

Village of Harrison Hot Springs Job Description Parks, Trails, and Horticulture Technician

Rate Class:	Pay Grade 5	Regular Hours:	37.5 hours a week
Department:	Public Works		
Supervisor:	Public Works Foreman	Date of Revision:	October 23, 2019
Approved by:		Replaces:	

A. GENERAL ACCOUNTABILITY

Under the direct supervision of the Public Works Foreman, the incumbent in this position shall be responsible for all Horticultural work performed in the Public Works Department. The incumbent shall be responsible for ensuring the efficient maintenance, planting and care of Municipal Parks, Trails and Horticulture. The incumbent will be able to work independently with minimal supervision and be able to direct staff who are assigned to assist the incumbent with their duties. The incumbent shall be knowledgeable in budgetary requirements and able to perform related administrative duties.

B. NATURE, SCOPE, AND SPECIFIC ACCOUNTABILITIES

- Can, direct and work with employees assigned to assist the incumbent in all phases of work including landscaping, planting, grading, tree cutting and trimming, grass and lawn mowing, weeding
- Under the direction of the Public Works Foreman, plans and schedules projects and ensures that they are completed in an efficient, effective and economical manner
- Responsible for ensuring all work is done safely and complies with WorkSafeBC regulations and Village Occupational Health and Safety guidelines in their area
- Performs administrative duties such as issuing work orders, ensuring inventory levels and maintaining other related records
- Must be able to work closely and collaboratively with the Public Works Foreman when consulting and making recommendations to, the Public Works Foreman, for work in their area.
- Performs regular inspections and maintenance of playground equipment
- Other related duties as assigned

C. QUALIFICIATIONS

- Minimum Grade 12 education
- Supplemented by a Certificate or diploma in Horticulture
- Certificate for Canadian Playground Equipment Inspection
- Certified in the application of herbicides and pesticides
- Tree risk assessment training
- WHIMIS training
- Valid Class 5 Driver's License

EXPERIENCE

• Minimum 5 years of related experience in Horticulture, Landscaping and Parks maintenance

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to operate all equipment and vehicles related to the operations and maintenance of parks, trails and other green spaces
- Basic knowledge of landscape design, installation of bedding shrubs, floral work and weed/pest control
- Ability to read plans, calculate quantities and provide estimates from engineered drawings
- Considerable knowledge and experience in the methods, techniques, materials and equipment used in general construction and overall maintenance of parks, trails and other green spaces
- Sound computer skills such as Microsoft Excel and Word
- To maintain up to date knowledge of the Workers Compensation Act and OHS regulations and work practices and procedures to affect a safe and healthy work environment
- Good interpersonal skills in order to establish and maintain an effective, respectful working relationship with other staff members and Contractors
- Maintain interest in and keep up-to-date with arboriculture, horticulture and playground practices.
- Polite, tactful and courteous while dealing with the public
- Good health and sufficient strength, stamina and coordination to carry out all associated duties in all weather conditions
- Willingness and ability to adapt to technological changes where it affects assigned duties and responsibilities
- Ability to understand and effectively carry out verbal and written instructions in English and provide basic instructions and direction

The assignments and responsibilities are performed under general supervision in accordance with established routines and performance and are subject to review, inspection and evaluation by the Public Works Foreman or any other person acting in this capacity. Shifts are any 5 days in 7 and may include weekend work.

D. Terms of Employment

As per Council Policies and Procedures, and the Collective Agreement.

Dated at Harrison Hot Springs, British Columbia, this day of

2019.

Madeline McDonald, Chief Administrative Officer Village of Harrison Hot Springs

Darlene Worthylake, President CUPE Local 458