



REQUEST FOR PROPOSALS JOB DESCRIPTION AND COMPENSATION REVIEW

ATTACHMENT #2: Information on Incumbents / Job Descriptions

The following lists the number of incumbents and available Job Descriptions that the Town has on file as at the time of publishing. Many departments make use of casual, part time and full time positions. A small number of Job Descriptions may not be required for review, as they have not been filled. This list is subject to change during course of the project.

- **Manager Positions = 8 incumbents**
 - Chief Administrative Officer (Not within scope of review)
 - Director of Corporate Services (Not within scope of review)
 - Director of Finance (Not within scope of review)
 - Director of Development Services (Not within scope of review)
 - Director of Community Services (Not within scope of review)
 - Director of Operations (Not within scope of review)
 - Fire Chief (Not within scope of review)
 - Airport Manager (Not within scope of review)

- **Exempt Non-Manager positions = 6 Incumbents**
 - Human Resources Advisor (Not within scope of review)
 - Executive Assistant
 - Deputy Fire Chief (Not within scope of review)
 - Fire Training Officer (Not within scope of review)
 - Recreation Coordinator
 - Community Economic Development Coordinator

- **Collective Agreement Specified Classifications = 49** (total below = 55 incumbents)
 - **AIRPORT = 8 incumbents**
 - Airport Administrative Assistant
 - Airport Manager Assistant
 - Airport Maintenance Mechanic-Operator I
 - Airport Maintenance Mechanic-Operator II
 - Airport Maintenance Mechanic Supervisor
 - Clerk Typist Airport

 - **COMMUNITY SERVICES = 7 incumbents**
 - **Arena**
 - Arena Supervisor
 - Arena Worker I

- Arena Worker II
- **Parks**
 - Parks Personnel I
 - Parks Personnel II
- **CORPORATE SERVICES = 2 incumbents**
 - Corporate Services Clerk
 - Legislative Clerk
- **DEVELOPMENT SERVICES = 5 Incumbents**
 - Building Inspector I
 - Building Inspector II
 - Building Inspector III
 - Development Services Clerk I
 - Development Services Clerk II
 - Engineering Technologist I
 - Engineering Technologist II
 - Engineering Technologist III
 - Planner
 - Planning Technologist I
 - Planning Technologist II
 - Planning Technologist III
 - Planning Technologist IV
 - Prevention and Community Safety Officer
 - Senior Engineering Technician
- **FINANCE = 5 incumbents**
 - Accounting Clerk I
 - Accounting Clerk II
 - Clerk Typist Reception
 - Senior Accounting Clerk
- **RCMP = 4 incumbents**
 - Clerk Typist Dispatch RCMP
 - Court Liaison Officer
- **SMITHERS FIRE RESCUE = 1 incumbent**
 - Clerk Typist Firehall

- **WORKS & OPERATIONS = 23 incumbents**
 - Certified Mechanic
 - Chief Utilities Operator (Utility Operator IV)
 - Clerk Typist Works & Operations
 - Equipment Operator I
 - Equipment Operator II
 - Garbage Truck Operator-Swamper II
 - Labourer I
 - Labourer II
 - Operations Supervisor
 - Seasonal Labourer I
 - Shop Service Person
 - Utility Operator I
 - Utility Operator II
 - Utility Operator III
 - Utilities Supervisor