

TOWN OF TRENTON

Job Description

Working Title
<i>Grounds Maintenance (Seasonal Full Time)</i>
Department
<i>Public Works</i>

Overall Purpose

The Grounds Maintenance workers overall purpose is to ensure all town public spaces are kept to the highest standard which creates a comfortable and welcoming environment for all town citizens.

Key Responsibilities

- Assist with mowing and trimming of grounds where directed.
- Assist with cutting brush and cleaning windfall debris as required.
- Litter and garbage collection in work areas.
- Painting, cleaning and various improvements as directed.
- Assist with set up of tables, kiosks, barbecues, sound system, etc. for facility users (as required)
- Acting as and working cooperatively with other working groups including public works, water department, volunteers' groups and organizations, other park staff and private contractors.
- Keeping the Public Works Superintendent informed of work needs and progress of ongoing tasks.
- Reporting any health and safety or environmental risks and assisting with required follow-ups.
- Ensuring that all supplies, equipment, and tools are properly stored.
- Keeping work areas neat and tidy inside and outside.
- Keeping a daily log of work tasks performed.
- Make recommendation for improvements to town properties.
- Providing the Public Works Superintendent with supply order needs two weeks prior to requiring them.
- Working occasional shift work hours when required.

Reporting Relationships

This Job Reports to:

- Public Works Superintendent
- Director of Parks and Recreation

Job Titles and number of incumbents reporting to this job: N/A

Contacts (Typical)

- The internal contacts will be the Public Works Supervisor, the Director of Parks and Recreation, other recreation staff, and public works employees.
- The external contacts will be able approved partnering volunteer group to co-ordinator work efforts.

Innovation

- Ability to strategically place flowers throughout the towns flower beds
- Community minded thinking when making decisions within the town

Decision Making

- Prioritizing a work schedule to ensure certain areas are not forgotten

Impact of Results

- A fresh and beautiful looking town with lots of life and colour
- All town flower beds and public spaces look inviting

Dimensions (Approximate)

- Town properties are well maintained and welcoming for citizens to enter.
- No public properties are overgrown and eye sores.

Working Conditions

A Physical Environment

- Regular time spent working outdoors, in varying weather.
- Long periods of exposure to the sun.

B Physical Effort

- Long hours of physical activity.
- Dealing with the general public.

C Sensory Attention

- Working in high public traffic areas.
- Working with tools and sharp objects in public.

D Mental Pressures

- Ability to perform repetitive task over long stretches.
- Prioritizing of tasks.
- Ensuring all town public spaces are being kept to an acceptable standard.

Other

- Must have completed grade 12 level of education and enrolled in secondary programming.

- Must have a valid driver's licence.
- Certifications in Emergency First Aid & WHIMS considered an asset.
- Willingness to obtain necessary training.
- Must be organized, mature, able to work with minimal supervision, task oriented, polite, and able to deal with the public.

Verification:

This job description has been approved by the Director/Manager and Director of Human Resources as an accurate description of the job as of:

Incumbent's Signature and Date:	
Director/Manager's Signature and Date:	
HR Director's Signature and Date:	
CAO's Signature and Date:	

Compensation & Classification USE ONLY			
Salary		Pay Level	
Approved Classification			
Approval Date			