

March 4, 2020

Email [REDACTED]

Dear [REDACTED]

Re: Request for Access to Information under Part II of the Access to Information and Protection Privacy Act (the ATIPP Act, 2015)

On January 16, 2020, the City of St. John's received your request for access to the following information:

List of vehicles that were rented by the City of St. John's for the years 2018 and 2019. The department, division, and job description of employees assigned to these vehicles. The total costs for each vehicle and total kilometers driven for each vehicle.

Enclosed is the information you requested. Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in Section 42 of the ATIPP Act. A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner:

Office of the Information and Privacy Commissioner
2 Canada Drive; P. O. Box 13004, Stn. A, St. John's, NL. A1B 3V8
Telephone: (709) 729-6309; Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to Section 52 of the Act.

If you have any further questions, please feel free to contact me by telephone at 576-8429 or by e-mail at kcutler@stjohns.ca.

Yours truly,



Kenessa Cutler
ATIPP Coordinator

ST. JOHN'S

Department of Public Works - Waste & Recycling Division
Summary of Rental Vehicles 2018 and 2019

Date Picked up	Date Returned	Vehicle Desc.	License Plate No.	Kilometers Driven
22-May-18	08-Aug-18	Ford F150	CA8072	2215
18-May-18	08-Aug-18	Dodge Ram	CA9789	2899
22-May-18	08-Aug-18	Cube Van	CA8366	2253
06-Jun-19	30-Aug-19	Ford F150	CC4458	4167
10-Jun-19	29-Aug-19	Ford F150	CC5355	2257
10-Jun-19	23-Aug-19	Cube Van	49480D	1676
30-Apr-19	26-Dec-19	Cube Van	50422D	6200

**Total cost up to December 26, 2019. Vehicle is still in use. Kilometers estimated for end of year.*

Job Description	Total Cost (HST Incl.)
Summer Litter Crew	\$ 3,910.00
Summer Litter Crew	\$ 4,108.72
Summer Litter Crew	\$ 5,452.15

TOTAL 2018 \$ 13,470.87

Summer Litter Crew	\$ 3,947.95
Summer Litter Crew	\$ 3,717.95
Summer Litter Crew	\$ 4,984.32
Waste Diversion Assistant	\$15476.02*

TOTAL 2019 \$ 12,650.22

d of 2019 based on current odometer reading

EMPLOYMENT OPPORTUNITY

Summer Litter Collection Crew

The City of St. John's Waste and Recycling Division is currently seeking highly motivated and environmentally conscious individuals to form a Litter Collection Crew with the goal of cleaning up our City this summer. Targeting public areas of high litter concentration, the crew will be responsible for collecting and disposing of the material found roadside and in open spaces.

Candidates must be dependable and self-motivated with the ability to work as part of a team. Class 5 Drivers License would be an asset.

HOURS OF WORK:

May 14 to July 20, 2018

Hours of work weekdays, 8 am- 4 pm, 40 hours per week.

Based out of Robin Hood Bay Admin Building

COMPENSATION:

The rate of pay is \$11.00 per hour.

Summer Litter Collection Coordinator

The City of St. John's Waste and Recycling Division is currently seeking highly motivated and environmentally conscious individual to lead our Litter Collection Crew team with the goal of cleaning up our City this summer. We require an energetic, skilled individual to assist in the day to day operations, planning, crew scheduling and administrative functions of this program.

QUALIFICATIONS:

- One year post-secondary education/training in a Business program or a related field

- CPR & Standard First Aid

- Experience leading or guiding a team

- Excellent communication skills

- Dependable and self-motivated with the ability to work as part of a team.

- Must have a Class 5 Drivers License.

PERIOD OF EMPLOYMENT:

May 11 to July 23, 2018

Hours of work – Monday to Friday, 8 am- 4pm, 40 hours per week.

Based out of Robin Hood Bay Admin Building

COMPENSATION:

The rate of pay is \$14.00 per hour.

Position title	<i>Waste Diversion Assistant</i>	Position Number	<i>Please consult the HR Advisor for the position number</i>
Reports to	<i>Waste Diversion Supervisor</i>	Date Approved	<i>Date the PD is approved by JE / officially update by HR</i>
Department / Division	<i>Public Works/ Waste and Recycling</i>	Union	<i>CUPE Local 1289</i>

Job Purpose

The Waste Diversion Assistant will provide the education and promotion of all programs pertaining to waste diversion, litter and illegal dumping.

Accountabilities

Assist in researching, developing and providing education through public awareness programs for all of the waste diversion programs: curbside recycling, backyard composting, leaf and yard waste, household hazardous waste and electronics, along with any other new diversion programs.

Identify illegal dumping occurring in the City of St. John's, monitor the sites and prepare reports for the RNC.

Assist in researching information on issues pertaining to uncovered garbage, litter and illegal dumping to educate the community at large.

Conduct door to door visits, public presentations, attend trade shows and community events to promote the waste diversion programs.

Monitor and update website, waste app, and waste widget to ensure proper information is correct and current.

Conduct various kinds of waste audits.

Photograph various items/ situations for website, presentations, educational material, etc.

Collect statistical information on participation rates, set out rates pertaining to any of the curbside programs.

Perform any other related duties as assigned.

Qualifications

1 year or more and upto 3 years -Practical or job related experience in a similar field sufficient to attain full competence.

Relevant skills /Certifications:

Diploma in Public Relation/Marketing and Communications

Other Experience

Must possess a valid driver's license.

Use of personal vehicle is required.

Experience in customer service and door to door would be an asset.

Working conditions

Regular working shift Monday to Friday 8:00 am to 4:00 pm with some overtime from time to time in the evenings and on weekends.

Ability to work in different kinds of weather.

Ability to tolerate and sort odorous material from time to time.
Ability to work alone in secluded areas.
May have to deal with some confrontational situations.

