



## **JOB DESCRIPTION**

Job Title:	<b>Parks Labourer</b>	Affiliation:	CUPE Local 374
Supervisor:	Parks Operations Lead Hand	Hours:	40 hours per week
Status:	Auxiliary On-Call	Salary:	\$29.66
Position #:	Various	Competition #:	2024-014

### 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

- Perform a variety of horticulture tasks including planting, cultivating, fertilizing, and pruning of trees, shrubs, flowers, and lawns.
- Maintain landscape features and vegetation along municipal trails, walkways, boulevards, and within parks.
- Conduct minor construction work, inspection, and maintenance related to parks facilities, such as concrete pouring, irrigation repair, and general maintenance.
- Perform basic service maintenance on tools and equipment.
- Manage winter maintenance activities including snow removal, salting, and sanding of District-owned and operated properties.
- Undertake basic carpentry work for minor construction, alteration, repair, and maintenance of concrete forms, gates, fences, ladders, piers, wharves, floats, and signs.
- Perform custodial cleaning of municipal washrooms.
- Collect garbage on District-owned and operated properties.
- Ensure the safety of departmental crews and the public by enforcing and adhering to all appropriate municipal and WorkSafeBC regulations.
- Conduct necessary maintenance of District-owned and operated properties.
- Be available for weekend and after-hours work as required.
- Perform other related duties as required.

### Knowledge, Skills, and Abilities Requirements

- Efficiently work with limited direction, establish effective relationships with officials, and serve the public effectively while maintaining confidentiality.
- Plan, organize, and prioritize tasks effectively to meet deadlines.
- Interpret and present information and gather and analyze data.
- Knowledge of Municipal Parks methods, practices, and equipment.
- Physical strength and coordination for manual outdoor work in all weather.
- Adhere to WorkSafeBC and Occupational Health and Safety regulations.

- Skill in gardening tools and equipment maintenance.
- Proficiency in Microsoft Office Online and records management; adaptable to other software systems.
- Familiarity with District document management and operations of other departments.
- Working knowledge of municipal legislation, including the Local Government Act (“LGA”), Community Charter, and Freedom of Information and Protection of Privacy Act (“FOIPPA”).
- Adaptability to learn in a dynamic local government environment.
- Strong interpersonal and communication skills.
- Excellent organizational, time management, and team-building skills.

#### Training and Experience Requirements

- Completion of Grade 12 or recognized equivalent.
- 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.
- Must be able to obtain and maintain Occupational First Aid Level 1 certification.
- A valid Class 5 BC Driver’s Licence and a current Drivers Abstract.

#### Competencies

- **Adaptability:** Willingness to be flexible in a changing environment.
- **Relationship Building:** Establishes and maintains respectful and cooperative working relationships.
- **Effective Communication:** Communicates effectively with others.
- **Problem Solving:** Recognizes and acts to resolve problems.
- **Organization:** Organizes work so that others will understand it, to achieve District goals.
- **Customer Focus:** Provides excellent service to both internal and external customers.