



Date: April 7, 2005

**TO: Board Members - Parks and Recreation**

**FROM: General Manager - Parks and Recreation**

**SUBJECT: Administrative Report – New Regular Positions**

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## RECOMMENDATION

*THAT the Board approve the establishment of three regular full-time CUPE 15 positions: one Asbestos Program Technician and one Maintenance Technician II in the Major Maintenance section and one Clerk in the Stanley District office.*

*The classifications of these positions are subject to review by the General Manager of Human Resources.*

## POLICY

The Global Budget arrangement with the City allows the Board to establish staff positions at its discretion if funds are in place.

## BACKGROUND

**Asbestos Program Technician** – The Asbestos Control Office is responsible for managing the inventory of asbestos and hazardous materials found in the Park Board's facilities and parks. The staff complement in the office includes one Asbestos Program Coordinator, one Asbestos Program Technician and auxiliary staff. Over the past several years the program has evolved to the point where the auxiliary staff budget has been regularly funding a second technician thereby ensuring consistent, qualified staffing. The volume of work is anticipated to remain constant in the foreseeable future and this request is to regularize the current position. The estimated funding required for this position is \$50,000 and will be from the auxiliary budget.

**Maintenance Technician II** – The Engineering Maintenance Shop (Mobile Crew) operates the mechanical systems (heating, ventilation, air conditioning, water filtration and recirculation) in the majority of Park Board facilities throughout the City. These systems have been increasing in number and complexity as facilities and parks have been renovated and expanded and as new parks have been added. Through the Added Basic Budget funding has been increased to enable additional staff to be hired. The funds have typically been used to hire auxiliary staff but there is now significant demand for an additional regular full time maintenance technician. The estimated funding required for this position is \$53,500 and will be from the auxiliary budget.

The total 2005 auxiliary CUPE 15 budget for these programs is \$127,500 before funding of the above two positions. Transferring \$103,500 for regular salaries will leave \$24,000 remaining in the auxiliary budget.

The above two proposed positions were discussed and supported by CUPE 15 at the March 2005 Labour Management Committee meeting

**Stanley District Clerk** – This request is for the approval for the creation of a new regular full time clerk for the Stanley District. This CUPE 15 position will be responsible for facility bookings in the Stanley District office. In the past, a number of auxiliary staff assisted full time staff in the processing of picnic, special event and filming and sport permits. It is proposed that the performance of these tasks be consolidated into a full time position. The position will complete the newly established customer service call centre which processes rink, special event and filming, and sporting enquires and permits.

The proposed position is comparable to the existing facility systems clerks assigned to sport facilities and rink operations. The funding required for this position is \$39,200 and will come from existing auxiliary budgets for special events, sports and picnics (which total \$98,100 before the funding transfer). The transfer of \$39,200 for this regular salary will leave \$58,900 in auxiliary funds for these programs.

This proposal will be discussed with CUPE 15 at the April 2005 Labour Management Committee meeting.

## **SUMMARY**

The establishment of these positions consolidates auxiliary assignments into regular full time positions as the functions of the various sections evolve.

Prepared by:

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