



POSITION TITLE: HORTICULTURE AND PARKS OPERATOR

DEPARTMENT: COMMUNITY & CUSTOMER SERVICES

REPORTS TO: ASSISTANT SUPERVISOR PARKS AND NATURAL ASSETS

CATEGORY: PERMANENT FULL-TIME CUPE

UPDATED: NEW MARCH 2024

HOURS OF WORK: 40 HOURS/WEEK

RATE OF PAY: \$30.64/HOUR

CLOSING DATE: SUNDAY, APRIL 7, 2024

HOW TO APPLY: LOYALIST TOWNSHIP'S WEBSITE [CAREERS PAGE](#)

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan through promoting natural biodiversity and creating a sustainable park and green space landscape in the Township.

This includes planting programs, invasive species management, supporting natural areas stewardship and community led gardens, and related eco-friendly programs that are evolving. The incumbent works as part of a team who is responsible for the municipal horticultural displays. This position contributes to park beautification through the maintenance of parks and gardens, using sustainable methods to manage floral, turf and tree health.

In winter, as assigned, this position is part of the Winter Control team responsible for snow removal duties throughout the Township. Snow removal duties include operation of a variety of machines to snow removal and surface treatment, including tandem dump trucks, tractors, sidewalk machines, and pickup trucks, et cetera.

MINIMUM QUALIFICATIONS:

- A post-secondary certificate or diploma in Horticulture, Landscape Architecture, Ecosystem Restoration, Arboriculture, or related studies.
- Two years relevant experience in horticultural duties, including bed preparation, planting, and maintenance of horticultural displays. An equivalent combination of education and experience will be considered.
- Must possess a valid "G" driver's license, an acceptable driver's abstract, and the ability to maintain this. DZ license is considered an asset.
- Demonstrated knowledge and understanding of garden plants, soils, tools, equipment operation and procedures relevant to horticultural activities.

- Experience in ecosystem restoration and/or arboriculture (tree maintenance) is an asset.
- Demonstrated ability to safely and competently operate various types of equipment including, but not limited to, line trimmers, rototillers, brush chippers, backpack sprayers, chainsaws, chippers, agricultural tractors, loader, rotary mowers, post pounders, leaf blowers, sod cutters, EC/pH meters, and small tools in a safe and efficient manner.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient time management and record keeping skills and flexibility in adjusting between a variety of duties.
- Must possess an understanding of the MTO's Book 7 for Temporary Conditions, and proven knowledge of the Occupational Health and Safety Act, Pesticide Act, and other applicable legislation.
- Demonstrated computer skills and ability to use technology (i.e. mobile device or similar) for data recording in the field (i.e. inspection reports, work orders), including proficiency with Microsoft Office software, including Word and Excel.
- Demonstrated ability to work independently, as well as within a team, demonstrating good interpersonal skills, tact, and diplomacy.
- Good communication skills, and the ability to be professional and courteous when interacting with the other staff and the public.
- Ability to work shift work and on-call rotations, as well as required overtime.
- Chainsaw certification is an asset.
- Herbicide license is an asset.
- Certification in turf maintenance for sports fields, or equivalent knowledge and skills gained through turf grass/sports field maintenance experience is an asset.
- Playground inspector certification in accordance with CSA standards, or equivalent knowledge and skills is an asset.
- Ability to perform snow removal duties while operating a variety of machines to plow and sand, including tandem dump trucks, tractors, sidewalk machines, and pickup trucks.
- Mechanical experience with basic equipment repairs.
- Good problem-solving skills with the ability to recognize when to elevate issues to management.

RESPONSIBILITIES:

- Perform horticultural duties, including but not limited to planting, watering, maintaining, and record keeping for annual, perennial and shrub and tree beds to current industry standards, to enhance the sustainable park and greenspace landscape of Loyalist Township.
- Support ecologically functional areas using native plant species, ecological principles, and restoration techniques including invasive species management.
- Support plant propagation using techniques including seeding, cuttings, splitting and plug production for annuals, perennials, tropical and native plant production, as possible within the Township resources.
- Maintain turf as required.
- Use an Integrated Pest Management approach.
- Support community groups to maintain gardens or landscape features, as resources allow.

- Assist in other tasks, repairs and maintenance as directed by Supervisor.
- Carry out all necessary equipment maintenance and adjustments while keeping the equipment in a safe, clean and tidy condition, and perform daily circle checks and report defects and, if necessary, undertake small repairs in a prescribed manner.
- Responsible to complete required daily records including, but not limited to, snowplow logs, vehicle inspections and CVOR inspections.
- Provide guidance to seasonal student workers, including the safe and efficient use, care and maintenance of tools and equipment, and horticultural practices.
- Comply with requirements of the Occupational Health & Safety Act, The Highway Traffic Act, Pesticide Act, all Federal, Provincial and Township regulations, policies, and procedures.
- Remove and/or flag obstacles hazardous to employees or the public or that interfere with the safe operation of vehicles or equipment, and duly note and report such conditions to Supervisor.
- Stay current in knowledge and skills.
- Immediately report vandalism, mechanical difficulties, and damage.
- May be required to oversee contracted equipment and Township personnel.

Parks and Sports Fields Operations (As assigned)

In co-operation with the broader team, responsible to maintain all parks, sports fields, outside properties, and equipment in excellent condition by:

- Cut grass and perform weed trimming in parks.
- Maintain turf in sports fields, in accordance with turf maintenance standards.
- Pick up garbage, brush, fallen tree branches, etc. as necessary.
- Provide general maintenance of grass mowers, weed eaters, tractors, trucks, and other equipment as assigned.
- Repair fences, backstops, playground sites, score clocks as required.
- Perform regular cleaning of washrooms and disposal of garbage from parks/sports fields.

Winter Control Duties (As assigned)

As led by the Public Works Division, maintaining roads, parking lots, sidewalks, and trails through snow removal activities:

- Operating a variety of machines for snow removal and surface treatment, including tandem dump trucks, tractors, sidewalk plows, and pickup trucks.
- Operating loaders and backhoes to load equipment.
- Manually moving materials including sand, salt, stone dust with hand tools as well as hand shoveling snow.
- Responsible for providing labour for various winter control activities.
- Responsible for performing minor repairs to equipment and assisting the Fleet maintenance mechanic in major repairs as directed.
- Provide general maintenance of tractors, trucks and other equipment as assigned.

WORKING RELATIONSHIPS:

Internal: daily communication with Parks staff/supervisor/manager, frequent communication with other Operators, occasional communication with other Township employees, union representatives.

External: residents, contractors/vendors, external seminar and course providers, external trainers, and consultants.

WORKING CONDITIONS:

- Frequent and regular outdoor work in various and changing weather conditions that include but is not limited to rain, hot and cool temperatures, and wind.
- Extensive additional hours beyond the normal working day, particularly during the winter months may be required.
- Ability to work shift work, on-call rotations, and overtime is required.
- Occasionally may be required to attend meetings, programs, seminars, events which may take place at differently facilities, requiring travel.
- May be operating equipment for long periods (3-4 hours) without a break, and in snow events may operate equipment for the duration of shift with minimal breaks.
- Frequent moderate physical exertion and occasional heavy physical exertion, including lifting, digging, shoveling, raking, and climbing ladders.
- Able to actively participate in daily activities, working within live traffic conditions.
- Work may include locations with exposure to sensory elements including waste materials and smells.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the Accessibility for Ontarians with Disabilities Act, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.