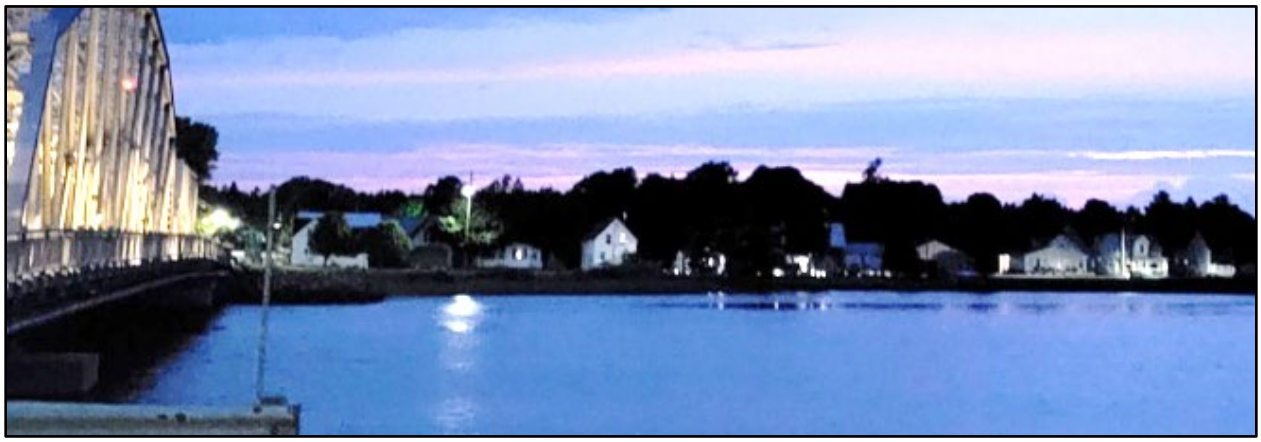
Five Rivers

HR-01-02

ORGANIZATION CHART & ROLES

Date: JANUARY 2025 | Version 2.0



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CONTENTS

About this Document 4

Organizational Structure 5

Roles and Descriptions 8

- CAO 9
- Assistant Treasurer 13
- AP/AR Clerk 15
- Assistant Clerk 16
- Community Development Specialist 18
- Recreation & Events Coordinator 20
- Manager of Public Works 22
- Public Works Laborer 1 25
- Public Works Laborer 2 27
- Summer Camp Worker 29

Appendix 1: Signatures 30

About this Document

This is an internal Human Resources document that provides the organizational chart for the municipality of Five Rivers as well as job titles and role descriptions for municipal employees.

Effective Date

The effective date of this policy is January 2026.

Version History

Date	Version	Change
Feb 2025	1.0	First edition.
Jan 2026	2.0	Second edition.

Application

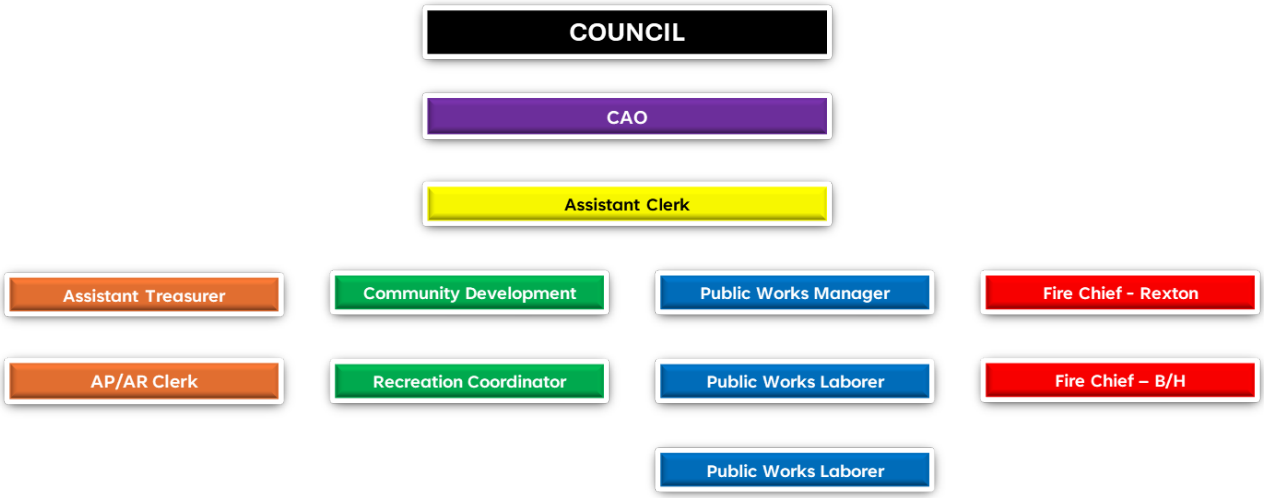
The job titles and descriptions should be referenced in performance reviews and job postings.

Administration

The Chief Administrative Officer (CAO) is responsible to ensure that this document is updated to reflect changes in the organization chart or roles within the organization. Council will review and approve major adjustments to positions.

Organizational Structure

To support operations in 2024, the municipality will have the following organizational structure.



CAO: The Only Employee of Council

Council has one employee: the CAO. All other municipal employees report to the CAO and have no direct reporting relationship with Council members.

Council Appointments: CAO, Clerk, Treasurer

Council must appoint, through resolution, three positions: CAO, Clerk, and Treasurer.

Roles Defined by Local Governance Act: Clerk & Treasurer

The roles of Clerk and Treasurer each have specific responsibilities as defined in the Local Governance Act (Bill 44) of the provincial government. Those responsibilities are enumerated in the sections below.

Role of Clerk

Council appoints the Clerk. The role of the Clerk is defined in the Local Governance Act of New Brunswick (Bill 44). Under this provincial statute, the Clerk has the following responsibilities.

