

RURAL MUNICIPALITY OF MORRIS

PUBLIC WORKS EMPLOYEES

GENERAL WORK REQUIREMENTS:

1. For the schedule on a 50 hour work week, a uniform time to start work shall be at 6:30 A.M., Monday to Friday and a uniform quitting time shall be at 5:00P.M., Monday to Friday. Each employee shall be allowed $\frac{1}{2}$ hour off for lunch.
2. Transportation to the designated place of work shall be the responsibility of employee prior to the hours of that scheduled work day. Transportation from the designated place of work shall be the responsibility of the employee after the normally scheduled work hours of that day. Reimbursement @ 28 km. for crawler operators after 30 km./day, when working on construction site more than 15km from the operators home. No mileage is paid for work in municipal shop.
3. For matters pertaining to doctor's appointments, or other reasons, the employee is to notify the Councillor(s) for their area, of the situation. If the particular Councillor(s) cannot be reached, the employee is to contact the Reeve, or the Employee Relations Committee or the Municipal office.
4. Receive phone calls from area Councillor(s) for work instruction or work inquiry up to 10:00 P.M.
5. In the case of ordering parts or repairs above \$30.00 in cost, the employee is to contact the Equipment Committee, Chairman firstly, or alternate other Committee member or the Reeve or the Municipal Office. If the Chairman of the Equipment Committee is not contacted, he shall be notified as soon as possible thereafter.
6. Any personal work or washing of privately owned vehicles or equipment on Municipal property shall take place outside of the normal working hours prescribed.
7. Record all time spent working for the U.V.D. of Rosenort or Private Customers to the Municipal Office on a regular prescribed basis as that appropriate billing may occur.
8. No private work is to be done except as authorized by Council or by a Councillor or the Reeve.
9. Situations of moving the Crawler and Scraper:
The workload for the graders moving this equipment is to be shared as fairly and evenly as possible.
10. Respond quickly and effectively to emergency situations as designated by the Reeve, Protections Committee, Councillor(s) of the area, or Council as a whole.
11. Follow safety rules and procedures in all facets of work carried out for the R. M. of Morris.
12. Any employee that has municipal concerns or work related matters which they wish to discuss, is invited to contact (their Councillor) the Employee Relations Committee or the Reeve.

Violations of requirements 1 thru 11 may result in disciplinary action. After 3 written notices of such violations, termination of employment may take place.

Council

R. M. of Morris

JOB DESCRIPTION

Assistant Foreman

W & S.M.M.C.

1. Duties of W & S.M.M.C. Foreman in his absence.
2. Duties as assigned by W & S.M.M.C. Foreman.
3. Duties as assigned that which is related to a Public Works Employee upon the instruction or request of the councillor(s) of the area, W & S.M.C., the Reeve, or Council as a whole.
4. Be qualified in the operation of all equipment used by the W & S.M.M.C.
5. Follow current General Work Requirements as laid out by the Council of the R. M. of Morris.
6. Duties as assigned

JOB DESCRIPTION

Laborer 1

Water & Soil Management Maintenance Crew

1. Duties as assigned by the W. & S.M.M.C. Foreman, or the Assistant Foreman in the Foreman's absence.
2. Duties as assigned that which is related to a Public Works Employee upon the instruction or request of the Councillor(s) of the area, W.&S.M.M.Committee, the Reeve or the Council as a whole.
3. Be qualified in the operation of all trucks used by the W.&S.M.M.Crew and training on all other equipment used by the W.&S.M.M.Crew.
4. Follow the current general works requirements as laid out by the Council of the Rural Municipality of Morris.
5. Duties as assigned.

