



Municipal District of Fairview No. 136

Position Description

July, 2022

Position Title: **Clerk III - Corporate Services Assistant**
Position Classification: Office Worker
Position Category: Permanent Full-time
Regular Hours of work: 8:30 a.m. to 4:30 p.m., Monday to Friday
35 hours per week, 1820 annual hours
Reports To: Director, Corporate Services and Finance
Position Summary: Provides administrative and project support services primarily within the areas of health and safety, development and planning and property tax and assessment related functions.

Key Responsibilities:

General

- Provide administrative and project support services within the Department of Corporate Services and Finance, primarily relating to property tax and assessment.
- Act as the Occupational Health and Safety Coordinator for the Municipality.
- Assist and support other Departments primarily relating to property tax and assessment, Occupational Health and Safety and Development and Planning.
- Serve as the primary backup to the Finance Assistant for accounts payable, accounts receivable, and utilities.
- Serve as the primary backup to the Development Officer for tasks relating to Development and Planning.
- Provide support to all other administrative support positions during busy periods, periods of heavy workload, absences, vacancies, or special projects and events.
- Act as an Assessment Review Board clerk in a backup capacity to the Director, Corporate Services and Finance.

Health and Safety Coordinator

- Act in an advisory capacity to the Municipal Health and Safety Committee (HSC), ensuring legislative and regulatory compliance.
- In consultation with the HSC chairperson(s), schedule meetings of the HSC and provide direction to the HSC Chairpersons related to the preparation and distribution of meeting agendas and committee member packages.
- Present reports to the HSC in relation to the Municipal Health and Safety Program, including but not limited to: inspections, incidents, program revisions and updates etc.
- Provide guidance and assistance to the HSC in relation to the replacement of HSC members and ensure contact information for HSC committee members remains current, accurate and readily accessible.
- Arrange for training for HSC members and chairperson(s).

- In consultation with the CAO, develop and implement a Municipal Health and Safety Program that meets the standards established by the Alberta Municipal Health and Safety Association (AMHSA); assume a lead role in obtaining and maintaining a Certificate of Recognition (COR), with AMHSA as the certifying partner.
- Obtain and maintain current certification as a AMHSA Certified Municipal Health and Safety Auditor to enable the Municipality to participate in the Partnerships in Injury Reduction (PIR) program.
- In consultation with the HSC and the CAO, develop and promote measures to protect the health and safety of Municipal employees and to educate employees concerning occupational health and safety.
- Ensure that Directors and Supervisors provide health and safety orientations to all new Municipal employees and ensure, at the direction of Directors and Supervisors that all current and new employees receive required health and safety training.
- Provide assistance and guidance to Directors and supervisors in relation to hazard identification and assessment, incident investigation and reporting, formal workplace inspections, etc.
- In consultation with the HSC, develop policies, procedures and directives to ensure legislative and regulatory compliance in relation to occupational health and safety.
- Assist and support Directors and supervisors in the development and revision of Formal Hazard Assessments and Safe Work Practices.
- Act in an advisory capacity to Directors, supervisors and HSC members in relation to compliance with the Municipal Health and Safety Program and applicable occupational health and safety legislation.
- Prepare statistical reports and report to regulatory authorities, as required.
- Maintain health and safety training records for all employees, track certification and recertification dates, and advise Directors and supervisors accordingly.
- At the request of Directors, supervisors, HSC members, or employees, obtain Safety Data Sheets (SDS) for any product or material in use.
- Assist with emergency preparedness sessions for ratepayers and participate in the Emergency Operations Safety Plan as directed by the Chief Administrative Officer (CAO).

Property Tax and Assessment

- Complete bi-monthly land title changes from Alberta Land Titles as well as miscellaneous changes such as mortgage holder and lease changes. Where required, forward land titles changes to the assessor, send and receive applicable declarations and update the Municipal map.
- Inform the Finance Assistant and Development Officer of any land title changes that may affect their scope of work.
- Maintain land title records, including electronic and paper document filing.
- Create and mail property tax statements for overdue accounts and assist in the collection of tax accounts and arrears.
- Respond to ratepayer inquiries regarding assessment and taxation; if requested, submit assessment inquiries to the assessor on behalf of a ratepayer.
- Process any assessment revisions received from the assessor, ensure internal system balances with assessor's assessment summary, and maintain assessment records accordingly.
- Preparation of assessment notices and tax notices.
- Assist with tax notifications and the tax recovery process, including public auctions; complete discharges of tax notifications as required.

