

CITY OF NANAIMO

BY-LAW NO. 1764

A BY-LAW TO ESTABLISH MANAGEMENT AND SUPERVISORY POSITIONS WITHIN  
THE ADMINISTRATIVE ORGANIZATION OF THE CITY OF NANAIMO AND TO  
PRESCRIBE THE DUTIES AND RESPONSIBILITIES OF THE OFFICERS HOLDING  
SUCH POSITIONS

---

WHEREAS, pursuant to Section 188 of the "Municipal Act", being Chapter 255, R.S.B.C. 1960, and amendments thereto, the Council may, by by-law, provide for such officers and employees as may be required and may prescribe the powers, duties and responsibilities of such officers and employees;

NOW THEREFORE, the Council of the City of Nanaimo in open meeting assembled enacts as follows:

1. For the purpose of of administering the affairs of the City of Nanaimo, the following management positions, not provided for in any collective agreement, are hereby established:

1. City Administrator
2. Executive Officer
3. Director of Finance
4. Director of Public Works
5. Director of Parks and Recreation
6. Director of Licences and Civic Properties
7. Director of Planning and Development
8. Co-ordinator, Long Range Programmes
9. Fire Chief
10. City Clerk
11. Deputy City Clerk
12. Personnel Officer
13. Treasurer
14. Collector - Deputy Treasurer
- 15.
16. Deputy Fire Chief
17. Manager, Engineering Services
18. Manager, Utilities
19. Manager, Works and Services
20. Engineering Design Officer
21. Subdivision Control Officer
22. Project Inspection Officer
23. Engineering Services Officer
24. Superintendent Water and Sewer
25. Superintendent Streets and Drainage
26. Superintendent Service Centre
27. Superintendent Sanitation
28. Assistant Superintendent Works and Services
29. Assistant Superintendent Utilities
30. Purchasing Agent
31. Confidential Secretary - Executive Officer
32. Confidential Secretary - City Administrator
33. Superintendent Maintenance and Construction - Parks
34. Manager Recreation Services
35. Supervisor Parks and Grounds
36. Supervisor Construction Projects
37. Co-ordinator Arenas
38. Supervisor Neighbourhood Recreation
39. Planning Officer - Housing and Environment
40. Planning Officer - Development
41. Assistant Director - Licences and Civic Properties

2. The powers, duties and responsibilities of the officers holding such positions and the method of appointments shall be as prescribed in the Schedule "A" attached to and forming part of this by-law.
3. Nothing herein contained prevents the Council from appointing the same person to two or more offices or positions.
4. Nothing herein contained shall be construed as restricting the right of Council to defer appointment to any office or position other than a statutory office required pursuant to the Municipal Act.
5. Subject to any provisions of the "Municipal Act" or the "OFFICERS TERMS AND CONDITIONS OF EMPLOYMENT BY-LAW 1977 NO. 1777" of the City of Nanaimo, in regard to appointment, promotion, suspension or dismissal, the Council shall have the power to appoint, promote, suspend or dismiss any person to or from any of the offices listed under Section 1 of this by-law.
6. "CITY OF NANAIMO OFFICERS BY-LAW 1975 NO. 1603" and "MUNICIPAL OFFICIALS BY-LAW 1960 NO. 1086" are hereby repealed.
7. This by-law may be cited as the "CITY OF NANAIMO OFFICERS BY-LAW 1977 NO. 1764".

PASSED BY THE COUNCIL on the 31st day of January, 1976.

RECONSIDERED, FINALLY PASSED AND ADOPTED as amended on the 14th day of February, 1977.

