

## **Appendix B**

# **Community Employee Standards/Core Competencies**

## **Community Administrative Officer Skill Guideline**

Community employees must have certain skills to enable the individual to perform the tasks of the job. These skills have been listed below and are categorized into what the employee requires to get the job and what skills can be acquired through on-the-job experience and training. Some communities may have additional skills unique to their situation, which can be added to this list.

### **Required Skills**

- administrative procedures
- communication
- financial
- accounting
- municipal service
- public relations
- municipal law
- supervisory
- computer
- organization

### **Educational Experience**

- Grade 12 or equivalent
- office procedures
- Sage 50 accounting software

### **Acquired Skills**

- Certificate in Manitoba Municipal Administration (University of Manitoba)
- computer software (college or locally)

## **Assistant Community Administrative Officer Skill Guideline**

Community employees must have certain skills to enable the individual to perform the tasks of the job. These skills have been listed below and are categorized into what the employee requires to get the job and what skills can be acquired through on-the-job experience and training. Some communities may have additional skills unique to their situation, which can be added to this list.

### **Required Skills**

- financial
- administrative procedures
- clerical
- computer
- accounting

### **Education/Experience**

- Grade 12
- Sage 50 accounting software

### **Acquired Skills**

- computer software (college or locally)
- office procedures (locally)

## **Public Works Employee Skill Guideline**

Community employees must have certain skills to enable the individual to perform the tasks of the job. These skills have been listed below and are categorized into what the employee requires to get the job and what skills can be acquired through on-the-job experience and training. Some communities may have additional skills unique to their situation, which can be added to this list.

### **Required Skills**

- building maintenance
- knowledge of water treatment plant and distribution operation
- knowledge of wastewater treatment and collection systems
- equipment (large and small) maintenance
- understanding or previous use of a maintenance management system (MMS)
- valid Manitoba driver's licence

### **Education/Experience**

- Grade 12
- water treatment certification
- water distribution certification
- wastewater treatment certification
- wastewater collection certification

### **Acquired Skills**

- Water and Waste Management (RRCC Water and Waste Association)
- Red Cross or St. John's Ambulance Training/CPR
- small engine repair (community college, on-the-job training)
- basic workplace safety and health training (12 required courses)

## Community Safety Officer Skill Guideline

Community employees must have certain skills to enable the individual to perform the tasks of the job. These skills have been listed below and are categorized into what the employee requires to get the job and what skills can be acquired through on-the-job experience and training. Some communities may have additional skills unique to their situation, which can be added to this list.

### Required Skills

- communication and reporting
- problem solving/analytical
- program evaluation
- technical (knowledge of the Criminal Code) and working knowledge of federal laws and provincial statutes
- knowledge of community bylaws
- decision making
- ability to work with others
- eighteen years of age or older
- Canadian citizen or a permanent resident
- valid Class 5 Manitoba driver's licence
- standard first aid/CPR certification
- medical note clearing individual to perform job duties
- criminal record check and child abuse registry check
- physically able (must meet the minimum requirements\*)

#### **\*Minimum Physical Ability**

- wear duty belt for 10 hour shift, if required
- ride bicycle and/or walk as a method of patrol
- work in both warm and cold conditions

#### **\*Minimum Vision Standards**

Those not requiring glasses or contact lenses:

- 20/20 vision (binocular – using both eyes)

Those requiring glasses:

- without glasses - 20/40 binocular (using both eyes) with 20/40 in the weaker eye
- with glasses – 20/20 vision (binocular using both eyes)

Those requiring contact lenses:

- use of soft contact lenses is permitted with at least one year of successful use
- without contact lenses – 20/40 binocular (using both eyes) with 20/80 in the weaker eye
- with contact lenses – 20/20 vision (binocular using both eyes)

Color Vision:

- no color blindness or color vision defects
- candidates who fail the PIP test should be required to pass the Farnsworth D-15
- use of rose-colored lenses should not be permitted during testing

**\*Minimum Hearing Standards**

Must be assessed by an audiologist. Hearing loss in both ears to be no greater than:

Frequency:	500 Hz	1000Hz	2000Hz	3000 Hz
Each ear:	25 dB	25 dB	25 dB	25 dB

**Education/Experience**

- Grade 12 or equivalent

**Acquired Skills**

Successful completion of community safety officer training.

## **Recreation Director Skill Guideline**

Community employees must have certain skills to enable the individual to perform the tasks of the job. These skills have been listed below and are categorized into what the employee requires to get the job and what skills can be acquired through on-the-job experience and training. Some communities may have additional skills unique to their situation, which can be added to this list.

### **Required Skills**

- supervisory
- organizational
- leadership
- communication

### **Education/Experience**

- Grade 12 or equivalent
- post-secondary (university degree or community college certificate course in recreation)

### **Acquired Skills**

- volunteer management
- effective presentations
- facility management
- standard first aid/CPR certification
- program research and development

**Core Competencies**

<b>POSITION</b> <b>CORE SKILL</b>	<b>Public Works Employee</b>	<b>Assistant Community Administrative Officer</b>	<b>Community Administrative Officer</b>	<b>Recreation Director</b>	<b>Community Safety Officer</b>	<b>Fire Chief</b>	<b>Volunteer Firefighter</b>
<b>Communications Cluster</b>							
Communicates Interpersonally	●	●	●	●	●	●	●
Communicates in Writing		●	●	●	●	●	
Presents Informally/Formally		●	●	●	●		
<b>Interpersonal Cluster</b>							
Provides Customer Service	●	●	●				
Resolves Conflict					●		
Respects Others/Builds Trust	●			●	●	●	●
Team Player	●	●	●		●		●
<b>Leadership Cluster</b>							
Coaches for Competency	●			●			
Creates and Innovates	●			●			
Fosters Collaboration/ Partnerships		●	●	●	●		
Leads People			●	●		●	
Values Diversity					●		
<b>Managing for Results Cluster</b>							
Achieves Quality Results					●	●	●
Builds Strategic Performance						●	●
Demonstrates Financial Responsibility	●	●	●				
Facilitates Meetings				●	●		
Manages Change	●	●	●				
Plans, Organizes and Follows-up	●	●	●	●	●		
<b>Self-Management Cluster</b>							
Commits to Lifelong Learning	●	●	●	●	●	●	●
Displays Initiative	●			●	●	●	●
Manages Stress	●			●	●	●	●
<b>Thinking Skills Cluster</b>							
Analyzes		●	●		●		●
Makes Decisions	●			●	●	●	
Solves Problems	●				●		