

MUNICIPALITY OF THE DISTRICT OF WEST HANTS
PARKS & RECREATION DEPARTMENT
PARKS & GROUNDS MAINTENANCE
JOB DESCRIPTION

1. To upgrade existing facilities to meet proper standards.
2. To conduct water tests as required.
3. To ensure that all equipment is serviced properly.
4. To install signs, i.e. directional signs at various sites.
5. To carry out field preparation, i.e. levelling, seeding, mowing & raking.
6. To clear and/or trim brush.
7. To maintain flower beds in various municipal recreation parks.
8. To carry out general painting and repairs when necessary.
9. To maintain accurate daily records of the work conducted.
10. To participate in training sessions as directed by the Director of Parks & Recreation or the Parks & Grounds Superintendent. i.e. Emergency First Aid, WHMIS etc.
11. To transport the lawn tractor to and from recreation sites.
12. Staff will be responsible for providing a weekly inventory of equipment to the Director of Parks & Recreation or the Parks & Grounds Superintendent.
13. Assist with the operation of the St. Croix Recreation Site (lining & dragging the fields, mowing etc. some weekend work will be necessary)
14. To report to the Parks & Grounds Superintendent daily.
15. To ensure any assigned work is completed as requested by the Parks & Grounds Superintendent or the Director of Parks & Recreation.

Qualification Requirements

Must have/be:

*can be obtained during training week

- Excellent organization and communication skills
- Experience working with the public
- Emergency First Aid and CPR*
- Fire Extinguisher Training *
- WHMIS Training *

Staff Supervision: The Parks & Grounds Maintenance staff will be directly supervised by the Parks & Grounds Superintendent or the Director of Parks & Recreation.

Health & Safety: The Municipality of West Hants has an Occupational Health & Safety Program which employees are to follow. Summer staff that are not certified in Emergency First Aid, WHMIS and the proper use of a fire extinguisher will be trained. All maintenance staff will be trained by the Parks & Grounds Superintendent on the equipment that they will be required to use.

Equal Opportunity:

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, political affiliation, disability or any other merit factor.