



Town of South Bruce Peninsula

Horticulture & Park Attendant

Position Description

Reports to: Facilities Coordinator Status: Seasonal
Last Revised: February 1, 2020 Hours: up to 40 per week

Summary of Duties

Reporting to the Facilities Coordinator, the Horticulture and Park Attendant responsibilities include watering plants, grass cutting, and other maintenance duties.

Qualifications

- Must have a minimum Ontario G2 Driver's License with a clear driving record.
- Ability to work evenings, weekends, and weekdays.
- Ability to work safely and in accordance with the Occupational Health & Safety Act.
- Excellent customer service skills.
- Able to complete outdoor duties for minimum 8 hours a day and lift up to 50 lbs.
- Previous experience in customer service and/or outdoor work considered an asset.
- Ability to understand and execute detailed written and oral instructions.

Responsibilities:

- Gardening and flowerbed maintenance in South Bruce Peninsula public spaces
- Planning and planting annual beds
- Pruning shrubs, basic arboriculture
- Provide on-site support to staff,
- Maintenance of lawned areas including grass mowing and trimming using various types of powered and manual equipment.
- Observation, documentation and troubleshooting problem areas related to operations.
- Problem-solving and critical thinking relating to complaints and observed problems.
- Provision of customer service, customer liaison relating to maintenance of public spaces. Address questions, concerns, complaints, and suggestions from the public and other stakeholders
- Coordinating regular maintenance and upkeep of all open spaces in South Bruce Peninsula

- Monitor all campsites to ensure they are properly used to eliminate damage to the facility, including maintenance, remediation and repair as needed.
- Performs other duties as assigned.

Working Conditions

- Deals with a high volume of varied tasks; constant changes of priority.
- Constant attention to customer service demeanor required
- High level of initiative required.
- Weekdays, weekends, evening and shift work required
- Works outdoors being exposed to extreme environmental conditions
- Ability to perform strenuous physical tasks when necessary.