



Job Description

JOB TITLE: Seasonal Gardener

DEPARTMENT: Development and Operations

SUPERVISOR'S TITLE: Public Works Supervisor

SUPERVISES: DIRECTLY: None
INDIRECTLY: None

JOB DESCRIPTION DATE: March 2022

POSITION SUMMARY

The Seasonal Gardener is responsible for providing the overall horticultural management, installation, display and maintenance of the Town of Shelburne

The Seasonal Gardener works closely with downtown beautification members and municipal staff to maintain the horticultural aspects and overall tidiness of their assigned community's public spaces, downtown corridors, and parks; will assist staff with improvement and beautification of the downtown core area.

DUTIES AND RESPONSIBILITIES

- Watering flower baskets and flower boxes throughout the Town.
- Provide plant maintenance: plant materials located in beds, boxes, planters etc.; ground maintenance: grass cutting.
- Provide planting and pruning of trees, shrubs, groundcover, and flowers using tools such as trowels, shovels, hoes, rakes, edgers, pruners, shears, loppers and some small equipment.
- Assist in preparations for community special events.
- Control of unwanted weed and grass growth in sidewalks, curbs and gutters.
- General cleanup: community cleanup and litter control.

- Maintain downtown areas and parks in a clean and safe manner.
- Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- College Diploma in Horticulture or in a process of obtaining a Diploma in Horticulture
- Minimum one year of related experience in landscaping and horticulture
- Providing customer service
- Experience and working knowledge of small equipment
- Previous experience working with community and special events, an asset
- Standard First Aid/CPR
- Valid G license in good standing
- Familiarity with software such as Microsoft Office and CityWorks.

Working Conditions:

- This position works outdoors
- This position works weekday and occasional weekend hours
- Walking: frequent walking on level surface, rough surface (up to 22.73 kgs or 50 lbs) (walking in parks; facilities; debris pick up, horticultural work, special events, trimming, and grass cutting, parks check, equipment checks)
- Sitting: frequent sitting in chair (computer work)
- Reaching: frequent lifting below shoulder, forward, handling (up to 9.09 kgs or 20 lbs) (general garden cleanup; brush removal; painting , horticultural work, sweeping, special event set up)
- Standing: frequent standing inside, outside (up to 9.09 kgs or 20 lbs) (painting, raking, weed whipping, horticultural work, debris pick up, special event set up and take down, trimming)

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. 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.

Please note that the Town of Shelburne requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.