineers and contractors.</li> <li>• Responsible for the maintenance of the inventory of municipal drains</li> </ul>
<b>Treasurer</b>	<p>The Treasurer, as the chief financial officer of the corporation, provides for the control, management and efficient and effective administration of the financial accounting and data processing functions of the Corporation in the areas of planning and budgeting, accounting, investment and fund management, tax and water revenue, risk management, payroll and purchasing.</p> <ul style="list-style-type: none"> <li>• Performs the statutory and other duties of the Municipal Treasurer under the Municipal Act and other Acts of the Legislature.</li> <li>• Directs and oversees tax collection.</li> <li>• Responsible for the establishment and control of all financial and accounting systems and procedures, including cash flow, investment and trust funds.</li> <li>• Develops a system of financial reporting, establishes accounting controls and coordinates the purchasing function.</li> <li>• Prepares, consolidates and monitors the annual capital and operating budgets.</li> <li>• Provides policy advice related to financial issues to Council and other municipal departments.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepares reports and a variety of schedules leading to the production of annual municipal statements, Financial Information Return, and Municipal Performance Measurement Program in accordance to PSAB and CICA Standards.</li> </ul>
<b>Taxation/Revenue Clerk</b>	<p>The Taxation &amp; Revenue Clerk will act as a support person for the Treasurer and shall be responsible for the collection of revenue for the Township of Huron-Kinloss.</p> <ul style="list-style-type: none"> <li>• Performs statutory duties of Deputy-Treasurer.</li> <li>• Maintains the Tax ledgers and ensures that all individual accounts are complete and current.</li> <li>• Prepares and produces tax notices twice annually based on the returned Collectors Roll and the Township's schedule of approved tax rates.</li> <li>• Posts interest on late tax payments at beginning of each month. Sends arrears notices monthly and contacts taxpayers personally, where possible, to follow up on nonpayment.</li> <li>• Posts revisions in tax accounts based on information received from assessment office. Calculates and prepares write offs, supplementary tax bills and/or requisition refunds accordingly.</li> <li>• Maintains assessment rolls including up-to-date addressing and requests for notices to be directed to mortgage companies including tax certificate preparation and authorization.</li> <li>• Coordinates the tax sale process with an approved external tax registration specialist.</li> <li>• Prepares schedules related to taxation in conjunction with the Township's audit.</li> <li>• Prepares reports on tax arrears for Council.</li> <li>• Responsible for the preparation of bank deposits, input of cash receipts and preauthorized payment file transfer.</li> </ul>
<b>Payroll/Asset Coordinator</b>	<p>The Payroll &amp; Asset Coordinator will manage payroll and coordinate the financial data for tangible capital assets. Will also assist with answering the phone and taking over-the-counter payments.</p> <ul style="list-style-type: none"> <li>• Provides general information about Township, County and Provincial programs; provides available literature on the subject and/or suggests alternative information sources.</li> <li>• Assist in maintaining the Township's Tangible Capital Asset inventory by entering acquisitions, additions and disposals using specialized software.</li> <li>• Posts journal entries and ensures general ledger accounts are in balance.</li> <li>• Maintains the payroll ledgers and ensures that all individual accounts are complete and current. <ul style="list-style-type: none"> <li>○ Prepares and produces payroll weekly.</li> <li>○ Reconciles payroll sub-ledger to general ledger control accounts at the end of each month.</li> <li>○ Prepares and remits all payroll deductions, EHT and WSIB.</li> </ul> </li> <li>• Prepares the T4's for all departments and remits to the applicable Government Agencies</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintains records related to attendance, sick time, vacation, training etc.</li> <li>• Implements employee health benefit plans, pension plans and other employee benefit plans.</li> </ul>
<b>Administrative Assistant Finance</b>	<p>The administrative assistant will support the treasury department by assisting with purchasing and procurement, managing accounts payable and accounts receivable. Will also be responsible for answering the phone and taking over-the-counter payments.</p> <ul style="list-style-type: none"> <li>• Answers telephone and greets guests at the container</li> <li>• Provides general information about the Township, County and Provincial programs; answers questions in prompt and courteous manner</li> <li>• Receives and processes payments</li> <li>• Prepares invoices and collects accounts receivable, ensures accounts are complete and current</li> <li>• Prepares and produces accounts payable invoices and cheques</li> <li>• Monitors bag tags and dog tags, orders household supplies and office supplies</li> </ul>
<b>Building and Planning Manager</b>	<p>The main responsibilities of the Chief Building Official are to promote public safety and ensure compliance with and enforce the Ontario Building Code and the Property Standards Code, respecting the safety of buildings with reference to public health, fire protection, and structural sufficiency. Enforces all relevant by-laws. The Building &amp; Planning Manager/CBO will oversee all planning functions.</p> <ul style="list-style-type: none"> <li>• Performs the statutory duties of the Chief Building Official.</li> <li>• Directs, monitors and provides consistent and professional building, plumbing and heating approval/inspection services to ensure building code compliance.</li> <li>• Manages the contract for administration and enforcement of Part VIII Environmental Health Program (Septic Systems).</li> <li>• Acts as the Zoning Administrator and is responsible for the administration of the Township's Official Plan &amp; Zoning by-law including recommending and leading updates.</li> <li>• Provides advice to the Council with respect to Planning Matters and the Committee of Adjustment.</li> <li>• Ensures accurate property, building, zoning, mapping and planning information are developed and maintained.</li> <li>• Oversees the implementation of Source Water Protection for the Municipality according to the Clean Water Act of 2006.</li> <li>• Supervises, inspects and records construction and demolition work authorized by permits.</li> <li>• Issues stop work orders and other orders; i.e., order to comply, permits, correspondence.</li> </ul>