  
M A Y O R

  
CITY CLERK

SCHEDULE "A"

CITY OF NANAIMO

CITY OF NANAIMO OFFICERS BY-LAW 1977 NO. 1764

CITY ADMINISTRATOR

1. The Powers, duties and responsibilities of the City Administrator shall be to:
  - (a) Administer, supervise and direct the affairs of the Municipality and its' officers and employees under the direction of Council and in conformity with relevant Statutes, By-laws and Resolutions. The Executive Officer and those officers and employees reporting directing to the Executive Officer shall not come under the direction of the City Administrator.
  - (b) Ensure that policies and programs developed and adopted by Council are transmitted to officers and employees and give general direction as to their implementation.
  - (c) Advise Council on matters within the control and purview of Council.
  - (d) Co-ordinate the preparation and compilation of the provisional and annual budgets for submission to Council.
  - (e) Co-ordinate and direct the preparation and compilation of the capital expenditure program for submission to Council.
  - (f) Co-ordinate and direct the preparation of long range plans for the development and operation of all Municipal services and activities for consideration by Council.
  - (g) Prepare, or cause to be prepared and supervise the awarding of all contracts as may be approved by Council.
  - (h) Ensure the adherance to terms and conditions of all contracts or agreements entered into by the Municipality.
  - (i) Recommend to Council the purchase, lease or sale of Municipal property, facilities and equipment.
  - (j) Appoint, promote, demote, suspend and dismiss all employees of the Municipality except officers, subject always to the provisions of the Municipal Act and any provisions of Municipal By-laws that may from time to time be applicable.
  - (k) Recommend to Council the appointment, promotion or demotion of all officers of the Municipality except the Executive Officer, and suspend any officer except the Executive Officer for just cause. The matter of any suspension must be presented to the City Clerk for inclusion on the next Council Meeting Agenda and such suspension shall be dealt with in such a manner as Council may determine.
  - (l) Attend meetings of Council and Committees of Council and make such observations, suggestions and recommendations that may be considered appropriate.
  - (m) Maintain a high level of inter-departmental communications.
  - (n) Maintain effective contact with Municipalities, Regional Districts, relevant Provincial Government departments, and various boards and commissions where the interests of the Municipality are affected.
  - (o) Carry out periodic review of organization structure to ensure attainment of Council objectives.
  - (p) Recommend to Council the terms and conditions of employment for officers of the City, and as required, recommend a salary scale for officers and adjustments thereto.

EXECUTIVE OFFICER

1. The powers, duties and responsibilities of the Executive Officer shall be to:
  - (a) Co-ordinate the functions and activities of Committees of Council and provide professional advice to members of Council respecting their municipal responsibilities.
  - (b) Advise Committee Chairmen on matters relating to the areas of concern of each Committee.
  - (c) Provide statistical and other data to members of Council from time to time as required, relating to the various Wards of the Municipality.
  - (d) Supervise and direct the affairs of the Municipality and its officers and employees of those departments and divisions reporting to the Executive Officer, under the direction of Council and in conformity with relevant Statutes, By-laws and Resolutions.
  - (e) Ensure that policies and programs developed and adopted by Council are transmitted to officers and employees reporting to the Executive Officer and give general direction as to their implementation.
  - (f) Attend, in person or through a designate, all meetings of Council and its Committees.
  - (g) Ensure the operation of reporting departments and divisions within the budget approved by Council.
  - (h) Under the direction of Council, develop and administer the the personnel and labour relation functions for the Municipality including classification, safety and training of employees, salary administration, establishment control, collective bargaining and related matters.
  - (i) Appoint, promote, demote, suspend and dismiss all employees of the municipality reporting directly to the Executive Officer, except officers, subject always to the provisions of the Municipal Act and any provisions of municipal by-laws which may from time to time be applicable.

DIRECTOR OF FINANCE

There shall be appointed by the Council, a Director of Finance who shall, under the direction of the City Administrator, and within the limits of Council Policy;

- (a) Plan, direct and supervise the activities of the Finance Department.
- (b) Initiate, plan and direct the preparation of reports relative to the financial management of the City.
- (c) Prepare or cause to be prepared, reports, financial statements and estimates for consideration of Council.
- (d) Prepare provisional, annual and capital budgets, as required, for consideration of Council.
- (e) Initiate and exercise proper budgetary controls to ensure adherence to budget policies adopted by Council.
- (f) Recommend policy and programmes for the investment of municipal funds, and ensure that approved policies are carried out.
- (g) Ensure that the Finance Department is properly manned at all times - for which purpose the Director may hire, suspend or dismiss officers and employees according to appropriate City policies or collective agreements.
- (h) Attend meetings of Council, Committees or Boards, as may be required.
- (i) Perform other duties as required.

