

# 2010 Ontario Municipal Compensation Survey

11001	CAO/City Manager	This is the top executive position within the municipality. Responsible for providing vision and leadership and for administering, planning, organizing, directing and controlling all municipal operations and services in accordance with municipality policies and relevant legislation. Responsible for the management and stewardship of assets, business and financial health of the municipality. Attends council meetings and manages the relationship between the elected officials and staff. Provides high level representation to government, media community and public organizations. Directs long term planning processes to ensure the ongoing development of the community.
11005	Executive Assistant to the CAO	Provides confidential administrative support to the CAO. Acts as link between the CAO, other municipal staff, outside agencies and the public. Provides full secretarial assistance including preparing documents and presentation material, screening and responding to incoming correspondence, enquiry's and phone calls, drafting letters and official information releases, arranging and attending meetings, taking and distributing minutes. Maintains the CAO's office records, reviews and approves standard departmental expenditures and maintains accounting records. Coordinates travel and provides administrative support to elected officials as required.
22001	CEO/Chief Librarian	Responsible for providing vision and leadership to the Library and for administering, planning, organizing, directing and controlling all Library operations and services in accordance with municipality policies and relevant legislation. Responsible for strategic planning and policy development; administration, human resources management /labour relations, financial administration, communications and public relations, and information systems. Represents library to municipal administration, the community, government agencies and professional associations. Typically requires a Master of Library Science.
25002	Director, Recreation	Responsible for ensuring that the recreational opportunities available in the municipality meet the community's needs, are managed effectively, meet safety requirements, and are accessible and economically feasible. Responsible for departmental planning, including the development of a master plan, marketing plans and terms of reference, policy and procedure development, budget compilation, presentation and control, managing and coordinating departmental activities and projects which include program registration, collection of statistical data, training and development. Responsible for assessing staffing needs, recruiting, staff development and supervision.
25100	Manager, Facilities	Assists in short and long term facility planning. Coordinates and supervises construction and renovation projects. Recommends relevant operational and user policies, procedures and service levels. Prepares, monitors and administers associated capital and operating budgets. Responsible for hiring, training, and supervising Facility operations staff. May oversee building operations and maintenance for other municipal buildings.

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25116	Arena Operator	Responsible for ensuring efficient operation, cleanliness, maintenance and repair of arenas or other associated facilities and equipment at municipal recreational buildings, including ice-making, quality assurance, equipment inspection, maintenance and minor repair, supplies replenishment, permit set-up and cleanup, complaints investigation and resolutions, daily log and record-keeping.
25137	Park Attendant	Responsible for performing grounds maintenance, construction and repair within municipal parks, open spaces and around facilities including operation of various mowers and equipment, off-road snow removal and salting operations, turf and sports field maintenance, weed spraying, park equipment inspection, maintenance and repair, horticulture programs, and maintenance, and other parks operations. Also responsible for providing guidance to and assisting with orientation of seasonal and student parks staff.
31001	City/Town/Regional Clerk	Responsible for the statutory duties of the Clerk and for developing and leading the Clerk's Division/Department. Responsible for providing corporate administrative and secretariat services to Council and its committees, corporate records management and for Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA) compliance. Provides advice on rules and procedures for meetings. Prepares by-laws and is a signatory to official documents. Incumbents with responsibilities of both Clerk and Treasurer should also be matched here.
32001	Treasurer/Director of Finance	Typically the most senior finance position in the municipality. May be a Commissioner of Finance. Clerk/Treasurers should be matched to 31001. Responsible for leading the finance department, developing, recommending, implementing and continuously monitoring the municipality's short and long-term corporate financial planning. Administers and monitors the financial accounting and reporting including budget and forecasting processes, payroll, and general accounting. Develops, manages and monitors reserve funds, debenture debt and interest accounts, and associated by-law preparation. Directs and manages the municipality's development charges. Responsible for the municipality's financing, banking, and insurance strategies; cash, securities and asset management; credit and investments. May also be responsible for overseeing insurance (property and/or risk), IT and Purchasing functions. Responsible for recruiting, developing and managing department staff. Represents the municipality on finance-related matters. Ensures compliance with Provincial reporting requirements and programs. Oversees the year-end audit. Member of the senior management team. Typically requires an accounting designation (i.e. CA, CMA, CGA).
32027	Payroll Clerk	Collects, verifies and processes payrolls for hourly and salaried employees, including calculating hours, computing and deducting various amounts. Also calculates special adjustments, including bonus, advances, etc. May keep records of sick leave, vacation entitlement, etc. Maintains employee payroll records, prepares data on new, retiring or terminated employees, transfers, salary adjustments, etc. Responds to enquiries on payroll matters.