	<ul style="list-style-type: none"> <li>Oversees and directs the enforcement of a variety of municipal by-laws such as parking, traffic, animal control and property standards by-law</li> </ul>
<b>By-Law Officer</b>	<p>To enforce the various regulatory by-laws of the municipality and statues including the Residential Tenancy Act Maintenance Standards included in Ontario Regulation 517/06 under the Residential Tenancies Act, Weed Control Act, Pounds Act &amp; Line Fences Act (as required). Township By-Laws, include but not limited to Parking, Animal Control, Open Air Burning, Public Nuisance, Property Standards, Lawn Watering, ATV, Noise, Comprehensive Zoning and Property Standards By-laws. Acts as the Municipal Investigator as defined in the Ontario Wildlife Compensation Program. Acts as the Public Lands Officer as defined in the Public Lands Act. Acts as an Inspector for Property Standards and the Residential Tenancies Act Standards. Acts as an Inspector as defined by the Building Code.</p> <ul style="list-style-type: none"> <li>Ensures compliance with provincial and municipal by-laws (current and new) in particular by-laws that regulate property standards, noise, zoning, open air burning, animal control, public nuisance, lawn watering, ATV and parking by conducting comprehensive investigations in response to complaints, upon request, and as otherwise initiated; Reports findings and issues orders when required;</li> <li>Conducts inspections and investigations; collects evidence, photographs and commences prosecutions of offenders when appropriate; Testifies as a witness in court.</li> <li>Interacts with the municipal departments, law enforcement and other agency officials;</li> <li>Completes and serves legal documents, gathers evidence, takes statements of witnesses and offenders, and acts upon court orders.</li> <li>Provides Animal Control Services by investigating animal complaints in Township to ensure compliance with the Animal Control By-Law including patrolling and impounding of dogs, contacting owners, collecting fees, kennel inspections.</li> </ul>
<b>Director of Public Works</b>	<p>It is the responsibility of the Director of Public Works to manage and carry out the maintenance and construction of roads and public works operations such as waste management, water treatment, sewage treatment and disposal, and any remaining responsibilities associated with the provision and contracting of hydro services and street lighting.</p> <ul style="list-style-type: none"> <li>Ensures the maintenance and upkeep of municipally owned properties related to the public works operations</li> <li>Reviews contracts/specs before and after tendering and prepares tenders and contracts.</li> <li>Ensures programs and organizational performance are measured in relation to Council's strategic and operational objectives.</li> </ul>



