

CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

JOB DESCRIPTION

TITLE: Parks and Grounds Maintenance Attendant

SERVICE: Parks and Recreation

SUPERVISOR: Supervisor of recreational facilities

DIRECTOR: Director of Parks and Recreation

SUMMARY OF FUNCTIONS

Under the supervision of the Director of Parks and Recreation and the supervisor of recreational facilities, the Parks and Grounds Maintenance Attendant is responsible for the maintenance, development and cleanliness of parks, municipal lands and green spaces, in order to provide citizens with safe, clean and welcoming places.

DUTIES AND RESPONSIBILITIES

1. PROGRAM/SERVICE

a. **Maintenance of grounds:**

- Mowing lawns, trimming hedges and shrubs,
- Maintain flower beds,
- Weed the flowerbeds and paths.

b. **Cleanliness and waste collection:**

- Picking up garbage and emptying garbage cans,
- Ensure the cleanliness of parks, playgrounds and public spaces,
- Keeping public spaces clean and welcoming.

c. **Use of equipment:**

- Use and maintain gardening equipment, motorized or manual tools and equipment (mowers, hedge trimmers, etc.),
- Report on any equipment that is defective or in need of repair.

d. **Landscaping:**

- Participate in the planting of new trees, shrubs and flowers,
- Assist in the implementation of landscaping projects,
- Paint and clean recreational infrastructure.

e. **Security:**

- Wear safety boots and long pants,
- At all times, respect safety instructions and use equipment according to the manufacturer's precautions,
- Report any dangerous situation, breakage, anomaly or incident to management,
- Use personal protective equipment provided by the employer.

f. **Interaction with the Public:**

- Answer visitors' questions and provide information about the parks,
- Ensure courteous and professional service at all times.

2. HUMAN RESOURCES

None.

3. FINANCIAL RESOURCES

None

4. MATERIAL RESOURCES

- The employee is responsible for the materials and equipment assigned to him or her by the municipality.

SKILLS AND EFFORT

5. KNOWLEDGE/EXPERIENCE

- High school diploma or be in the process of obtaining it or equivalent qualification,
- Have a minimum of one (1) month of experience in the field, an asset,
- Knowledge of gardening techniques and maintenance of grounds an asset,
- Ability to use gardening tools, power and manual equipment,
- Organizational skills and ability to work independently,
- Good communication and customer service skills,
- Good physical condition and ability to work outdoors in different weather conditions,
- Sense of responsibility and concern for a job well done,
- Valid driver's license, an asset.

6. PHYSICAL AND MENTAL EXERTION

- This position requires physical effort and ability to perform manual tasks and work outdoors.
- Occasional and short-lived periods of mental focus.

7. JUDGMENT

The work is carried out under the direction of the Director of Parks and Recreation in accordance with municipal by-laws and environmental protection standards.

The holder shall exercise his or her judgment:

- Ensuring that users comply with regulations and standards;
- Ensuring that users comply with on-site safety guidelines and standards.

8. INTERPERSONAL SKILLS

The incumbent will be required to demonstrate interpersonal skills in interacting with his/her immediate supervisor and the public.

Contact:

INTERNAL:

- Regular contact with people in the organization and in the Service;

EXTERNAL:

- Occasionally, contact with outsiders, the clientele served and the public.

WORKING CONDITIONS

9. ENVIRONMENT

The work is carried out in a variable weather context, which can sometimes reach extreme conditions. This includes, but is not limited to, high or low temperatures, heavy rainfall, strong winds, and other unpredictable weather conditions. (heat, bad weather, humidity). The employee agrees to take all necessary measures to ensure the safety of all despite these conditions.

10. CONTROL OF THE WORKING SCHEDULE

This is a summer job. The hours of work correspond to the normal operational hours of the Parks and Recreation Department. The incumbent works 40 hours per week.

Note: This document was written using the masculine gender only for the purpose of lightening the text. It is agreed that all genres are an integral part of this document.