

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Human Resources Sub Committee Meeting Public Works Department Manager Job Description

November 30, 2012

There was a Meeting of the Human Resources Sub Committee to create a job description for the Public Works Department Manager position. Present was Chair Bob Kingsbury, Mayor Don Eady, Councillor Margaret Whyte and Susan Humphries. Absent was Councillor Glen Campbell. Staff present was Mackie McLaren, CAO/Clerk and Jennifer Barr Finance Manager for agenda item 4 – bullet one.

1. CALL TO ORDER

Chair Kingsbury called the meeting to order at 1:07 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by members of the Committee or Staff.

3. REVIEW MINUTES OF NOVEMBER 2, 2012 SUB-COMMITTEE MEETING

The Committee Members reviewed the November 2, 2012 Meeting Minutes.

Moved by Margaret Whyte, Seconded by Susan Humphries that the Sub-Committee approves the November 2, 2012 Meeting Minutes.

Carried

4. Review Public Works Manager Job Description

- Input from Finance Manager on item 14 page 3.

Jennifer Barr, Finance Manager joined the meeting for this discussion. Chair Kingsbury asked for her input into the work set out in item 14. Ms. Barr said the wording is fine. The person should work with the Committee to prepare the draft budget.

Mayor Eady said he would like to see the word “help” prepare the draft budget. Susan Humphries asked what would be the advantage. Mayor Eady said it takes lots of input into drafting the budget from Finance Committee, CAO, and Finance Manager to review the budget. We are trying to find someone who has too many expertise’s.

Jennifer Barr suggested wording that the Manager would draft the budget in conjunction with the Finance Manager. The Committee agreed.

Ms. Barr left the meeting.

- Review draft Job Description prepared by Susan Humphries

Ms. Humphries said she prepared a new draft to simplify the job description to make it look more like the descriptions for the other Township positions.

Chair Kingsbury noted that there was no reference to septage, requirement for a DZ licence and working closely with the Chair and Public Works Committee.

Mayor Eady said that administration work is an absolute waste of money. He would want the person to work out.

Susan Humphries said we would use the detail in the other draft job description for a work plan but it is not necessary in a job description.

Mayor Eady said if we hire a person for this position we need to them to fill in on equipment operation.

Chair Kingsbury said he is coming from a different perspective. He is looking for a manager as we have people to operate the equipment.

Councillor Whyte said she knows where Mayor Eady is coming from but we need a manager and to manage people you need to know how to operate everything the worker can do.

Mayor Eady said working knowledge of equipment is more important for this position.

Susan Humphries said you have to have faith in your staff who know equipment if you are the manager.

Chair Kingsbury asked if we wanted to proceed with the Humphries draft or the previous draft.

Susan said she sees the original draft as a work plan which could be an addendum to the job description.

The Committee Members agreed to review Susan Humphries's draft and made several changes to it in their review.

Mayor Eady said the Township needs a complaint system where the complaint is responded to and staff knows it has been dealt with.

5. RECOMMENDATION TO COUNCIL TO ACCEPT DRAFT JOB DESCRIPTION AND ADVERTISE TO FILL THE POSITION

Chair Kingsbury said the advertisement decision should be left to Council to decide. He called for a motion for a recommendation to Council on the job description.

Moved by Margaret Whyte, Seconded by Susan Humphries that this Sub-Committee recommend that Council approve the draft job description for the Public Works Manager position.

Carried

Susan Humphries asked if the Committee should draft the ad for the position at this time. Chair Kingsbury suggested after a decision is made by Council on whether to fill the position.

6. NEXT SUB-COMMITTEE MEETING DATE

Chair Kingsbury suggested that the next meeting be at the call of the Chair after Council has made a decision on the job description and direction. The Members agreed.

7. ADJOURNMENT

Moved by Margaret Whyte, Seconded by Susan Humphries that this Sub-Committee Meeting be adjourned at 2:05 p.m.

Carried

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CHAIR

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CAO/Clerk