DIRECTOR OF PUBLIC WORKS

There shall be appointed, by the Council, a Director of Public Works, who shall, under the direction of the City Administrator and within the limits of Council policy;

- (a) Plan, direct and supervise the activities of the Public Works Department, including the Engineering Services Division, Utilities Division and Works and Services Division.
- (b) Initiate, plan and direct the preparation of reports relative to public works projects and departmental operation.
- (c) Prepare the annual budget for the Public Works Department and on approval, ensure that expenditures are in accord with budget policy.
- (d) Be responsible for the performance of any statutory requirements assigned to a "City Engineer".
- (e) Retain and direct the assistance of consultants, as deemed necessary.
- (f) Attend meetings of Council, Committees and Boards, as may be required.
- (g) Ensure that the Public Works Department is properly manned at all times - for which purpose the Director may hire, suspend or dismiss officers and employees according to appropriate City policies or collective agreements.
- (h) Perform other related duties as required.

DIRECTOR OF PARKS AND RECREATION

There shall be appointed by the Council, a Director of Parks and Recreation, who shall, under the direction of the City Administrator, and within the limits of Council policy;

- (a) Plan, direct and supervise the activities of the Parks and Recreation Department.
- (b) Attend meetings of the Parks and Recreation Commission as an advisory member, assisting in the interpretation of City Council policy and administrative regulations, as required.
- (c) Ensure that the resources of the Parks and Recreation Department are available to assist the Parks and Recreation Commission in the performance of their duties and responsibilities.
- (d) Present and interpret the views and policies of the Parks and Recreation Commission to the City Administrator and, as required to the City Council.
- (e) Initiate, plan and direct the preparation of reports relative to Park and Recreation projects and departmental operations.
- (f) Prepare the annual budget for the Parks and Recreation Department and, on approval, ensure that expenditures are in accordance with budget policy.
- (g) Attend meetings of Council, Parks and Recreation Commission, committees and boards, as may be required.
- (h) Ensure that the Parks and Recreation Department is properly staffed at all times - for which purpose the Director may hire, suspend or dismiss officers and employees according to appropriate City policies or Collective Agreements.
- (i) Perform other related duties, as required.

DIRECTOR OF LICENCES AND CIVIC PROPERTIES

There shall be appointed by the Council, a Director of Licences and Civic Properties, who shall, under the direction of the City Administrator, and within the limits of Council policy;

- (a) Plan, direct and supervise the activities of the Department.
- (b) Initiate, plan and direct the preparation of reports relative to licencing, by-law enforcement and civic properties.
- (c) Prepare the annual budget for the Department, and on approval ensure that expenditures are in accordance with budget policy.
- (d) Act as Assessor for the City, pursuant to Part XVI of the Municipal Act.
- (e) Carry out appraisals and obtain estimates as required.
- (f) Attend meetings of Council, Committees and Boards as may be required.
- (g) Ensure that the Department is properly staffed at all times, for which purpose the Director may hire, suspend or dismiss officers and employees according to appropriate City policies or Collective Agreements.
- (h) Perform other related duties, as required.



DIRECTOR OF PLANNING AND DEVELOPMENT

There shall be appointed by the Council, a Director of Planning and Development who shall, under the direction of the City Administrator, and within the limits of Council policy;

- (a) Plan, direct and supervise the activities of the Planning and Development Department.
- (b) Initiate, plan and direct a complete planning programme for the City.
- (c) Ensure the implementation of planning policies and guidelines adopted by the Council.
- (d) Propose and direct research programmes to assist in the development of planning policies and guidelines.
- (e) Arrange for the use of consultants, as required, and as approved.
- (f) Attend meetings of the City Council, Advisory Planning Commission, and other committees and Boards as required.
- (g) Ensure that the Planning and Development Department is properly staffed at all times - for which purpose the Director may hire, suspend or dismiss officers and employees in accordance with appropriate City policies or collective agreements.
- (h) Perform other related duties as required.