JOB DESCRIPTION

FOREMAN

Water & Soil Management Maintenance Crew (W&SMMC)

1. Assigning of Duties to W & SMMC daily.
2. Supervision of W & SMMC .
3. Responsible for scheduling of service and maintenance of trucks used by crew.
4. Receive instructions from Ward Councillors and schedule general repairs or replacements of to 24" Culvert size.
5. Scheduling of works to be done in the R. M. of Morris in a fair and equitable basis for all areas of the R. M., unless in the case of emergencies, or upon special request of the Water & Soil Management Committee (W & S.M.M.C.), or the Reeve.
6. Submit a monthly report of works carried out by the W & SM.M.C.)
7. Maintain and submit records of rental equipment to the R. M. office in agreement with the terms of rental.
8. Submit a copy of a work report for works carried out on any boundaries of the R. M. in which there is a cost sharing agreement to the councillor(s) of the R. M. of Morris Ward involved.
9. Carry out inspections of Water & Soil Management Structure & report required repairs to Chairperson on W & SMMC).
10. Submit a list of materials to be ordered to the (Chairperson) of the Water & Soil Management Committee (W & S.M.M.C.) on a monthly basis, unless emergencies are involved, in which case an immediate order must be made to the Chairperson, or alternate Committee members, Reeve or R. M. office.
11. Carry out and submit a report of inventory of materials that used by W & S.M.M.C. This report is to be submitted to the R. M. office each November.
12. Respond to and carry out work as assigned, that which is related to a Public Works employee upon the instruction or request of the councillor(s) of the area, W & S.M.M.C., the Reeve, or Council as a whole.
13. Carry out Rat Control on Nuisance Grounds.
14. To install and maintain all signs as required.
15. Follow the current General work Requirements as laid out by the Council of the R. M. of Morris.
16. Duties as assigned.

JOB DESCRIPTION OPERATOR 1

1. To operate designated equipment (i.e. tractor & mower) as and when required by the Councillor(s) of the area, the Reeve, or Council as a whole.
2. To service equipment according to recommended schedules of the equipment being operated.
3. To repair equipment including dismantling and assembly to the extent that tools and shop equipment in the municipal shop allow.
4. To clean the work area in the shop daily, and (or) upon the completion of a service or repair job in the municipal shop.
5. To enter faults on equipment, parts required, repairs completed, and repair cost into the appropriate log book for that particular equipment. In the case of a noted fault, the Chairman of the Equipment Committee, or alternate other Committee member or the Reeve or the Municipal Office. If the Chairman of the Equipment Committee is not contacted, he shall be notified as soon as possible thereafter.
6. Submit a fuel consumption record and a report of work completed to the office on a weekly basis during employment.
7. Respond to and carry out work as assigned, that which is related to a public works employee upon the instruction or request of the Councillor(s) of the area, the Reeve, or Council as a whole.
8. Submit a copy of a work report for works carried out on any Boundaries of the R.M. in which there is a cost sharing agreement to the councillor(s) of the R. M. of Morris Ward involved.
9. Submit a proposed mowing program to the Council near the beginning of the mowing season.
10. Follow current General Work Requirements, as laid out by the Council of the R. M. of Morris.
11. Duties as assigned.

JOB DESCRIPTION OPERATOR 11

1. To operate designated equipment (i.e. grader or crawler and dozer and scraper or backhoe) as and when required by the Councillor(s) of the area, the Reeve or Council as a whole or the Equipment Committee of the Water and Soil Management Committee.
2. To service equipment according to recommended schedules of the equipment being operated.
3. To repair equipment including dismantling and assembly to the extent that tools and shop equipment in the municipal shop allow, or in special cases where special application tools for specific jobs may be brought in.
4. To clean the work area in the shop daily and/or upon the completion of a service or repair job in the municipal shop.
5. To enter faults on equipment, parts required, repairs completed, and repair cost into the appropriate log book for that particular equipment. In the case of a noted fault, the Chairman of the Equipment Committee, or alternate other Committee member of the Reeve or the Municipal Office is to be notified. If the Chairman of the Equipment Committee is not contacted, he shall be notified as soon as possible thereafter.
6. Submit a fuel consumption record and a report of work completed to the office on a bi-weekly basis during employment. To coincide with time sheet submission.
7. Respond to and carry out work as assigned, that which is related to a public works employee upon the instruction or request of the councillor(s) of the area, the Reeve, or Council as a whole.
8. Maintain & Submit records of Rental Equipment to the R. M. office in agreement with the terms of rental.
9. Submit a copy of a work report for works carried out on any boundaries of the R. M. in which there is a cost sharing agreement to the councillor(s) of the R. M. of Morris Ward involved.
10. Follow the most current General Work Requirements as laid out by the Council of the R. M. of Morris.
11. Duties as assigned.

