

# Corporate Structure

Mayor & Council

Chief Administrative Officer

Executive Assistant

Community Liaison (P/T)

Administrative Assistant (P/T)

Director of Corporate Services/  
Deputy CAO

General government administration  
Property acquisition and disposition  
Legal research and policy analysis  
Insurance  
Elections  
Municipal archives  
Bylaws

Director of Human Resources

Strategic planning  
Recruitment /selection  
Training /development  
Benefits administration  
Performance evaluations  
LTD management  
Health and wellness  
Labour relations  
Contract negotiations

Director of Financial Services

Finance/accounting  
Property taxation  
Budgeting  
Payroll  
Accounts payable  
Accounts receivable  
Business licensing

Director of Development Services

Land development management  
Current and long-range planning  
Subdivisions and buildings  
OCP  
Zoning bylaws  
ALR

Director of Engineering & Operations

Public works  
Transportation infrastructure  
Roads and drainage  
WWTP's  
Utilities  
Environmental services  
Water and sewer systems  
GIS

Director of Parks & Recreation

Parks and recreation services  
Planning and management of parks, sportsfields, trails, cemeteries, Municipal facilities  
Youth outreach  
Community liaison

Forester

Manages reserve funds for forests  
Oversees forest management audits  
Harvesting  
Implementation of new trails  
Firewood and salal permits

Manager of Information Services

Build and maintain network infrastructure  
Purchase and maintenance of computerized assets  
Major business applications  
Website  
GIS

Inspector, RCMP

General policing  
Traffic services  
Crime reduction and education  
Community police offices  
Major crime and investigations  
Victim services