CO-ORDINATOR-LONG RANGE PROGRAMMES

There shall be appointed by the Council a Co-ordinator-Long Range Programmes, who shall, under the direction of the City Administrator, and within the limits of Council policy;

- (a) Prepare reports for the Long Range Programmes Group and Council on projected municipal service requirements relating to Council policies, Planning Guidelines and Programme Budgetting.
- (b) Assist in the preparation and establishment of engineering standards, as required.
- (c) Assist the City Administrator in research projects, as required.
- (d) Attend meetings of Council, Committees and Boards, as may be required.

## FIRE CHIEF

There shall be appointed by the Council, a Fire Chief, who shall, under the direction of the City Administrator;

- (a) To plan, organize and direct the fire fighting and fire prevention activities of the Municipality, in accordance with Council policy.
- (b) To promote the development of the volunteer fire brigades and their co-ordination with the permanent fire fighting force.
- (c) To supervise the overall administration of the Fire Department which includes the work and discipline of staff including volunteers, the preparation of the departmental budget, and the maintenance of records.
- (d) To organize and direct all fire fighting activities at fires.
- (e) To supervise all fire prevention and inspectional activities including the issuing of fire permits.
- (f) To enforce the provisions of all regulations pertaining to the Fire Department.
- (g) Ensure that the Fire Department is properly manned at all times - for which purpose the Fire Chief may hire, suspend or dismiss officers and employees according to appropriate City policies or collective agreements.
- (h) To direct the training of fire fighting personnel in methods of fire fighting and the use of the equipment.
- (i) To prepare rules and regulations for the efficient operation of the Department.
- (j) To assist in the training of Civil Defence personnel in auxiliary fire and rescue procedure.
- (k) To participate in civic programs, civil defence activities, fire prevention and safety campaigns.
- (l) To perform such other related work or assume such other responsibilities as are required by Statute, Municipal by-law or resolution or as may be delegated by the City Administrator.

CITY CLERK

There shall be appointed by the Council, a City Clerk, who shall, under the direction of the Executive Officer;

- (a) Attend meetings of the Council, as required and take and enter proper minutes of the proceedings of such meetings and prepare and draw up in proper form, if required, all resolutions proposed thereat.
- (b) Draft by-laws, conveyances, and contracts and interpret and report on a variety of legislative and administrative decisions with the authority to obtain legal advice when deemed necessary.
- (c) Advise the Council and its committees, department heads and others concerned, as to resolutions, enactments, by-laws and other official decisions.
- (d) Act as Secretary to the Council and process correspondence for the attention of Council and to be responsible for any acknowledgments or replies thereto.
- (e) Supervise and direct the work of staff engaged in compiling and filing official documents, minutes and correspondence of the Municipality's affairs.
- (f) Perform such other duties as may be required by Statute, Municipal by-law or resolution or as may be delegated by the Executive Officer.

DEPUTY CITY CLERK

There shall be appointed by the Council, a Deputy City Clerk, who shall, under the direction of the Executive Officer;

- (a) In the absence of the City Clerk, assume the duties and responsibilities of that office.
- (b) Assist the City Clerk in the performance of the duties of that office.
- (c) Supervise and direct the activity of employees in the City Clerk's Department.
- (d) Hire and appoint employees for the City Clerk's Department for whom provision is made, and who are required, in accordance with policy approved by the Personnel Officer.
- (e) Dismiss employees for cause, or when they are no longer required, in accordance with policy approved by the Personnel Officer.
- (f) Act for the City at the request of the Personnel Officer, on matters relating to the section in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings relating to labour relations.
- (g) Perform other related duties as required.

PERSONNEL OFFICER

There shall be appointed a Personnel Officer, who shall, under the direction of the Executive Officer;

- (a) Administer all collective agreements on behalf of the City.
- (b) Establish and administer a personnel policy including recruitment, selection and appointment of employees.
- (c) Establish and administer employee training and safety programmes.
- (d) Act for the City on labour negotiations, job evaluation, processing of grievances.
- (e) Perform other duties as required.