JOB DESCRIPTION

Water Treatment Plant Operator

1. Water Storage Reservoir & Pumphouse

- Testing of water quality on regular basis
- Ensure continuous operation
- Supervise application on anti Algae Chemicals
- Ensure records maintained
- Maintain maintenance schedule of equipment
- Supervise recharge of water into reservoir

2. Water Treatment Plant

- Ensure continuous operation
- Maintain maintenance schedules
- Order all supplies
- Ensure records maintained
- Testing of water quality on regular basis

Bulk Water Sales Station

- Testing of water quality on regular basis
- Submit record of sales as designated by the R. M. office

3. Sewage Lagoon

- Ensure Weir works properly
- Schedule mowing of cell banks
- Drain cells according to schedule as prescribed by The Clean Environment Commission

4. Sewage Lift Station

- Ensure continuous operation
- Schedule equipment & repairs

- General - Water Meters to be read at designated intervals
- Minor building maintenance
 - Rodent Control Supervision & Scheduling
 - Order supplies & acquire consent of Area Councillor on special items or additional equipment
 - Issue and carry out permit hookups as per Municipal By-Law
 - Insure that a replacement person is available in the case where the operator will not be able to perform the duties as outlined.

Duties as assigned.

MUNICIPAL OFFICE BUILDING

CARETAKING DUTIES

PROGRAMME OF WORK

1. All floors and stairs are to be swept nightly.
2. All floors and stairs are to be damp mopped nightly.
3. Door mats, rubber matting, etc. are to be cleaned nightly.
4. Toilet seats, bowls, urinals, wash basins, soap dispensers, shelves are to be washed and disinfected nightly.
5. All waste paper receptacles are to be emptied nightly and garbage taken to the street for pick up on days of garbage collection.
6. Soap dispensers, paper towels and toilet paper dispensers are to be replenished nightly. Hand soap, paper towels, toilet paper is to be supplied by the R. M. of Morris.
7. Ash trays are to be emptied and wiped nightly.
8. All entrance door glass (both sides) to the offices are to be kept clean of finger marks weekly.
9. All shelves are to be dusted weekly or when necessary.
10. Carpets are to be vacuumed weekly. (more frequently if the situation warrants)
11. All office furniture is to be dusted and polished as per directions.
12. Telephones are to be washed and disinfected monthly.
13. All resilient floors, where applicable, are to be stripped, refinished and machine polished twice per year or less, if directed.
14. All carpeting is to be shampoo cleaned once per year. The R. M. of Morris will pay the cost of equipment rental and chemicals required.
15. The exterior of the cupboard doors are to be washed periodically to be clear of smudges, etc.
16. All window sills are to be damp wiped once per month.
17. Relamping of all light fixtures.
18. After every meeting in the Council Chambers, the carpet is to be vacuumed, the table cleaned and the coffee purcolator, cups, etc. are to be cleaned.
19. Put up and take down the Christmas decorations for the Minicipal Office Building, at appropriate times
20. Mechanical aptitude to understand the heating system and the air conditioning system and some minor repairs.

CARETAKING DUTIES

PROGRAMME OF WORK

21. Ensure the flag is raised in the morning (before 8:30 A.M.) for all office work days.
22. Watering of the grass.
23. Pick up litter around the office building and parking lot.
24. Sweep and clean the exterior stairs and sidewalks.
25. Exterior windows are to be washed (both sides) twice per year.
26. Mowing grass once per week or as required or as directed.
27. Planting, weeding and general care for the flower bed area in front of the office building.
28. Snow and ice removal (and salting) for the exterior steps and sidewalks (front and back) as required.