



JOB DESCRIPTION

CITY OF
ST. CATHARINES

		Employee Group	CUPE Local 150
Job Title	Assistant Greenskeeper	Pay Group	3
Department	Recreation and Community Services (RCS)	Division	RCS Operations
Supervised By	Foreman III – Horticulture	Directs	Students

SUMMARY OF DUTIES:

To carry out routine golf course maintenance tasks as directed by the Greenskeeper, in accordance with the City of St. Catharines policies and procedures.

DUTIES AND RESPONSIBILITIES:

(These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements.)

1. Cut tees, greens, surrounds, fairways, rough and semi rough.
2. Set up the golf course, including changing holes, moving tee markers, drop zones and hazards.
3. Apply top dressing and fertilizer as required.
4. Identify and control pests and diseases.
5. Renovate worn and damaged turf.
6. Clean facilities, sanitize and replenish stock.
7. Ensure security of facility; unlocking, locking, operating alarm systems and liaise with alarm companies when necessary.
8. Inspect facility and minor repair when required, report all issues to Foreman.
9. Collect and set out garbage and recycling for collection.
10. Operate equipment in a safe and efficient manner according to all relevant legislation, policies and procedures.
11. Ensure equipment is safe to operate, securely stored and practice good housekeeping of vehicle and work area.
12. Provide excellent customer service; respond to needs of all customers and staff as required.
13. Efficiently and accurately complete paperwork (e.g. daily performance logs, time sheets and accident reports).
14. Perform other similar and related duties as required.

POSITION REQUIREMENTS:

- Grade 12 Diploma or General Educational Development (GED) Certificate.
- Post-secondary diploma in Horticulture or Turf Maintenance.
- Current Ministry of the Environment (MOE) Exterminator Technician required, Exterminator preferred.
- Integrated Pest Management (IPM) Accreditation preferred, working knowledge of IPM required.
- Valid - Standard First Aid / CPR C Certification as recognized through the Workplace Safety and Insurance Board (WSIB).
- Valid, unrestricted Class "G" driver's licence held in good standing. "DZ" licence preferred.
- Formal training and experience with the Occupational Health and Safety Act in particular as it relates to maintenance and construction activities (e.g. Personal Protective Equipment (PPE), fall arrest, trench safety).
- A demonstrated commitment to enhancing a safety culture. Knowledge of City of St. Catharines safety policies preferred.
- Ability to meet the physical demands of the job as described in the physical demands analysis (PDA).
- Availability to work flexible hours (e.g. working shifts for a 7 day, 24 hour operation, overtime, winter control).
- Effective time management skills and attention to detail with the ability to organize work to meet deadlines, multi-task and work independently in situations with minimal supervision.
- Exceptional customer service skills with a strong sense of public service and cooperation, and well developed abilities to deal with the public and citizens' groups.
- Basic computer skills, experience with Microsoft Office Suite an asset.


Approved by:



Director of Recreation and Community Services

OCT 18 / 13
Date

Acknowledged by:



Assistant Director of CSS / HR Manager

OCT 28 / 13
Date

Revised August 7th, 2013