

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
PE-08			Job Descriptions
Approval	D/M/Y	Resolution #	
Approved	14/03/2002		
Amended	10.04.2017	17.142	

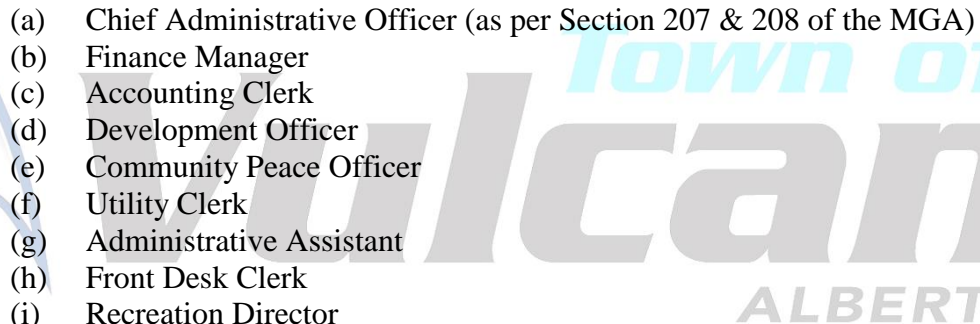
STATEMENT:

The Town of Vulcan requires a policy to formalize a process for providing a detailed position outline for each employee of the Town.

1. Policy

1.1 The Municipal Administrator is authorized by council to develop detailed Job Descriptions for the following positions:

Town Office

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- (a) Chief Administrative Officer (as per Section 207 & 208 of the MGA)
 - (b) Finance Manager
 - (c) Accounting Clerk
 - (d) Development Officer
 - (e) Community Peace Officer
 - (f) Utility Clerk
 - (g) Administrative Assistant
 - (h) Front Desk Clerk
 - (i) Recreation Director
 - (j) Recreation Programmer

Public Works

- (a) Town Foremen
- (b) Lead hand
- (c) Utilities Operator
- (d) Facilities Operator
- (e) Equipment Operator I, II, and III
- (f) Laborer
- (g) Facility Laborer
- (h) Health and Safety Coordinator
- (i) Animal Control Officer

- END OF POLICY-