

GREENVIEW, ALBERTA

OPEN COMPETITION

JOB TITLE: SUMMER GROUNDSKEEPER / LABOURER
DEPARTMENT: INFRASTRUCTURE & PLANNING
LOCATION: Field Services Office

SUMMARY:

The Summer Groundskeeper / Labourer is responsible for lawn care and maintenance, as well as assisting with various Facilities Maintenance summer projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major

- Perform lawn maintenance in and around various Municipal facilities as directed by Groundskeeper Supervisor. This includes:
 - Operating a lawn tractor with mid mount mower to cut grass.
 - Mechanical weed trimming
 - Maintaining flower beds and planters.
 - Debris and garbage pickup and removal from sites.
 - Handpicking of weeds on maintained sites.
- Assist with cleanup of facilities including:
 - Brooming and sweeping of parking lots and sidewalks.
- Daily documentation and log recording.
- Ensure that work schedule complies with Greenview issued groundskeeper manual
- May include site preparation, laying of sod and landscaping.

Minor

- Perform general labour duties as required.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual should be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- Attending post-secondary school.
- Class 5 driver's license.

SKILLS REQUIRED:

- Good verbal and listening communication skills.
- Knowledge of working with and maintaining of power tools, lawn mowers and hand tools.
- Must be self-motivated, and able to work with minimal supervision.
- Use and operation of a vehicle and trailer.
- Ability to load equipment onto a trailer.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Moderate physical effort; occasional heavy lifting.
- Extensive periods of sitting and standing.
- Exposed to working in a high noise environment.
- Subject to working in outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees and wildlife.
- Subject to cuts, scrapes, falls, burns and blows.
- Hazards associated with working on or alongside roadways.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Required to wear Personal Protective Equipment as per safe job procedures.
- May be required to wear respiratory equipment, if conditions warrant.
- Must follow all safe job procedures.

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

HOW TO APPLY:

Interested candidates may submit **cover letter and resume** in one of the following ways:

By Mail or Drop off: Human Resources Department
Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H 3N0

By Fax: 780-524-4307 OR

By E-mail: careers@mdgreenview.ab.ca

This position will remain open until a suitable candidate is found.

We sincerely thank all applicants, however, **only** candidates selected for an interview will be contacted.