



Employment Opportunity - Groundskeeper

The Town of Mahone Bay seeks applicants for a seasonal (April to November) Groundskeeper position. The Groundskeeper is an important position with the Town of Mahone Bay, providing daily maintenance functions to ensure that members of the general public have safe, clean and well-maintained areas and facilities for their enjoyment and use. The Groundskeeper's primary responsibilities relate to maintaining Town owned parks and open spaces. From time to time, the Groundskeeper may be required to perform other duties or assist staff in other departments, as required by his or her manager.

Position Description

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| Title: | Public Works Groundskeeper |
| Reports to: | Public Works and Transportation Manager |
| Secondary report to: | Public Works Leadhand |
| Status: | Seasonal |
| Classification: | Public Works & Transportation |
| Location: | 493 Main St. / 184 Kinburn St. and offsite (Mahone Bay) |
| Hours: | Monday - Friday, 8:00 am - 4:30 pm |

Qualifications

Experience with groundskeeping equipment is required including:

- Operate Gas-Powered Chainsaw
- Operate Gas-Powered Tractor with Flail Mower and Fertilizer Drop Spreader
- Operate Gas-Powered Zero Turn Mower up to 60"
- Operate Gas and Electric Powered Push Lawn Mower
- Operate Gas and Electric Powered Water Pumps
- Operate Electric Power Tools (Ex: drill, circular saw, etc.)
- Operate Gas and Electric Powered Hedge Trimmer
- Operate Gas and Electric Powered Leaf Blower
- Operate Gas and Electric Powered Trimmer/Bush Cutter
- Basic Carpentry and Painting Skills would be considered an asset

Skills

- Ability to work as a team player within the department and overall organization
- The employee must demonstrate the ability to work and be accountable with limited supervision.
- Ability to work closely with the Public Works Manager or his/her designate in all

matters relating to the Public Works Department.

- Maintain a positive demeanor and congenial manner in dealing with the public, other employees and Managers. Valid NS Driver's License (Class 5)
- Specific Training/Knowledge or Demonstrated Ability Related to Horticulture and Turf Management.
- Workplace Safety Requirements (Including NS Occupational Health and Safety Act)
- Emergency First Aid Certification (St. John Ambulance or Red Cross)
- WHMIS (Workplace Hazardous Materials Information System) Training
- Be of a Level of Health and Physical Ability to Perform Heavy Lifting and Long Periods of Physical Exertion.

Summary of Principle Duties and Functions

Specific Duties

- The Groundskeeper is responsible for providing general labor related to maintaining all park and other designated properties, including the facilities and equipment located at these sites.
- Specific duties include, but are not limited to the following; mowing/trimming grass, maintaining public area waste receptacles, seeding/sodding, planting, lime and fertilizer applications, pruning shrubs, maintaining annual/perennial beds, painting, infield maintenance of ball field, safety inspections of playground and other equipment/facilities, trails/pathways surface maintenance, leaf collection/removal, and other such duties as may be required to ensure that park and open space areas are safe, clean and well maintained.

Accountabilities

- Keep on top of all developments within the Public Works operations, equipment uses and maintenance and report pertinent matters to the attention of the Public Works Manager or Leadhand
- Maintain courteous and positive public relations with customers, including, residents of the community, representatives of organizations and other town staff by delivering quality service.
- Completes logs and other written documentation as required by Public Works Manager.
- The Groundskeeper shall comply with all terms and conditions set forth in the Town of Mahone Bay - Personnel Policy Manual, and any other policy/procedure statements approved by the employer.

Application deadline: 3:00pm, June 3rd, 2022

Apply to: Public Works & Transportation Manager
Town of Mahone Bay
493 Main St, Mahone Bay
B0J 2E0
jonathan.uhlman@townofmahonebay.ca