*Administration Department*

**Director of Corporate Services**

1 FT

Deputy Director of Corporate Services

1 FT

Assistant Municipal Solicitor

1 FT

Records Management Coordinator

1 FT

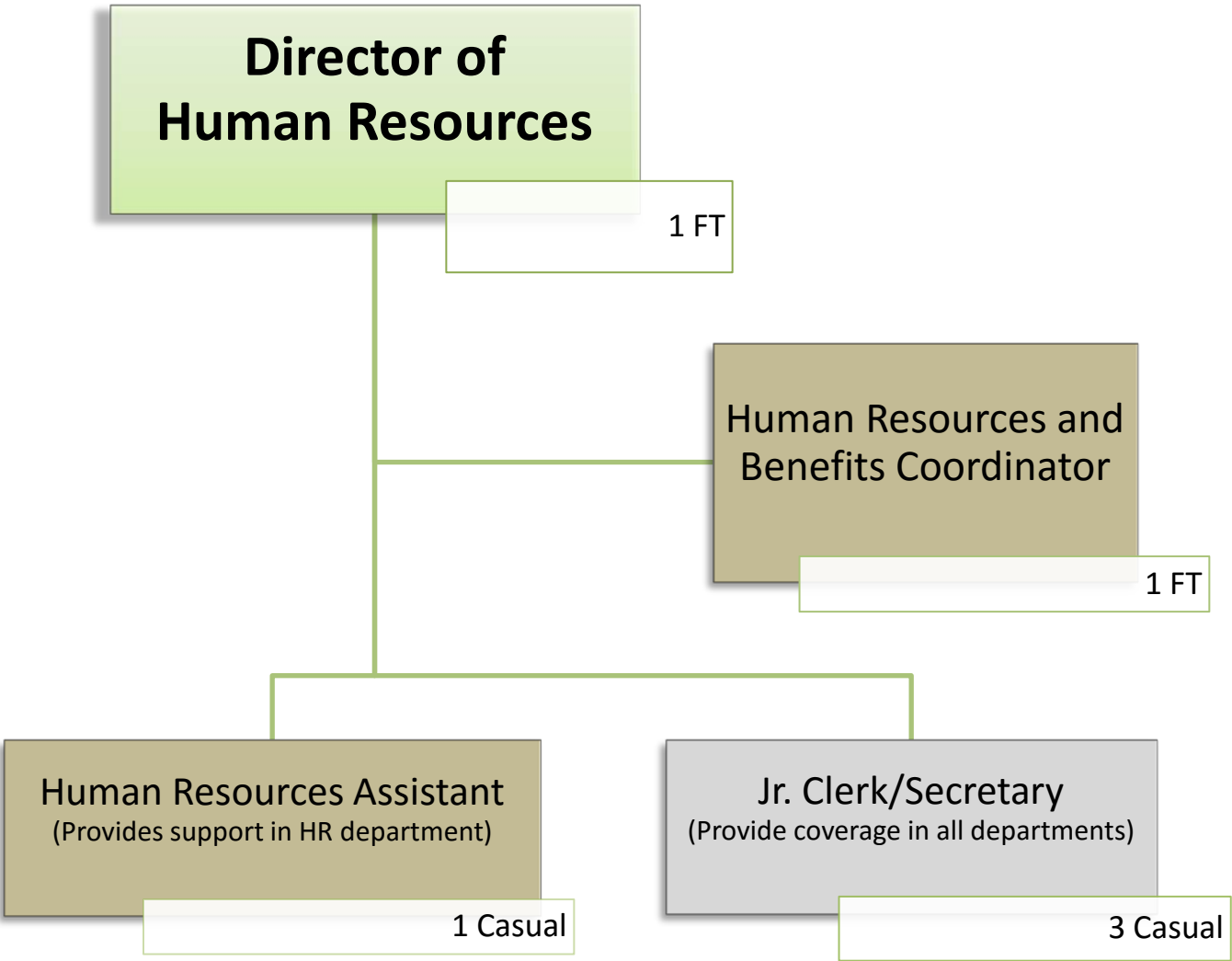
Administrative Assistant

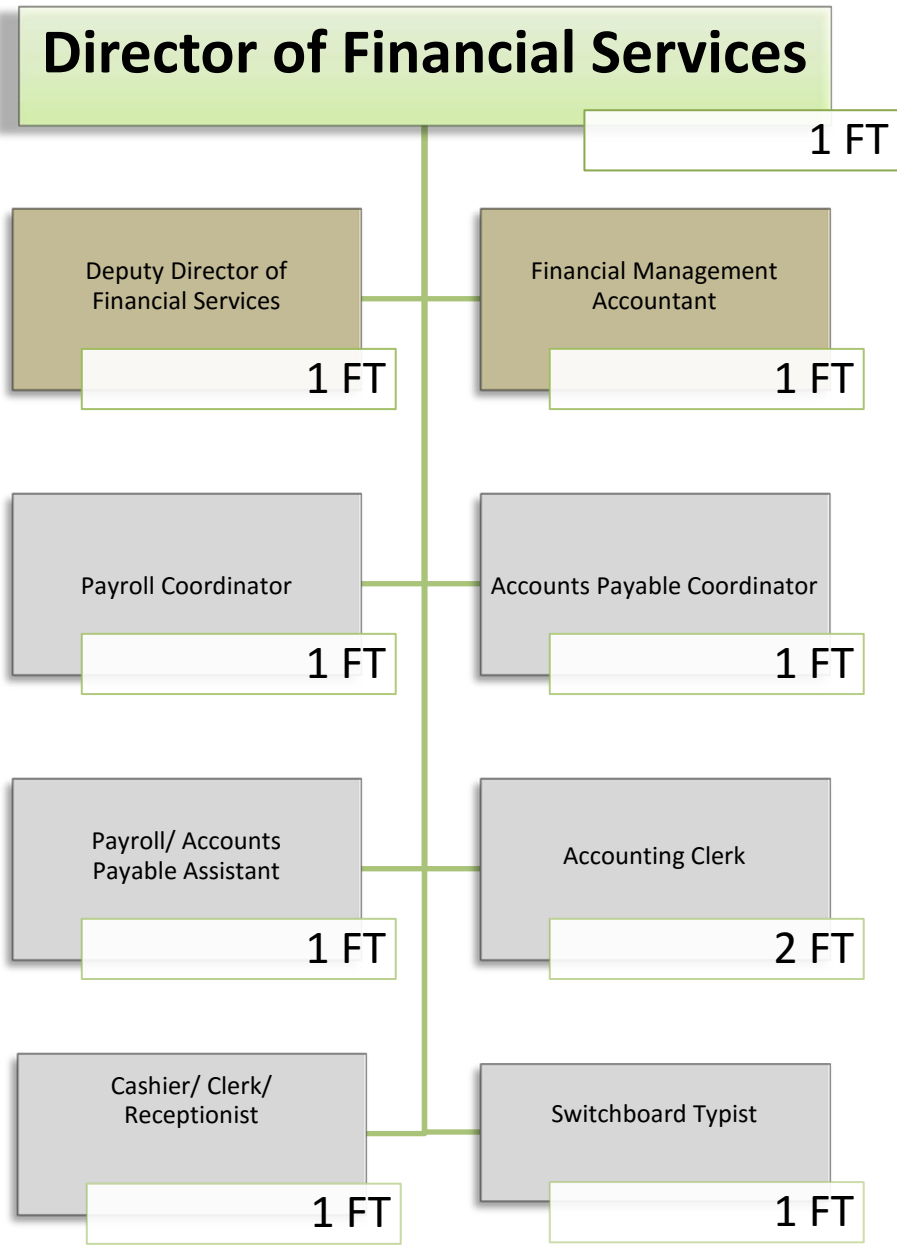
1 FT

Secretary

1 FT

*Human Resources Department*





*Planning & Development  
Department*

**Director of Development Services**

1 FT

Secretaries

2 FT, 1 PT

Manager of Building & Compliance

1 FT

