

Local Funded Employees

Janitor (Custodian)

Job Description: Maintain a clean building interior, including the furnishings and equipment. Tasks may involve emptying trash bins, cleaning and servicing restrooms, vacuuming, sweeping and/or mopping, minor maintenance, checking and replacing lights.

Region	Range	Median
A. Northern AB (Mornville)	\$15.00 - \$26.72	\$20.88
B. Central AB (N of Calgary S of Mornville)	\$15.00 - \$29.05	\$22.03
C. Southern AB (S of Calgary)	\$15.00 - \$27.73	\$21.37
D. Edmonton METRO (40 Km radius)	\$15.00 - \$30.27	\$22.64
E. Calgary METRO (50 km radius)	\$15.00 - \$32.00	\$23.50

Maintenance

Job Description: Maintain building operation and safety. Regularly monitor and/or maintain interior and exterior spaces and equipment, building systems, maintenance records and testing emergency equipment, and an inventory of supplies and equipment. Report problems and recommendations, and respond to emergencies.

Grounds Keeper

Job Description: Create an aesthetic, clean and safe outdoor environment for the facility. This includes designing landscapes, preparing the ground, planting flowers and ground covers, seeding and maintaining lawns, trimming and pruning trees, and disposing of fallen leaves. Clearing walkways of snow and ice may also be involved

Region	Range	Median
A. Northern AB (Mornville)	N/A	\$22.40
B. Central AB (N of Calgary S of Mornville)	N/A	\$16.54
C. Southern AB (S of Calgary)	N/A	\$15.90
D. Edmonton METRO (40 Km radius)	N/A	\$19.66
E. Calgary METRO (50 km radius)	N/A	\$18.27

Office Manager (Secretary)

Job Description: Direct and supervise the workings of the office. Jobs may include using computers to create documents, reports, spread sheets and presentations, answering telephones, organizing meetings and appointments, preparing agendas, recording and transcribing information, managing communications, answering routine questions, making travel arrangements, ordering office supplies, developing or maintaining a filing system, handling basic bookkeeping, and operating office equipment.

Region	Range	Median
A. Northern AB (Mornville)	\$15.50 - \$30.00	\$20.00
B. Central AB (N of Calgary S of Mornville)	\$15.00 – 27.38	\$21.19
C. Southern AB (S of Calgary)	\$15.00 – 27.11	\$21.05
D. Edmonton METRO (40 Km radius)	\$15.00 – 27.77	\$21.39
E. Calgary METRO (50 km radius)	\$15.00 – 29.03	\$22.02

Accountant (Treasurer)

Job Description: Be responsible for the financial records and transactions of the organization. Handle the registers of assets, liabilities and transactions. Prepare budgets, tax returns and fiscal reports. Design financial policies and business tactics. Complete income tax requirements.

Region	Range	Median
A. Northern AB (Mornville)	\$19.23 – \$36.38	\$31.49
B. Central AB (N of Calgary S of Mornville)	\$19.23 - \$31.42	\$25.32
C. Southern AB (S of Calgary)	\$18.00 - \$33.22	\$25.61
D. Edmonton METRO (40 Km radius)	\$20.43 - \$35.29	\$27.86
E. Calgary METRO (50 km radius)	\$19.23 - \$35.51	\$27.37

Bookkeeper

Job Description: Maintain accurate and current financial records. May be required to calculate charges, formulate invoices and reports, respond to telephone requests, write cheques, make bank deposits, settle records of transactions, maintain accounts receivable/payable records, compute and record depreciation, payroll and period end adjustments.

Region	Range	Median
A. Northern AB (Mornville)	\$15.00 - \$22.15	\$18.58
B. Central AB (N of Calgary S of Mornville)	\$15.00 - \$25.50	\$20.25
C. Southern AB (S of Calgary)	\$15.00 - \$25.11	\$20.06
D. Edmonton METRO (40 Km radius)	\$15.00 - \$26.10	\$20.55
E. Calgary METRO (50 km radius)	\$15.00 - \$26.51	\$20.76

Receptionist

Job Description: Immediately create a welcoming environment for guests and assist in office duties as required. Greet people entering the office, answer questions and direct visitors to appropriate people or services and answer, screen and forward correspondence including telephone calls, mail and special deliveries.

