



# Toronto Civic Employees' Union, Local 416

**LOCAL 416**

110 Laird Drive  
Toronto, ON M4G 3V3  
Tel: 416-968-7721 Fax: 416-968-7829

[www.local416.org](http://www.local416.org)

Affiliated with CUPE, CLC & the Labour Council of Toronto & York Region

## **ATTENTION ALL LOCAL 416 MEMBERS**

### **TCEU Local 416 JEMP (Job Evaluation Maintenance Program)**

Please be advised that TCEU Local 416 and the Employer have come to an agreement regarding the Job Evaluation program, some via negotiations and others as part of the arbitration process. We are now beginning to process the 16 job classifications already awaiting said analysis.

These already waiting jobs include, but are not limited to:

TW0039	Small Engine Mechanic
TW0107	Marine Engineer
TW0204	Operational Services Worker
TW0141	Equipment Repair Technician
TW0049	Bridge Worker
TW0031	Heavy Equipment Operator
TW0182	Natural Resources Worker 1
TW0183	Natural Resources Worker 2
TW0194	Lead hand Ski Operator Earl Bales
TW0195	Lead hand Ski Operator
TW0214	Lead hand Facilities PF&R
TW0215	Lead hand Horticulture PF&R
TW0216	Lead hand Mechanical & Maintenance PF&R
TW0217	Lead hand Parks PF&R
TW0218	Lead hand Parks Development PF&R
TW0219	Lead hand Ravines PF&R

Should you belong to any of the above classifications, and are willing, please contact me as I can use your assistance for input going forward on your behalf via the JEMP process.

...

We are pleased to finally be able to move forward with this project. We look forward to additional input should you have any regarding these already active files and encourage you to contact the JEMP Committee chair with any questions or input...

It should also be noted that while we are currently concentrating on the above mentioned active files, we welcome new requests for jobs, which have changed, to be considered for the current JEMP process. Any new requests will be reviewed, on a first come first serve basis, once the above 16 job evaluations are completed.

There are two open positions on the Joint Job Evaluation Committee should members be interested in assisting with this complex project.

Feel free to contact us should you have any questions or input regarding the Job Evaluation process. Also, keep an eye out for additional information in this regard in the near future.

Yours in solidarity,

*/Marty Holdenried*

Marty Holdenried  
JEMP Committee Chair  
Email – [jemp@local416.org](mailto:jemp@local416.org)  
Phone – 416-968-7721



# Toronto Civic Employees' Union Local 416



## JOB EVALUATION MAINTENANCE PROGRAM SURVEY

Work location:	Unit:
Job Title:	
Name:	Date completed:
Phone Number:	Email:

### Instructions

This questionnaire is designed to gather the information used to describe and evaluate **jobs** in the City of Toronto. Think about the job itself, not your own skill, background, performance and preferences.

Read this material thoroughly and be as specific and concise as you can, to describe the job as it **currently** exists. Give examples that will add to the reader's understanding. Base your description on what is usual/regular, and then make sure to cover important pieces of the job even though they may not occur frequently. Leave no details out.

**If this questionnaire was prepared by more than one incumbent in the job kindly include all names.**

**If further space is required to complete any section, attach additional pages.**

### Guidelines

- Use clear and concise language, rather than generalities. If a statement does not add to the reader's knowledge of the job, leave it out, change it, or add an example.
- Use the present tense and active verbs (e.g. co-ordinates, processes, lifts etc.) These will make your statements clearer and likely shorter as well.
- Do not include personal judgments. Avoid saying, "Runs a crew of 4". Give the facts that will allow the reader to draw his/her own conclusions.
- The use of simple language is usually the best approach. Don't overwhelm the reader with "buzz words" or language unique to your area or program.

Mail completed questionnaire to:

Toronto Civic Employees' Union Local 416  
 110 Laird Dr  
 TORONTO, ON M4G 3V3  
 Attn: Marty Holdenried.  
 JEMP Committee Chair.

Or electronically to:

[jemp@local416.org](mailto:jemp@local416.org)

**CHANGES TO THE JOB:** Measures the changes observed by employees within the job as witnessed and attested to by said workers while comparatively accessed via job calls, testimony and visible known evolution of these jobs as stated.

Describe what the job once entailed and include whatever changes and/or additional responsibilities which have been added along with as accurate a timeline as possible regarding when these changes took place.

Consider changes of responsibility, licensing, education, physical requirements, job knowledge, judgement, Results and accountability, human relations and contacts, dexterity, mental effort, physical effort and/or working conditions. Keep in mind the impacts of one area of change should it effect another area of the job.

Example: Initially required to....Now required to....Since(timeline)....



**JOB KNOWLEDGE:**

Measures skill level and knowledge required to perform the job. This general and specific knowledge is commonly acquired via a combination of schooling, special courses, on the job training and experience.

List the knowledge, skills and qualifications/experience required for this job and how they are acquired (through education, experience, apprenticeship and/or on the job training etc.) Include conceptual understanding requirements where applicable.

Example: Requires experience performing...OR knowledge of... obtained by...

List any licenses, certificates, diplomas, and accreditations etc., that are required by legislation and/or the employer to do this job and why they are necessary.

What is the highest level of education your job requires?

- Grade 12
- Grade 12 Equivalent
- Completed College
- Completed University

My job requires the following in order to fulfill the employer's needs and the chosen box below accurately reflects the requirements for employment in my position.

