



Policy Type:	300 Transportation
Policy Title:	21 Full-Time Maintenance Employee Position
Authority:	
Resolution #	

Description:

The position of Maintenance Employee is a year-round position, although hours may be vary during summer and winter months at the discretion of Council and Maintenance Supervisor. Employee wage shall be established through negotiation between the applicant and a hiring committee established by resolution of Council.

Qualifications:

- Possess a reasonable degree of knowledge and competence in the operation of R.M. equipment.
- Have personal transportation, ex: pick-up truck, which the employee is willing to use from time to time, particularly during mowing season.
- Possess a valid driver’s license.
- Be capable of accepting instruction and working with a minimum of supervision.
- Maintain a neat appearance.
- Able and willing to communicate with ratepayers in a respectful manner.

Duties:

- To operate R.M. machinery as required.
- Perform daily circle checks and routine maintenance on equipment.
- To keep records of daily work performed in the manner prescribed by the R.M. administration.
- To perform assigned work which may include: mowing; fencing; rock picking; shop, machinery & yard maintenance; tasks involving grader/backhoe-loader/gravel truck/tractor; traffic sign placement & repair; assessing, cleaning & repairing of culverts and/or bridges.
- Carry out any other tasks as assigned by Maintenance Supervisor.

General Expectations:

- Address fellow employees and Supervisor in a reasonable manner.
- Be willing to follow directions.
- Address all ratepayers with respect; relay any concerns to the R.M. Administration.
- Keep time sheets and/or log books as requested.
- Establish a mutually acceptable work schedule in conjunction with seasonal maintenance personnel, based on approximately 8 hours per day, approximately 40 hours per week.
- When possible, be willing to accommodate an extended work day.

- When booking vacation days, requesting the holidays well in advance with the Maintenance Supervisor. All holidays must be approved by the Maintenance Supervisor. (Refer to `Vacation Days Policy`).
- Reporting to the Maintenance Supervisor any incident or injury occurrence during work hours.
- Absolutely no smoking in ANY R.M. equipment or inside R.M. buildings.
- Abstain from consuming alcohol or other controlled substances:
 - a) During hours of work
 - b) At any time on the shop premises

Employee Payroll / Benefits

- Employee vacation pay and statutory holiday pay will be paid out on every paycheck.
- Employee is required to contribute to MEPP (Municipal employee Pension Plan) as per MEPP contribution schedule *9%*. The RM will match the employee contribution schedule and remit employee/employer contributions to MEPP on a monthly basis.
- Employee benefits are subject to a 3 month waiting period beginning from the first day worked. These Benefits are offered through SARM (Saskatchewan Assoc. of Rural Municipalities):
 1. Health and Dental (Single coverage) – 100% premium paid by employer
 2. Health and Dental (Family coverage) - 50% premium paid by employee, 50% paid by employer
 3. Short Term Disability – premium paid by employer
 4. Long Term Disability – premium paid by employee

Disciplinary Action

- All positions are subject to a three month probationary period.
- Any disciplinary issues shall result in the issuance of verbal warning from the Maintenance Supervisor.
- A second offence shall result in a written letter of reprimand presented to the employee and retained in the employee file, signed by both Reeve and Administrator, stating the grievance in question as well as the agreed action to be taken.
- All letters of reprimand shall be presented to council during an in-camera session at the next regular meeting of council.
- Three written warnings in an employee file will result in immediate termination with the RM of Beaver River.