

JOB DESCRIPTIONS

1. ADMINISTRATOR

1.1 Hours and period of employment

- Year-round, with flexible scheduling of hours as mutually determined with Council.

1.2 Main tasks:

- All of the Administrative Responsibilities under the Municipalities Act and as outlined in Bylaw 07-05.
- The Development Officer for the Official Community Plan and Zoning Bylaw of the Resort Village of Mistusinne.

2. VILLAGE CLERK

2.1 Hours and period of employment:

- Year-round, with flexible scheduling of hours including a minimum of:
 - One weekday per week
 - Every Saturday from Victoria Day to Labor Day
 - Attendance at all Council Meetings

2.2 Main tasks:

Working with the Administrator

- Issuing of receipts,
- Accounts receivable,
- Other tasks as assigned by the Administrator

Working with Council

- Making monthly reports to Council as to the operation of the Village, the performance of staff, and recommendations as to future policies and directions.
- Writing letters/memos, making phone calls and posting notices as follow-up to decisions taken at Council meetings.

Managing day-by-day operations

- Attending monthly meetings
- Implementing the decisions and policies of Council.
- Coordinating staff: Coordinating duties, collecting time sheets.
- Ordering and distributing supplies including day by day ordering of ongoing consumables or repair materials, arranging pick-up where necessary, purchase of larger equipment as pre-approved by Council, and Submission of budget requests to Council
- Making arrangements for and supervising contractual services.
- Managing equipment: purchase or lease, maintenance logs and safety.
- Implementing Council's policies.
- Supervising outside service-providers as to compliance with Village bylaws.
- Providing liaison with law enforcement.

Providing services and information to cottage owners

- Attending monthly meetings
- Answering questions.
- Receiving and recording input for Council.
- Arranging and coordinating services to cottage owners (rental of equipment, requests for maintenance services).
- Arranging and supervising sales of golf passes, boat stickers, Mistusinne souvenirs, pop machine and others.
- Producing, copying and mailing out newsletters to cottage owners.
- Compiling and summarizing surveys to cottage owners

3. MAINTENANCE WORKER

3.1 Hours and period of employment:

- Mid-April to mid-October as set annually by Council
- Typically 1,000 hours

3.2 Main tasks:

Equipment maintenance, including:

- Day by day repairs and upkeep, oil changes, fluid levels check, etc.,
- Arranging and facilitating specialized repairs off-site.

Building maintenance, including upkeep and repairs to the:

- Community Centre,
- Maintenance Building and pump-house,
- Recycling Centre.

Mowing as per the guidelines in policy, including:

- Edges of roads and ditches,
- Green spaces,
- Open areas alongside the lakeside.

Tree cutting and trimming including:

- Removal of dead trees, and
- Trimming only in selected areas as per guidelines in policy.

Tree Planting including:

- Cooperating with the Friends of Trees Committee in implementing Council's plan for tree planting,
- Tillage in preparation for planting, afterward only as per guidelines in policy.
- Maintenance of the **beach and boat launch** including:
 - Garbage cans, boat dock, toilets at shed,
 - Swimming platforms and buoys: assisting community volunteers in putting out, removing and relocating as required.
 - Removal of sand from the boat launch.
- Maintenance of the **pump house and water:**
- Maintaining pumps and wells,
- Maintenance of water truck,
- Reading levels on wells,
- Fall - Reading levels on all village septic tanks, blowing out irrigation lines in the golf course and putting away pump in the Community Center for the winter. Fall pump-out readings should indicated depth of liquid in tank at the time of the readings.

Other staff:

- Assigning tasks to and supervising the work of summer student(s),
- Working cooperatively with the greens keeper,

Other tasks as they arise or as assigned, including but not limited to:

- Minor repairs to streets,
- Upkeep of the garbage collection bins and surrounding area,
- Putting up signs,
- Inspection of and repairs to playground, raking of sand, reporting need for new equipment.

4. GREENS KEEPER / GOLF COURSE WORKER

4.1 Hours and period of employment:

- Mid-April to mid-October as set annually by Council
- Typically 400 hours

4.2 Main tasks:

On greens

- Removal of tarps in the spring,
- Spot seeding, watering, fertilizing and mowing
- Application of tarps in fall.

Coordination with other staff

- With the Village Clerk regarding ordering of supplies and materials for the greens, maintenance work to be referred to the maintenance worker.

Fairways

- Mowing
- Arranging repairs to pumps and mowers.
- Arranging repairs/replacements of signs

5. WINTER SNOW REMOVAL WORKER

5.1 Hours and period of employment:

- As required during the winter
- Typically 100-150 hours

5.2 Main tasks:

- Removal of snow from streets, maintenance area, side roads, and parking area at Community Centre as required by snow conditions.
- Removal of snow from private driveways as arranged with and charged to individual ratepayers.

ONGOING POSITIONS

- The positions described above are ongoing positions from year to year.
- All of the following positions are responsible directly to the Mayor and Council with accountability as per [Procedure 2.0](#)
- Wages for these positions are as determined annually as part of the [Annual Rate Scale](#).

CASUAL POSITIONS

Council may also arrange for the following casual positions annually, as determined by budget and need.

Office Assistant:

- Reception in the Community Center on Sundays or Mondays of long weekends in the summer, sale of passes, provision of information to ratepayers, general clerical and housekeeping duties as assigned.
- Supervision of the Recycling Center on assigned hours.
- Other task as assigned by the Village Clerk.

Summer Maintenance Student:

- Maintenance tasks as assigned by the Maintenance Worker.