Region	Range	Median
A. Northern AB (Mornville)	\$15.00 - \$22.14	\$18.57
B. Central AB (N of Calgary S of Mornville)	\$15.00 - \$18.92	\$16.96
C. Southern AB (S of Calgary)	\$15.00 - \$17.69	\$16.35
D. Edmonton METRO (40 Km radius)	\$15.00 - \$18.45	\$16.73
E. Calgary METRO (50 km radius)	\$15.00 - \$17.55	\$16.28

Education Assistant

Job Description: Offer learning support to students and general support to teachers and staff. As part of a diverse team, work with and supervise individual or groups of students who have special needs in structured and unstructured settings. Watch and report students' performance and development. Assist in collecting and preparing learning materials, activities, displays, and play and work spaces and performing clerical tasks as required. Give oral exams or transcribe for students when needed.

Region	Range	Median
A. Northern AB (Mornville)	\$15.00 - \$19.32	\$17.16
B. Central AB (N of Calgary S of Mornville)	\$15.00 - \$17.80	\$16.40
C. Southern AB (S of Calgary)	\$15.00 - \$18.39	\$16.70
D. Edmonton METRO (40 Km radius)	\$15.00 - \$17.87	\$16.44
E. Calgary METRO (50 km radius)	\$15.00 - \$18.05	\$16.52

Bus Driver

Job Description: Provide transportation for the organization's employees and/or guests. This requires safe and polite vehicle operation at all times. Inspecting vehicles before and after trips, following routes and schedules, driving to a destination, greeting passengers, answering questions, assisting people with disabilities, and responding to emergencies will be expected.

Region	Range	Median
A. Northern AB (Mornville)	\$15.63 - \$21.85	\$20.19
B. Central AB (N of Calgary S of Mornville)	\$15.00 - \$17.51	\$16.26
C. Southern AB (S of Calgary)	\$15.00 - \$18.52	\$18.88
D. Edmonton METRO (40 Km radius)	\$15.00 - \$20.88	\$17.94
E. Calgary METRO (50 km radius)	\$15.00 - \$24.64	\$19.82

Library Technician

Job Description: Maintain an updated, usable and friendly library of information and assist guests in the use thereof. Orient and instruct guests on how to find and use library resources. Deliver specialized programs. Acquire, classify, catalogue and maintain materials. Process interlibrary loans, holds and returns. Search electronic information resources to find answers to reference questions. Compile and consult indexes.

Region	Range	Median
A. Northern AB (Mornville)	N/A	N/A
B. Central AB (N of Calgary S of Mornville)	\$26.85 - \$27.53	\$26.85
C. Southern AB (S of Calgary)	\$20.90 - \$24.80	\$22.85
D. Edmonton METRO (40 Km radius)	\$16.92 - \$29.09	\$24.54
E. Calgary METRO (50 km radius)	\$17.05 - \$28.61	\$25.84

Child Care

Job Description: Work with children in school based, early intervention, family support and/or foster care programs. Be a resource for individuals and families and establish trusting and meaningful relationships with them to identify personal strengths and resources for positive change. Help develop and implement strategies such as planned recreational and social activities, coordinated treatment and structured environments. Engage in behaviour management, safety and security programs and respond effectively to aggression, depression, and destructive or self-injurious behaviours. Complete written documentation.

Region	Range	Median
A. Northern AB (Mornville)	\$17.06 - \$24.73	\$20.90
B. Central AB (N of Calgary S of Mornville)	\$15.36 - \$24.04	\$19.70
C. Southern AB (S of Calgary)	\$15.00 - \$23.26	\$19.13
D. Edmonton METRO (40 Km radius)	\$15.00 - \$24.42	\$19.71
E. Calgary METRO (50 km radius)	\$15.00 - \$24.55	\$19.78

Other

Choir Director

\$23.08