- Attends all meetings of council and record in a book or electronically (a) the names of the members of council present at the meeting, and (b) all resolutions, decisions, and proceedings of the council, without note or comment.
- Records the name and vote of every member voting on a question (if required by any member of council present).
- Keeps the books, documents, and records of the council and the originals of all by-laws and resolutions.
- Maintains an indexed register of certified copies of all by-laws of the local government.
- Acts as the custodian of the corporate seal of the local government.
- Calls a meeting of council to select a Councillor to function as presiding officer of the council (if mayor and deputy mayor are absent or the office of mayor is vacant).
- Signs all agreements, contracts, instruments, and other documents to which the local government is a party.
- Notifies all members of council of all meetings of the council.
- Facilitates communication between Council, municipal staff, and public.
- Provides information regarding council and committee decisions.
- Provides information on municipal operations and activities.
- Prepares for and supervises Council orientation following elections and by-elections.
- Serves as a Commissioner of Oaths for the Province of New Brunswick when swearing in new members of Council.

Role of Treasurer

Council appoints the Treasurer. According to the Local Governance Act, the Treasurer has the following responsibilities.

- Collects and receives all money of the local government.
- Opens one or more accounts in the name of the local government in a chartered bank, credit union or other similar place of deposit approved by the council.
- Deposits in the accounts all money received by him or her on behalf of the local government.
- Maintains accurate accounts and records of the financial information of the local government in accordance with the Control of Municipalities Act.
- Serves as the custodian of all financial accounts, records, and documents of the local government.
- Prepares a detailed statement of the finances of the local government for an annual audit each fiscal year.
- Prepares and submits periodic statements to the Council as required.
- Ensures that the local government is protected by insurance against risks that may involve pecuniary loss or liability on the part of the local government.
- Signs all cheques and payment authorizations issued by the local government (this signing authority is a joint authority with the mayor or any other person that the council appoints).
- Advises the council and its committees on all matters relating to finance or accounting.

Roles and Descriptions

The municipality of Five Rivers has the following positions.

- CAO
- Assistant Treasurer
- AP/AR Clerk
- Assistant Clerk
- Community Development Specialist
- Recreation & Events Coordinator
- Manager of Public Works
- Public Works Laborer 1
- Public Works Laborer 2
- Summer Camp Worker

The municipality may have other positions as required, which could be full-time or part-time and casual or seasonal.

CAO

By-Law A-18, Role of Chief Administrative Officer, provides a detailed job description for the CAO. The CAO is the only employee of the municipality who reports directly to Council.

Responsibilities

ADVSIOR TO COUNCIL. Serves as principal advisor to Council. Collects and provides information and prepares and submits such reports and recommendations as may be required by Council or its Committees to make informed decisions on municipal policy and other matters. Takes special care to inform Council about any issue of a critical and time-sensitive nature that is affecting adversely, or may affect adversely, municipal operations, departments, offices, projects, or plans. Ensures that Council is informed of its legislative responsibilities and authorities under applicable provincial statutes and that municipal employees provide appropriate input to support Council deliberations. Act as a liaison between Council and other professional advisors such as engineers, accountants, and lawyers.

CLERK. Acts as Clerk for the municipality as stipulated in Section 74 of the Local Governance Act. Ensures that at least one person is available to serve as Clerk at each meeting of Council.

TREASURER. Acts as Treasurer for the municipality as stipulated in Section 74 of the Local Governance Act.

ADMINISTRATIVE HEAD. Responsible for the overall administration and affairs of the municipality in accordance with its by-laws and policies.

DIRECT REPORTS. All municipal employees are accountable to the CAO for the performance of their duties and management of their budgets. The CAO shall ensure that employees of the municipality understand and implement Council decisions and directives.

ATTENDANCE AT MEETINGS. Attends meetings of Council, meetings of Council committees to which he or she has been assigned, and other meetings as required by Council to remain informed of issues and to participate in discussions on municipal matters.

REPRESENTATION TO OTHER ORGANIZATIONS. Participates in discussions and works with officials from other municipalities, provincial departments, federal departments, industry associations, and community groups on various initiatives to further the goals and objectives of the municipality.

BY-LAWS, POLICIES, ORDERS. Supervises the enforcement of municipal by-laws and policies and any other orders or resolutions of Council. Participates in the preparation, drafting, and review of new by-laws and by-law amendments. Prepares appropriate communications about, and act appropriately to enforce, newly passed by-laws and by-law amendments.

LIASON TO PUBLIC. Acts as the primary liaison between Council and citizens on matters pertaining to municipal by-laws, policies, and programs. As primary liaison, the CAO investigates and addresses public complaints and concerns, and issues reports to Council as appropriate.

FINANCIAL MANAGEMENT. Oversees and manages the finances of the municipality, including the proper preparation and administration of all operating and capital budgets and the proper maintenance of all operating, capital and reserve funds.

BUDGET STEWARDSHIP. Oversees the allocation of funds, approves the transfer of budget allocations within total budget funds, and monitors revenues and expenditures to ensure financial accountability. Manages and controls the operations of all departments to ensure compliance with the budget approved by Council.

FINANCIAL REPORTS. Prepares, and presents to Council, monthly financial reports showing the municipality's operating revenues and expenditures for the prior month and the year-to-date. Ensures that annual audits are carried out in compliance with applicable standards and provincial legislation.

PURCHASING AND PROCUREMENT. Ensures that purchasing and procurement complies with the municipal policies and provincial regulations.

FUNDRAISING. Approves, oversees, and has access to a full accounting of the results of all solicitations by municipal departments or employees for donations and funding to support municipal operations, departments, events, or projects, including grant applications to the federal or provincial government or other organizations.

BORROWING. Engages and communicates with the New Brunswick Municipal Capital Borrowing Board with respect to borrowing and debentures. May delegate this authority in whole or in part to the Clerk, the Treasurer, or a Department Head on a case-by-case basis.

LIABILITY INSURANCE. Ensures there is sufficient liability insurance provided to Council and municipal employees.

OPERATIONS. Responsible for the performance and results of operations of the municipality and for the availability and quality of the services provided by the municipality.