TREASURER

There shall be appointed by the Council, a Treasurer, who shall, under the direction of the Director of Finance;

- (a) Supervise and direct the activities of the Finance Department.
- (b) Act as a signing officer for City cheques or other financial transactions.
- (c) Perform such statutory duties and responsibilities as may be required by the Municipal Act or other statute; or regulation.
- (d) Appoint and engage officers and employees within the Finance Department for whom provision has been made and who are required, and may dismiss employees who are no longer required, in accordance with terms and conditions prescribed by Council.
- (e) Suspend, or dismiss for cause, any employee of the Finance Department, and shall report such suspension or dismissal forthwith to the Director of Finance, together with the reasons therefor.
- (f) Act for the City, on matters relating to his Department, in hiring personnel, union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith and to give evidence on behalf of the City at hearings relating to labour relations.
- (g) Perform other related duties as required.

COLLECTOR - DEPUTY TREASURER

There shall be appointed by the Council, a Collector - Deputy Treasurer, who shall under the direction and control of the Treasurer;

- (a) Supervise and direct the activities of the Collections Section of the Finance Department.
- (b) Maintain, or cause to be maintained, the Property Tax Rolls, and all municipal service rolls.
- (c) Perform such statutory duties and responsibilities as may be required by the Municipal Act or other statute or regulation.
- (d) Assist the Treasurer in the performance of the duties of that office, and assume the duties and responsibilities of that office in the absence of the Treasurer.
- (e) Hire and appoint employees for the Collections Section of the Finance Department, for whom provision is made, and who are required, in accordance with policy approved by the Personnel Officer.
- (f) Dismiss employees for cause or when they are no longer required, in accordance with policy approved by the Personnel Officer.
- (g) Act for the City at the request of the Personnel Officer, on matters relating to the section on hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings relating to labour relations.
- (h) Perform other related duties, as required.



DEPUTY FIRE CHIEF

There shall be appointed by the Council, a Deputy Fire Chief, who shall, under the direction of the City Administrator and the Fire Chief;

- (a) Assist the Fire Chief in the performance of any duties and responsibilities which have been assigned to the Fire Chief.
- (b) Carry out the duties and responsibilities of the Fire Chief, in his absence.
- (c) Supervise and direct the activities of employees in the Fire Prevention Section of the Fire Department.
- (d) Hire and appoint employees for the Fire Prevention Section, for whom provision is made, and who are required, in accordance with policy approved by the Personnel Officer.
- (e) Dismiss employees for cause, or when they are no longer required, in accordance with policy approved by the Personnel Officer.
- (f) Act for the City, at the request of the Personnel Officer, on matters relating to the section in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings relating to labour relations.
- (g) Perform other related duties as required.

## MANAGER OF ENGINEERING SERVICES

There shall be appointed by the Council, a Manger of Engineering Services, who shall, under the direction and control of the Director of Public Works;

- (a) Act for the City as Approving Officer, pursuant to the provisions of the Land Registry Act and the Strata Titles Act.
- (b) Supervise and direct the operation of the Engineering Services Division of the Public Works Department.
- (c) Appoint and engage officers and employees within the Engineering Services Division for whom provision has been made, and who are required, and may dismiss employees who are no longer required, in accordance with terms and conditions prescribed by Council.
- (d) Suspend, or dismiss for cause, any employee of the Engineering Services Division, and shall report such suspension or dismissal forthwith to the Director of Public Works, together with the reasons therefor.
- (e) Act for the City, on matters relating to his Division, in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith and to give evidence on behalf of the City at hearings relating to labour relations.
- (f) Perform other related duties, as required.

MANAGER - UTILITIES

There shall be appointed by the Council, a Manager - Utilities, who shall, under the direction and control of the Director of Public Works;

- (a) Supervise and direct the operation of the Utilities Division of the Public Works Department.
- (b) Appoint and engage officers and employees within the Utilities Division for whom provision has been made, and who are required, and may dismiss employees who are no longer required, in accordance with terms and conditions prescribed by Council.
- (c) Suspend, or dismiss for cause, any employee of the Utilities Division, and shall report such suspension or dismissal forthwith to the Director of Public Works, together with the reasons therefor.
- (d) Act for the City, on matters relating to his Division, in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith and to give evidence on behalf of the City at hearings relating to labour relations.
- (e) Perform other related duties as required.

