



JOB DESCRIPTION
Seasonal Labourer
Parks, Recreation & Culture Department
Town of Truro
February, 2019

POSITION SUMMARY:

The Parks, Recreation and Culture Department's areas of responsibility consists of Victoria Park, the Outdoor Pool, Colchester Legion Stadium, parks and green spaces throughout Town, the Outdoor Rink, flower beds, Victoria Square, Civic Square, TAAC Grounds, walking trails, sports fields, Kiwanis Park, planters and litter collection.

Seasonal employees perform a variety of routine physical labour involving regular and recurring activities in general maintenance, landscaping, ground maintenance and light construction throughout designated areas managed by the Parks, Recreation and Culture Department. This seasonal position will be required to work a flexible shift to include but not limited to afternoon, evenings and weekends.

Seasonal positions are short term and are subject to the Contract between the Town of Truro and CUPE, Local 734. Under the terms of the Contract, seasonal employees may work at any time from April 1 to December 15 and are provided with 2 weeks' notice of the conclusion of their work.

REPORTING RELATIONSHIPS:

Reports To: Parks, Recreation and Culture Maintenance Supervisor and/or Sub-Foreman.

KEY WORKING RELATIONSHIPS:

- Internal:**
- Applicable Department
 - Local 734 CUPE
 - Other Town Departments
- External:**
- Citizens

RESPONSIBILITIES/ACCOUNTABILITIES:

- Perform ground maintenance duties to include: mowing, trimming, raking, and edging lawns in parks, sidewalks, medium strips, and green areas; collecting leaves, branches, and limbs, using appropriate equipment, as assigned;
- Perform landscaping duties to include: planting, pruning and maintaining shrubs, trees, flowers, and bulbs; maintenance of grass and turf areas; apply fertilizers, insecticides, and other chemicals to turf areas, trees and shrubs, in accordance with established standards and guidelines, as directed;

- Perform sports field maintenance to include: operating hand and riding mowers, operating gas whipper-snippers, preparing sports fields, in accordance established procedures and guidelines;
- Perform general maintenance and repair work of the sports fields, buildings, and facilities, as directed;
- Report repair requirements, vandalism etc. to supervisor;
- Assist other Parks Recreation and Culture maintenance staff, as required;
- Provide back-up and operate equipment and/or trucks, within the scope of personal qualifications and abilities to, as directed;
- Operate all equipment in a safe and professional manner; maintain awareness of people and other safety hazards near work site; follow all safety operating procedures and guidelines in accordance with safety standards;
- Provide high quality customer service;
- Participate in departmental and Town organized training and development activities; attend career develop training, as required and attend safety programs;
- Maintain close working relationship with members within the department to ensure continual exchange of information with on-going activities;
- Other assigned responsibilities within the scope of the position and personal qualifications and abilities.

QUALIFICATIONS

Education, Training and Experience:

- Completion of grade 12 High School or equivalent;
- Post-secondary education and/or training in horticulture or landscaping, an asset;
- High level of competency operating hand and riding mowers, gas powered leaf sweeper, gas whipper-snipper, spraying equipment and other maintenance tools such as basic carpentry tools, shovels, picks and rakes;
- Experience working as a labourer in a related environment;
- Working knowledge of landscaping and light construction practices;
- Basic knowledge of the Parks Recreation and Culture facilities and properties;

Technical Knowledge:

- Knowledge of Occupational Health and Safety Act, relevant to the provisions that apply to this work;
- Knowledge of assigned equipment, materials and tools associated with the work and procedures relevant to the work;
- Trouble shoot problems associated with power/gas operated tools and equipment;

Designation and/or Certification:

- Possess a valid class 5 Nova Scotia Driver's License, an asset;
- Completion of Workplace Hazardous Material Information System Training (WHMIS), an asset;
- Emergency First Aid, an asset.

Competencies

- Excellent communication skills; work effectively as a team member, respond to public inquiries, and provide high quality customer service;
- Possess problem solving ability; be self-starting and ability to carry out work with a minimum of direction and supervision; possess ambition and ability to obtain positive results; have the ability to multi-task.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Physical strength and ability to perform moderate to heavy manual labour, including frequent bending, walking, kneeling, and heavy lifting, for extended periods;
- Ability to work a flexible shift to include but not limited to evening and weekends.

AUTHORIZING SIGNATURES

Director of Parks, Recreation & Culture:

(Signature) (Date)

Supervisor:

(Signature) (Date)

Incumbent:

(Signature) (Date)