UTILITY SYSTEMS. Responsible for the operation and administration of municipal utility systems. Ensures that utility systems operate within all applicable laws, by-laws, policies, and licenses to operate. Ensures that wastewater treatment meets all applicable environmental and health criteria. Ensures there is an adequate system in place to advise residents of irregularities in utility systems such as boil order advisories and sewage discharges.

ASSETS AND INFRASTRUCTURE. Responsible for the effective use, management, repair and maintenance of municipal assets and infrastructure, including all buildings, vehicles, machinery, and tools.

PROGRAMS AND SERVICES. Ensures that the municipality delivers programs and services to residents and other recipients in a manner that meets the quality standards set by Council and the fair and reasonable expectations of the residents and recipients. Responsible to implement, effectively and efficiently, all programs and services approved by Council.

EMERGENCY RESPONSE. The CAO shall ensure that an Emergency Response Plan is in place in case of a disaster and shall direct, if necessary, operations from the Emergency Operations Center. In the event of an emergency requiring work in which time is a key factor, the CAO shall have the authority to act without first consulting the Council, but the CAO must advise the Councillors of what is being done at first opportunity. In such emergencies, if possible, the CAO shall consult the committee concerned before acting.

CONTRACTS AND AGREEMENTS. Responsible for all municipal contracts, agreements, and other legal matters. Negotiates various agreements and contracts on behalf of the municipality in accordance with Council's policies, procedures, and directions.

TENDERS AND PROPOSALS. Oversees the preparation of tenders, proposals, and other contracts for products and services to ensure that such documents contain appropriate terms, conditions, and content, including specifications. Oversees the administration and execution of contracts and agreements, including all leasing and maintenance agreements, to ensure that all parties comply with the terms and conditions and that all obligations are fully and properly executed.

CONSULTING. Subject to the municipality's procurement policy, signs or authorizes contracts with consultants, professionals, tradesmen, or others to obtain services that require special expertise, skills, or capabilities, but only if the service or work product to be provided is of a non-routine or non-standard nature and only if the work will take place on a one-time or temporary basis.

LEGAL MATTERS. Represents Five Rivers in any legal action or proceedings before a court, board, or tribunal. Before initiating any legal action, apprises Council of the details of the legal action and make recommendations to Council as appropriate. May retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the municipality.

PLANNING. Participates in the development of the municipality's Rural Plan and other strategic plans and planning exercises, including regional economic planning activities.

ECONOMIC DEVELOPMENT. Leads and supports planning, projects, and initiatives that further the development and interests of the municipality. Leads or supports initiatives with a strong potential to significantly benefit the economic development of the municipality, in cooperation with other municipalities, the provincial government, the federal government, and industry organizations.

LAND USE. Oversees land use and planning, including the sale, transfer, acquisition or purchase of any municipal property and the completion of development proposals, site plans, subdivision agreements, variances, and rezoning applications.

COMMUNITY AND BUSINESS RELATIONS. Builds strong relationships with members of the local business community, the Chamber of Commerce, Opportunities NB, and other provincial and federal departments and agencies. Supports and facilitates partnerships and agreements between businesses, all levels of government, communities, educational institutions, and financial institutions.

MARKETING AND PROMOTION. Leads or oversees the planning, development and implementation of activities and events that have been designed to promote Five Rivers.

SPOKESPERSON TO PUBLIC. Acts as a spokesperson for the municipality as requested by Council. With respect to matters of Municipal governance and administration, communicates effectively with the public, the media, Council, municipal employees, the provincial government, the federal government, and external organizations. May provide advice and recommendations to Council on communications directed to the public, including media relations and press releases.

LIAISON BETWEEN MUNICIPALITY AND COUNCIL. Communicates with municipal employees solely through the CAO except in cases of general inquiries and information sharing. Communicates on behalf of municipal employees to Council and Mayor.

HUMAN RESOURCES. Responsible for the human resource management of the municipality, including recruitment and retention, remuneration, appraisal and promotion, training and development, and performance management. Fosters a positive work environment for employees, holds all employees responsible for results, ensures compliance with applicable provincial and federal legislation relating to workplace health and safety, maintains the security and privacy of all personnel files, develops and maintains an organizational chart of departments and the personnel assigned to each, ensures that all employees have a complete and accurate job description, assesses staffing requirements and recommends changes to Council for approval, leads and facilitates meetings with teams and individuals to review and establish their goals, standards, teamwork, and communication, and ensures that annual performance appraisals are completed for all employees.

RIGHT TO STRUCTURE ORGANIZATION. In consultation with Council, may establish the structure of the administration, including creating, eliminating, merging, or dividing roles and/or departments provided that such reorganization does not decrease the level of service provided to the community.

RIGHT TO HIRE AND PROMOTE. May, without Council approval, hire or promote any employee if the decision can be supported by the funds allocated for the position in the current budget, as approved by Council. In such cases, the CAO will inform Council about the decision at the next regular meeting of Council.

RIGHT TO REPLACE. May, without Council approval, replace an employee whose employment with the municipality has ended for any reason, such as resignation, retirement, long-term illness, parental leave, or termination.

RIGHT TO FIRE. May, without Council approval, dismiss any employee of the municipality for cause, subject to all applicable federal and provincial regulations, except for a Fire Chief. Before issuing a notice of dismissal to an employee of the municipality, notifies the whole Council of his or her decision no less than one (1) week in advance.

RIGHT TO SUSPEND. May, without Council approval, suspend a department head from his or her duties and declare himself or herself the acting department head. May take this action if he or she considers it necessary to protect and preserve the effective operation of the municipality from critical issues such as a by-law violation, a conflict-of-interest, the non-performance of duties, or a sudden and unplanned absence. Subject to the approval of Council, resolves the matter at first opportunity by reinstating the authority of the former department head or by replacing the person whose authority the CAO suspended.

Assistant Treasurer

Reporting to the CAO, the Assistant Treasurer is responsible for accounting, AP/AR processing, billing, collection, payroll, and financial reporting. The Assistant Treasurer also serves as the primary HR Benefits Administrator for the staff.