Physical requirements

Must be able to climb ladders.
Ability to lift heavy items no more than 50 pounds from time to time.

2018 Vehicle Rentals Engineering - Construction Division	Vehicles	Mileage	Cost	Period	Classification
2016 & 2017 Ford Escapes Plate JDF 361 and Plate JHS 894	1	8074	\$10,949.15	April 2 - Dec 21	Construction Inspector I
2017 GMC Terrain - Plate JEK 780	1	14164	\$9,883.10	April 30 - Nov 30	Construction Inspector I
2018 Ford F150 - Plate CA8 802	1	8887	\$8,337.50	April 25 - Dec 21	Construction Inspector Senior
2018 Ford F150 - Plate CA8 331	1	12371	\$11,442.50	April 16 - Dec 19	Construction Inspector III
2018 Dodge Ram - Plate CA7 653	1	8738	\$8,280.00	April 2 - Oct 30	Construction Inspector I
2018 Ford F150 - Plate CA8 345	1	760	\$1,380.00	June 26 - July 10	Construction Inspector I
2018 Ford F150 - Plate CA8 825	1	8269	\$6,555.00	June 26 - Dec 13	Construction Inspector I
2018 Dodge Ram - Plate CA7 655	1	15754	\$9,487.50	April 2 - Dec 21	Construction Inspector I
2018 Ford F150 - Plate CBO 329	1	15512	\$9,545.00	June 26 - Dec 10	Construction Inspector I
2018 Ford F150 - Plate CAO 054	1	10885	\$8,280.00	June 4 - Nov 30	Construction Inspector I
2018 Ford F150 - Plate CBO 350	1	9357	\$6,842.50	July 10 - Dec 18	Construction Inspector I
2018 Chevrolet Silverado - Plate CB2 929	1	2164	\$4,041.79	Oct 30 - Dec 21	Construction Inspector I

2019 Vehicle Rentals Engineering - Construction Division	Vehicles	Mileage	Cost	Period	Classification
2019 Ford F150 - Plate CC2 706	1	12679	\$11,569.00	April 15 - Dec 20	Construction Inspector II
2019 Ford F150 - Plate CC2 703	1	7312	\$11,498.85	April 15 - Dec 20	Construction Inspector Senior
2019 Dodge Ram - Plate CB8 106	1	10593	\$11,498.85	April 15 - Dec 19	Construction Inspector III
2019 Dodge Ram - Plate CB8 107	1	10060	\$11,689.18	April 15 - Dec 20	Construction Inspector I
2019 Ford F150 - Plate CC1 790	1	12340	\$10,176.35	April 24 - Nov 29	Construction Inspector I
2019 Ford F150 - Plate CC2 705	1	683	\$1,380.00	April 24 - May 13	Construction Inspector I
2019 Chev Silverado - Plate AZ50593	1	6030	\$5,462.50	May 13 - Sept 4	Construction Inspector I
2019 Ford F150 - Plate CC2 724	1	9140	\$9,357.55	May 13 - Nov 27	Construction Inspector I
2019 Dodge Ram - Plate CC4 101	1	11970	\$6,842.50	May 21 - Oct 3	Construction Inspector I
2019 Ford F150 - Plate CC5 328	1	3033	\$1,392.65	Oct 3 - Nov 15	Construction Inspector I
2019 Ford F150 - Plate CB8 815	1	8956	\$7,504.90	May 21 - Oct 24	Construction Inspector I
2019 Ford F150 - Plate CC3 433	1	1535	\$2,645.00	Sept 18 - Oct 22	Construction Inspector I
2019 Ford F150 - Plate CC3 435	1	5245	\$3,276.35	Sept 4 - Nov 29	Construction Inspector I

Position title	<i>Construction Inspector I</i>	Position Number	<i>005504</i>	Unit ID	<i>8990</i>
Reports to	<i>Mark White</i>	Date Approved:			
Department / Division	<i>Planning, Engineering & Regulatory Services</i>	Union:		<i>1289</i>	

Job purpose

Inspection of City capital works projects for quality control and adherence to City specifications, provincial standards and applicable technical specifications.

Accountabilities

- Perform inspection work on construction projects to ensure adherence with prescribed specifications. These projects will primarily involve water, sewer and street and concrete work.
- Perform field and laboratory sampling/testing of asphalt, concrete and granular material for adherence to City specifications, and retests material upon deliverance to job operating any and all equipment associated with same, including nuclear densometer, concrete air meter, coring machine and mobile electric generator, amongst others.
- Assist with site inspections, video inspections, and security estimates for new City developments.
- Assist with inspection of "Cured In Place Pipe" (CIPP) liner installations, and coordination of the collection, tracking, shipping and testing of liner samples. Review videos related to installations as required.
- Provide technical advice to contractors on City specifications, sound construction principles, practices, methods and techniques, and prepares written/oral reports as required.
- Provide contractor with engineering data regarding alignment and grades.
- Determine extent of work progress by contractors and prepares estimates on the value of work completed.
- Ensure adherence to all safety practices at the job site, including traffic control, through inspection and enforcement of City and Provincial OH & S regulations/manuals.

Qualifications

Education: Graduation of High School, supplemented by the successful completion of a three (3) year Civil Engineering Technology Program from a recognized educational institution. Must be a member, or be eligible to become a member, of the Association of Engineering Technicians and Technologists of Newfoundland.

Experience: One (1) year experience in Construction Inspection with the majority of this experience being related to water and sewer installations and street and sidewalk construction. Experience in the interpretation of plans and specifications is required along with a working knowledge of Microsoft Word and Excel. Must possess a valid Class 5 Driver's License. Preference may be given to those with experience in laboratory and field testing of asphalt and concrete and granular material.

Construction Inspector I will be required to obtain certification for the following:

1. Transportation of Portable Gauges by Road
2. Portable Gauge User Regulations
3. Radiation Protection

Training to be provided by the City if necessary.

