

# TOWN OF VULCAN

## Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>PE-08</b>			<b>Job Descriptions</b>
Approval	D/M/Y	Resolution #	
<b>Approved</b>	<b>14/03/2002</b>		
<b>Amended</b>	<b>10.04.2017</b>	<b>17.142</b>	
<b>Amended</b>	<b>22.02.2021</b>	<b>21.046</b>	
<b>Amended</b>	<b>22.04.2024</b>	<b>23.110</b>	


### 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) Bylaw Enforcement Officer
  - (d) Finance Manager
  - (e) Accounting Clerk
  - (f) Utility Clerk
  - (g) Development Officer
  - (h) Development Clerk
  - (i) Community Services Manager
  - (j) Recreation Director
  - (k) Community Service Assistant
  - (l) 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-**