

**FLORAL/FACILITIES AND PARKS LABOURER
(SEASONAL)
POSITION DESCRIPTION**

PURPOSE OF THE POSITION

The Floral/Facilities and Parks Labourer is responsible for assisting with facility and parks/green space maintenance as well as floral and tree maintenance in the Community Services Department.

SCOPE

The Floral/Facilities and Parks Labourer reports to the Parks and Facilities Supervisor and will assist with both facility and green space maintenance in addition to the maintenance of flower baskets, planters, flower beds, and trees. Other duties may be assigned by the Recreational Facilities and Parks Operations Supervisor or designate.

RESPONSIBILITIES

- Documentation of all daily, weekly and monthly processes.
- Participating in keeping all areas of all municipal facilities neat and tidy as well as safe at all times.
- Assisting the Floral Custodian to ensure that all floral displays are watered and maintained as required (may include early morning and weekend maintenance).
- Any duties associated with supporting landscaping, parks and facilities operations.
- Safe operation of equipment or tools associated with parks management and facility operations i.e. mowers, edger's, brush cutters, floor scrubber, etc.
- Assist parks staff with emptying and cleaning of all garbage/recycling cans located at various locations throughout the Town as needed.
- Respond appropriately to patrons/residents inquiries or concerns.

Other:

- Adhere to the Town of Redwater Health and Safety Program.
- Participate in staff meetings and in-service training as required.
- Any other duties as approved by the Recreational Facilities Supervisor or designate.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Valid Class 5 Alberta Motor Vehicle Operators License.
- Demonstrated knowledge and/or experience in parks maintenance operations and use of equipment.
- Current First Aid and CPR certification would be an asset.
- WHMIS certification would be asset.
- Knowledge of maintenance of flowers and trees would be an asset.

Skills:

- Effective verbal and written ~~and~~ communication skills.
- Strong interpersonal skills and ability to work within a team environment.
- Able to work independently with minimal supervision.
- As work is performed at various outdoor sites within the Town, physical job requirements include: occasional lifting of 50 pounds or more, twisting, walking, exposure to outdoor conditions, and working in traffic areas.

Personal attributes:

- Honest, trustworthy and respectful.
- Demonstrate dedication to the position and the community.
- Maintain standards of conduct.
- Flexibility.
- Demonstrate sound work ethics.
- Promote positive community awareness and public relations.
- Adhere to the Municipal Code of Conduct.
- Maintain a clean standard of hygiene and neat appearance.

CERTIFICATION

Employee Signature

Supervisor's Signature

Printed Name

Supervisor's Title and Name

Date

Date

I certify that I have read and understand
the responsibilities assigned to this position

I certify that this job description is an
accurate description of the
responsibilities assigned to the position

Senior Administrative Officer's Signature

Date

I approve the delegation of responsibilities outlined herein within

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.