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32067	Accounting Clerk	Provides bookkeeping services using accounting principles for fees and revenues paid. Process receipts, prepare bank deposits, post payments to ledgers cards, calculate due date of accounts, prepare month/year end reports, issue checks from trust/revenue accounts, follow up on non-sufficient fund cheques, respond to probation officers, legal profession, financial institutions, police, the public, collection agencies, other courts, and creditors/debtors.
32075	Tax Collector/Supervisor	Performs the statutory duties of Tax Collector, responds to inquiries from property tax payers and businesses, oversees the processing of tax payments to accounts, follows up on past due accounts, negotiates and authorizes payment plans. Administers provisions of the Tax Sales Act. May supervise other tax clerks. Issues tax certificates, and liaises with lawyers, mortgage companies and the Provincial Assessment Office. Assists the Treasurer to review and report on legislation affecting municipal taxation. Typically has municipal accounting and taxation experience and has completed a municipal tax collector's program.
32080	Tax Clerk	Provides information on taxation and assessment to taxpayers and others and handles customer complaints. Processes tax write-offs and related adjustments/refunds and mortgage company tax payments. May be responsible for the collection of major residential and industrial or commercial tax accounts. Responsible for month end procedures such as running reports, small balance and transfer credit adjustments and charging penalty/interest. Has authority to negotiate payment plans with taxpayers.
32085	Cashier	Receives funds from ratepayers, the general public and other customers and employees, and records monetary transactions. Counts money to verify amounts and issues receipts for funds received, and issues change. Reconciles balances. Endorses cheques, prepares bank deposit slips, compiles collection reports, and responds to general inquiries regarding payments.
38112	Administrative Assistant	Provides secretarial and administrative support to a department. Prepares correspondence, reports and meeting minutes. Responds to enquiries, screens calls, schedules appointments, arranges meetings and amenities and maintains files. Typically uses word processing, presentation and spreadsheet software.
38120	Receptionist	Provides reception services including greeting customers or visitors, answering multi-line telephones or a small switchboard. May perform routine clerical or typing duties. May receive and send courier packages and operate a facsimile machine.
41002	Director, Building Services/Chief Building Official (CBO)	The Director is typically the Chief Building Official (CBO). Responsible for the overall administration and operation of the Building Services portfolio with jurisdiction for the interpretation and enforcement of the Ontario Building Code and its regulations. Provides guidance to Building Services staff in establishing policies, procedures and priorities to meet defined goals and objectives. Prepares, recommends and maintains budget. Liaises with other departments, Council, committees of Council, building and construction industry representatives, etc.

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41105	Building Inspector	Carries out inspections of new housing and building construction including HVAC, plumbing and sewage systems, to ensure compliance with the Ontario Building Code, Municipal by-laws and other relevant legislation. Liaises with construction superintendents, contractors, builders, etc. If contraventions are discovered, seeks compliance, issues field reports and orders in accordance with established practices and attends hearings to present evidence. May investigate and advise on Municipal Property Standards complaints or requirements. Typically requires a community college diploma in architectural or structural engineering technology.
42105	By-Law Enforcement Officer	Responsible for investigating and resolving complaints with respect to Municipal by-laws and other legislation enforced by the municipality (noise by-law, property standards by-law, licensing by-laws, sign by-law, garbage and debris by-law, etc.). Carry out investigations, inspections, mediate conflicts, complete notes, issue notices, orders and other correspondence, attend court and give evidence. May attend and give evidence in property standards appeals and licensing hearings. Typically requires a post-secondary education in a law enforcement program.
44102	Director, Planning	Responsible for managing, directing and administering the municipality's planning department. Responsible for preparing and administering the Official Plan and related amendments/secondary plans. Oversees review of development applications and related reports to Council. Formulates and recommends planning policies. Attends Council, public hearing and community meetings. Liaises with Provincial and local agencies. Coordinates long-range and specialized planning studies and forecasts. Formulates Terms of Reference, engages external resources and administers contracts. Assesses staffing needs, hires, develops, and supervises planning department staff. Prepares and administers budgets. Typically requires a degree in planning or related discipline, and membership in CIP.
44108	Planner	Responsible for reviewing and commenting on development applications for conformity with Provincial and municipal plans; for preparing planning reports and other planning-related projects and long-range or specialty studies. Recommends policies affecting land use, community facilities, housing and transportation. Carries out research. Compiles, analyzes and reports data on demographic, economic, cultural, and physical factors affecting land use planning. Typically requires a university degree in planning or a related discipline and membership in CIP.