Other: Must have ability to work independently and with minimum supervision and be able to maintain good communications with City Departments. Must have ability to deal with people in a tactful, diplomatic manner.

Working conditions

Exposure to active construction sites in close proximity to multiple pieces of construction equipment (trucks, excavators, graders, etc.) in operation simultaneously.

Use of the portable nuclear gauge exposes this position to radiation. The Inspector is classified as a radioactive worker by the Canadian Nuclear Radiation Agency & is required to wear a dosimetry badge. This badge is monitored quarter-annually by the agency for exposure dosage to radiation.

Physical requirements

Performs core drilling to determine existing granular conditions beneath City streets when required. This involves frequent lifting, setup & dismantling of the core drilling apparatus. Position is required to frequently lift manhole covers & catch basin frames in order to inspect for possible deficiencies. The Inspector will perform concrete, asphalt and salt testing which includes carrying heavy samples.

Direct reports

Organization Structure

Please insert the organization structure

Date approved:	
Reviewed:	<i>January 22, 2018</i>

Position title	<i>Construction Inspector II</i>	Position Number	<i>028707/ 028708</i>	Unit ID	<i>8990/1319</i>
Reports to	<i>Mark White</i>	Date Approved:			
Department / Division	<i>Planning, Engineering & Regulatory Services</i>	Union:		<i>1289</i>	

Job purpose

Inspection of City capital works projects of moderate level complexity and inspection of new City developments for quality control and adherence with City specifications, provincial standards, and applicable technical specifications.

Accountabilities

- Perform all functions of Construction Inspector I – Engineering and oversee work of junior level Inspectors
- Perform inspection work on construction projects with a moderate level of complexity.
- Prepare Capital Works estimates for review and approval by Engineer or senior technical staff.
- Assist with site inspections, video inspections, and security estimates for new City developments.
- Perform inspection of "Cured In Place Pipe" (CIPP) liner installations, coordinate the collection, tracking, shipping and testing of liner samples, and review videos related to installations as required.
- Oversee work of junior level inspectors.
- Investigate complaints and prepare written reports.
- Act as liaison with utility company to coordinate work with contractors as required.
- Assist Engineer or senior technical staff with data compilation and doing inspections for Bridge Management Program, City owned retaining wall inventory, and Streets inventory.
- Assist Engineer or senior technical staff with research projects as required.

Qualifications

Education: Graduation from high school supplemented by the successful completion of a three (3) year Civil Engineering Technology program from a recognized educational institution. Must be a member, or be eligible to become a member, of the Association of Engineering Technicians and Technologists of Newfoundland.

Experience: Four (4) years total of directly related experience in Construction Inspection. Must include at least one (1) year experience in laboratory testing of asphalt and concrete and at least two (2) years' experience in field inspection of water and sewer installations, street and sidewalk reconstruction and reinforced concrete structures construction. Must have sound knowledge of construction inspection principles, practices and techniques, as well as knowledge of construction products, materials and equipment. Experience in the interpretation of plans and specifications is required along with a working knowledge of Microsoft Word and Excel. A good working knowledge of CIPP liner installation is considered an asset. Must possess a valid Class 5 Driver's License.

Construction Inspector II will be required to have current certification for the following:

1. Transportation of Portable Gauges by Road.
2. Portable Gauge User Regulations.
3. Radiation Protection

Recertification training to be provided by the City, if necessary.

Other: Must have ability to work independently and with minimum supervision and be able to maintain good communications with City Departments. Must have ability to deal with people in a tactful, diplomatic manner.

Working conditions

Exposure to active construction sites in close proximity to multiple pieces of construction equipment (trucks, excavators, graders, etc.) in operation simultaneously.

Use of the portable nuclear gauge exposes this position to radiation. The Inspector is classified as a radioactive worker by the Canadian Nuclear Radiation Agency & is required to wear a dosimetry badge. This badge is monitored quarter-annually by the agency for exposure dosage to radiation.

Physical requirements

Performs core drilling to determine existing granular conditions beneath City streets when required. This involves frequent lifting, setup & dismantling of the core drilling apparatus. The Inspector will frequently lift manhole covers & catch basin frames in order to inspect for possible deficiencies. The Inspector will perform concrete, asphalt and salt testing which includes carrying heavy samples.

Direct reports

Organization Structure

Please insert the organization structure

Date approved:	
Reviewed:	<i>January 22, 2018</i>

Position title	<i>Construction Inspector III</i>	Position Number	<i>179901</i>	Unit ID	<i>1319</i>
Reports to	<i>Mark White</i>	Date Approved:			
Department / Division	<i>Planning, Engineering & Regulatory Services</i>	Union:		<i>1289</i>	

Job purpose

Inspection of City capital works projects of high level complexity and inspection of new City developments for quality control and adherence with City specifications, provincial standards, and applicable technical specifications.

Accountabilities

- Perform all functions of Construction Inspector II - Engineering.
- Perform inspection work on projects with a high level of complexity
- Independently perform site inspections, video inspections and security estimates for new City developments as required.
- Compile data and independently perform inspections for Bridge Management Program, City owned Retaining Wall inventory, and Streets inventory.
- Assist with maintaining information in areas of assigned special duties, ie:
 1. Updating infrastructure statistics.
 2. Updating construction unit prices template.
 3. Preparation of civic improvement assessment adjustment factors.
 4. Preparation of project assessment rolls.
 5. Preparation of capital asset reports.

Qualifications

Education: Graduation from high school supplemented by the successful completion of a three (3) year Civil Engineering Technology program from a recognized educational institution. Must be a member, or be eligible to become a member, of the Association of Engineering Technicians and Technologists of Newfoundland.

