

Position	Position Summary	Rationale
Development Services Coordinator	<p>Full-time Non-Union Role</p> <p>The Development Services Coordinator will be responsible for providing a wide variety of administrative functions to support the Manager of Public Works including correspondence, coordinate schedules, process mail, prepare agendas and minutes, interaction with stakeholders related to development. They would complete financial administration for example process invoices and purchase orders, reconcile credit card reports, balance and reconcile accounts, assign accounts and prepare a breakdown for shared expenses, prepare invoice requests, etc. They will coordinate and contribute to the development of the operating and capital budgets for the department.</p>	<p>The Municipality is experiencing increasing pressure for development. Public Works is a very busy department and includes roads, bridges, water, waste water, storm water and key in moving development forward. There is currently no designated administrative assistant to assist the Manager in drafting reports, compiling data, follow-up with agreements, processing invoices, administrative tasks related to the tendering process etc.</p> <p>An administrative position is now required more than ever, to ensure staff continue to fulfill their tasks as well meet the needs of the community. The void of not having this position will greatly impact management in its ability to meet the increasing development needs.</p>
Project Manager (Non-Union)	<p>Part-time, non-union role</p> <p>The Project Manager is the primary point-person responsible for overseeing capital projects ensuring projects are on time, within budget, and in accordance to specifications. To achieve these important goals, the Project Manager will define project requirements and scope, acquire project resources, and supervise the efforts of contractors. Efficient delivery of project deliverables, effective quality control, clear communication of expectations to stakeholders, and upward reporting to the Manager of Public Works.</p> <p>The major capital project will be the Fire Hall and Public Works Building.</p>	<p>Due to the complexity and expense of the Paisley Firehall and Public Works project, staff is requesting Council consider retaining a project manager to oversee the entire project. This has also been noted in the tender documents from DOMM for the Municipality to have a Municipal assigned project manager.</p> <p>The project manager would be the key point person for the contractors and staff for the project. They would act as the bridge between a project's plan and its execution. They would work closely with our Chief Building Official, Manager of Public Works, Fire Chief, Treasurer and CAO to liaise with the contractor for the site works, building construction and interior construction suppliers and trade.</p> <p>The project managers core role is to ensure that projects meet deadlines, stays within budget, and adhere to quality standards and approved plans.</p> <p>Their expertise in managing timelines and resources prevents miscommunication and scope creep.</p>
Facility Attendant	<p>Full time union role. The role would be a floater position that would assist in the increased operational</p>	<p>Recreation in Arran-Elderslie is key to our resident's quality of life. Facilities are available for a variety of programs and recreational</p>

	<p>demands of all the facilities as well allow for staff coverage for vacations and holidays.</p>	<p>activities. During budget discussion it was brought to our attention the need for an additional Facility Attendant. The increase in demand for programs and services has increased the department workload then partnered with staff vacations, there is not enough staff capacity to meet the expectations of our residents. This concern was also at the request of current facility attendants.</p> <p>The role would be a floater position that would assist in the increased operational demands of all the facilities as well allow for staff coverage for vacations and holidays.</p>
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