Responsibilities

Banking. Oversees municipality's banking needs, the general ledger, accounts payable, purchasing, and accounts receivable functions. Reviews bank statement and ensures accuracy of deposits and debits.

Payroll and Benefits Administration. Completes biweekly payroll processing, including remittances for pension and benefits. Ensures adherence to vacation, overtime, and expense reimbursement policies. Ensures personnel files are up-to-date with vacation requests, benefits, and tax documents. Ensures approved practices are followed in the hiring, promotion, and termination of employees. Maintains Records of Employment (ROE), manages benefits, and paid leaves. Processes employee reimbursement requests.

Accounts Payable. Prepares and issues bills and collects revenues for user fees, including sewer bills and recreation user fees. Receives, verifies, records, processes, and files invoices in a timely, efficient, and accurate manner. Resolves discrepancies between quotations, invoices, contracts, and payments. Manages petty cash. Ensures proper coding and authorization before releasing payment via cheque, EFT, or credit card. Sets up payments in online banking system. Advises employees and customers of payments made. Receives, triages, and replies to emails regarding AP matters.

Accounts Receivable. Records daily deposits received and applies payments to records in a timely, efficient, and accurate way. Prepares and processes bank deposits. Collects receivables from residents and businesses and takes prompt action to resolve overdue accounts. Receives, triages, and replies to emails regarding AR matters.

Accounting Policies and Controls. At the direction of the CAO, defines, implements, and documents appropriate accounting policies, procedures, practices, and controls. Defines access privileges and protects passwords to accounts and funds.

Chart of Account Maintenance. At the direction of the CAO, ensures that the Chart of Accounts is defined and applied to support accurate reporting.

Annual Audits. Schedules and coordinates the completion of annual financial audits as required under the Local Governance Act.

Reporting. Produces monthly reports for council, the CAO, department heads, and staff to show the status of operating and capital funds relative to established budgets, plans, and other targets.

Budgeting. Supports the CAO in the preparation of annual operating budgets and capital plans, including the Canada Community-Building Fund plan and the Capital Renewal plan.

Borrowing. Manages debenture applications to secure long-term financing through GNB's Municipal Capital Borrowing Board (MCBB).

Documentation and Records. Files all financial documents in compliance with municipal standards and procedures. Safekeeps, preserves, and maintains an indexed registry of financial records (e.g., bills, invoices, receipts, debentures, bank records, etc.). Serves as primary interface to banking institutions. Secures and maintains identification information that provide access rights to municipal bank accounts and records at the municipality's financial institutions.

Other. Advises CAO on selection and deployment of financial software. Attends council meetings, prepares reports for Council, and participates on committees as directed by CAO. Assists CAO to prepare the annual report as required under the Local Governance Act. As applicable, supports translations from English to French.

Qualifications

- Degree or diploma in business, accounting, public administration or equivalent.
- Strong working knowledge of payroll, AP/AR processes, borrowing, and audits in a municipal environment.
- Knowledge of public sector accounting and finance (PSAS).
- Direct accounting experience or an accounting designation (CPA, CA, etc.) preferred.
- Strong skills with accounting and financial software (e.g., Sage, Simply Accounting, TownSuite).
- Strong skills with Microsoft Office applications, with emphasis on Microsoft Excel.
- Strong reporting skills, able to translate detailed financial information into clear, meaningful reports.
- Ability to clearly answer inquiries from the CAO, council, auditors, the public, and others.
- Ability to demonstrate tact and discretion in handling matters of a confidential nature.
- Ability to maintain a high degree of professionalism and integrity.
- Strong oral and written communication skills.
- Ability to meet deadlines.
- Strong customer service focus.
- Ability to work outside of normal business hours as required.
- Bilingualism would be an asset.

AP/AR Clerk

Reporting to Assistant Clerk, the AP/AR Clerk will assist the Assistant Treasurer, by performing Accounts Receivable, Accounts Payable, and payroll tasks. The AP/AR Clerk will also serve as a front desk receptionist.

Responsibilities

Accounts Payable. Prepares and issues bills and collects revenues for user fees, including sewer bills and recreation user fees. Receives, verifies, records, processes, and files invoices in a timely, efficient, and accurate manner. Resolves discrepancies between quotations, invoices, contracts, and payments. Manages petty cash. Ensures proper coding and authorization before releasing payment via cheque, EFT, or credit card. Sets up payments in online banking system. Advises employees and customers of payments made. Receives, triages, and replies to emails regarding AP matters.

Accounts Receivable. Records daily deposits received and applies payments to records in a timely, efficient, and accurate way. Prepares and processes bank deposits. Collects receivables from residents and businesses and takes prompt action to resolve overdue accounts. Receives, triages, and replies to emails regarding AR matters.

Payroll and Benefits Administration. Completes biweekly payroll processing, including remittances for pension and benefits. Ensures adherence to vacation, overtime, and expense reimbursement policies. Ensures personnel files are up-to-date with vacation requests, benefits, and tax documents. Ensures approved practices are followed in the hiring, promotion, and termination of employees. Maintains Records of Employment (ROE), manages benefits, and paid leaves. Processes employee reimbursement requests.

Front Desk. Greets visitors in person or on the telephone; answers or refers questions and inquiries. Provides prompt and courteous service to residents and other visitors. Take messages and communicate them to the appropriate people. Maintains a Visitors Log to record those who visit the municipality to speak with Municipal staff or Council.

Qualifications

- Working knowledge of basic accounting, payroll processes, and AP/AR processes.
- Experience with office management, including maintaining supplies inventory (paper, pens, ink, etc.).
- Experience coordinating service calls for office machines and tools (photocopiers, printers, etc.).
- Strong attention to detail, strong ability to organize and maintain files and records.
- Ability to demonstrate tact and discretion in handling matters of a confidential nature.
- Ability to maintain a high degree of professionalism and integrity.
- Ability to maintain a positive, professional, and welcoming presentation to the public.
- Ability to meet deadlines with strong customer service focus.
- Front desk experience or recent graduate from relevant post-secondary program
- Bilingualism would be an asset.