Experience: Seven (7) years total of directly related experience in Construction Inspection. At least one (1) year experience must be in laboratory testing of asphalt and concrete and at least four (4) years' experience must be in field inspection of water and sewer installations, street and sidewalk reconstruction and reinforced concrete structures construction. Must have experience with CIPP liner installation, and inspections of bridges, retaining walls, streets, and new City developments. Must have sound knowledge of construction inspection principles, practices and techniques, as well as knowledge of construction products, materials and equipment. Experience in the interpretation of plans and specifications is required along with a working knowledge of Microsoft Word and Excel. Must possess a valid Class 5 Driver's License.

Construction Inspector III will be required to have current certification for the following:

1. Transportation of Portable Gauges by Road.
2. Portable Gauge User Regulations.

3. Radiation Protection

Recertification training to be provided by the City, if necessary.

Other: Must have ability to work independently and with minimum supervision and be able to maintain good communications with City Departments. Must have ability to deal with people in a tactful, diplomatic manner.

Working conditions

Exposure to active construction sites in close proximity to multiple pieces of construction equipment (trucks, excavators, graders, etc.) in operation simultaneously.

Use of the portable nuclear gauge exposes this position to radiation. The Inspector is classified as a radioactive worker by the Canadian Nuclear Radiation Agency & is required to wear a dosimetry badge. This badge is monitored quarter-annually by the agency for exposure dosage to radiation.

Physical requirements

Performs core drilling to determine existing granular conditions beneath City streets when required. This involves frequent lifting, setup & dismantling of the core drilling apparatus. The Inspector will frequently lift manhole covers & catch basin frames in order to inspect for possible deficiencies. The Inspector performs concrete, asphalt and salt testing which includes carrying heavy samples.

Direct reports

Organization Structure

Please insert the organization structure

Date approved:	
Reviewed:	<i>January 22, 2018</i>

Position title	<i>Construction Inspector - Senior</i>	Position Number		Unit ID	<i>1319</i>
Reports to	<i>Mark White</i>	Date Approved	<i>February 20, 2018</i>		
Department / Division	<i>Planning, Engineering & Regulatory Services</i>	Union	<i>CUPE 1289</i>		

Job purpose

This is independent technical or sub-professional engineering work which involves the application of precise practical engineering knowledge gained through experience and training.

Accountabilities

- Perform all functions of Construction Inspector III.
- Coordinate and assign tasks to Construction Inspectors for site inspections, video inspections and security estimates for new City developments.
- Coordinate and assign tasks to Construction Inspectors for inspections and maintenance of the Bridge Management Program, City owned Retaining Wall inventory, and Streets inventory.
- Prepare and maintain accurate information for the following:
 1. Infrastructure statistics;
 2. Construction unit prices template;
 3. Civic improvement assessment adjustment factors;
 4. Project assessment rolls; and
 5. Capital asset reports.

Qualifications

Education: Graduation of High School, supplemented by the successful completion of a three (3) year Civil Engineering Technology Program from a recognized educational institution. Must be a member, or be eligible to become a member, of the Association of Engineering Technicians and Technologists of Newfoundland.

Experience: Ten (10) years of progressively responsible experience in Construction Inspection. At least one (1) year experience must be in laboratory testing of asphalt and concrete, and at least seven (7) years' experience must be in field inspection of water and sewer installations, street and sidewalk reconstruction and reinforced concrete structures construction. Must have a thorough knowledge and demonstrated proficiency in CIPP liner installation; inspections of bridges, retaining walls, streets, and new City developments; and interpretation of plans and specifications. A sound knowledge of construction inspection principles, practices and techniques, and construction products, materials and equipment is required. Must have the ability to effectively coordinate and delegate tasks and have a working knowledge of Microsoft Word and Excel. A valid Class 5 Driver's License is required.

Senior Construction Inspector will be required to have current certification for the following:

1. Transportation of Portable Gauges by Road.
2. Portable Gauge User Regulations.
3. Radiation Protection

Recertification training to be provided by the City, if necessary.

Other: Must have ability to work independently and with minimum supervision and be able to maintain good communications with City departments. Must have ability to deal with people in a tactful, diplomatic manner.

Working conditions

Exposure to active construction sites in close proximity to multiple pieces of construction equipment (trucks, excavators, graders, etc.) in operation simultaneously.

Proximity to the portable nuclear gauge exposes this position to radiation. The Inspector is classified as a radioactive worker by the Canadian Nuclear Radiation Agency & is required to wear a dosimetry badge. This badge is monitored quarter-annually by the agency for exposure dosage to radiation.

Physical requirements

Frequent lifting of manhole covers & catch basin frames in order to inspect for possible deficiencies.

Direct reports

Organization Structure

Date approved:	
Reviewed:	

Parks and Open Spaces Rental Vehicles			
Crew Description	Type of Unit	Units Required	Classification of Driver
Open Space & Playground Maintenance	PU Truck	4	Second Class Operator Park Service Worker
Horticulture	PU Truck	2	Park Service Worker
Bowring Park Maintenance	PU Truck	1	Park Service Worker Second Class Operator
Sports Facility Maintenance	PU Truck	2	Second Class Operator Sports Maintenance Worker
	Cargo Van	3	Second Class Operator Sports Maintenance Worker Labourer
Carpentry Crew	Cube Van	1	Maintenance Repairperson II Second Class Operator
Weekend Facilities Crew	PU Truck	4	Park Service Worker Second Class Operator
Total		17	
Costs Stakebody truck \$2300/month (NA – 2019) Regular cab pickup truck \$1150 – 1500/month (various suppliers) ½ ton cargo van \$1100/month Cube van \$1700/month Extended cab, 4wd, pickup truck \$1500/month			

JOB DESCRIPTION

LABOURER

DUTIES:

The primary duties of the successful applicant will be to perform the following, but not limited to:

1. To effectively control and regulate the flow of traffic through City construction sites wherever it is necessary to restrict traffic movement past a particular point to one direction at a time.
2. To stop traffic whenever heavy equipment is backing onto or crossing a roadway.
3. To perform all other duties in accordance with the "Traffic Control" regulations of the Occupational Health & Safety Regulations (Latest Edition).
4. Performs the necessary Jackhammer duties.
5. Performs street sweeping duties.
6. Reads commercial water meters throughout the City, records these readings and reports them to the Manager, Taxation & Receivables.
7. Performs whatever pipe work that may be necessary.
8. Must be able to use chainsaw and perform soundings.
9. Prepare sports facilities for outdoor activities, line painting etc.
10. Operate vans and pickups
11. Performs watchman duties within the landfill disposal site (Robin Hood Bay)
12. Responsible for hooking up ships to the City's water supply on the harbour apron.
13. Performs spotting and wing blade duties where required.
14. Performs any and all Labourer duties as required.

