

THE CORPORATION OF THE
TOWNSHIP OF WOLLASTON

JOB DESCRIPTION
ADMINISTRATOR

POSITION: Administrator

REPORTS TO: Wollaston Council

HOURS OF WORK: Full time position

QUALIFICATIONS, SKILLS AND JOB KNOWLEDGE:

- Good working knowledge of municipal administration
- General knowledge of all government operations including roads and recreation
- Good working knowledge of statues and regulations as they may apply to the municipal corporation.
- Administrative skills to effectively and efficiently supervise and direct staff
- Co-ordinate and monitor the programs and services approved by Council and delivered by the Township.
- Skills to identify and resolve issues and to formulate policies and procedures
- Leadership skills to manage, mentor, and motivate staff.
- Negotiation and organizational skills to resolve internal and external conflicts
- Good communication skills for the preparation and presentation of reports before Council, committee and public meetings.
- Ability to provide educational instruction for staff and members of the public
- Ability to develop and implement an environmental sustainable plan for continuous operations of the waste site
- Provide open communications for conflict resolutions
- Working knowledge of employment standards
- Working knowledge of the collective agreement
- Knowledge of municipal human resources policies
- Knowledge of all relevant municipal polices
- Knowledge of Ontarians with Disabilities Act and relevant legislation
- Knowledge of the Ontario Human Rights Code
- Knowledge of Emergency Management and Civil Protection Act and relevant legislation

- Hold the qualifications of CEMC (community emergency management coordinator)
- Ability to provide consulting services if required to other municipalities
- Working knowledge of Ontario Health and Safety Act and relevant regulations
- Certified Health and Safety Representative
- Ability to provide annual WHMIS review and annual safety training as required
- Ability to assess and ensure safe environment for staff and public

DUTIES: the following is a partial list:

Other duties:

Administration

- Administers the affairs of the Township in accordance with the policies and direction established and approved by Council.
- Make recommendations in consultation with the senior management team to Council on the efficient and effective delivery of programs and services.
- Meet regularly with department heads to communicate Council direction and monitor actions.
- Attend Council meetings
- Attend committee meetings as required
- Assist the Clerk and/or Treasurer as required or requested

Waste

- Submit reports to council as requested
- Quarterly reporting for tire program
- Submit annual data call information
- Review annual monitoring report
- Liaison with the waste site consultant
- Liaison with the Ministry of Environment
- Participate in Waste Management Association and Manager's meetings as required or requested
- Investigate and implement appropriate diversion programs
- Organize and oversee the removal of materials from the waste site
- Work shifts at the waste site performing all management duties when required
- General supervision of waste site staff

Civic Addressing

- Investigate any civic address complaints
- Determine new civic address numbers as per request
- Liaison with Road Supervisor in regards to entrance permits
- Record and submit new addresses to MPAC
- Liaison with the County of Hastings
- Oversee installation of signage

Human Resources

- Oversee the direction of all employees
- Establish a method of performance evaluation
- Recommend and source staff training when required
- Provide supportive services to staff when required
- Review and update policies and procedures as required
- Develop policies and procedures as required
- Liaison with all departments to investigate complaints or concerns when required or requested
- Provide mediation when requested
- Recommend discipline as per policy when required
- Provide staffing reports to Council as required

Accessibility

- Completion and submission of any reports as required by legislation
- Review and update any accessibility policies or procedures as required
- Review and maintain the municipal multiyear accessibility plan
- Provide staff training as required
- Investigate any complaints /concerns submitted via feedback form
- Investigate opportunities to increase accessibility

CEMC (Community Emergency Management Coordinator) Primary

- Chair the Emergency Management Committee
- Organize the annual review of the emergency response plan
- Organize and facilitate the annual emergency exercise
- Ensure annual compliance is achieved.
- Complete annual compliance reporting
- Develop and implement a public education plan
- Maintain the CEMC designation
- Organize any training that is required or recommended
- Liaison with Provincial Field Officer

- Liaison with County of Hastings Emergency Planning Coordinator
- Attend Provincial Sector meetings
- Attend County CEMC meetings
- Attend Emergency Exercise planning meetings

Health and Safety Representative (Certified)

- Review annually policies as per legislation
- Develop and implement policies and procedures as required
- Organize staff training as required
- Organize and facilitate annual safety review with staff
- Investigate any concerns or complaints
- Liaison with the Ministry of Labour
- Keep certification status current

Workplace Violence and Harassment Coordinator

- Complete and update risk assessments as required
- Develop policies and procedures to address risks when required
- Complete annual review of policies and procedures
- Investigate any complaints and recommend required action as per policies and procedures
- Perform other duties assigned by Council