Assistant Clerk

Reporting to the CAO, the Assistant Clerk will assist the CAO in conducting the official tasks and duties of Clerk. In addition, the Assistant Clerk will be responsible for a variety of reception and administrative tasks.

Responsibilities

Front Desk. Greets visitors in person or on the telephone; answers or refers questions and inquiries. Provides prompt and courteous service to residents and other visitors. Take messages and communicate them to the appropriate people. Maintains a Visitors Log to record those who visit the municipality to speak with Municipal staff or Council.

Assistant Clerk. Assists Clerk to perform legislated duties. See page 5 for details.

Documentation and Records. Provides access to the municipality's official records. Drafts, reviews, retrieves, copies, faxes, and files documents. Files all documents (hard copy and soft copy) in compliance with municipal standards and procedures. Safekeeps, preserves, and maintains an indexed registry of official files and documents, including copies of bylaws, minutes, contracts, agreements, legal papers, financial files, (budgets, debentures, bank records, bills, invoices, receipts, etc.), and other such records.

By Law & Policy Review & Amendment. As directed by the CAO, reviews current by-laws to confirm that they remain appropriate in scope and detail. Oversees by-law enforcement administration, working with third-party service providers and contractors.

General Administration. Administers the provision and issuance of licenses, including peddler licenses. Provides administrative services for the office of mayor, council, and the CAO as required. Assists with the coordination of official civic functions and visits.

Office Management. Maintains office supplies. Operates and maintains office machines, including printers and copiers. Coordinates telecommunications and information technology support services. Maintains the security of keys to the municipal office as well as other buildings and facilities. Stores, orders, and maintains all flags and other official assets of the municipality.

Contact Management. Maintains a database of contact information on employees, council, residents, and other persons or organizations of interest to support communications, notifications, and billing.

EMO Coordination. Coordinates activities related to emergency management for the municipality, including helping author the EMO Plan.

Email and Meetings. Manages outgoing mails; sorts, distributes, and files incoming mails. Maintains employee directories and contact lists. Schedules meetings in Microsoft Office Calendar and files reports.

Other. Attends council meetings and participates on committees as directed by the CAO. May perform financial functions such as preparing and issuing bills or collecting user fees or sewer fees.

Qualifications

- Experience and/or knowledge of municipal governance, including the respective roles of Council and staff.
- Familiarity with Local Governance Act of New Brunswick and related regulations (such as document management).
- Basic understanding of basic procedures relating to council meetings and committee meetings.
- Ability to read and assess legal contracts and service agreements.
- Ability to exercise discretion, judgment, and diplomacy and to maintain confidentiality.
- Experience with office management, including maintaining supplies inventory (paper, pens, ink, etc.).
- Experience coordinating service calls for office machines and tools (photocopiers, printers, etc.).
- Strong reading comprehension and communications skills, with emphasis on writing skills.
- Strong organizational skills, attention to detail, adherence to deadlines and procedures.
- Strong ability to organize and maintain files and records.
- Strong people skills; relates easily and comfortably to people of various backgrounds and personalities.
- Able to maintain a positive, professional, and welcoming presentation to the public.
- Ability to multi-task, comfortable in a fast-paced environment.
- Two years of front desk experience or recent graduate from relevant post-secondary program.
- Microsoft Office (Outlook, Word, PowerPoint, Excel).
- Keyboard and typing skill.
- Bilingualism would be an asset.

Community Development Specialist

Reporting to the CAO, the Community Development Specialist leads community development activities for the municipality by engaging local and regional stakeholder groups. Also serves as the municipality's primary communications specialist. Supports housing development projects by seeking funding from government programs and by drafting developer's agreements and purchase and sale agreements.

Responsibilities

Community Development. Engages members from local community centers, halls, and clubs, non-profit organizations, volunteer associations, and government agencies to address shared needs related to social, cultural, and economic development. Supports and coordinates environmental projects to protect natural resources and promote sustainable practices.

Communications. Produces a broad range of communications deliverables, including quarterly newsletters, public announcements, press releases, reports, letters, and news articles. Responds to inquiries from council, staff, provincial and federal agencies, media, residents, community groups, businesses, and others on communications matters. Oversees sensitive and confidential information on municipal initiatives and public policy issues. Develops content for the Frequently Asked Question section of the municipal website. Supports CAO with communications deliverables, including those related to crisis events and other urgent matters.

Social Media Content Development. Updates content on social media sites. Establishes standards and procedures related to the municipality's internal and external communications, including the Intranet. Develops, implements, and manages a social media plan for the information of other municipal departments and Council.

Media Development and Software Support. Leads efforts to identify and implement user software, training and support staff. Produces and edits graphic files and video files. Designs and maintains the municipal website. Selects and maintains website software, web domains, and social media accounts (Facebook, Instagram, etc.). Serves as primary resource for NBON posts. Providing technical support for colleagues who use municipal software tools.

Event Advertising & Promotion. Oversees event planning, management, and coordination. Prepares communications to advertise and promote activities, programs, and events, using the municipality's website, newsletters, and social media messages. Arranges media coverage for newsworthy initiatives. Creates and updates the Community Calendar and develops public notices to inform residents about local events and activities.

Public Feedback Campaigns. Solicits public feedback about municipal affairs through polls, surveys, and meetings. Maintains a database of compliments, concerns, and complaints from the public.

Tourism. Develops tourism initiatives and plans in coordination with regional stakeholders, including tourism managers at the Kent Regional Service Commission.

Media Library. Maintains the municipality's library of official logos and trademarks. Creates the municipality's official library of report and presentation templates (for example, official letterhead, MS PowerPoint templates, etc.). Builds and updates a media library comprised of images, graphics, and videos from the entire municipality, including former Local Service Districts (LSDs).

Fundraising and Grant Management. In collaboration with the Recreation and Events Coordinator, participates in fundraising drives and supports the fundraising efforts of local or regional non-profit organizations.

