



Parks Labourer

Position Code: 306

Department: Parks, Recreation & Culture

Division: Parks

Reports To: Supervisor, Parks

Direct Reports: None

Pay Band: 4

Effective: April 2002

Revised: September 2020,
February 2011

Status: Seasonal Full-time
Non-Union

Indirect Reports: None

Position Summary

Reporting to the Parks Supervisor, Parks Labourers are responsible for performing maintenance of municipal parks, trails, harbour, sport fields, gardens, open spaces, parking lots, and Town owned property/facilities, and assist with special events logistics. This includes, but is not limited to, grass cutting, trimming, sport field lining, garbage collection, janitorial duties, harbour operations, gardening, tree pruning and inspections. The main duties and responsibilities of the position are in the areas of grounds maintenance and landscaping, and special events support.

Duties and Responsibilities

1. Grounds Maintenance and Landscaping (85%):

- (a) Maintenance in parks and on trails including, grass cutting, trimming, and tree pruning.
- (b) Minor maintenance activities on buildings, park structures and open spaces.
- (c) Maintenance of sport fields and lining of baseball, soccer, track & field, football and rugby field layout.
- (d) Harbour operations and maintenance.
- (e) Gardening of formal and informal landscaped areas
- (f) Maintain and ensure clean and safe parks including emptying and collecting of garbage.
- (g) Operation and minor maintenance of applicable equipment.

Position Description

Parks Labourer

- (h) Document inspections of various park, trails, harbour and horticulture on a regular basis on the prescribed form and report deficiencies in a timely manner.
- (i) Patrol parks to ensure a safe environment is maintained throughout; respond to public hazards or on-demand tasks as they arise; report any significant issues that they cannot address to the Supervisor.
- (j) Ensure Supervisor is notified of incidents and contact appropriate emergency services as required/directed.

2. Special Events Support (15%):

- (a) Assist during special events, including equipment and material set-up/tear down and other department requests for moving materials.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

Knowledge, Skills and Experience

1. Completion of a minimum of one (1) year of secondary education.
2. Three (3) months of grounds maintenance experience.
3. Ability to maintain parks and trails in a neat and orderly manner and understand and apply standard operating procedures. Experience operating pick-up trucks, trailers, riding lawn mowers, trimmers, leaf blowers, and various power/hand tools preferred.
4. Good administrative, communication, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
5. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment. Possess initiative and integrity.
6. Physically capable of performing the required functions of the position (e.g., standing, walking, lifting, pushing, pulling), operating equipment, working outdoors in inclement weather, and wearing the applicable personal protective equipment.

Position Description

Parks Labourer

7. Willing and available to work evenings, weekends and holidays.
8. Valid Class “G” driver’s license and current Driver’s Abstract with results satisfactory to the Employer. Ability and willingness to travel within the community as required.
9. Possess a current Criminal Record & Judicial Matters Check (Level 2) with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification (or willing to obtain).

Physical Demands and Working Conditions

Physical Effort: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands require walking with some periods of physical strain. Must be capable of bending, standing, walking, climbing, pushing/pulling, reaching, and able to lift up to eighteen (18) kilograms (40 pounds).

Normal hours of work are up to forty (40) hours per week, and shifts may include days, evenings, weekends and holidays. Flexibility in scheduling is necessary as there may be the occasional requirement to attend to functions outside of normal work hours, change shifts, or to work extra hours as needed.

Physical Environment: Work is conducted in an outdoor environment in view of the public, with exposure to noise, dirt, insects, noxious plants, and exposure to sharps, animals, inclement weather conditions, mechanical hazards, unpleasant fumes and odours. Appropriate personal protective equipment (PPE) must be worn when working with or around hazardous chemical and/or equipment.

Sensory Attention: Limited sensory attention, using usually one sense at a time under normal use. (100%)

Stress: Limited mental stress, in normal situations with limited pressure where the seriousness of the outcome is limited. (90%) Exposure to public criticism and/or complaints. (10%)

Contacts and Dimensions

Direct Reports:	0
Indirect Reports	0
Total Employees Serviced:	0
Other Working Relationships:	Position communicates regularly with staff, contractors, local organizations and the public.

Position Description

Parks Labourer

Budget: n/a

Salary Budget: n/a

Review and Signatures

Employee Name: _____

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Manager/HR Signature: _____ Date: _____