The incumbent will be required to participate in all training programs applicable to this position.

The above statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

QUALIFICATIONS:

High School Graduate, Class 5 drivers license, Traffic Control Persons certificate. Must be physically able to carry out the assigned duties.

Applicants for positions must be members of the Canadian Union of Public Employees, Local 569, or should be prepared to join the Union immediately upon appointment. Positions are open to both male and female employees.

HOURS OF WORK: 8:00 a.m. - 4:00 p.m. Shift Work as required

HOW TO APPLY: Applications for positions will be received by Karen Dinn, Supervisor, Human Resources, and should be returned to her and a receipt obtained before the closing date and time.

The City of St. John's is an equal opportunity employer and is committed to the employment of a qualified workforce which reflects the community's diversity.

ST. JOHN'S

DEPARTMENT OF HUMAN RESOURCES

JOB DESCRIPTION

Maintenance Repairperson II

POSITION: One (1) Maintenance Repairperson II (Position # 038701)
DIVISION:

DUTIES:

1. The maintenance of landscaped areas, common walkways and parking lots, including ice and snow control and the removal of debris and garbage from the properties to the designated areas.
2. The maintenance of interior common spaces on a regular basis, if applicable, including the removal of debris and garbage to designated areas.
3. The investigation of tenant complaints concerning maintenance problems to determine the appropriate course of action.
4. The repair of maintenance problems, excluding those requiring a particular trade such as plumbing and electrical work.
5. The referral of any undesirable condition that exists on the property(ies) to the Manager, Division of Property Management, so that appropriate action can be taken.
6. The completion of any painting that may be required.
7. The preparation of vacant units for occupancy for new tenants.
8. Perform other services, as the Manager, Division of Property Management may require from time to time in connection with those above.

The incumbent will be required to participate in all training programs applicable to this position and other related work.

The above statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

QUALIFICATIONS:

Applicants must be high school graduates. Possess a valid Class 5 Driver's Licence and be capable of and willing to be bonded. Must have a minimum of two (2) years experience in a related position. Must be able to work independently and possess good interpersonal skills. The following is a list of hand tools associated with the day-to-day maintenance of our properties which should be provided by the repairperson:

1	Handsaw	1	Hammer (Carpenter)	1	Full Set of Screwdrivers
1	Pair Pliers	1	Metric Square		Wood Chisels 2" and 1"
1	Gyproc Saw	1	Utility Knife	1	Glass Scraper
1	Set Wood Drill Bits	1	Set Steel Drill Bits		Tool Box

All power tools and any other needed equipment will be provided.

Applicants for positions must be members of the Canadian Union of Public Employees, Local 569, or should be prepared to join the Union immediately upon appointment. Positions are open to both male and female employees.

HOURS OF WORK: 8:00 a.m. to 4:00 p.m. daily, Monday to Friday, Shift work as required
HOW TO APPLY: Applications for positions will be received by Karen Dinn, Supervisor, Human Resources, and should be returned to her and a receipt obtained before the closing date and time.

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PARK SERVICE WORK
JOB DESCRIPTION

DUTIES:

1. Ensure that the park is in a well-kept condition at all times with regards to grounds, buildings, playground equipment, etc.
2. To cooperate and facilitate a good working relationship with the general public using the park.
3. To be able to maintain the parks and open spaces with minimum supervision.
4. Operates hand tools used in gardening work.
5. Performs manual work including excavation, cleanup, garbage pickup, snow removal, spreading of salt and sand, maintenance of skating rinks and swimming pools and any labouring work in support of Park operations.
6. Performs general gardening duties including landscaping, pruning, planting, and propagation of trees, shrubs, flowers and lawns and including green house duties such as seeding, planting, watering and spraying of plant material.
7. Performs rough carpentry including repair and/or fabrication of fences, windows, and screens, forms shelves, and outdoor furniture in the park; wall and walk repair; painting and ancillary work.
8. Operates equipment, tools, and machinery used in work.
9. Other Duties as required.

The incumbent will be required to participate in all training programs applicable to this position and other related work.

The above statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

QUALIFICATIONS:

- High School Diploma
- Must possess a valid Class 5 driver's license, and have several years of experience in the gardening trade.
- Must be capable of operating mowing equipment and should be able to work with minimum supervision.
- Applicants must be physically able to carry out all duties.
- In the event that the applicant has not successfully completed the Park Service Worker program or completed accepted course work by the Department, the City shall require the applicant to pass a practical and written test.

Applicants for positions must be members of the Canadian Union of Public Employees, Local 569, or should be prepared to join the Union immediately upon appointment. Positions are open to both male and female employees.

HOURS OF WORK: 8:00 a.m. to 4:00 p.m. daily, Monday to Friday, Shift work as required

SECOND CLASS OPERATOR
JOB DESCRIPTION
(Updated October 12, 2011)

DUTIES:

1. Operate the following pieces of equipment including but not limited to: catch basin cleaner, collectomatic, compressor, gang mower, trackless, hoist truck, pothole patcher, self propelled and mechanical broom, dump truck and sewer jet.
2. Collection of garbage and recycling with the Waste Management Division.
3. Other duties as required when not operating the above mentioned equipment as outlined above.

