

**Date:** Jan. 21, 2011

**Job Title:** Gardener

**Reports to:** Leadhand

**Positions Supervised:** n/a

**Position Summary:**

- Perform a variety of landscaping maintenance and building maintenance functions for the District such as installation, repair and maintenance of new and existing parks, building repair, cleaning and servicing

**Key Job Duties**

**Program Development and Implementation:**

- Landscaping functions such as mowing, trimming, pruning, planting, fertilizing, spraying
- Garbage pickup from beaches and parks
- Building maintenance
- Snow removal by hand and with small equipment

**Operations- Administration/Working Function:**

- Provide landscaping, installation, and maintenance functions for District parks, beaches, walkways including flower beds, hanging baskets, shrubs, trees, irrigation systems, leaf removal, pruning, litter removal and flagging
- Building inspection, maintenance and repairs such as painting, plumbing, carpentry, graffiti removal, light changing, ordering supplies, security monitoring, installing accessory items such as hand dispensers
- Seasonal installation and removal of waterfront and Swim Bay equipment such as rafts, zip lines, diving boards, buoys, boom sticks and docks
- Seasonal installation for community events such as hanging flags, banners, Christmas lights and decorations, placing traffic barricades, and provide flagging

**Customer Service/Communications:**

- Provide a variety of direction, problem solving and information to the general public regarding parks and building usage

**Risk Management Health and Safety:**

- Practice and adhere to Work Safe BC and District policies and procedures
- Observe and report work site hazards
- Correct installation of boom sticks cordoning off swim areas
- Ensure playground and swimming equipment are properly maintained
- Repair trip hazards on sidewalks
- Preventative inspection of District buildings and equipment such as gas stoves, fireplace, water, hot water tanks

**Leadership and Supervisory:**

- Provide guidance and advice to seasonal employees
- Participate as a team member ensuring high performance and service in the Parks and Buildings work areas

**Financial:**

- N/A

**Qualifications:**

**Education/Certification**

- High School Graduation
- Valid BC Class 5 Drivers License
- Pesticide Applicator License
- Flagging Certificate,
- Lift Truck Operators certificate,
- 2 year Lawn Maintenance Diploma

**Experience** - 3 years in horticulture, lawn and building maintenance or an equivalent combination of education, training and experience

**SKILLS:**

- Communicate effectively with the public to resolve routine inquiries
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

**Job Provisions:**

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather