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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Crew Leader, Horticulture (CUPE 905.01)

Employment Type: Full time Contract Approx. 12 months

Location: Aurora, ON

Hourly Rate: \$35.80-39.77 per hour

Closing Deadline: June 10, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Supervisor of Parks, the Crew Leader is responsible to co-ordinate, expedite, and/or perform maintenance, construction, repair, contract administration and administrative work related to parkland, open spaces and facilities in accordance with departmental procedures, service levels and provincial/municipal regulations. The role includes operation of various equipment, assigned snow removal, sanding/salting operations, turf/sports field maintenance, chemical spray applications, equipment inspection, maintenance, and repair, horticulture/plantings programs, tree pruning, planting, and removals, various building maintenance repair and winterization projects, supplies inventory maintenance, control, and record-keeping duties, and complaints investigation and follow-up as directed; and for providing guidance to assigned Parks Division staff including training same on new equipment operation, work methods, and Parks Division policies and procedures.

Responsibilities

1. Performs maintenance and/or construction duties related to parklands, site layout, establishing grades, following detailed drawings and plans, open space, watercourses, sports fields, playgrounds, outdoor ice rinks, tree pruning, in-house construction landscape projects, and/or Parks Division operations including operation of backhoe, dump truck, pick-up truck, mowers and/or other equipment as required.
2. Conducts regular inspections of Parks Division equipment, maintains and makes equipment, repairs and/or arranges for same as necessary; maintains associated files and records; makes recommendations for replacement and purchase of new equipment and/or supplies
3. Provides assistance to the Parks Supervisor/Manager by co-ordinating and overseeing the work activities of Parks Division employees, as assigned/required including providing guidance to staff and assisting with orientation, testing and training; provides input into work schedules for daily activities; advises parks Supervisor on work status and problems.
4. Provides support in the administration of various maintenance and repair contracts, including providing input and creating scopes of work, attending start up meetings, scheduling work, providing on-site inspection, tracking progress, updating spreadsheets, noting deficiencies, ensuring adherence to contract specifications and providing updates to Parks Supervisor as required.
5. Follows up and responds to resident inquiries and complaints by phone, email and or conducting site visits with resident and third-party organizations to review concerns and complaints.

6. Performs various administrative duties including reviewing and filing of paperwork, running reports, updating spreadsheets and databases and other general office duties as required.
7. Performs inspections on playground, sports field and/or other park equipment/facilities and reports regularly on condition of same; arranges for and/or performs necessary repairs; and maintains associated records.
8. Maintains and controls inventory of safety and/or other supplies as assigned including purchasing same as required and approved, and completion of associated records and documentation to account for inventory and purchases made.
9. Researches and prepares data for the preparation of budgets, contract documents and tender specifications for services/supplies/equipment; and monitors the work of contractors, as requested.
10. Assists in the administration and delivery of the Parks related programs (Memorial bench/tree, Park Access agreements and Adopt-a-Park; conducting inspections, reporting deficiencies, conducting site visits, following up on complaints and concerns, reviewing drawings and providing support to administrative staff
11. Assists and co-ordinates set-up and amenity requirements for special /sporting events held in parks.
12. Performs other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives

Qualifications

1. College Diploma or equivalent in parks maintenance, landscape technology, horticulture or equivalent related discipline.
2. Significant demonstrated experience in parks maintenance and/or construction, including supervisory/lead hand experience, preferably in a municipal environment; ability to work from and interpret detailed plans and landscape related technical drawings; demonstrated ability in park construction site layout and the use of grade levelling instruments.
3. Thorough working knowledge of parks-related equipment operation, maintenance and repair, landscaping and parks construction techniques, turf and sports field maintenance, tree pruning and planting, horticulture practices, construction and maintenance of outdoor natural ice-skating rinks, winter parking lot snow removal and sanding/salting maintenance general trades fundamentals, and sound safety practices.
4. Demonstrated working knowledge of health and safety regulations, WHMIS, and associated procedures.
5. Ability to deal courteously and effectively with tact, courtesy, discretion and diplomacy with general public, all levels of staff, other departments, contract services, municipal partners and utilities
6. Strong leadership and teamwork skills, demonstrates personal leadership, builds people and culture, cultivates open communication, shapes the future, navigates and leads through complexity and change
7. Excellent analytical, administrative, organizational, problem solving and written/oral communication skills
8. Proficient with computers and various applications including Word, Excel, Powerpoint, Outlook, AVL systems, work order management systems and ESRI mapping applications
9. Class "D" Driver's License with "Z" air brake endorsement in good standing.
10. Flexibility/availability to work overtime and/or respond to "after hours" emergencies as may be required. Standby/on call is a mandatory requirement of this position and must be available to work evenings, nights and weekends including 24 hour on-call, as scheduled.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost. For internal applicants, the employee must provide a signed Police Criminal Record Check Declaration or provide an updated Police Criminal Record Check prior to commencement of the new position.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.