



JOB CLASSIFICATION DESCRIPTION

GROUNDS KEEPER

DATE REVISED: JULY 2013

Job Summary:

Routine work within the City Parks system which includes some supervisory responsibilities in the direction of several subordinates engaged in various unskilled and semi-skilled grounds maintenance and construction tasks. Oral and written instructions are received from a supervisor who checks the work during progress and upon completion for the maintenance of established standards.

Primary Duties and Responsibilities:

- Performs the work associated with, and occasionally assisted by a small group of unskilled and semi-skilled subordinates, in all aspects of grounds maintenance and operating tasks such as ball diamond renovations, turf repairs and other turf and horticultural related tasks such as mowing, planting, irrigation and general grounds maintenance including trails maintenance, installation of trail-way/walkway markers and ordinance signage.
- Operates power tools and small equipment, including but not limited to, plate tampers, weed eaters, lawn mowers, chainsaws, cement mixers, jack hammers, pressure washers, snow removal equipment, sanders, etc.
- Litter and pest control.
- Application of pesticides as permitted under the City of Parksville IPM Policy.
- Maintains relevant operational records.
- Performs other work as required.

Necessary Qualifications

Knowledge:

- Demonstrated experience and competency in the methods, practices, materials, tools and equipment used in the maintenance and operations of the municipal parks, gardens, sports fields, trails and open green spaces.
- Demonstrated competency in the use of all grounds maintenance related equipment related to this position; including, although not restricted to, tractor and various attachments, ride on mowers, power edgers, sod cutters, chainsaws etc...
- Considerable knowledge of the City of Parksville safe work procedures and policies and WorkSafeBC's, act and regulation.
- Considerable knowledge of the occupational hazards and safety requirements of the work.

Skills/Abilities:

- Proven ability to assign and supervise the work of a small group of unskilled and semi-skilled subordinates.
- Proven ability to understand and carry out oral and written instructions.

- Effective written and verbal communication skills.
- Effective interpersonal and conflict resolution skills.
- Proven ability to perform heavy outdoor manual work in all weathers.
- Proven ability to work independently and as part of a team.
- Proven ability to perform a variety of horticultural related tasks, eg; pruning, planting.

Education:

- Grade 12.

Training/Certification:

- Minimum One year certificate in horticulture or turf culture from a recognized training institution.
- Possession of a valid class 5, BC Drivers Licence and a good driving record.
- Current IPM Landscape applicators licence.

Experience:

- Considerable experience in the work and applicable practices of grounds maintenance and construction operations.

Unusual Working Conditions

- The employee will be required to work in adverse weather conditions.
- Physically demanding work.
- The employee will be required to work alone quite frequently and will be required to follow the Working Alone Safe Work Procedure – following check-in/check-out practices/procedures
- Required to work with city staff and members of the public in an effective and courteous manner.
- May come in contact with bio-hazardous materials and will be required to follow the exposure control plan and safe work procedures.

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.

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| Signature of Incumbent: _____ Date: _____ |
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