



**TOWN OF SHELburne**  
**JOB POSTING**  
**GARDEN MAINTENANCE AND LANDSCAPE**  
**OPERATOR – SEASONAL CONTRACT**  
**WAGE RANGE - \$27.87 – \$32.78 (2025)**  
**APRIL - NOVEMBER**

The Town of Shelburne is accepting resumes for the position of Garden Maintenance and Landscape Operator. This role 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.

**WHAT WE OFFER YOU!**

- A competitive hourly wage ranging between \$27.87 – \$32.78 (2025)
- Eligible to enroll in OMERS pension plan
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment
- Professional development opportunities

**Reporting to the Supervisor of Operations, general duties and responsibilities include but are not limited to:**

- Perform regular maintenance of municipal gardens, flower beds, and landscape features, including planting, pruning, weeding, mulching, and fertilizing.
- 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.
- Operate various landscape maintenance equipment, including mowers, hedge trimmers, leaf blowers, and brush cutters.
- 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.

**The following qualifications/information must be clearly identified in your resume:**

- 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.
- 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.

A copy of the full job description is available at;

<https://www.shelburne.ca/en/town-hall/careers.aspx>

To apply for this position, please submit your resume by email to: [hr@shelburne.ca](mailto:hr@shelburne.ca) no later than, Friday March 21, 2025, at 1:00pm.

Please quote the job title in the subject line. Mail:

**Human Resources**  
**Town of Shelburne**  
**203 Main Street East**  
**Shelburne ON**  
**L9V3K7**

**TO VIEW OTHER AVAILABLE  
POSITIONS,  
SCAN THE QR CODE BELOW.**



**\*\*Only those selected for an interview will be contacted\*\***

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.

To select the best candidates to serve the Town of Shelburne and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job description qualifications.

The Town of Shelburne is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Shelburne, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Shelburne.