MANAGER - WORKS AND SERVICES

There shall be appointed by the Council, a Manager of Works and Services, who shall, under the direction and control of the Director of Public Works;

- (a) Supervise and direct the operation of the Works and Services Division of the Public Works Department.
- (b) Appoint and engage officers and employees within the Works and Services Division for whom provision has been made, and who are required, and may dismiss employees who are no longer required, in accordance with terms and conditions prescribed by Council.
- (c) Suspend, or dismiss for cause, any employee of the Works and Services Division, and shall report such suspension or dismissal forthwith to the Director of Public Works, together with the reasons therefor.
- (d) Act for the City, on matters relating to his Division, in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith and to give evidence on behalf of the City at hearings relating to labour relations.
- (e) Perform other related duties as required.

ENGINEERING DESIGN OFFICER

There shall be appointed an Engineering Design Officer, who shall, under the direction and control of the Manager, Engineering Services;

- (a) Supervise and direct employees in the Design Section of the Engineering Services Division of the Public Works Department.
- (b) Prepare layout and design for utilities, streets, traffic and street lighting and other works and services as required by the Manager, Engineering Services.
- (c) Prepare proposals for engineering standards for consideration and adoption by the City.
- (d) Provide engineering services to other City Departments.
- (e) Hire and appoint employees for the Engineering Design Section for whom provision is made, and who are required.
- (f) Dismiss employees for cause, or when they are no longer required.
- (g) Act for the City at the request of the Personnel Officer, on matters relating to the section in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings on labour relations.
- (h) Perform other related duties as required.

## SUBDIVISION CONTROL OFFICER

There shall be appointed a Subdivision Control Officer, who shall, under the direction and control of the Manager, Engineering Services;

- (a) Act for the City as Deputy Approving Officer, pursuant to the provisions of the Land Registry Act and the Strata Titles Act.
- (b) Propose subdivision design standards for the City, and upon adoption, ensure that the standards are enforced.
- (c) Supervise and direct employees in the Subdivision Control Section of the Engineering Services Division.
- (d) Hire and appoint employees for the Subdivision Control Section for whom provision is made, and who are required.
- (e) Dismiss employees for cause, or when they are no longer required.
- (f) Act for the City at the request of the Personnel Officer, on matters relating to the section in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings on labour relations.
- (g) Perform other related duties, as required.

PROJECT INSPECTION OFFICER

There shall be appointed a Project Inspection Officer, who shall, under the direction and control of the Manager, Engineering Services;

- (a) Supervise and direct employees in the Project Inspection Section.
- (b) Provide adequate inspection service for all construction works undertaken by City crews or by contractors.
- (c) Provide adequate administration of the City building and plumbing regulations, ensuring that all necessary inspections are provided.
- (d) Hire and appoint employees for the Project Inspection Section for whom provision is made, and who are required.
- (e) Dismiss employees for cause, or when they are no longer required.
- (f) Act for the City at the request of the Personnel Officer, on matters relating to the section in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings on labour relations.
- (g) Perform other related duties as required.

## ENGINEERING SERVICES OFFICER

There shall be appointed an Engineering Services Officer, who shall, under the direction and control of the Manager, Engineering Services;

- (a) Supervise and direct survey crews, draftsmen and clerical staff.
- (b) Ensure that field surveys, mapping and records are provided as required.
- (c) Ensure that engineering services are provided to other City Departments.
- (d) Hire and appoint employees for the Engineering Services Section for whom provision is made, and who are required.
- (e) Dismiss employees for cause, or when they are no longer required.
- (f) Act for the City at the request of the Personnel Officer, on matters relating to the section in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings on labour relations.
- (g) Perform other related duties, as required.



