



**District of Taylor
Employment Opportunity**

**Labourer II
(Gardener Assistant)**

Reporting to the Parks and Facilities Manager, the Labourer II position is responsible for performing general maintenance, cleaning, repairs, upgrades, and seasonal grounds keeping services across various locations within the District of Taylor. In addition, this position is also responsible for supporting the Gardener and also performing Golf Course maintenance activities as required.

The ideal candidate will have the ability to perform all required physical tasks, is comfortable with and capable of safely operating and performing proper maintenance on tools and equipment, pays strong attention to detail, has an understanding of WHMIS principles, is able to communicate in a professional and courteous manner with customers and team members, has excellent written and verbal communication skills, including the ability to interpret shift tasks from a written list left by a supervisor, has the ability to stay on task, is able to manage and maintain a positive attitude in a fast-paced work environment, can work efficiently with little supervision, and possesses effective time management and computer skills.

The successful applicant will also be required to have a Level 1 First Aid Certificate and clear criminal record check. A valid BC Driver's License with acceptable Driver's abstract, WHMIS 2015 and previous, related experience in general labour, grounds maintenance, and landscaping would be considered an asset. Other combinations of education and experience may be considered.

The 2025 seasonal term will be May to October. The successful applicant can expect to work 40 hours per week, Monday to Friday but may be required to work the occasional weekend. The position's rate of pay ranges from \$17.92-\$19.71 per hour, plus 4% vacation pay. The incumbent's pay rate will be determined based upon experience.

With your resume, please provide a cover letter that articulates how you meet the qualifications provided in the job description. **Submissions will be received until the position is filled.**

Please ensure that your submission clearly identifies the position being applied for and address your application to:

District of Taylor

Attn: Mike Whalley, Interim Deputy Corporate Officer

Box 300

Taylor, BC V0C 2K0

Email: recruitment@districtoftaylor.com

Fax: (250) 789-3543

While the District appreciates all applicants, only those short-listed will be contacted.



DISTRICT OF TAYLOR

Labourer II

Job Description

Title: Labourer II

Date: July 21, 2022

Department: Parks and Facilities

Job Category: Service/Labourer/Sales

Reports To: Manager, Parks and Facilities/
Grounds Superintendent

Position Number:

Interacts With: Parks and Facilities, Community
Services, Peace Island Park, and Lone Wolf Golf
Course departments, community members

Grade Assignment: 2

General Summary:

This position performs general maintenance, cleaning, repairs, upgrades, and seasonal grounds keeping services across various locations within the District of Taylor. In addition, this position is also responsible for supporting the Gardener in the care and maintenance of seasonal flower beds and pots, shrub beds, rock gardens as well as tree and hedge trimming.

Primary Duties and Responsibilities:

General

- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis

Health and Safety

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Ensures the organization, security and cleanliness of the maintenance building, equipment, inventory and other assets
- Responsible for the proper maintenance and safety of tools and equipment by cleaning and checking tools and equipment after use and reporting major defects

District-Wide Grounds Maintenance

- Performs a variety of weed whipping and mowing activities for all District property (including Peace Island Park and Lone Wolf Golf Course) and safely operates all grass maintenance equipment
- Participates in community weeding/beautification activities
- Performs manual watering and fertilizing of trees and ornamental landscaping
- Performs a variety of daily duties including clean up and sorting of garbage and recycling, cleaning restrooms, and other facility maintenance tasks
- Participates in other project activities such as painting, gardening support, or other projects
- Completes light mechanical work (oil change, grease, remove reels, etc.) and general miscellaneous repair activities
- Ensures all issues, defects, and maintenance repair needs are identified and communicated in a timely manner to management

Community Beautification and Gardener Assistance

- Prepares flower beds and complete planting as per Gardener direction
- Responsible for ongoing flower, shrub bed and turf maintenance

Golf Course Grounds Maintenance

- Performs all Golf Course maintenance activities as required under mentorship and supervision of Labourer III and/or Grounds Superintendent

Requirements and Qualifications:

Education and Experience:

- Age 17 or older
- Level 1 First Aid
- WHMIS 2015 Certification would be considered an asset
- 1 year prior, related experience in general labour, grounds maintenance, and landscaping
- Other combinations of education and experience may be considered

Knowledge, Skills, and Abilities:

- Strong attention to detail
- Understanding of WHMIS principles
- Able to communicate in a professional and courteous manner with customers and team members
- Written and verbal communication skills, including the ability to interpret shift tasks from a written list left by a supervisor
- Able to stay on task even when completing jobs that may be very routine or mundane
- Able to manage and maintain a positive attitude in a fast-paced work environment
- Able to manage and work efficiently with little supervision
- Effective time management skills
- Comfortable working safely with a variety of small equipment
- Experience using basic cleaning equipment
- Proficient computer skills (MS Office)

Other Requirements:

- Clear Criminal Record Check
- Valid BC Driver's license with acceptable Driver's Abstract would be an asset
- Legally entitled to work in Canada

Working Conditions (environmental conditions, physical demands, travel, etc.):

- This position provides general labour and grounds maintenance services District-wide. As required, Labourers will be deployed to other District locations
- This is a seasonal position, with scheduled hours varying through the season (generally March – October). Hours can be impacted by weather conditions when it impacts ability to perform maintenance activities
- Although there is some schedule flexibility, employees can expect to work weekends and there is limited availability for extended time off during the season
- Able to perform physical labour, stand for long periods of time, and must have sufficient physical strength, stamina and coordination to permit the performance of medium to heavy manual outdoor work in a variety of weather conditions.

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

Approval:

<p><i>Ryan Galay, Director</i> Name/Title of Community Services</p>	<p><i>[Signature]</i> Signature</p>	<p><i>Aug 18, 2022</i> Date</p>
<p><i>Joselyn Green</i> Name/Title Chief Administrative Officer</p>	<p><i>[Signature]</i> Signature</p>	<p><i>Aug 18, 2022</i> Date</p>