- Provides all required reports to Council as appropriate. Provides all required external reports, e.g., Ministry of Environment and Climate Change (MOECC).
- Develops and recommends yearly operating goals, objectives and budgets for all road and bridge work, wastewater collection and treatment, supply of potable water, solid waste collection and recycling. Once established, meets these through the human and financial resources available.
- Develops and recommends a long-term business plan including goals, objectives and budgets for all areas within the Public Works area for road and bridge construction, sewer and water works, sidewalk construction, street lighting, signage, storm water management, and solid waste management.
- Develops and recommends yearly operating goals, objectives and budgets for all road and bridge work, waste water collection and treatment, supply of potable water, solid waste collection and recycling. Once established, meets these through the human and financial resources available.
- Develops, recommends, monitors and updates a multi-year construction plan for all roads and bridges and their maintenance
- Recommends and implements a long- term plan for the roads, waste management, landfill sites, property management and water responsibilities that will comply with Government requirements, policies and by-laws of Council.

**Public Works Admin Assistant**

This position acts as a support person for the Director of Public Works and assists with the services provided by the Public Works department. They are responsible for tracking the water and wastewater locate requests, and also oversees the civic addressing program.

- Assigns the civic address numbers to properties and coordinates with the designated organizations.
- Responsible for logging and forwarding any water/wastewater locate requests that are received directly or via third party.
- Provides general information about the Township, County and Provincial Programs
- Responds promptly to public queries and requests. Resolves public concerns and complaints.
- Liaise with water, wastewater, waste management contractors and engineering firms
- Creates communication pieces to keep the public informed of repairs, maintenance and disruptions
- Assists with daily, monthly, quarterly and year-end reports to adhere to various legislation.

	<ul style="list-style-type: none"> <li>• Updates the Public Works asset data, including the necessary drawings and coordinates Asset Management Plans with the Treasury department.</li> </ul>
<b>Public Works Operators</b>	<p>Operates and maintains a variety of equipment to construct roads and maintain the services provided by the Public Works Department.</p> <ul style="list-style-type: none"> <li>• Snowplowing, sanding, and winter patrolling.</li> <li>• Monitors road and weather conditions and initiates responses</li> <li>• Grades roads to repair road surfaces and grade level, to ensure run off and to repair ditches</li> <li>• Performs preventive and routine maintenance on all Township equipment.</li> <li>• Repairs washouts, removes culvert and bridge obstructions.</li> <li>• Installs road signs and patches pavements.</li> </ul>
<b>Veolia Contract; Water/Sewer</b>	Details in Contract
<b>Landfill Attendants</b>	<p>Oversees the entry and exit of all vehicles to the landfill</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Receives payments and issues receipts; maintains accurate deposit information and receipts for treasury</li> <li>• Logs and tracks bag tag sales</li> </ul>
<b>Director of Community Services</b>	<p>The Director, Community Services manages the operation and maintenance of facilities, such as arenas, community centres, Lake Huron Shoreline, lighthouses, cemeteries, parks, ball diamonds and soccer fields and manages recreational programming. Manages projects, sand dune restoration, tree preservation and phragmites control.</p> <ul style="list-style-type: none"> <li>• Responsible for the operation and maintenance of recreational facilities; e.g., arenas, community centres, lighthouse, parks, sports fields, and Lake Huron shoreline.</li> <li>• Develops, recommends and implements recreational and leisure services and programming, including goals and budgets.</li> <li>• Responsible for the Ripley Cemetery, including maintenance, sale of plots, burials, and enforcement of the rules and regulations of the Cemetery Act.</li> <li>• Administers the Tree by-law, issuing permits based on site visits, best practices and consultation with landowners</li> <li>• Develops, recommends and implements a five-year plan for operational and capital improvements to recreational and leisure facilities.</li> <li>• Ensures compliance with provincial and federal legislation such as the Occupational Health and Safety Act, Workers' Compensation Act, and Liquor Licence Act</li> </ul>