SUPERINTENDENT - WATER AND SEWER

There shall be appointed, a Superintendent - Water and Sewer, who shall, under the direction and control of the Manager - Utilities, Public Works Department;

- (a) Supervise and direct the activities of employees in the Utilities Section, Public Works Department.
- (b) Hire and appoint employees for the Utilities Section for whom provision is made, and who are required, in accordance with procedures approved by the Personnel Officer.
- (c) Dismiss employees for cause or when they are no longer required, in accordance with procedures approved by the Personnel Officer.
- (d) Act for the City at the request of the Personnel Officer, on matters relating to the section in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings on labour relations.
- (e) Perform other related duties as required.

SUPERINTENDENT - STREETS AND DRAINAGE

There shall be appointed, a Superintendent - Streets and Drainage, who shall, under the direction and control of the Manager, Works and Services Division, Public Works Department;

- (a) Supervise and direct the activities of employees in the Streets and Drainage Section of the Works and Services Division, Public Works Department.
- (b) Hire and appoint employees for the Streets and Drainage Section of the Works and Services Division, for whom provision is made, and who are required, in accordance with procedures approved by the Personnel Officer.
- (c) Dismiss employees for cause or when they are no longer required, in accordance with procedures approved by the Personnel Officer.
- (d) Act for the City at the request of the Personnel Officer, on matters relating to the section in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings on labour relations.
- (e) Perform other related duties as required.

SUPERINTENDENT - SERVICE CENTRE

There shall be appointed, a Superintendent - Service Centre, who shall, under the direction and control of the Manager, Works and Services Division, Public Works Department;

- (a) Supervise and direct the activities of employees in the Service Centre Section of the Works and Services Division, Public Works Department.
- (b) Hire and appoint employees for the Service Centre Section of the Works and Services Division, for whom provision is made, and who are required, in accordance with procedures approved by the Personnel Officer.
- (c) Dismiss employees for cause or when they are no longer required, in accordance with procedures approved by the Personnel Officer.
- (d) Act for the City at the request of the Personnel Officer, on matters relating to the section in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings on labour relations.
- (e) Perform other related duties as required.

SUPERINTENDENT - SANITATION

There shall be appointed, a Superintendent - Sanitation, who shall, under the direction and control of the Manager, Works and Services Division, Public Works Department;

- (a) Supervise and direct the activities of employees in the Sanitation Section of the Works and Services Division, Public Works Department.
- (b) Hire and appoint employees for the Sanitation Section of the Works and Services Division, for whom provision is made, and who are required, in accordance with procedures approved by the Personnel Officer.
- (c) Dismiss employees for cause or when they are no longer required, in accordance with procedures approved by the Personnel Officer.
- (d) Act for the City at the request of the Personnel Officer, on matters relating to the section in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings on labour relations.
- (e) Perform other related duties as required.

ASSISTANT SUPERINTENDENT WORKS AND SERVICES

There shall be appointed an Assistant Superintendent Works and Services, who shall, under the direction and control of the Manger, Works and Services;

- (a) Provide technical and supervisory assistance to the Superintendent Streets and Drainage, Superintendent Service Centre, and the Superintendent of Sanitation, as required.
- (b) Assume the duties and responsibilities of the Superintendent Streets and Drainage in the latter's absence.
- (c) Assume the duties and responsibilities of the Superintendent Service Centre, in the latter's absence.
- (d) Assume the duties and responsibilities of the Superintendent Sanitation, in the latter's absence.
- (e) Perform other duties, as required.

ASSISTANT SUPERINTENDENT WATER AND SEWER

There shall be appointed an Assistant Superintendent, Water and Sewer, who shall, under the direction of the Manager, Utilities;

- (a) Provide technical and supervisory assistance to the Superintendent, Water and Sewer.
- (b) Assume the duties and responsibilities of the Superintendent, Water and Sewer, in the latter's absence.
- (c) Perform other duties, as required.