The incumbent will be required to participate in all training programs applicable to this position.

The above statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

QUALIFICATIONS:

"Class 3" Driver's Licence with A.B. Endorsements. WHSCC approved Traffic Control Awareness Course. Must be thoroughly familiar with, and have experience in, the operation of at least one of the above noted pieces of equipment. Must possess the ability to learn the operation of all other pieces of equipment as noted above.

Applicants for positions must be members of the Canadian Union of Public Employees, Local 569, or should be prepared to join the Union immediately upon appointment. Positions are open to both male and female employees.

HOURS OF WORK: 8:00 a.m. - 4:00 p.m., Monday - Friday, Shift Work as required.

The City of St. John's is an equal opportunity employer and is committed to the employment of a qualified workforce which reflects the community's diversity.

ST. JOHN'S

DEPARTMENT OF HUMAN RESOURCES

SPORTS FIELD MAINTENANCE WORKER
JOB DESCRIPTION

DUTIES:

1. Prepare and maintain sport facilities in a safe and playable condition. Sport facilities include, but are not limited to:
 - Fields for soccer, softball, baseball, touch football, and ultimate frisbee
 - Hard surface courts for tennis, basketball, and ball hockey
2. Manage and inspect sport facilities prior, during, and after sporting events by planning and executing all tasks necessary such as infield raking/dragging, field/court lining, setting bases, dust control, and cleaning grounds, stands and bathrooms.
3. Ensure that field and court markings are installed and maintained appropriately.
4. Provide additional maintenance prior to and during tournaments.
5. Provide spring and fall maintenance activities as required.
6. To cooperate and facilitate a good working relationship with the leagues, teams, and general public using the sport facilities.
7. Maintain the sport facilities with minimum supervision.
8. Operate hand and power tools used in field maintenance.
9. Performs manual work including excavation, cleanup, garbage pickup, and any other related work in support of Park operations.
10. Operate equipment, tools, and machinery used in the maintenance of Parks, Playgrounds, and Open Spaces.
11. Utilize independent judgment in performing grounds maintenance activities.
12. Understand and follow oral and written directions.
13. Perform other duties as requested or required.

The incumbent will be required to participate in all training programs applicable to this position and other related work.

The above statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

QUALIFICATIONS:

- High School Diploma
- Must possess a valid Class 5 driver's license, and must be able to demonstrate knowledge of effective methods of sports field preparation and maintenance and several years of experience in the sport field maintenance trade.
- Must be capable of operating sod cutters, line painters, mowing equipment and be able to work with minimum supervision.
- Applicants must be physically able to carry out all duties.
- **The City may require applicants to pass a written examination to demonstrate competence in the required skilled area.**
-

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From: [Gary Tulk](#)
To: [Kenessa Cutler](#)
Subject: RE: ATIPP Request - City Vehicles.
Date: Wednesday, March 4, 2020 9:24:40 AM

Hi Kenessa

One is a Mason and the other two are Maintenance 1 employees.
The electricians, HVAC, Plumber and Maintenance 11 staff can also use the vehicles at times.

Gary

From: Kenessa Cutler <kcutler@stjohns.ca>
Sent: Wednesday, March 4, 2020 9:17 AM
To: Gary Tulk <gtulk@stjohns.ca>; Leslie O'Brien <lobrien@stjohns.ca>
Subject: RE: ATIPP Request - City Vehicles.

Hi Gary,

Thank you kindly for the info. Besides the Maintenance Repair I staff are there any other positions that use the vehicles? What are the summer staff job titles?

Thanks!

Kenessa Cutler, CIAPP-C
Access to Information and Protection of Privacy (ATIPP) Coordinator
Office of the City Clerk | City of St. John's
[t. 709 576 8429](tel:7095768429) | e. kcutler@stjohns.ca

From: Gary Tulk <gtulk@stjohns.ca>
Sent: Wednesday, March 4, 2020 7:47 AM
To: Leslie O'Brien <lobrien@stjohns.ca>
Cc: Kenessa Cutler <kcutler@stjohns.ca>
Subject: RE: ATIPP Request - City Vehicles.

Hi Leslie/Kenessa

Here at City buildings we have 2 pickups throughout the year. 1 we have year round and while mostly used by the Maintenance 1 staff it is also used by all the other departments in our division. The second vehicle is used by our summer staff that takes care of the pools and the Mason. Both Vehicles costs \$1150.00 a a month. As for the millage I am not sure what it is as we do not keep account of it, as the trucks can be switched out a couple of times a year by Enterprise-Rent-a car.

Let me know if you need anything else and I will do my best to get it.
Gary

From: Leslie O'Brien <lobrien@stjohns.ca>

Sent: Tuesday, March 3, 2020 11:28 AM

To: Gary Tulk <gtulk@stjohns.ca>; Mike Gamberg <mgamberg@stjohns.ca>; Bob Critch <bcritch@stjohns.ca>

Subject: Fwd: ATIPP Request - City Vehicles.

Please see below and attached. Did you all rent vehicles during this period?

Leslie

Get [Outlook for iOS](#)

From: Kenessa Cutler <kcutler@stjohns.ca>

Sent: Tuesday, March 3, 2020 10:36:16 AM

To: Leslie O'Brien <lobrien@stjohns.ca>

Subject: FW: ATIPP Request - City Vehicles.

Hi Leslie,

Are you able to provide me with the job titles that use the rental vehicles so I can reach out to HR to obtain the job descriptions?

If you have them great, but if you don't I want to get them ASAP.

Thank you kindly!

