

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	
Amended	22.02.2021	21.046	

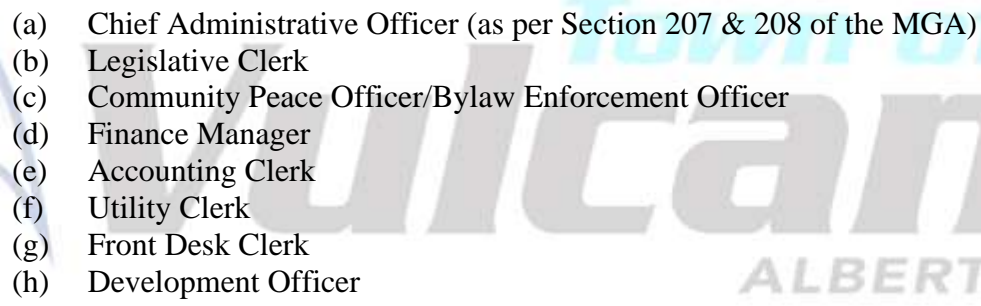
STATEMENT:

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) Legislative Clerk
 - (c) Community Peace Officer/Bylaw Enforcement Officer
 - (d) Finance Manager
 - (e) Accounting Clerk
 - (f) Utility Clerk
 - (g) Front Desk Clerk
 - (h) Development Officer
 - (i) Community Services Manager
 - (j) Recreation Coordinator
 - (k) Visitor Services Advisor

Public Works

- (a) Town Foremen
- (b) Lead Hand
- (c) Public Works Operator III
- (d) Public Works Operator II
- (e) Public Works Operator I
- (f) Recreational Facilities Operator I
- (g) Seasonal Laborer
- (h) Health and Safety Coordinator

- END OF POLICY-