



JOB DESCRIPTION

Job Title: Parks Labourer
Reports To: Parks Operations – Lead Hand
Pay Grade: TBD

Affiliation: CUPE Local 374
Hours per Week: 40
Approval Date: Sept 9, 2021

Position Summary

Reporting to the Parks Operations – Lead Hand, the Parks Labourer completes manual work duties, entailing physical effort and agility, and requiring skill and ability in the application of fundamental practices in construction, inspection, and maintenance of parks, horticulture, and natural areas.

The Parks Labourer receives regular task assignments, progress, and completion inspections from the Parks Operations – Lead Hand and is expected to exercise independent judgement in the completion of regular tasks to the best of their ability. Duties include specific tasks that may require training common to the parks field.

Nature and Scope of Work

1. Performs a variety of horticulture tasks for the planting, cultivating, fertilizing, and pruning of trees, shrubs, flowers, and lawns.
2. Performs maintenance of landscape features and vegetation along municipal trails, walkways, boulevards, municipal rights-of-ways, and within parks.
3. Performs a variety of minor construction work, inspection, and maintenance tasks related to parks facilities, such as concrete pouring, irrigation repair, and general maintenance.
4. Performs basic service maintenance on all tools and equipment.
5. Performs winter maintenance such as snow removal, salting, and sanding of District-owned and operated properties.
6. Performs basic carpentry work in the minor construction, alteration, repair, and maintenance of concrete forms, gates, fences, ladders, piers, wharves, floats, and signs.
7. Performs custodial building cleaning at municipal washrooms.
8. Picks up garbage on District-owned and operated properties.
9. Ensures the safety of departmental crews and the public by enforcing and adhering to all appropriate municipal and WorkSafeBC regulations.
10. Performs required maintenance of District-owned and operated properties.
11. Performs weekend and afterhours work as required.
12. Performs other related duties as required.

Knowledge, Skills, and Abilities Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters at all times.
3. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
4. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
5. Thorough knowledge of business English.
6. Knowledge of methods, practices, materials, tools, and equipment used in Municipal Parks and the ability to apply the above knowledge to the physical application of various tasks to the Municipal Parks System.

7. Sufficient physical strength, stamina, and coordination to perform heavy manual outdoor work in all weather.
8. Knowledge of the rules and precautions necessary to prevent accidents in and around municipal facilities and equipment, and ability to comply with all pertinent WorkSafeBC and Occupational Health and Safety regulations.
9. Skill in the use and care of gardening tools and equipment.
10. Thorough familiarity and proficiency with Microsoft Office Online, records management application, and land management application, and the ability to learn other software systems as required.
11. Working knowledge of adopted District document management practices.
12. Working knowledge of the operations and functions of other District departments.
13. Working knowledge of related municipal legislation, including *Local Government Act ("LGA")*, *Community Charter*, and *Freedom of Information and Protection of Privacy Act ("FOIPPA")*.
14. Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment.
15. Strong interpersonal skills and written and verbal communication skills.
16. Excellent organizational and time management skills.
17. Excellent team building skills.

Training and Experience Requirements

1. A completion of Grade 12 or recognized equivalent.
2. A minimum of one (1) year related experience related to general parks maintenance, including one (1) year experience in the use of tools, equipment, and machinery required to maintain and construct parks projects.
3. Must be able to obtain and maintain Occupational First Aid Level 1 certification.
4. A valid Class 5 BC Driver's Licence and a current Drivers Abstract.

The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

 Jeff Carter
 Director of Operations

 Date

 Norm McInnis
 Chief Administrative Officer

 Date