Kenessa Cutler, CIAPP-C
Access to Information and Protection of Privacy (ATIPP) Coordinator
Office of the City Clerk | City of St. John's
t. 709 576 8429 | e. kcutler@stjohns.ca

From: Kenessa Cutler

Sent: Tuesday, February 25, 2020 2:21 PM

To: Leslie O'Brien <lobrien@stjohns.ca>; Jonathan E. Murphy <jemurphy@stjohns.ca>; Brian Head <bhead@stjohns.ca>; Aggi Westcott <awestcott@stjohns.ca>

Subject: ATIPP Request - City Vehicles.

Hi All,

Yesterday, I sent you each an email regarding an ATIPP request we've received. The email contained a spreadsheet obtained from Fleet which does not appear to be accurate.

Please see the original request attached. To the best of your ability please provide the information asked in the request. The applicant is looking for information regarding rental vehicles (normal

vehicles – not heavy equipment) and the employees that drive them.

Please let me know if you have any questions and ignore my last email with the excel file.

Thank you!

Kenessa Cutler, CIAPP-C
Access to Information and Protection of Privacy (ATIPP) Coordinator
Office of the City Clerk | City of St. John's
t. 709 576 8429 | e. kcutler@stjohns.ca

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MAINTENANCE REPAIRPERSON I

JOB DESCRIPTION

DUTIES:

1. The incumbent shall perform a wide array of maintenance chores such as cabinet making, "finish" carpentry, furniture repairs, sparkling, painting, glass and glazing repairs, commercial door hardware repairs, renovation work, installation and repairs to suspended ceilings and various types of flooring. Other maintenance work as required.

The incumbent will be required to participate in all training programs applicable to this position.

The above statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

QUALIFICATIONS:

Incumbent must be a provincially licensed carpenter or possess a minimum of two (2) years of proven experience in work of a similar nature such as "finish" carpentry work and building maintenance. The incumbent shall also have a broad knowledge of the various related trades required to perform the duties of this position efficiently. Must possess a valid "Class 5" Driver's Licence.

Applicants for positions must be members of the Canadian Union of Public Employees, Local 569, or should be prepared to join the Union immediately upon appointment. Positions are open to both male and female employees.

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ST. JOHN'S

DEPARTMENT OF HUMAN RESOURCES

MASON

JOB DESCRIPTION

DUTIES:

The duties of this position will be related to masonry and cement finishing as required. Such duties will include related work as it pertains to curb, gutter, sidewalk and the erection of concrete block and brick fabricated wall structure.

The incumbent will be required to participate in all training programs applicable to this position and other related work.

The above statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

QUALIFICATIONS:

Must possess formal training in Masonry and Cement Finishing or have had a minimum of five (5) years experience in the Construction Industry as a Mason or Brick Layer.

Applicants for positions must be members of the Canadian Union of Public Employees, Local 569, or should be prepared to join the Union immediately upon appointment. Positions are open to both male and female employees.

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ST. JOHN'S

DEPARTMENT OF HUMAN RESOURCES

HVAC TECHNICIAN

JOB DESCRIPTION

The Services Technician is responsible to the HVAC / Electrical Supervisor for performing a variable range of service related HVAC and Swimming Pool activities with regards to the operation of City owned properties. Will be required to diagnose equipment problems accurately, quickly and organize repairs efficiently.

DUTIES:

1. Performs routine HVAC and swimming pool activities normally without direct supervision.
2. The operation and mechanical maintenance of all City owned properties as it relates to the operation, maintenance and trouble shooting of various mechanical electrical systems including Fire Prevention, swimming pools, refrigeration systems, heating systems, oil burners, ventilation, air conditioning, energy management system and DDC control.
3. Performs regularly scheduled preventative maintenance and conducts regular inspections of all mechanical HVAC and auxiliary equipment in all City owned buildings and swimming pool operations.
4. Monitor a Water Treatment Program on all piping systems, heating boilers, swimming pools, air conditioning and cooling towers.
5. The operation, mechanical maintenance and trouble shooting of HVAC and indoor air quality, gas detection, energy management and chemical treatment systems.
6. Monitor storage facilities of City properties for all petroleum products, furnace oil, diesel gasoline, kerosene, waste oil, chemical additives and treatment products, hazardous wastes, PCB's and refrigerants with regard to capacity, conditions, spills, containment and proper storage and handling procedures.
7. Prepare written reports on status of equipment. Keep work areas, tools and equipment clean and orderly. Perform other related duties as assigned by the Supervisor.

The successful applicant will be required to participate in all training programs applicable to this position and other related work.

The above statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

QUALIFICATIONS:

High school graduate, certification as a 4th class power engineer. Knowledge of technical standards and City Acts and Regulations. Certified in CFC/HCFC/HFC Control. A minimum of three (3) years experience in HVAC and swimming pool maintenance. Knows and practices good safety habits including knowledge of WHMIS, tool safety and willing to be CPR certified. Ability to operate a computer and work with a computerized maintenance system. Ability to learn the operation of an Energy Management Control System. Excellent oral and written communication skills. Valid Class 5 Driver's License.

Applicants for positions must be members of the Canadian Union of Public Employees, Local 569, or should be prepared to join the Union immediately upon appointment. Positions are open to both male and female employees.

HOW TO APPLY: Applications for positions will be received by Karen Dinn, Supervisor, Human Resources, and should be returned to her and a receipt obtained before the closing date and time.

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HVAC TECHNICIAN - SENIOR

JOB DESCRIPTION

The HVAC Technician - Senior is responsible to the HVAC/Electrical Supervisor for the efficient performance of a wide range of services related to HVAC and Swimming Pool activities. The HVAC Technician-Senior will be expected to use initiative, sound judgment and decisiveness in the diagnosis and mechanical repair of equipment problems as they relate to the various mechanical, electrical systems used in city buildings.