<b>CS Admin Assistant/Program Coordinator</b>	<p>The administrative assistant will act as a support person to the Director of Community Services and other staff as required. They will coordinate current and new recreation programs and events.</p> <ul style="list-style-type: none"> <li>• Coordinate rentals of all HK facilities</li> <li>• Develop and administer recreation programs</li> <li>• Maintain facility calendar and website</li> <li>• Assist with Coordination of Special Events</li> <li>• Maintain Ripley Cemetery Records</li> <li>• Assist Treasury with month end, deposits &amp; invoicing</li> </ul>
<b>Facility &amp; Parks Supervisor</b>	<p>The Facility and Parks Supervisor supervises the general operation and maintenance of facilities, parks, and trails in the Township of Huron-Kinloss.</p> <ul style="list-style-type: none"> <li>• Organize daily operations and maintenance of all Township parks and facilities</li> <li>• Complete and maintain logs; completes annual inspections and initiates repairs when required</li> <li>• Main point of contact for the operation and maintenance of the Ripley Cemetery including the sale of plots, grave opening and closing services, and record keeping</li> <li>• Manages AGCO requirements for licensed facilities</li> <li>• Assists in installation, maintenance and removal of ice surface</li> <li>• Assigns job and tasks to facility maintainers, facility operators, parks students and arena attendants</li> <li>• Has knowledge of pertinent provincial statutes and acts and ensures they are followed; such as, Municipal Act, WHMIS, Occupational Health and Safety Act, Play Space Equipment Standards Act, Liquor Act and the Cemetery Act.</li> </ul>
<b>Facility Operators - PT</b>	<p>Responsible for the general maintenance of all aspects of parks and facility maintenance and any other services provided by the community services department as required.</p> <ul style="list-style-type: none"> <li>• Maintains all facilities in a clean and safe manner, including floors, washrooms and other janitorial duties as assigned.</li> <li>• Operates compressors and condensers, completing scheduled checks, logging findings and troubleshooting problems.</li> <li>• Ensures the safety of facility users and provides crowd control including escorting and requesting spectators to leave.</li> </ul>
<b>Fire Chief</b>	<p>Responsible for the delivery of fire protection services to the Township of Huron-Kinloss, specifically the Ripley Huron Fire Department. To provide leadership and direction to the Ripley Huron Fire Department ensuring the development of personnel, establishing and implementing departmental</p>

planning. Responsible for making overall recommendations related to the administration, policy development, budgeting and the management and operation of programs with respect to life safety, including fire suppression, fire protection, fire prevention, public education and training. Acts as the Township's Community Emergency Management Coordinator.

- Acts as CEMC primary/Health & Safety for the Municipal Emergency Control Group, and ensures emergency management program is complete and up to date, including public education component
- Attends incidents where there is a death or serious injury, fires of a suspicious nature, an explosion, large loss, the cause of the fire has not been determined, laws and/or codes have been violated and as required or requested
- Exercise the powers and duties imposed on a Fire Chief by the Fire Protection and Prevention Act and other regulations
- Enforces the Ontario Fire Code, carries out necessary inspections and issues required notices and orders
- Responsible to enforce fire prevention regulations, conduct investigations on all types of new/existing buildings and ensure conformity with applicable by-laws, codes and regulations.

**Emergency Services/Health and Safety Coordinator**

The Emergency Services/Health and Safety Coordinator is a position that is responsible for the Coordination of the Municipal Emergency Management Program, the Corporate Occupational Health and Safety Program and to Provide Administrative assistance to the Fire Chief. Additionally, this position will also assist the Fire Chief with the Administration of Township Fire Services. A high degree of responsibility for the protection of employees, the public and property is involved. This position requires the established policies and objectives of the Township be met. Work is performed under the general direction of the Fire Chief.

- Appointed as the primary Community Emergency Management Coordinator (CEMC) for the Township of Huron-Kinloss.
- Coordinates the corporate Emergency Management Program in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990 c. E.9
- Coordinates the corporate wide Occupational Health and Safety Program in accordance with the Occupational Health and Safety Act, R.S.O. 1990 c. O.1
- Assists the Fire Chief with the daily coordination, planning and administration of Fire and Emergency Services in accordance with the Fire Protection and Prevention Act, 1997, S.O. 1997 c. 4