PURCHASING AGENT

There shall be appointed a Purchasing Agent, who shall, under the direction of the Director of Finance;

- (a) Initiate, develop and recommend procedures for control of purchases, and contracts for supply of materials and services.
- (b) Recommend procedures for calling and receiving of bids and tenders for services and supplies for the City.
- (c) Recommend procedures and regulations for inventory control and distribution.
- (d) Ensure adherence to policy and regulations adopted by the City for supply and inventory control.
- (e) Supervise and direct the activities of employees in the Purchasing and Stores Sections of all Departments.
- (f) Hire and appoint employees for the Purchasing and Stores Sections for whom provision is made, and who are required, in accordance with procedures approved by the Personnel Officer.
- (g) Dismiss employees for cause or when they are no longer required, in accordance with procedures approved by the Personnel Officer.
- (h) Act for the City at the request of the Personnel Officer, on matters relating to the section in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings on labour relations.
- (i) Perform other related duties as required.

CONFIDENTIAL SECRETARY TO EXECUTIVE OFFICER

There shall be appointed a Confidential Secretary to the Executive Officer, who shall, under the direction of the Executive Officer;

- (a) Act as a Confidential Secretary and Executive Assistant to the Executive Officer.
- (b) Maintain, for the use of the Executive Officer and the Personnel Officer, confidential files on personnel, labour relations, Union negotiations; and be responsible for all correspondence relating thereto.
- (c) Act as Confidential Secretary to the Mayor, and maintain such confidential files as may be required by the Mayor.
- (d) Assist the Confidential Secretary to the City Administrator in the performance of the duties of that office.
- (e) Perform such other duties as may be required.



PLANNING OFFICER - HOUSING AND ENVIRONMENT

There shall be appointed a Planning Officer - Housing and Environment, who shall, under the direction of the Director of Planning and Development;

- (a) Supervise and direct employees in the Housing and Environment Section of the Planning and Development Department.
- (b) Undertake, study and research of Housing requirements within the community and prepare reports on Housing Programmes and Development.
- (c) Prepare reports on environmental land use, zoning and subdivision, as required.
- (d) Assist in the development and implementation of Planning Guidelines.
- (e) Attend meeting of Council, Advisory Planning Commission and other committees, as required.
- (f) Hire and appoint employees in the Housing and Environment Section, for whom provision is made, and who are required.
- (g) Dismiss employees for cause, or when they are no longer required.
- (h) Act for the City, at the request of the Personnel Officer, on matters relating to the section in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings relating to labour relations.
- (i) Perform other related duties as required.

PLANNING OFFICER - DEVELOPMENT

There shall be appointed a Planning Officer - Development, who shall, under the direction of the Director of Planning and Development;

- (a) Supervise and direct employees in the Development Section of the Planning and Development Department.
- (b) Undertake, study and research of commercial and industrial requirements within the community and prepare reports on commercial and industrial development programmes.
- (c) In co-operation with the Nanaimo Harbour Commission, report on Harbour and waterfront development.
- (d) Assist in the development and implementation of Planning Guidelines.
- (e) Attend meetings of Council, Advisory Planning Commission and other committees, as required.
- (f) Hire and appoint employees in the Development Section, for whom provision is made, and who are required.
- (g) Dismiss employees for cause, or when they are no longer required.
- (h) Act for the City, at the request of the Personnel Officer, on matters relating to the section in hiring personnel, Union negotiations, and employee grievances, and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings relating to labour relations.
- (i) Perform other related duties as required.

ASSISTANT DIRECTOR LICENCES AND CIVIC PROPERTIES

There shall be appointed an Assistant Director, Licences and Civic Properties, who shall, under the direction and control of the Director of Licences and Civic Properties;

- (a) Supervise and direct the activities of the Licence and Civic Properties Department.
- (b) Assume the duties and responsibilities of the Director of Licence and Civic Properties Department, in the latter's absence.
- (c) Attend meetings of Council, Committees and Boards, as may be required.
- (d) Hire and appoint employees for the Department for whom provision is made and who are required, in accordance with procedures approved by the Personnel Officer.
- (e) Dismiss employees for cause, or when they are no longer required, in accordance with procedures approved by the Personnel Officer.
- (f) Act for the City, at the request of the Personnel Officer, on matters relating to hiring, Union negotiations, and employee grievances; and may be required to submit confidential reports in connection therewith, and to give evidence on behalf of the City at hearings on labour relations.
- (g) Perform other duties, as required.