DUTIES:

1. Performs special or technical complicated HVAC and swimming pool activities with or without assistance. Demonstrates to the Service Technicians service related subjects, installation tips and equipment protocols.
2. Maintain the operation and maintenance of all city owned properties as it relates to the installation, operation, mechanical maintenance and trouble shooting of various mechanical and electrical systems, including fire prevention, swimming pools, refrigeration systems, heating systems, oil burners, ventilation, air conditioning, energy management system and DDC control.
3. Monitor a Water Treatment Program on all piping systems, heating boilers, swimming pools, air conditioning and cooling towers.
4. The installation, operation, mechanical maintenance and trouble shooting of HVAC indoor air quality, gas detection, energy management and chemical treatment systems.
5. To monitor the storage facilities on City properties of all petroleum products, furnace oil, diesel, gasoline, kerosene, waste oil, chemical additives, and treatment products, hazardous waste, PCB's and refrigerants, with regard to capacity, conditions, spills, containment and proper storage and handling procedures.
6. Prepare written reports on equipment status. Keep work areas, tools and equipment clean and orderly.
7. Perform other related duties as assigned by the Supervisor.

The successful applicant will be required to participate in all training programs applicable to this position and other related work.

The above statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

QUALIFICATIONS:

High school graduate, certification as a 3rd class power engineer. Graduate of BOMI, SMT courses. Knowledge of technical standards and City Acts and Regulations. Certified in CFC/HCFC/HFC Control. Five (5) or more years of successful HVAC and swimming pool operation experience as a Service Technician. Knows and practices good safety habits including knowledge of WHMIS, tool safety and willing to be CPR certified. Ability to operate a computer and work with a computerized maintenance system. Ability to learn the operation of an Energy Management Control System. Excellent oral and written communication skills. Valid Class 5 Driver's License. Consideration may be given to employees holding a 4th class power engineer certificate who has a minimum of eight (8) years experience in HVAC and swimming pool maintenance and meets all other criteria of the position.

Applicants for positions must be members of the Canadian Union of Public Employees, Local 569, or should be prepared to join the Union immediately upon appointment. Positions are open to both male and female employees.

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ST. JOHN'S

DEPARTMENT OF HUMAN RESOURCES

JOURNEYMAN ELECTRICIAN

Position Description

Primary Function:

This is skilled electrical work in the installation, maintenance, alteration, and repair of electrical, electronic, data and HVAC systems, equipment, and fixtures.

Illustrative Examples of Work

1. With minimal supervision and capable of performing under direction of the supervisor perform the necessary duties for the installation and maintenance of electrical equipment and electrical systems on all City owned property such as Administration, Housing, Depot, Landfill, Parks and Recreation, Fire and Pumping Stations.
2. Installation and maintenance on all electrical systems from 120 to 600 volts with various configurations including high leg.
3. Installation and maintenance on all electrical equipment such as switchboards, panels, generators, motors, motor starters, variable speed drives and other solid state controllers including score clocks and sports field lighting and other electrical equipment.
4. Installation, maintenance, calibration and programming of various mechanical (HVAC) controls such as pneumatic, Direct Digital Control (DDC), other solid state and computerized control systems.
5. Installation, programming and maintenance on public address, communication and data systems such as COAX, CAT 3, CAT 5, CAT5E, fiberoptic and maintenance management programming and software.
6. Ability to operate and function efficiently and effectively with a computerized maintenance management (work order) and energy management systems including log trending, power consumption analysis and costing.
7. Conducts code deficiency and life safety inspections on all City owned systems and equipment.

THE ABOVE STATEMENT REFLECTS THE GENERAL DUTIES CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPAL FUNCTIONS OF THE JOB IDENTIFIED AND SHALL NOT BE CONSIDERED AS A DETAILED DESCRIPTION OF ALL THE WORK REQUIREMENTS THAT MAY BE INHERENT IN THE JOB.

Qualifications

Education: Graduation from High School, supplemented by certification as an interprovincial journeyman in the electrical trade in the Province of Newfoundland and Labrador and be CFC certified in accordance with Provincial Environment regulations.

Experience: Five (5) years experience working in a position requiring an interprovincial Journeyman Electrician certification. Must possess a good working knowledge of Electrical and Mechanical (HVAC) principles, relevant computerized management software and systems and have a good understanding of both the latest Canadian Electrical Code and the latest Mechanical Refrigeration and Safety Codes and must be capable of performing under direction of the Supervisor installations & maintenance for both electrical and mechanical (HVAC) equipment and systems such as pneumatic, and solid state computerized systems. Must be willing to take upgrading courses, in order to keep up with the latest technology that may be installed in City facilities. Must possess a valid Class 5 Driver=s License. Must have Power Line Hazards and CFC certification or be prepared to enroll and successfully complete the first courses available.

JOURNEYMAN PLUMBER

Position Description

Primary Function:

This is skilled plumbing work requiring employment of standard trade practices on a variety of plumbing installations.

Illustrative Examples of Work:

- Installs and repairs water meters.
- Performs necessary plumbing work involved in the winterizing and de-winterizing plumbing systems in City owned facilities.
- Repair and install plumbing as required in City owned facilities.
- Assists the City's Water Works Department in performing plumbing repairs and in the installation of water lines.

THE ABOVE STATEMENT REFLECTS THE GENERAL DUTIES CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPAL FUNCTIONS OF THE JOB IDENTIFIED AND SHALL NOT BE CONSIDERED AS A DETAILED DESCRIPTION OF ALL THE WORK REQUIREMENTS THAT MAY BE INHERENT IN THE JOB.

Qualifications

Education: Graduation from High School, Journeyman Plumber license issued in accordance with the City of St. John's Plumbing By-Law.

Other: Ability to work independently with very limited supervision. Ability to maintain good communications with City Departments. Knowledge of City of St. John's Plumbing By-Laws. Posses a valid "Class 5" Driver's Licence. Ability to learn the operation of a computer terminal. Ability to deal with people in a tactful, diplomatic manner.