



Administration & Finance Division

To: Mayor and Council

From: Jordan Forbes, Human Resources Manager

Date: May 9, 2019

Subject: Job Posting for Facilities Superintendent

As per direction provided by Council on April 1, 2019, we have created the new Facilities Superintendent Position. On April 29, 2019, the job was evaluated by our internal job evaluation committee, of Doug Brown, myself, and Shane Freamo. The supervisor, Travis Rob was also in attendance.

The job evaluation indicated that the job was at Pay Band 9 as originally estimated when approved. Normally, the job evaluation would go to the Salary Structure Administration Practices Committee (SSAPC) prior to posting the job, however, given that members were absent during this period it wasn't possible to convene the SSAPC committee prior to council on May 13. As such we are recommending that Council approve the posting of this new job so we can get the hiring process started.

Please be advised that we intend to convene SSAPC prior to hiring the new position to confirm the job evaluation results, and that this recommendation is solely for the purpose of expediting the hiring process as we intend to allow the posting to remain open for at least three (3) weeks.

In addition, as previously discussed with Mayor and Council, we are in the process of finalizing a new job evaluation tool, and evaluating all jobs in the Management Non Union group, so this position will be re-evaluated in the coming months in any event.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes".

Jordan Forbes
Human Resources Manager

Approval of this report will sanction management to start a competitive process to hire a candidate for the new position of Facilities Superintendent. Management shall convene SSAPC to review the job evaluation results prior to the final selection of a candidate for the position.
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