Housing Development Support. Coordinates housing development opportunities, working with the CAO, local developers and stakeholders, as well as officials from the provincial and federal governments. Assists CAO in drafting Developer Agreements and Purchase and Sale Agreements when municipal properties are sold. Maintains a reference file on all municipal properties containing reference information such as PID, PAN, address, zoning, property size, assessment value, and photographs

Regional Service Commission Coordination. Collaborates with members of the Kent Regional Service Commission (KRSC) to create plans and implement projects related to regional development and tourism.

Other. Attends council meetings and participates on committees as directed by the CAO. Provides regular reports to Council on activities. Assists the CAO with production of the annual report as required under the Local Governance Act. As applicable, supports translations from English to French.

Qualifications

- University or post-secondary diploma in communications, marketing, public relations, journalism, or a related field.
- Experience in the communications field, preferably in municipal government.
- Advanced written and oral communication skills and presentation skills.
- Ability to exercise discretion, judgment, and diplomacy and to maintain confidentiality.
- Basic knowledge of social media applications, including Facebook and Instagram.
- Strong working knowledge of Microsoft Office software, including Outlook, Word, Excel, and PowerPoint.
- Basic skills in audio and video production and editing.
- Able to effectively manage multiple tasks, priorities, and projects and to deliver under deadline pressure.
- Availability to work a flexible work schedule including unscheduled overtime and modified hours to accommodate social media monitoring and response, conferences, special events, meetings and to meet deadlines.
- Bilingualism would be an asset.

Recreation & Events Coordinator

Reporting to the CAO, the Recreation and Events Coordinator is responsible to plan, oversee, and organize recreation programs and civic events. The Recreation and Events Coordinator is also responsible to recruit, train, hire, and manage seasonal staff to work at local parks and properties.

Responsibilities

Recreation & Event Management. Plans and manages sports and leisure activities and programs and cultural events that take place at municipal properties and facilities, including holiday celebrations and other special events. Ensures that municipal properties and facilities are prepared and available for planned events and programs, whether run by the municipality or third parties. Develops recreation plans, facility reservation systems, and event schedules and calendars to manage programs and events. Ensures the safety of staff and participants at all times and supports the advertising and promotion of events. Oversees the development of community gardens to promote food security, access to fresh produce, and social interaction.

Properties and Facilities Management. Manages the use, quality, cost, safety, security, and availability of municipal properties and facilities, including the Bonar Law Commons, the Community Center, the Rexton Recreation Center, Carson's Landing, and the ball field. Establishes rules to govern access to, and the use of, municipal facilities, including usage and rental agreements, staffing, and hours of operation. Ensures that recreation facilities are clean and clutter-free and that all facility equipment and supplies are well stored. Ensures that recreation facilities are safe and secure, and protected from unauthorized entry and unsupervised and improper use. Ensures that recreational facilities are fully compliant with applicable public health and safety codes and standards.

Resource & Asset Management. Ensures that recreation resources (e.g., equipment, supplies, tools, uniforms, etc.) and assets are stored in a well-organized, safe, and secure way to preserve their useful life and to prevent theft. Supports the procurement of new recreation resources.

Public Feedback & Surveys. Collects and assesses data about recreation programs and activities, events, and programs to confirm participation rates, popularity, quality, and cost.

User Fee Collection. Confirms and coordinates the collection of user fees, using municipal systems and according to approved fee schedules.

Contact and Resource Management. Works with Assistant Clerk to maintain a Contact Database of past, present, and prospective participants, users, user groups, supporters, organizations (e.g., ball leagues), and stakeholders.

Communications. Communicates clearly and effectively with staff, Council, residents, contractors, provincial or federal representatives, and others. Responds to compliments, complaints, and concerns from the public in a timely way through direct response, email, or other channels.

People Management. Manages summer students and other seasonal staff members at municipal facilities. Interviews, hires, trains, schedules, and reviews the performance of seasonal staff, in accordance with HR policies. Applies for grants for summer students and seasonal staff.

Fundraising and Grant Management. In collaboration with the Community Development Specialist, participates in fundraising drives and supports the fundraising efforts of local or regional non-profit organizations.

Professional Development. Maintains or acquires certifications or other professional qualifications as required. Stays current with trends and developments in recreation, fitness, and organized social interaction.

Other. Participates on local committees that plan recreation activities and local events as directed by the CAO. Attends council meetings and participates on Council committees as appropriate or required.

Qualifications

- Bachelor's degree in recreation, kinesiology, or a related field or equivalent education and experience.
- Knowledge of best practices in the planning and administration of recreational programs.
- Knowledge of best practices in the planning, marketing, and management of public events.
- Able to train, mentor, direct, and supervise seasonal and part-time staff.
- Ability to work a varied schedule, which includes evenings and weekends depending on season and activities.
- Ability to exercise discretion, judgment, and diplomacy and to maintain confidentiality.
- Able to effectively manage multiple tasks, priorities, and projects and to deliver under deadline pressure.
- Training and experience in Customer Service.
- Bilingualism would be an asset.

Manager of Public Works

Reporting to the CAO, the Manager of Public Works is responsible for the efficient and cost-effective repair, maintenance, and operation of municipal infrastructure, including roads, sewer systems, properties, buildings, facilities, parks, and other assets, while ensuring that environmental protections, workplace safety, and regulatory controls are maintained.

Responsibilities

Transport Infrastructure Maintenance. Performs various tasks to maintain the municipality's roads, curbs, sidewalks, signage, and streetlights. Tasks may include gravelling, patching, sealing, painting, sanding, sweeping, snow removal, and de-icing. Ensures proper drainage by clearing debris and ice from catch basins. Removes weeds and other debris from ditches. Operates tools, machines, and vehicles to maintain, repair, and upgrade transport infrastructure.

Sewer System Management. Ensures that the municipality takes all necessary actions to maintain its approval to operate from the province. Maintains, upgrades, and repairs sewage lagoon, pump house, and lift stations. Maintains, upgrades, and repairs sewer collection mains and house service connections, including sewer augers. Turns sewer services on and off as required. Ensures that all wastewater tests are conducted in compliance with regulations.

