



Job Description

JOB TITLE:	Garden Maintenance and Landscape Operator (Seasonal Contract)
DEPARTMENT:	Development and Operations
SUPERVISOR'S TITLE:	Operations Supervisor
SUPERVISES:	DIRECTLY: None INDIRECTLY: None
JOB DESCRIPTION DATE:	January 2025

POSITION SUMMARY

The Garden Maintenance and Landscape Operator is responsible for the care, maintenance, and enhancement of municipal gardens, parks, and green spaces. This includes planting, trimming, weeding, and ensuring the overall aesthetic and health of the landscapes. The role requires working outdoors in varying weather conditions and may involve operating landscaping equipment, including rotary and flail mowers, leaf blowers, sod cutters, and hand tools. This is a seasonal contract offering 40 hours per week, with varied shifts, including weekends. The contract duration runs from April to November.

DUTIES AND RESPONSIBILITIES

a) Garden and Landscape Maintenance

- Perform regular maintenance of municipal gardens, flower beds, and landscape features, including planting, pruning, weeding, mulching, and fertilizing.
- Maintain and enhance landscape designs in parks, green spaces, and public areas.
- Ensure gardens are watered and maintained according to seasonal needs, adjusting schedules based on weather conditions.
- Regularly monitor plant health, identify issues such as pests or diseases, and take appropriate action.
- Care for municipal trees, gardens, and other floral features, including pruning, watering, and mulching.
- Preserve the aesthetic quality of outdoor spaces through careful landscaping.
- Support plant propagation through techniques such as seeding, cuttings, splitting, and plug production for annuals, perennials, tropical, and native

plants, as feasible within the Town's resources.

b) Equipment Operation and Maintenance

- Operate various landscape maintenance equipment, including mowers, hedge trimmers, leaf blowers, and brush cutters.
- Maintain equipment by cleaning, sharpening, and performing routine checks for wear and tear.
- Conduct minor repairs on equipment and report major issues to the Supervisor.

c) Other Duties

- Assist in the preparation and maintenance of parks and public spaces for special events, festivals, and community activities.
- Remove litter and debris from garden areas, public spaces, and park trails.
- Install and maintain irrigation systems in gardens and park areas.
- Collaborate with the Operations Supervisor, Senior Operator, and Arborist to identify areas for improvement or new landscaping projects.
- Respond to emergency situations, including storm damage and cleanup.
- Adhere to safety standards in accordance with the Occupational Health and Safety Act, municipal policies, safety procedures, and JHSC mandates.
- Participate in regular training and safety meetings as required.
- Report vandalism, mechanical issues, and damage immediately.
- Perform other tasks as assigned by the Supervisor or Manager.

QUALIFICATIONS AND EXPERIENCE

- Clear criminal or vulnerable sector check, as required.
- Minimum of two (2) years of experience in landscape maintenance, horticulture, or a related field.
- Knowledge of gardening techniques, landscape maintenance, and plant care.
- Experience with the operation of landscaping machinery and tools.
- First Aid & CPR certification (preferred).
- Diploma in Horticulture, Landscape Architecture, Ecosystem Restoration, Arboriculture, or a closely related field is considered an asset.
- Playground inspector certification in accordance with CSA standards, or equivalent knowledge and skills, is an asset.

SKILLS

- Strong understanding of plant care, landscaping, and turf management techniques.
- Ability to operate and maintain various landscaping machinery and tools, including line trimmers, rototillers, brush chippers, agricultural tractors, snow blowers, chainsaws, and mowers.
- Excellent time management and organizational skills, enabling efficient task completion.
- Ability to work independently as well as part of a team.
- Strong customer service skills for effective interactions with the public and park visitors.
- Good physical fitness for manual and labour-intensive tasks.

Working Conditions:

- **Hours:** 40 hours per week, with occasional overtime or weekend shifts required.
- Must provide your own CSA-approved safety footwear.
- Physical demands include standing, walking, lifting, bending, and carrying tools and materials.
- Work outdoors in various weather conditions, including sun, rain, and cold temperatures.
- Ability to work safely with cleaning products, pesticides, and fertilizers.
- Availability for emergency response, including storm damage cleanup or after-hours work, if required.
- Some tasks may involve handling sharp tools (e.g., shears, knives, or saws) and hazardous materials (e.g., diseased plants).
- Ability to actively participate in daily activities while working in live traffic conditions