Community Planning Coordinator

1 FT

Assistant Manager of Planning & Subdivision

1 FT

Sr. Bylaw Compliance Officer

1 FT

Building & Plumbing Inspectors

2 FT, 1 Term

Fire Chiefs

4 Paid On Call

Planners

2 FT

Planning Technician

1 FT

Bylaw Compliance Officer

1 Vacant (Term)

Deputy Fire Chiefs

4 Paid On Call

# Engineering & Operations Departments

**Director of Engineering & Operations**  
1 FT

Secretary  
1 FT

Project Engineer  
1 Contract

Manager of Operations  
1 FT

Secretaries  
2 FT

Manager of Engineering  
(Dev. & Capital Projects)  
1 FT

Manager of Engineering  
Infrastructure & Environment  
1 FT

Assistant Manager of  
Operations  
1 FT

Assistant Manager of  
Operations  
1 FT

Assistant Manager of  
Operations  
1 FT

Engineering Assistant  
Development Coordinator  
1 FT

Engineering Technologist  
Environmental Programs  
1 FT

Utilities Foreman  
1 FT

Utility Worker  
9 FT

Storeskeeper /  
Timekeeper  
2 FT

Roads & Drainage  
Foreman  
1 FT

Mechanical Services  
Foreman  
1 FT