Asset Repair & Maintenance. Maintains the working order of municipal assets, including buildings, facilities, workshops, vehicles, machines, materials, and equipment. Maintains an adequate reserve of equipment, supplies, and materials, including vehicles, machines, shop tools, sewer parts, salt, sand, and gravel. Supports procurement activities.

Asset Management. Contributes to the development of municipal asset management priorities and plans.

Emergency Measures and Response. At the direction of the CAO, and in coordination with local authorities and regional agencies, updates and maintains the municipality's Emergency Measures and Response Plan.

Planning & Scheduling. Creates annual and seasonal maintenance, upgrade, and operations plans for assets and properties. Defines and develops long-term priorities to maintain, upgrade, enhance, and augment core assets and infrastructure. Maintains a Public Works calendar to schedule recurring annual or seasonal maintenance activities and special jobs and projects.

People Management. Supervises, manages, and mentors staff to optimize resources and outcomes. Establishes and enforces departmental standards, policies, procedures, and methods to control and optimize the execution of core tasks. Provides instructions and demonstrations to explain standards, policies, procedures, and methods to staff. Develops and delivers daily, weekly, and monthly work plans and schedules. Advises and trains staff in troubleshooting approaches and procedures. Conducts annual performance reviews and provides training plans. Reviews and approves overtime submissions by staff. Ensures that staff fully comply with applicable safety policies and procedures and applicable provincial regulations.

Communications. Communicates clearly and effectively with residents, visitors, businesses, co-workers, contractors, members of Council, agents, and representatives of the provincial or federal governments, and other stakeholders. Responds to the complaints and concerns of the public in a timely way through direct response, email, or other channels. Prepares technical reports, presentations, and correspondence as required.

Inventory Management. Maintains an adequate inventory of supplies and materials to support recreational activities and municipal events.

Infrastructure Inspection. Takes inventories and performs inspections of public infrastructure (roads, streets, signs, lights, curbs, sidewalks, parks, and other), checking for condition, safety, and compliance with applicable standards and codes. Enters findings, including ratings and photos, in the asset database.

Security Management. Ensures the security of municipal properties and buildings. Manages access codes and implements security systems, including monitoring systems.

Other. Acts as the primary technical interface between the municipality and external engineers and contractors on matters related to public infrastructure. Maintains a strong working knowledge of applicable provincial regulations, including those relating to safety and the environment. Advises the CAO of all short- and near-term issues of a critical nature that require attention, mitigation, or action. Maintains proper records of all work performed for residents and businesses. Serves on the committees as directed by the CAO. Provides key input to the annual budgeting process. Attends council and committee meetings as required.

Qualifications

- Class 2 or higher driver's license with satisfactory abstract that demonstrates safe and reliable driving.
- Level 1 certification in wastewater collection and treatment.
- Strong knowledge of municipal infrastructure and operations for all seasons in the following areas: streets, roads and sidewalks, wastewater collection and treatment systems, SCADA systems, storm drainage, parks maintenance, fleet vehicle and equipment maintenance, and facilities maintenance.
- Strong mechanical aptitude and experience using common machines, tools, and equipment, including tractors and lawn maintenance equipment. Ability to accurately read and legibly record readings from gauges and other instruments.
- Mechanical and automotive repair experience would be an asset.
- Experience as a heavy equipment operator of machines such as loaders, backhoes, and graders would be an asset.
- Experience in refrigeration system operation and ice-making. Certification in Ice Facility Operations would be an asset.
- Knowledge of WorkSafe New Brunswick regulations and requirements and workplace safety in general, including safe lifting and handling procedures.
- Occupational health and safety training/certifications, such as Emergency First Aid Training & CPR.
- Able to perform strenuous physical tasks that may include walking, standing, sitting, lifting, crouching, or kneeling for extended periods of time.

- Able to lift, push, pull, or carry 50-pound objects without significant fatigue.
- Able to work in adverse conditions that include inclement weather, heat, cold, humidity, high noise, and exposure to dust and asphalt.
- Able to work in confined spaces or at high elevations.

Public Works Laborer 1

Reporting to the Manager of Public Works, the Public Works Laborer is responsible to perform a variety of tasks to maintain the municipality's properties, facilities, roads, and sewer infrastructure.

Responsibilities

Transport Infrastructure Maintenance. Performs various tasks to maintain the municipality's roads, curbs, sidewalks, signage, and streetlights. Tasks may include gravelling, patching, sealing, painting, sanding, sweeping, snow removal, and de-icing. Operates tools, machines, and vehicles to maintain, repair, and upgrade transport infrastructure.

Sewer System Maintenance. Maintains sewer system infrastructure, including lines, pipes, valves, catch basins, fire hydrants, lift stations, and pump houses. Performs maintenance checks on utility infrastructure and equipment, for example, lift stations. Assists with the collection and delivery of weekly sewer samples. Works in confined spaces in sewage lift stations.

Properties and Facilities Maintenance. Performs various manual labor tasks to maintain, repair and upgrade municipal properties and facilities, including playgrounds, parks, parking lots, green spaces, the municipal office, and works buildings, to ensure that they are available, usable, safe, and clean. Repairs and maintains recreation equipment and machines. Performs seasonal inspections of facilities and equipment, checking for condition, safety, and compliance with applicable standards.

Ice Installation & Maintenance. Maintains and operates the refrigeration system at the recreation center. Operates ice-making and ice resurfacing equipment.

Field Set-Up & Maintenance. Prepares and maintains the ball fields and outdoor rinks for use. Ensures that all fields are properly mowed, lined, and maintained and that the benches, fencing, nets, and other related items are safe and in good condition.

Splash Pad Set-Up & Maintenance. Sets up the splash pad for operation each year. Paints, caulks, and performs other maintenance and repair tasks to eliminate leaks, cracks, and imperfections in and around the pool. Inspects and repairs pipe and drainage systems. Cleans, treats, and maintains the temperature and flow of water to ensure it is safe for use. Maintains the splash pad hut on a regular basis to ensure it is clean, uncluttered, and usable.

