

## JOB CATEGORY DESCRIPTIONS

All job classifications are considered as belonging in one of the broad job categories below.

**Officials – Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency's operations. Examples: Council appointed positions, directors, deputy directors, police and fire chiefs and assistant chiefs.

**Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Examples: lawyers, systems analysts, accountants, engineers, police commanders, police lieutenants, fire captains, fire deputy chiefs, librarians, management analysts.

**Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Examples: programmers, survey technicians, building inspectors.

**Protective Service:** Occupations in which workers are entrusted with public safety, security and protection. Examples: police officers, police sergeants, firefighters, fire engineers, water utilities security officers.

**Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Examples: accounting specialists, housing services specialists, human resources specialists, vehicle impound specialists.

**Administrative Support:** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Examples: administrative assistant, development services specialist, mail ops clerk, records specialist.

**Skilled Craft:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Examples: building equipment technicians, facility electricians, fleet equipment mechanics, plant operators.

**Service Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Examples: custodians, parks maintenance technicians, solid waste equipment operators, utilities services technicians.