Engineering Technologist  
Development Inspector  
1 FT

Engineering Technologist  
Database/CAD Operators  
5 FT

Electrical Foreman  
1 FT

SCADA Technician  
1 FT

Carpenter  
1 FT

Truck Driver/Loader  
Operator (Class 1 W/Air)  
5 FT

Mechanic  
2 FT

Engineering Technologist  
Construction Coordinator  
1 FT

Electrician  
1 FT

Chief Treatment Plant  
Operator  
1 FT

Pipelayer  
1 FT

Equipment Operator 1B  
2 FT

Engineering Technologist  
Construction Surveyors  
3 FT

Treatment Plant  
Operator  
2 FT

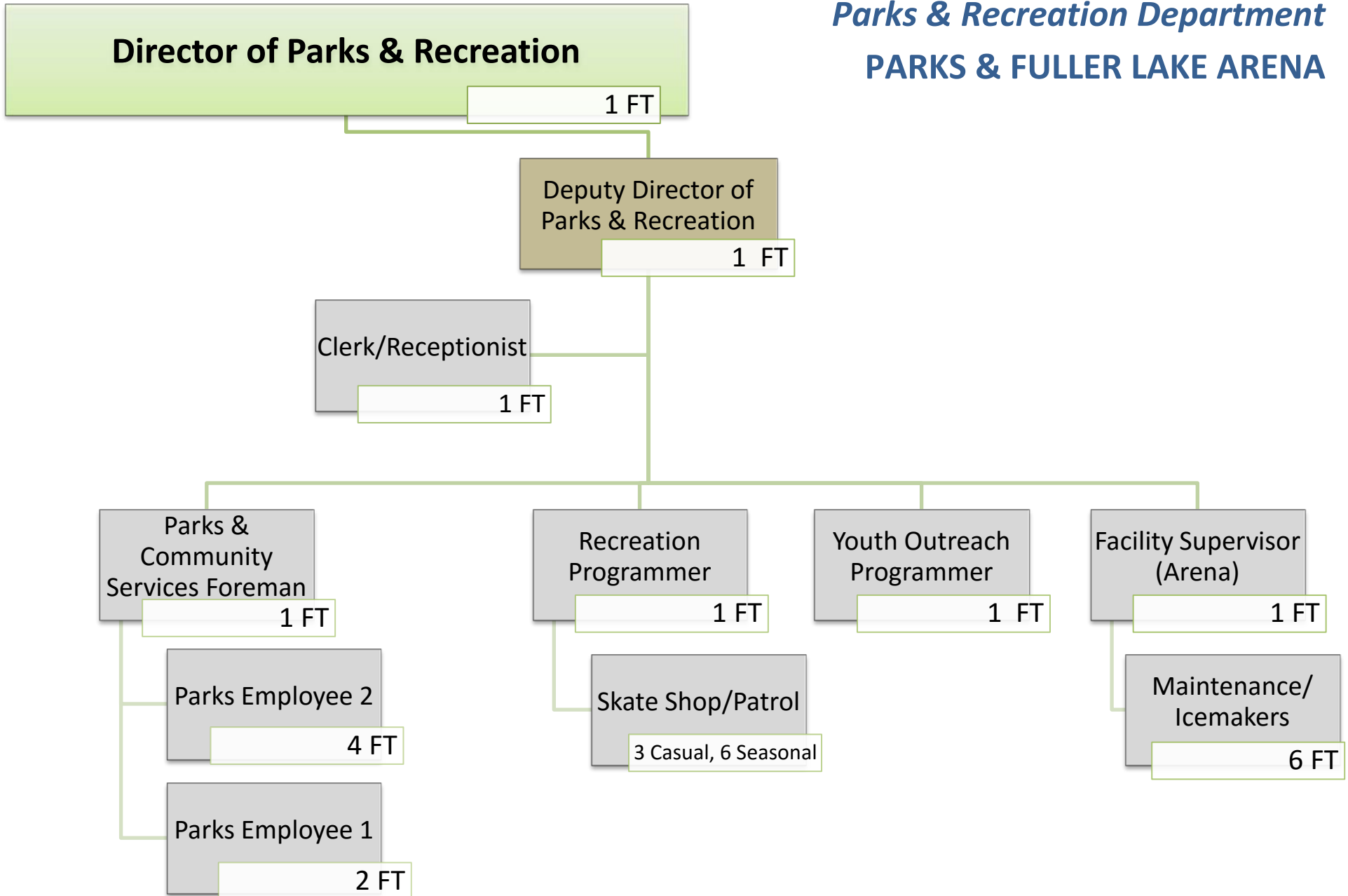
Signman  
1 FT

Equipment Operator 2  
2 FT

Refuse Packer Operator  
3 FT

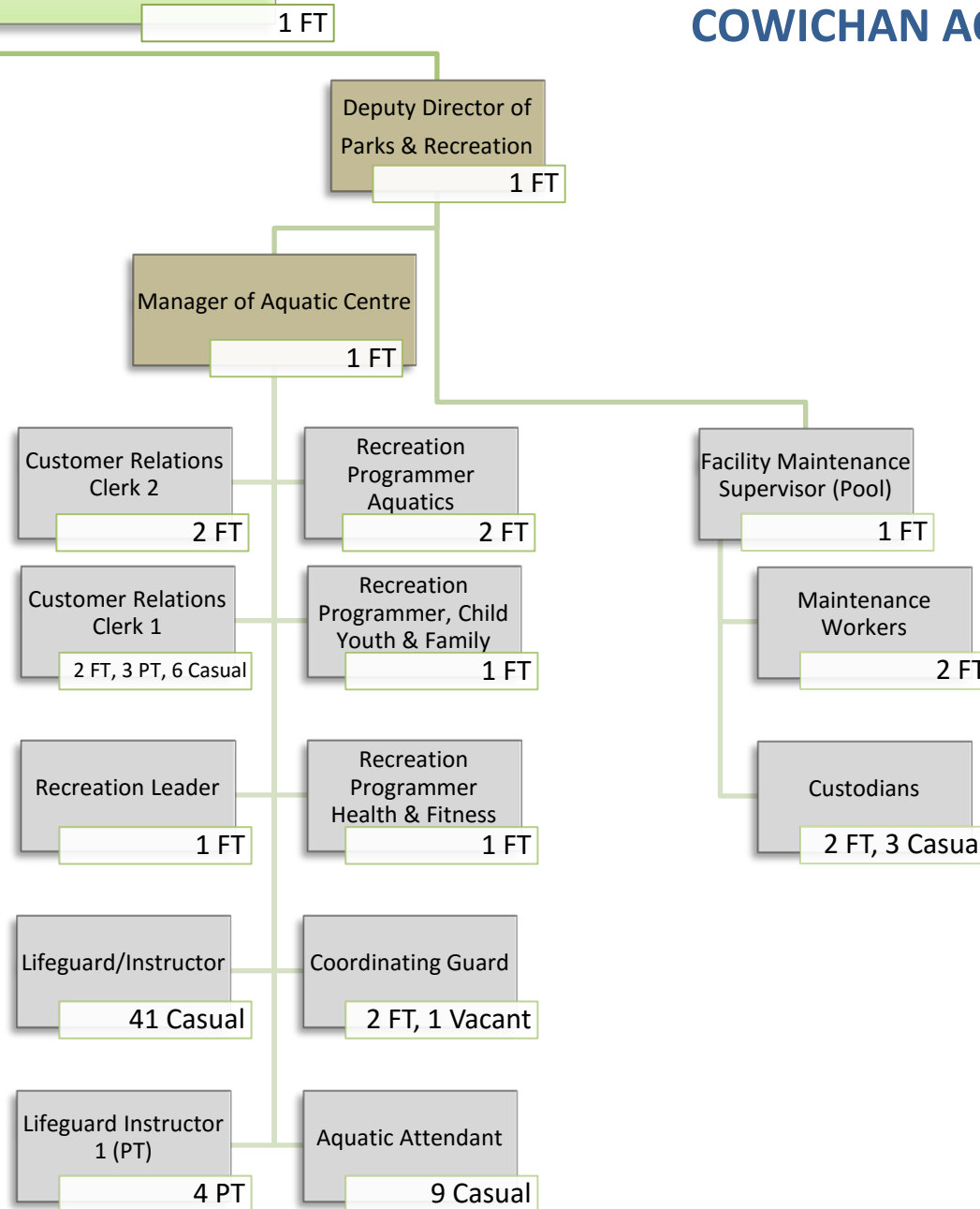
Labourer  
3 FT, 1 Term

*Parks & Recreation Department*  
**PARKS & FULLER LAKE ARENA**



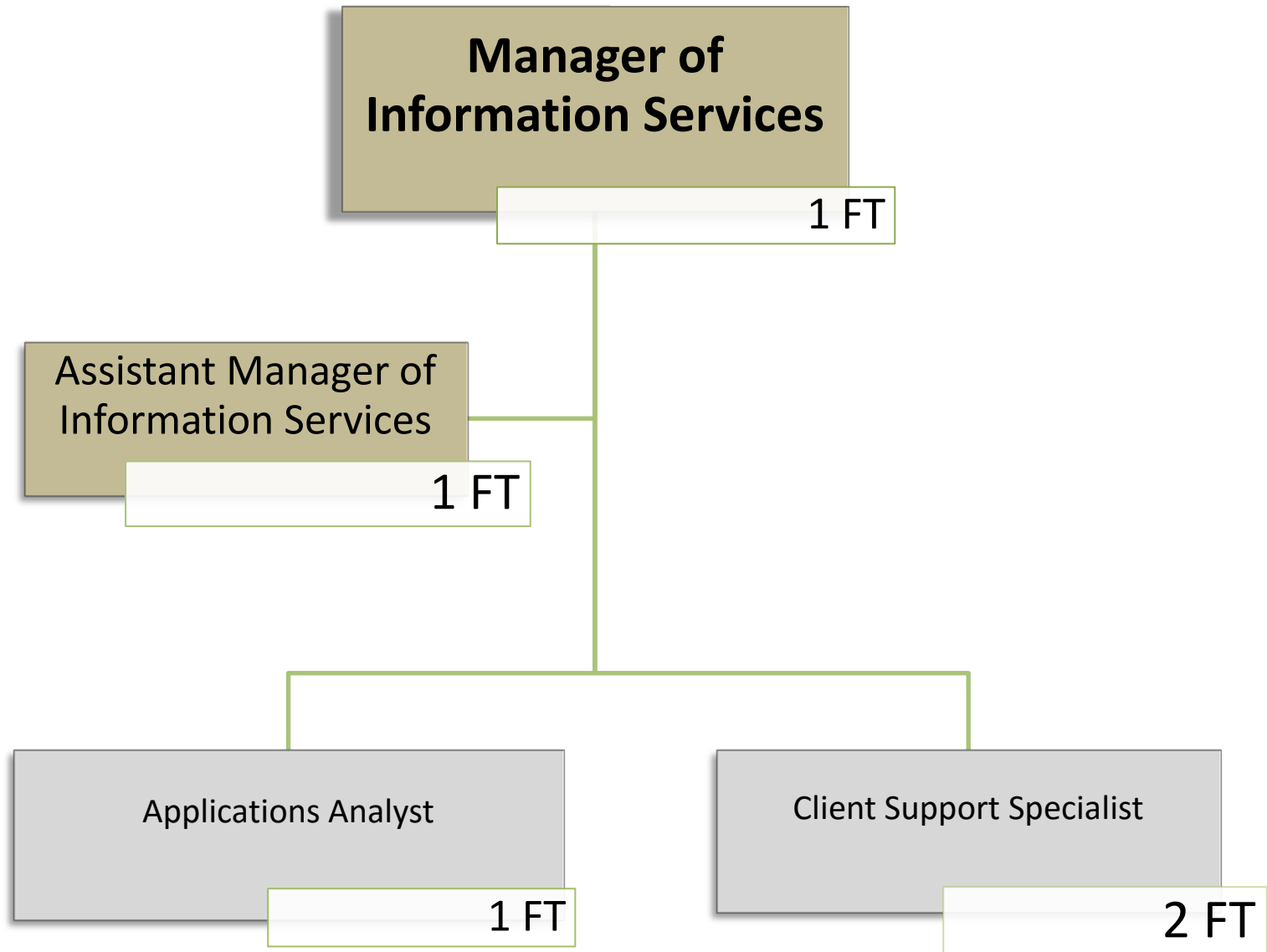
# Director of Parks & Recreation

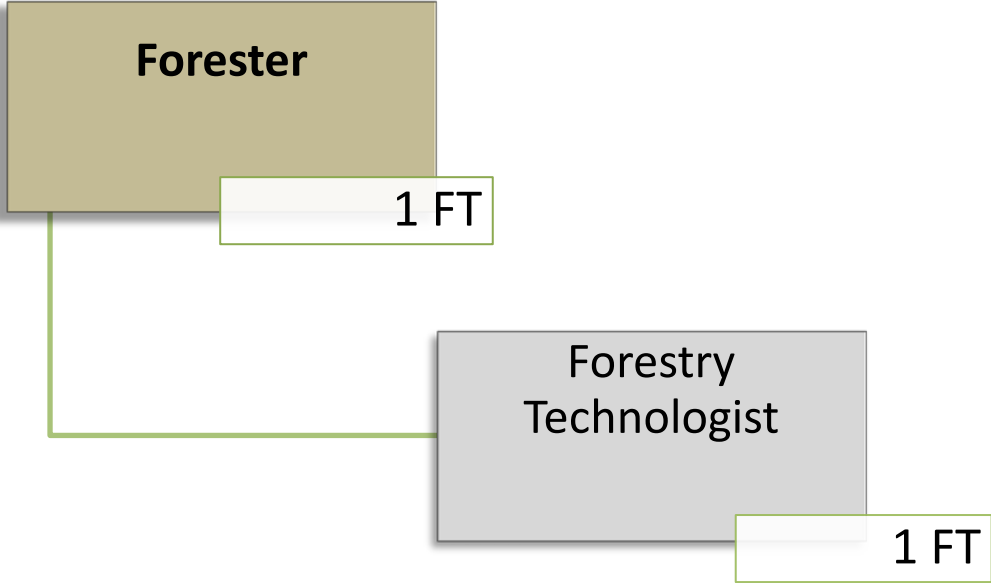
## Parks & Recreation Department COWICHAN AQUATIC CENTRE





# Information Services Department





*Duncan-North Cowichan  
RCMP Detachment*