Tool, Equipment and Machine Operation. Uses and operates tools, equipment, and heavy machines provided by the municipality to perform tasks in compliance with applicable rules and regulations. Assists with the cleaning, repair, and maintenance of utility infrastructure, equipment, and controls. Assists other utility and equipment operators or departments as requested. Immediately reports incidences, accidents, or concerns.

Adherence to Work Safety Practices. At all times, strictly adheres to safety protocols as defined by WorkSafe, the municipality, or other governing bodies. This includes wearing all required personal protective equipment such as hard hats, safety goggles, and safety boots.

People Management. May supervise seasonal or casual laborers and third-party contractors. May provide instructions and demonstrations to explain standards, policies, and procedures.

Other. Courteous and respectful with municipal staff and members of the public. Performs other tasks assigned by the Manager of Public Works.

Qualifications

- High School diploma or G.E.D, preferably supplemented by technical training related to the work.
- Class 2 or higher driver's license with satisfactory abstract that demonstrates safe and reliable driving.
- Holds valid Occupational First Aid Level 1 and CPR certificate.
- Level 1 certification in wastewater collection and treatment.
- Able to perform strenuous physical tasks that may include walking, standing, sitting, lifting, crouching, or kneeling for extended periods of time.
- Able to lift, push, pull, or carry 50-pound objects without significant fatigue.
- Able to work in adverse conditions that include inclement weather, heat, cold, humidity, high noise, and exposure to dust and asphalt.
- Able to work in confined spaces or at high elevations.
- Sound knowledge of the methods, materials, and equipment used in building maintenance and custodial work.
- Skilled at routine building and equipment repair work in the areas of plumbing, carpentry, and painting.
- Interacts with the public courteously and effectively.
- Operates a variety of equipment, including tractors and lawn maintenance equipment.
- Understands applicable WorkSafe New Brunswick regulations and requirements.
- Keeps positive working relationships with coworkers, outside agencies, contractors, and the public.
- Able to work flexible and extended hours, including shifts at nights or over weekends.
- Bilingualism would be an asset.

Public Works Laborer 2

Reporting to the Manager of Public Works, the Public Works Laborer is responsible to perform a variety of basic tasks to maintain the municipality's properties, facilities, roads, and sewer infrastructure.

Responsibilities

General Maintenance. Replaces light bulbs and fixes minor issues in municipal buildings. Clears snow and ice from walkways and de-ices surfaces. Mows lawns, trims trees, hedges, and greenery, and tends to grounds as needed. Prepares and maintains the ball fields and outdoor rinks for use. Ensures that splash pad and splash pad hut are clean and uncluttered and safe for use. Collects and disposes of trash and recyclables from all areas.

Sewer System Maintenance. Performs basic maintenance checks on wastewater infrastructure and equipment, for example, lift stations.

Cleaning and Sanitizing. Sweeps, mops, and vacuums floors. Dusts furniture, walls, and fixtures. Washes windows and mirrors. Sanitizes restrooms and replenishes supplies (soap, paper towels).

Building Security. Locks and unlocks doors, monitors premises, and reports security risks.

Transport Infrastructure Maintenance. Performs tasks to maintain municipal roads, curbs, sidewalks, signage, and streetlights, which may include gravelling, patching, sealing, painting, sanding, and sweeping.

Adherence to Work Safety Practices. At all times, strictly adheres to safety protocols as defined by WorkSafe, the municipality, or other governing bodies. This includes wearing all required personal protective equipment such as hard hats, safety goggles, and safety boots.

Other. Courteous and respectful with municipal staff and members of the public. Performs other tasks assigned by the Manager of Public Works.

Qualifications

- High School diploma or G.E.D, preferably supplemented by technical training related to the work.
- Class 2 or higher driver's license with satisfactory abstract that demonstrates safe and reliable driving.
- Able to perform strenuous physical tasks that may include walking, standing, sitting, lifting, crouching, or kneeling for extended periods of time.
- Able to lift, push, pull, or carry 50-pound objects without significant fatigue.
- Able to work in adverse conditions that include inclement weather, heat, cold, humidity, high noise, and exposure to dust and asphalt.
- Able to work in confined spaces or at high elevations.
- Working knowledge of the methods, materials, and equipment used in building maintenance and custodial work.

- Able to deal with the public courteously and effectively.
- Able to operate a variety of basic tools and equipment.
- Ability to maintain positive working relationships with others, including coworkers and the public.
- Able to work flexible and extended hours, including shifts at nights or over weekends.
- Bilingualism would be an asset.

Summer Camp Worker

The Summer Camp Worker reports to the Recreation & Events Coordinator and provides a variety of daycare activities for school-age children.

Responsibilities

- Plans, schedules, leads, guides indoor and outdoor activities throughout the day, such as sports games or arts and crafts.
- Plans and maintains an environment that protects the health, security, and well-being of children.
- Observes children for signs of problems and escalates issues to the Recreation Coordinator.
- Ensures that children receive meals, drinks, and snacks as scheduled and required.
- May arrange rooms or furniture for lunch and rest periods.
- Provides guidance with safe hygiene practices.
- Actively monitors children throughout the day to ensure their safety.
- Keeps records of attendance and participation in activities.

Qualifications

- Experience supervising and managing young children and youths.
- Ability to provide a safe, secure, and welcoming environment for children.
- Positive, caring, patient, and compassionate attitude.
- Creative mind for designing and executing fun, engaging, stimulating, and entertaining activities.
- Excellent communication skills.
- Strong ability to observe and relate to children. Able to detect signs of mental or physical distress in children.
- Ability to deliver directions and instructions with confidence.
- Ability to work flexible hours to accommodate events as required.
- Excellent collaborator. Keen to help and support other fun park coordinators.
- Solid computer skills, including web and MS Office applications (Word, PowerPoint, Excel).
- First aid training is preferred.
- Bilingualism would be an asset.

Appendix 1: Signatures

Council

NAME Tina Beers

POSITION MAYOR

SIGNATURE _____

DATE _____

Municipality

NAME Rob Webber

TITLE CAO & Clerk

SIGNATURE _____

DATE _____