- Job duties can be learned in less than 6 months of on the job training
- Secondary school education or equivalent combination of education and experience
- Secondary school education plus up to one-year training and/or experience or equivalent combination of education and experience
- Secondary school education plus up to two years training and/or experience or equivalent combination of education and experience
- Secondary school education or craft training plus experience equivalent to a three-year apprenticeship program or equivalent of education and experience
- Secondary school education combined with craft training and experience equivalent to a four-year apprenticeship program OR a two-year college program combined with training programs of approximately two years' duration or equivalent of education and experience
- Secondary school education combined with craft training and experience equivalent to a five-year apprenticeship program OR two-year college program combined training programs of approximately three years' duration or equivalent combination of education and experience
- Equivalent to high school education combined with craft training and experience equivalent to a five-year apprenticeship program and up to one-year additional training and experience OR two-year college program combined with internal training programs of approximately four years duration or equivalent combination of education and experience

**JUDGMENT:**

Measures the requirement of the job to exercise judgment and make decisions. It considers the choice of action, degree of complexity and analysis required to determine a resolution to situations normally encountered within your job.

List the usual independent decisions/judgments that this job is required to make. Indicate which is the most difficult and which is the most typical.

Example: Makes decisions regarding...

What guidelines/procedures/manual are available to guide the decision-making?

List decisions or judgments where consultation or approval from a supervisor is required.

Describe the nature and frequency of instruction and review of work.

Does the job receive direction or work assignments from other union jobs? If so, provide the job titles.



**RESULTS - ACCOUNTABILITY:** Measures job accountability as well as inherent responsibility of the job to comply with legislation, policy and job objectives. Required results must measure in as well as complexity of work, primary direction of others, resource availability, situational urgency, organizational impacts as well as the public health and safety. Explain how accountable this job is and the usual results/impact that it has on:

The program/unit, other staff, clients/participants, volunteers, equipment, property, public safety, financial processing, cash handling, etc.

Example: List specific job duties from page three and their impact

Does the position provide technical assistance or work direction (such as providing instruction or assignment of duties) to other employees? If so, list the titles of jobs, and provide detail on the nature of directions.

Examples: Plan, assign or check work of...  
Provide technical or functional instructions to...

Job Title	Number of Positions	Nature of Direction

**HUMAN RELATIONS (CONTACTS):** measures the responsibility for effective handling of contacts with staff, the general public, allied agencies and other organizations, while considering the nature and purpose of such contacts with regard to the extent to which courtesy, tact, persuasiveness, human relations and communication skills are required.

Describe the daily human relations skills required in the job in order to interact effectively with staff, the public or other organizations.

Examples:       answers complaints from the public;  
                       Deals with demanding clients by...

List the type of human relation skill required; who the contact is with (internal/staff) contacts in the work location or external contact e.g. other work locations, elected representatives, agencies, the public, allied agencies and/or volunteers, etc.); how often contact occurs and how contact is generally made; in person, by telephone, in writing/electronically.

Type of Human Relation Skill	Person/Title Contacted & Purpose	How Often	How

**DEXTERITY:** measures the level of requirement for the ability to coordinate the movement of fingers, hands, arms, feet or legs. This includes hand eye coordination.

Describe the demand of the job (ie. fine, medium or coarse motor movement and co-ordination skills). State duration and frequency.

Examples:     keyboards  
                  uses tools  
                  operates mechanical equipment

<b>Demand</b>	<b>Duration (how long)</b>	<b>Frequency (how often)</b>

List machines and equipment used in the job and why they are required.


**MENTAL EFFORT:** measures the mental exertion and/or strain associated with performance of the job while considering the need for shifting focus on the “fly” between tasks. It also considers interruptions and distractions, attention/concentration requirements as well as pressures under which the job is performed.

Describe the mental demands, exertion and strain inherent in the job.

Consider frequency, duration and intensity.

Examples: effects of shifting attention from task to task, interruptions, attention and concentration, pressures from deadlines, work repetition, isolation, dealing with uncooperative behaviours, emergency situations, etc.

Demand	Duration (how long)	Frequency (how often)

**PHYSICAL EFFORT:** measures the average physical exertion and strain required in the job to accomplish work assigned and within performance of daily duties while considering the degree of physical effort, continuity or frequency of effort, working posture (ergonomics) and devices used.

Describe the physical effort, exertion and strain required **on an average day**.

State duration and frequency. If the activity involved pushing, pulling and/or lifting objects, then estimate the weight of the objects.

Example: Carries (list item) for one hour, three times per day and provide weight.

Activity	Duration (how long)	Frequency (how often)	Objects (approx. weight)

**PHYSICAL EFFORT TOTAL:**

Use this space to add any additional miscellaneous efforts not captured above.

Example: Repetitive motions, working in confined spaces, overall daily **total** weight lifted on average...

**WORKING CONDITIONS:** measures the frequency and intensity of exposure to disagreeable conditions under which the job is performed while considering surroundings, environmental conditions, hazards and materials which impact the work setting of the job.

Describe exposure to disagreeable conditions that are physically objectionable, uncomfortable, noxious or hazardous and are unavoidable in performing the job. Consider frequency, duration and intensity.

Example: Exposed to (which condition) for one hour, once a week when (details)

Condition	Duration (how long)	Frequency (how often)	Details

**Thank you for taking the time to complete this questionnaire.**