

GREENVIEW, ALBERTA OPEN COMPETITION

JOB TITLE: GROUNDSKEEPER LABOURER
DEPARTMENT: INFRASTRUCTURE & PLANNING
LOCATION: Valleyview, Alberta
STATUS: Seasonal Position April 30-October 26, 2018

SUMMARY:

The Groundskeeper Labourer is responsible for performing lawn care, snow removal, and assisting with building maintenance, as well as assisting with various Construction & Maintenance projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major

- Assist with minor maintenance and repairs, including inspections in and around various Municipal facilities as directed by Supervisor, Facilities Maintenance.
- Perform lawn maintenance for all Municipal buildings as directed.
- Assist with snow removal to permit safe access to and from parking lots and doorways for all Municipal owned and operated buildings.
- Paint exterior and interior of buildings and equipment as required.
- Maintenance and cleanup of parks and recreation areas.
- Ordering and tracking of disposable cleaning and janitorial supplies.
- Assist with project upgrade supervision.
- Operate and perform minor maintenance on lawn tractor and small equipment.

Minor

- Perform general labour duties as required.
- Direct summer staff and contractors as required.
- Perform water pump and trailer maintenance, including seasonal placement of the equipment.
- Assist with the delivery and / or redirection of freight to various locations as required.
- Inspect first aid kits, eye wash stations and fire extinguishers annually, and check and maintain supplies monthly.
- Responsible for emptying all recycling bins from office buildings.

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.
- Grade 10.
- Class 5 driver's license.

SKILLS REQUIRED:

- Good verbal and listening communication skills.
- Some knowledge of working with power tools, lawn mowers and hand tools.
- Must be self-motivated, and able to work with minimal supervision.
- Use and operation of a vehicle.
- Mechanical aptitude.
- 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 correct 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.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume by February 9, 2018 at 4:00 p.m. in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

Fax: 780-524-3981

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

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