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51001	Fire Chief	Responsible for the overall leadership, operation and administration of the Fire Department including fire suppression, fire prevention and public education, training, mechanical/apparatus and communications/dispatch divisions. May direct emergency response activities. Participates in the preparation of emergency planning for the municipality. Enforces provisions of applicable legislation and executes statutory responsibilities of the Fire Chief. Attends Council and community meetings. Acts as spokesperson for the municipality. Prepares reports, fire master plans and other studies. Prepares budgets. Negotiates and administers the collective agreement in a unionized environment. Assesses staffing needs, hires, develops and manages Fire Department staff. Typically requires a university degree in administrative services and/or diploma in fire services disciplines.
61002	Director, Public Works	Responsible for planning, developing and general management of the Public Works Department comprising infrastructure maintenance and operations, waste management, capital works, design services, development engineering, and associated administrative services. Also responsible for infrastructure needs assessment, development facilitation, liaison duties, material and equipment acquisition, project coordination, service level definition, and for recruiting, developing, and evaluating department staff. Typically requires formal academic training in civil engineering, and is licensed with Professional Engineers of Ontario.
61003	Manager, Public Works	Responsible for the day-to-day co-ordination and administration of public works infrastructure maintenance programs including roads, sidewalks, winter control, fleet, sewer/water mains and appurtenances, storm water management, and waste management; may also include operations such as parks/sports fields maintenance, forestry, water meter installation/repair and roads-related permitting; trouble-shoots on service inquiries/complaints; supervises internal staff and external contracted service providers; prepares policies/procedures and standards and makes level-of-service recommendations; prepares and administers budgets and work plans; typically reports to a Director of Public Works and may act in the absence of the Department Head; often requires a diploma in Civil Engineering and a CET designation.
62215	Building Maintenance Worker	Responsible for coordinating, expediting, and performing maintenance, repair and administrative work related to facilities and equipment at municipal buildings. This includes ensuring efficient operation and cleanliness of the building, quality assurance, equipment and plant inspection, maintenance and repair, supplies inventory maintenance, control and record-keeping duties, complaints investigation and resolution. Also responsible for coordinating the work of assigned building cleaning staff.

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63121	Foreperson, Roads	Responsible for assigning, overseeing and coordinating work crews and equipment to carry out maintenance activities on Municipal roads. Coordinates day-to-day roads maintenance activities, determines employees and materials required, prepares work schedules and assigns duties. Ensures work performed is in accordance with local and legislative standards. Assists Area Supervisors in the planning and scheduling of annual road maintenance programs.
63125	Mechanic	Inspects and repairs damaged and malfunctioning vehicles and equipment by diagnosing, repairing or replacing damaged or defective parts. Administers preventative maintenance programs. Orders parts and keeps inventory, repair and maintenance records. Conducts motor vehicle inspections in accordance with provincial and municipal requirements. Must possess or be working to obtain a valid Automotive Service Technician Certificate of Qualification (310S) and a valid Ontario Truck and Coach Technician Certificate of Qualification (310T).
63205	Heavy Equipment Operator	Operates heavy equipment, such as backhoe, ploughs, sanders, dump trucks, graders, etc. Performs winter maintenance activities (i.e. snow ploughing, salting, snow removal), grades roads/shoulders, digs ditches/culverts and excavates sewer/water lines. Requires an Ontario Class D license with Z endorsement.
63215	Labourer	Works on constructing and maintaining municipal public works and parks infrastructure. May maintain buildings and grounds. Performs manual labour and uses small tools and equipment. Ensures safety procedures are adhered to. Maintains equipment and materials and ensures they are accounted for. Drives pick-up truck and other light vehicles. Requires Class G driver's license.
65105	Supervisor, Water/Wastewater Operations	Responsible for the safe operation and maintenance of one or more Municipal water/wastewater facilities. Ensures designated employees perform their duties in accordance with established procedures. Acts as overall responsible operator and provides technical guidance on all operation and maintenance matters. Schedules staff and the operations maintenance work. Ensures that sampling, testing and recording are performed satisfactorily as well as monitors the accuracy of all record keeping. Assists in the preparation of current budget estimates and monitors expenditures in area of operation. Requires a post secondary degree as well as applicable Ministry of Environment Water/Waste Water workshops and/or certificates.

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65122	Water/Wastewater Operator, Level 2	Operates and maintains wastewater treatment plants and associated pumping stations. Performs daily checks on operation of equipment. Maintains data logs. Performs in-plant tests and tests chemical dosages and residuals. Performs preventative maintenance on machinery and assists in system modification. Assigns work and ensures that safety standards are adhered to. Solves referred problems. Requires MOE Class II certificate in wastewater utility operation.
65123	Water/Wastewater Operator, Level 3	Operates and maintains wastewater treatment plants and associated pumping stations. Performs daily checks on operation of equipment. Performs in-plant tests and verifies chemical dosages and residuals. Typically requires two years of post-secondary education or other training relevant to the functions performed and up to four years experience as an operator in a similar facility, including at least two years as an operator in charge of a Class II, III or IV facility. Requires MOE Class III certification.