



## JOB DESCRIPTION

<b>Title</b>	Gardener / Grounds Person	<b>Pay Grade</b>	9 Outside
<b>Department</b>	Works and Utilities	<b>Location</b>	Works Yard
<b>Supervisor</b>	Manager of Works	<b>Reviewed</b>	July 2017

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### Nature and Scope of Work

Reporting to the Works Sub-Foreman - Landscaping, the Gardener/Grounds Person will support the landscape maintenance staff and students in the performance of general landscape duties and is responsible for maintaining healthy plants, flowers, trees, shrubs, and grasses.

### Duties

1. Assist in the daily design, installation, repair, and maintenance of the District's landscape areas which includes gardens, flower beds, hanging baskets, boulevards, beaches, playing fields, cemeteries, and the tree nursery at the Wastewater Treatment Plant.;
2. Assist in completing general maintenance tasks such as removal of weeds, fall leaf collection and snow removal;
3. Assist in coordinating, supervising, and assisting the landscape maintenance crew and students in their performance of duties related to landscaping and gardening activities.
4. Plant flowers and shrubs; oversee fertilization and compost programs; repair turf, apply sod, and seed as required.
5. Perform proper pruning, cutting, potting, planting, watering, propagation weeding, and maintenance of plants, flowers, trees, shrubs, and grass areas.
6. Plan, prepare, and supervise herbicide, and pesticide programs.
7. Design, install, repair and maintain irrigation systems.
8. Operate a variety of equipment including trucks, tractors and a variety of specialty landscape equipment.
9. Answer questions and inquiries from the public regarding gardening, turf management, pest control practices, and landscaping.
10. Design and develop landscaped areas, including the use of xeriscaping techniques for sound irrigation practices.
11. Assist in the data collection requirements for computer record keeping, GPS data collection, and asset management of the landscape areas.
12. Perform other Works related duties as required by the Works Foreman.

## **Required Skills and Knowledge**

1. Demonstrated ability to:
  - operate a variety of hand, power, and specialized tools, as well as machinery, vehicles, and equipment in accordance with recognized safe operating procedures;
  - read and interpret landscape plans, layouts, and designs;
  - organize and provide effective supervision;
  - establish and maintain a cooperative and efficient working environment;
  - communicate information clearly and concisely in both oral and written formats;
  - operate computers, computer software, and GPS equipment at a level of competency sufficient to perform the outlined duties; and,
  - exercise courtesy, tact, and diplomacy in the exchange of information with other District employees, private contractors, and members of the public.
2. Comprehensive knowledge of:
  - gardening and landscaping;
  - landscaping methods and practices including the use of tools and equipment;
  - horticultural practices including pruning techniques and the application of fertilizers, herbicides, and pesticides;
  - design of irrigation systems, repairs, parts, and procedures;
  - irrigation installation, repair, and maintenance practices and procedures;
  - safe equipment operation including, but not limited to, landscape equipment, garden tools, and spray equipment; and,
  - WorkSafeBC and District of Summerland Health, Safety and Environmental policy and procedures.

## **Required Qualifications**

1. Two-year diploma in horticulture or a related discipline.
2. Minimum of two years of experience in landscape maintenance or related fields.
3. First Aid certification.
4. B.C. Driver's Licence - Class 5 with a clean Driver's Abstract.
5. MOE Pesticide Applicator Certification in Landscape Management would be an asset.

## **Remuneration and Hours of Work**

1. Remuneration in accordance with Schedule 'A' of the CUPE Collective Agreement.
2. Hours of work in accordance with the CUPE Collective Agreement.
3. Overtime, callouts, and standby as required in accordance with the CUPE Collective Agreement.