- Administer the pre-authorized tax payment plan including issuing new agreements, system setup, and processing of payments, and receipts.
- Perform all legislated duties required of the backup Assessment Review Board Clerk.

Development and Planning

- Assist with the review of Development Permit Applications, preparation of Development Permits, and preparation of correspondence relating to Development and Planning.
- Assist developers, ratepayers, and the public with development, subdivision, and rezoning applications and inquiries.
- At the direction of the Development Officer, conduct research regarding development and planning.
- At the direction of the Development Officer, monitor developer compliance with Development Permits and advise the Development Officer of potential non-compliance.
- In the absence of the Development Officer, review Development Permit Applications, prepare Development Permits, and prepare correspondence for submission to the CAO for approval.
- Assist with the development and/or amendments of the Land Use Bylaw, Municipal Development Plan (MDP), Intermunicipal Development Plans (IDPs), and other planning documents.

Health and Safety

- Make every reasonable effort to protect the health and safety of all workers and oneself.
- Comply with the Municipality's Health and Safety Program, as well as the Alberta Occupational Health and Safety Act, Regulations, and Code.
- Wear and maintain Personal Protective Equipment (PPE) as required.
- Report all incidents, near-misses, and injuries requiring First Aid or Medical Aid to supervisor or Director.
- Participate in and complete Field Level Hazard Assessments as required and report new hazards, unsafe acts, or unsafe conditions to a supervisor or director.
- Refuse dangerous work and report the refusal to a supervisor or director.
- Comply with all WHIMIS and TDG requirements when handling, using, transporting and storing materials.

Skills

- Ability to interact well with others and to effectively address concerns and inquiries in a professional and respectful manner.
- Ability to function as a member of a team and to work independently with minimal supervision.
- Excellent verbal and written communication skills that enable clear communication of complex matters.
- Ability to prioritize, organize and manage work-related tasks and to achieve results within acceptable timeframes.
- Strong analytical, reconciliation, research, and problem-solving skills.
- Ability to maintain confidentiality with respect to all matters relating to the Municipality.
- Comprehensive knowledge and understanding of *the Occupational Health and Safety Act, Regulations and Code, the Matters Relating to Assessment and Taxation Regulation, and Matters Relating to Assessment Complaints Regulation.*

- General knowledge and understanding of the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act (FOIP)* and other applicable Municipal, Provincial and Federal Acts, Regulations, Codes, and Bylaws.
- Ability to use a computer with demonstrated proficiency and well-developed skills working with software such as Microsoft Office, Excel, Outlook and Word.

Preferred Qualifications

- Certificate in Occupational Health and Safety, or related coursework considered an asset
- 3 to 5 years business or municipal experience preferred, with experience in Occupational Health and Safety considered an asset
- Valid Alberta Class 5 Operator's Licence with suitable Driver's Abstract
- Acceptable Criminal Record Check
- Certified in or willing to obtain certification in:
 - Municipal Health and Safety Management Systems (AMHSA) & Health and Safety Auditing (AMHSA)
 - Leadership for Safety Excellence (AMHSA)
 - Assessment Review Board Clerk Certification
 - WCB's Return to Work Seminar
 - WHMIS, Standard First Aid/CPR-C & other training related to Occupational Health and Safety
- FOIP (Focus on Privacy) training

Working Conditions:

- Work in an office setting that would require long periods of sitting, work on a computer, general administrative duties, and occasional light lifting. The open work environment consists of shared workspaces and good lighting, temperature and noise control.
- Field work involving periods of standing, walking over rough or uneven terrain, bending, crouching, stooping and reaching. Typical field worksites may be subject to hazards associated with construction, agriculture, and water/wastewater treatment, and a heavy duty shop environment. Field work may result in exposure to hazards including, but not limited to: extreme temperatures and adverse weather conditions, moving equipment and machinery, chemicals, noise, poor air quality etc.
- Operating Municipal vehicles to and from work locations.