



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Vacancy:** Regular Full-Time Working Foreperson - Horticulture

**Job ID:** J0626-0346

**Department:** Community & Operations

**Branch:** Parks & Roads Operations Services

**Location:** Parks Greenhouse

**Posting Start Date:** 2026/08/31

**Posting End Date:** 2026/09/21 by 4:30pm

**Employment Group:** 250

**Salary Grade:** 14 – \$42.72 - \$44.97 per hour

**Standard Weekly Hours of Work:** 40.00

**Shift Work Required:** Yes

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### **Job Description**

Reporting to the Manager, Parks, Forestry & Trails and under the direction of the Supervisor, Parks Horticulture, supervise and be responsible for assigned operations related to Horticulture.

### **Responsibilities**

- Assist the Parks Supervisor in all operational activities related to the Horticultural Program including the planning, coordination, development and implementation of horticultural activities, the annual evaluation of floral designs and planting, interior plantscaping and the ordering of all plant materials and greenhouse supplies, etc.
- Inspect and determine required materials, equipment and labour
- Develop work schedules, supervise and check the work of assigned staff, and, where required, physically work with staff to efficiently complete all work assignments
- Ensure all equipment, tools and machinery are maintained and operated as per City of Oshawa standards
- Provide recommendations to management and assist in the development and delivery of training to assigned staff in all aspects of the operation
- Ensure that the group's work performance and quality standards are achieved, maintained, and monitored and reviewed annually
- Complete appropriate work records and documentation related to greenhouse and horticultural functions, timesheets, work orders, requisition, packing slips, invoices, etc.
- Be responsible for all aspects of the day-to-day greenhouse operations, such as plant development, pest control, watering, general maintenance, etc.
- Be responsible for all aspects of interior plants, floral and shrub bed design and maintenance, including preparation, propagation, planting, fertilization, pruning, etc.
- Perform all pesticide applications in accordance with the Ontario Pesticides Act

- Ensure all work is carried out in accordance with City of Oshawa Safe work Standards and the Ontario Occupational Health and Safety Act and provide input in the development and improvement of safety procedures
- Perform tree and shrub pruning, including periodic assignments with the Forestry Services Section
- Interact with the public including a willingness to participate in public education and related committee assignments
- Collaborate with all levels of staff, various City of Oshawa branches, community groups and contractors to provide the appropriate assistance for the implementation and success of corporate initiatives and events
- Relieve management in specified areas of responsibility when required in the absence of the Parks Supervisor
- Perform operational maintenance services as required outside of normal work hours.
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Perform other duties as required

#### **Requirements:**

- Minimum two (2) year diploma from a recognized college or university in horticulture, plus five (5) years of experience in all aspects of the horticulture field and greenhouse operation, two (2) of which are in a supervisory capacity
- Possess current Landscape and Greenhouse Pesticide Licences, or willing to obtain
- Possess and maintain Ontario Driver's Licence (minimum Class 'DZ') in good standing and able to pass the Corporation's tests for motor vehicle operation
- Demonstrated ability and expertise in the operation of all greenhouse equipment including heating and cooling systems
- Demonstrated abilities in tree and shrub pruning and willingness to work safely at heights greater than 3.0m
- Proven supervisory skills and effective leadership qualities
- Willingness to accept responsibility and an excellent working knowledge of and ability to apply all relevant safety policies, standards and legislation (Ontario Occupational Health and Safety Act)
- First Aid and WHMIS training are assets
- Demonstrated organizational skills related to the supervision of staff, the maintenance of inventory records, and in the growing, designing, planning, planting and maintenance of flower and shrub beds and interior landscapes
- Able to lift and move heavy items (80 lbs/36 KGS) as well as stand, bend and walk for extended periods of time and capable of performing the work assigned in a safe manner
- Good communication skills and ability to understand and follow oral and written general and technical instructions
- Must demonstrate a working knowledge of relevant computer programs including outlook, excel, word processing and work order management systems
- Able to complete forms and records relevant to the job
- Good interpersonal skills, tact and courtesy to deal with the general public and to discuss routine information with or delegate assignments to colleagues
- Ability to work alone or with minimal supervision; personal qualities of reliability and co-operation
- Sound judgement and initiative relating to the need for attendance to matters outside normal working hours and in dealing with issues in the absence of the supervisor
- Willing and capable of cross-training in related areas of work in order to fulfill various assignments

- Must be able to Serve on the Operations Services summer and winter callboards

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters check and an employment medical.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Apply Online: <https://www.oshawa.ca/city-hall/careers/>

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*