



## **JOB DESCRIPTION**

### **GENERAL PARKS & RECREATION LABOURER**

*June 2017*

**JOB TITLE:** General Labourer

**DEPARTMENT:** Public Works

#### **PRIMARY FUNCTION:**

Assist with general maintenance of municipal parks, cemeteries and buildings  
Assist with street and road maintenance, spring clean-up, etc.  
Turf Maintenance (grass cutting, fertilizing, etc.)  
Weed whacking at municipal parks, cemeteries, buildings, ditches and vacant lots  
Tend municipal flower beds, water lawns and regularly inspect assigned work areas to ensure proper standards are maintained on municipal property  
Help repair damaged ground areas  
Remove refuse and trash from parks, grounds and properties  
Prepare and maintain athletic fields  
Assist with arena summer maintenance, i.e. painting, cleaning, minor repairs  
Clean fitness facility  
Assist with road repair, patching, ditching  
May be required to drive vehicle to pick up supplies and materials  
Must maintain facilities in a clean and sanitary condition  
Ensure security and safety measures are in place at all times  
Ensure proper emergency procedures are followed in case of emergency or accident  
Other general labour duties as assigned

#### **TOOLS & EQUIPMENT:**

Walking and riding lawn mowers, weed eaters, shovels, rakes, brooms, mops, buckets, paint brushes, vacuum cleaner, rags, telephone, truck

#### **SOURCE OF SUPERVISION:**

Lead Hand/Public Works Staff

**DIRECTION EXERCISED:**

None

**WORKING PROCEDURE:**

Operate all assigned pieces of mechanical equipment in a safe and proper manner upon completion of training i.e. riding lawn mower, walking lawn mower, weed eater

Perform prescribed duties as assigned

Maintain assigned facilities in a clean and sanitary manner, according to a routine established by the Department

Ensure familiarity with all safety and emergency procedures for all equipment and/or facilities and ensure proper emergency procedures are followed in case of emergency or accident

Perform all routine maintenance functions and other related duties as assigned, in a safe and proper manner.

Attend training programs and in-service training courses from time to time as assigned

Must be properly attired (personal protective equipment, i.e. hard hat, safety vest, steel-toed work boots, safety goggles) for the duties required and conduct yourself in a manner conducive to the best interests of the Corporation.

**QUALIFICATIONS:**

Must be able to carry out oral and written instructions and have the ability to understand written procedures

Must have effective verbal and listening communication skills when dealing with the public

Must exercise attention to detail

Must have good time management

Must be capable of working well with a minimal amount of supervision

Familiarity with the safe and proper use of all machinery and chemicals used in the operation and maintenance of lawn and garden equipment.