	<ul style="list-style-type: none"> <li>• During emergencies, provide expertise and advice to the Mayor and the Emergency Control Group, research and recommend best practices, ensure effective communication with stakeholders, complete compliance documentation, prepare final reports with emergency recommendations.</li> </ul>
<b>Human Resources Generalist</b>	<p>The Human Resources Generalist will be responsible to develop, communicate and implement Human Resources policies, programs, procedures and guidelines to ensure compliance with relevant legislation and the strategies and goals of the Township of Huron-Kinloss. The position also acts as the Executive Assistant to the Chief Administrative Officer.</p> <ul style="list-style-type: none"> <li>• Manages the recruitment process, ensuring compliance with applicable employment legislation including but not limited to the Accessibility of Ontarians with Disabilities Act (AODA).</li> <li>• Administers the job evaluation and pay equity process, maintains the Jobchart program and completes salary regressions.</li> <li>• Manages employee health benefit plans, pension plans and other employee benefit plan and act as the liaison with the Township's Benefit consultant.</li> <li>• Ensures all forms are submitted to the Workplace Safety and Insurance Board (WSIB) in the event of a workplace injury and coordinates the WSIB return to work processes with the Emergency Services/Health &amp; Safety Coordinator.</li> <li>• Assists the CAO in the management of Human Resources activities to maximise employee performance and support the Senior Management Team (SMT).</li> </ul>
<b>Facility Custodian</b>	<p>Responsible for the custodian maintenance of all aspects of facility maintenance provided by the community services department. Maintains a variety of facilities in a clean and safe manner.</p> <ul style="list-style-type: none"> <li>• Maintains all facilities in a clean and safe manner, including floors, washrooms and other janitorial duties as assigned</li> <li>• Completes a variety of reports such as accident reports, vandalism reports</li> <li>• Notifies supervisors of necessary building repairs.</li> <li>• Collect and dispose of garbage and recycling.</li> <li>• Assists in the set up for functions or events.</li> <li>• Maintain building security and ensure all doors are locked after hours</li> </ul>
<b>Communications Coordinator</b>	<p>The Communications Coordinator is responsible for the development, delivery, and administration of a full range of communication strategies to communicate municipal news and services, share Council and municipal goals and priorities, and engage the public. This position also provides administrative support to the Clerk's Department.</p>

	<ul style="list-style-type: none"> <li>• Support the development and implementation of the corporate communication plan for the organization</li> <li>• Oversee the development, management, and maintenance of all online communication channels, including but not limited to: website, email newsletters; social media accounts, Local One videos, YouTube channel, etc.</li> <li>• Act as lead administrator of the external website and intranet including content writing, posting, publishing, managing content and completing reporting</li> <li>• Maintains records management system and assists with the implementation of the TOMRMS record classification system and records management software.</li> <li>• Coordinates and provides TOMRMS and record management software training to departments.</li> <li>• Maintains security and confidentiality of all records and documents</li> </ul>
<p><b>PW Lead Hand/Foreman</b></p>	<p>The Foreman-Lead Hand is responsible for supervising the work of staff for the provision of services provided by the Public Works Department in the area of Roads.</p> <ul style="list-style-type: none"> <li>• Organizes, schedules, and oversees the daily operation and maintenance of all aspects of road construction and maintenance.</li> <li>• Ensures the inspection of road surfaces, sidewalks, culverts and bridges to determine repair needs. Patrols the municipality in accordance with Minimum Maintenance Standards and records findings.</li> <li>• Does snow plowing, sanding, grading, dust suppression application, tree removal, road shoulder maintenance, gravel resurfacing and ditching as required</li> <li>• Supervises winter maintenance according to policies adopted by Council</li> <li>• Responsible for equipment maintenance and performs minor repairs</li> <li>• Schedules staff, provides orientation and training, provides information related to performance and monitors work to ensure deadlines are met.</li> <li>• Provides input into the development of yearly construction budget for all roads and bridges and the multi-year construction plan for all roads and bridges and their maintenance.</li> </ul>
<p><b>Landfill Operator in Charge</b></p>	<p>Responsible for the general maintenance and daily operations of the landfill sites (Huron and Kinloss).</p> <ul style="list-style-type: none"> <li>• Organizes and oversees the daily operation and maintenance at the Huron-Kinloss landfill site.</li> <li>• Monitors filling of landfill trenches and schedules construction of new trenches</li> <li>• Ensures that the landfill procedures comply with the policies and By-Laws adopted by Council.</li> <li>• Operation of the Landfill is conducted in a safe and efficient manner</li> <li>• Responsible for record keeping; e.g., vehicle maintenance logs, fuel consumption reports, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Completes timesheets, with the Worker and the Attendant to ensure accuracy</li> <li>• Maintains schedule for recycling of Ewaste, bale wrap, steel, and tires</li> <li>• Responsible for ensuring customer service, workplace safety and seeks out best practices.</li> </ul>
<b>Facility Maintainer</b>	<p>Responsible for the general maintenance of all aspects of parks and facility maintenance and any other services provided by the community services department as required.</p> <ul style="list-style-type: none"> <li>• Completes general maintenance of all parks and facilities, as required, including a variety of repairs, and minor electrical and plumbing repairs.</li> <li>• Assists in the installation, maintenance, removal of the ice surface.</li> <li>• Delivery of dressing room alcohol service including taking payment, completing inventory and delivering alcohol and monitoring customer consumption.</li> <li>• Completes locates, burials and maintains cemetery grounds, in absence of the supervisor.</li> <li>• Maintains all equipment and vehicles and operates compressors and condensers, completing scheduled checks, logging findings and troubleshooting problems.</li> <li>• Operates the Zamboni, the ice resurfacer, and the ice edger</li> <li>• Operates lawn mowers, trackless tractor, and bucket tractor</li> <li>• Operates company vehicles</li> </ul>

