

Activity C: Training & Administration (40%)
<ul style="list-style-type: none"> - reports incident/accident, W.B.C. claims, time off requisitions, time cards, - documentation of staff issues and concerns, performance appraisals - Maintain minutes of group meetings - Monitor, evaluate, critique and file all maintenance reports, safety documents, JHA, vehicle inspection reports, lock out procedures, - Lead in the COR safety program as it relates to components with the Safety Manual

3. EDUCATION AND SPECIFIC TRAINING

a) What should be the minimum schooling or formal training for a new person being hired into this job?

The job will have required the employee to have knowledge of maintenance and operation of equipment along with training in safety. The employee should have some training in handling human resource issues or previous supervisory experience along with good organizational skills

b) Is any Provincial or other vocational or professional certification or degree:

Mandatory Preferred * please specify:

Ideally the employee will have a certificate or degree in the related field of Parks, Recreation or be a certified equipment operator.

c) What special skills or training are needed to perform job or operate equipment? (Specify equipment operated).

Ability to operate computer software programs in reference to operation and maintenance or equipment. An understanding of city policies, OHS & WBC programs and collective agreements as they pertain to the work environment. Communication skills are essential as are the understanding of human resources.

4. EXPERIENCE

How much total job experience is required for a new hire, with education as in #3, to be fully qualified for the position.

About: 1 month 3 months 6 months
 1 year 2 years * 3 years x
 5 years 7 years 10 years
 More

Specity number of years of supervisor experience that this includes: 2

5. INITIATIVE (INDEPENDENCE OF ACTION)

a) List 3 decisions you make or duties you perform without reference to superiors or subsequent checks.

- i. Co-coordinating work as per requirements
- ii. Inspection of work performed by the crews in the field, in the shop
- iii. Creation and implementation of procedures and practices, observation notes,

b) List 3 decisions on which you seek consultation with, or approval from a superior.

- i. Expenditures outside of the spending limits
- ii. Disciplinary actions
- iii. Change of work schedules

- c) What guidelines, procedures, manuals, etc. are available to guide your decision-making actions?
 City of Yorkton Policy & Safety Manual, OHS Regulations, Union Contract, Labour Act, Annual Budget. Operators manuals, power mobile equipment training
- d) State any financial responsibilities (and amounts) your job involves; eg, budget, sales, revenues. ?
 Purchases under \$ 1000 dollars

6. IMPACT OF ERRORS

Describe 2 typical major errors that could reasonably be made in your job, even with due care. Indicate the worst consequences; eg. Waste, delays, time lost, money lost, injury, damage, effect on people.

1. Injury of employees if not properly trained, potentially serious
2. Loss of time/resources due to improper use of equipment or not properly supervised employees

7. WORKING WITH OTHERS (Excluding those supervised – see #9)

With whom are you required to work in doing your job? Use titles (In Person; Telephone; Writing).

	People Contacted	How Often	Purpose	How
Within Organization	Public Works	2-4 times/week	Information, Process	E-mail, phone, personal
	Other CDPR Department Heads	Daily	Information	E-mail, phone, personal
	Bylaw Control	Weekly	Complaint driven	Phone, E-mail
Outside Organization	Contractors	Daily	Share Information, Direct Work	Personal/phone
	General Public	Daily	Complaint, Information seeking driven	Phone/person
	User Groups	Daily	Informational	Person, phone
	Other Professionals	Weekly	Gather information on process, policy	Phone

8. SUPERVISION OR DIRECTION EXERCISED

- a) Assign and check work of others doing work similar to yours.
 Contractors/tradesmen
- b) Provide technical or functional guidance to other staff.
 Staff; seasonal, fulltime and summer students
- c) Supervise a work group;
 Assign work and coach all staff

- d) Manage the work, practices and procedures of a unit. Responsible for appraisal, discipline, hiring and replace personnel for all Parks & Arena Open Spaces grass division staff

Assist in appraisal, discipline and coaching all staff

- e) Other (specify):
Develop long and short range staff development plans

9. EMPLOYEES SUPERVISED

	1-3	4-10	11-20	21-30	31-60	61-150	151+
Full-time Employees							
Part-time Employees			11				
Full-time Equivalent (2000 hrs/yr)							
Combined Total			11				

10. PHYSICAL, MENTAL AND VISUAL DEMANDS

Enter estimated percentage in appropriate box.					
Explain any condition that applies to your job.	Percentage of Total Work Time				
	0-5%	5-20%	20-40%	40-70%	Over 70%
Comfortable; few exceptional demands		25%			
Intense/visual listening concentration				65%	
Lifting, carrying, climbing		10%			
Other heavy physical effort					

11. WORKING CONDITIONS

- a) Explain any unpleasant aspects, eg. Heat, cold, odours, noise, work interruptions, outside work, infection, danger.

Minor disadvantages: interruptions from planned work day/week

Major unpleasant aspects: staff in cohesiveness, disruptions or changes in schedules

- b) What is your scheduled work week:
Monday to Friday 8:00 to 5:00 (40 hours/week) Shift Work
Other unusual hours
On Call

- c) Overnight travel: Yes No *

- d) Driving vehicle during work: Yes No % of time – 30%

12. SAFETY

Incumbents in a supervisory role are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel and for promoting proper attitudes towards safety and health in themselves and in those they supervisor.

As an employee of the City of Yorkton, the incumbent is responsible and accountable for knowing and working in accordance with the Safety Policy. The incumbent must work in such a way as not to endanger himself/herself, fellow employees or the public.