



Municipal District of St Stephen (MDSS)

Job Description

TITLE: Parks Maintenance Labourer –

Unionized seasonal position for 32 weeks from April to November, 2024.

PAY RATE: \$27.54/hr.

Summary: Reporting to the Director of Community Services and/or the MDSS's Horticulturist, the Parks Maintenance Labourer will be responsible for performing a variety of semi-skilled labour tasks pertaining to the maintenance of the MDSS's various facilities and equipment.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Daily Duties: Parks Maintenance Labourer

Duties may include but are not limited to:

- Assist in monitoring Summer student staff in execution of parks and maintenance work in the Municipal parks & green spaces including the athletic fields, trails and playgrounds.
- Monitor the Waterfront trail & Town Plaza area for damage, empty the garbage cans on the trail and all Parks & Recreation facilities.
- Support the Horticulture crew and Parks Maintenance crew in additional tasks and duties as needed including emptying garbage cans, installation of horticultural seasonal infrastructure such as hanging baskets, planters, spring & fall clean-up, assist with floral tasks, laying sod, trimming hedges, cutting trees, etc.
- Perform an inspection of all parks & green spaces at least once a week.
- Assist with set up and take down of Municipal District of St. Stephen Events, ensure supplies and materials necessary are available.
- Scheduling all Park Maintenance work to be done under the supervision of the Director of Community Services or the Horticulturist.
- Make sure all work is done in a safe manner, and all equipment being used is safe and in proper working condition before being used.
- Ensure all Joint Health & Safety guidelines are followed including staff incident reports to staff, vehicles or equipment are shared with the Horticulture Technician and daily work logs are kept properly.

- Report Parks & Recreation equipment issues to Horticulture Technician.
- Keep the Director of Community Services and Horticulture Technician informed of all unsafe practices, facilities, amenities and equipment that may affect staff or the public.
- Other duties as assigned by the Director of Community Services and Horticulture Technician.

QUALIFICATIONS:

- Grade 12 education or equivalent.
- Must have a valid Class 5 New Brunswick Driver's License.
- Knowledge of the occupational hazards involved, and the safety precautions necessary
- Knowledge of standard tools, materials, equipment and practices involved in recreation maintenance, and a general knowledge of carpentry and mechanics
- Should possess a good deal of knowledge in the operation of light machinery and maintenance skills including tractor, zero turn mowers, etc.
- Must be dependable;
- Must be willing to work outdoors and under inclement weather conditions
- Must be able to work without supervision;
- Must be able to understand and follow oral and written directions;
- Must be able to work with others.
- Must be able to promote and maintain good public relations
- Must complete all required training
- Capable of operating a 1/2-ton truck with tandem trailer

WORKING CONDITIONS:

Work takes place outside under a variety of weather conditions and temperatures. The employee will be exposed to inclement weather conditions, at times, for long periods, frequent bending, lifting and long periods of standing while working is necessary. Hours are from 7am – 4:00pm, working overtime when required.

HOURS/DURATION OF SEASON

Hours of Work – 40 hours per week plus required overtime with a duration for 32 weeks between April and November.

This job description does not represent an exclusive list of all duties that an employee may be asked to perform and is meant to be a general description of the job requirements. The Municipality may make modifications at any time.