



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. QUALIFICATIONS

- 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