<b>Seasonal Positions</b>	<b>Position Description</b>
<b>Lighthouse Tour Guides</b>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Welcome visitors to the lighthouse</li> <li>• Facilitate the children’s program and other special events</li> <li>• Process sales and maintain adequate records of souvenir sales and tours</li> <li>• Tour visitors through the lighthouse and museum</li> <li>• Maintain cleanliness in oil shed, museum and lighthouse</li> </ul>
<b>Lucknow Tourism Officer</b>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Maintain Lucknow Tourism office including brochure racks</li> <li>• Welcome visitors to the tourism office and Huron-Kinloss; maintain accurate records of guests</li> <li>• Acquire photos for use by the Township</li> </ul>
<b>Administrative Student</b>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Assist with implementation of septic inspection program</li> <li>• Create reports, letters and other documents, maintaining strict confidentiality</li> </ul>

	<ul style="list-style-type: none"> <li>• Respond to telephone inquiries</li> </ul>
<b>Parks Students</b>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Maintain parks, beaches and trails using various landscaping tools and machinery</li> <li>• Garbage clean up</li> <li>• Respond to public inquiries in regards to the Township attractions, programs and services; direct public where to find additional information</li> </ul>
<b>Arena Attendants</b>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Assist with cleaning duties throughout the Ripley Huron Community Centre</li> <li>• Take admissions for hockey games and public skating</li> <li>• Provide customer service</li> </ul>
<b>Fitness Instructors</b>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Develop safe and appropriate fitness program</li> <li>• Facilitate safe and effective fitness program</li> <li>• Provide excellent customer service</li> </ul>
<b>Camp Staff</b>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Follow detailed program plans to facilitate recreation programs</li> <li>• Provide excellent customer service</li> <li>• Record attendance and closely monitor the number of children in the program at all times</li> <li>• Clean, setup and tear down equipment as required</li> </ul>
<b>GIS Student</b>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Develops and modifies the Geomatic databases for spatial and non-spatial data</li> <li>• Collects the necessary data to populate the Township's database using GPS equipment</li> <li>• Enters data into the database including, but not limited to <ul style="list-style-type: none"> <li>○ the application of coordinate geometry,</li> <li>○ keyboard entry of tabular data,</li> <li>○ manual digitizing of maps,</li> <li>○ scanning and automatic conversion to vectors and</li> <li>○ conversion from other digital data.</li> </ul> </li> <li>• Creates web mapping products leveraging ArcGIS systems.</li> </ul>
<b>Winter Relief Snow Plow Operators/Patrollers</b>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Snowplowing, and sanding municipal roads and sidewalks</li> <li>• Winter patrolling of municipal roads</li> <li>• Monitors road and weather conditions and initiates responses</li> </ul>



- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Records weather conditions accordingly</li><li>• Assist in maintaining the Public Works garage in a clean and safe manner</li><li>• Performs upkeep of equipment, and routine maintenance as required.</li></ul> |
|--|--|