



## JOB DESCRIPTION

CITY OF  
ST. CATHARINES

		<b>Employee Group</b>	CUPE Local 150
<b>Job Title</b>	Parks Operator II	<b>Pay Group</b>	5
<b>Department</b>	Recreation and Community Services (RCS)	<b>Division</b>	RCS Operations
<b>Supervised By</b>	Foreman III	<b>Directs</b>	Seasonal staff, Parks Operator I, Labourer, Students

### SUMMARY OF DUTIES:

Responsible to perform general horticulture / turf maintenance in parks operations and to assist in the general upkeep of city-owned grounds.

### 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. Maintain city green space using various landscape equipment, power and hand tools. Sample tasks include but are not limited to:
  - a. Mow grass around buildings, along roadways, sports fields, on fairways, roughs, greens and tees, using turf maintenance equipment – maintain pathways and planting beds;
  - b. Trim and edge along walls, paths, flower beds and general landscape areas using landscape equipment;
  - c. General landscape maintenance and sports turf maintenance including laying and watering sod, top dressing, aerating etc.;
  - d. Operate and basic repair of irrigation;
  - e. Lining and preparation of sports fields including but not limited to soccer, baseball, softball, slow pitch, field lacrosse and field hockey;
  - f. Maintenance and preparation of artificial turf field.
2. Perform general preventative maintenance of equipment (e.g. grease, change oil, paint touch up's; may assist mechanic on minor repairs as needed).
3. Perform manual and simple mechanical tasks, such as operate water pumps, lay plywood, load debris and garbage, manual digging using hand tools etc.
4. Perform custodial maintenance activities according to City standards and cleaning cycles, which include but are not limited to dusting, sweeping, mopping, washing and cleaning various rooms, hallways, passageways and fixtures inside and outside of the facilities.
5. Perform special event preparation and tasks essential to efficient implementation of an event.

6. Provide reasonable duty of care to all people, colleagues and staff you oversee, work for or legitimate users who partake in city services within the facilities entrances and exits as well as security of entire facility.
7. Provide functional leadership of others in small groups to perform various general labour, sports park and or horticulture duties.
8. Set up required traffic control devices at work sites and act as a flagman to provide traffic control in compliance with book 7 requirements.
9. Perform manual and simple mechanical tasks, such as operate water pumps, lay plywood, load debris and garbage, manual digging using hand tools etc.
10. Pick up and transport workers, parts, material, equipment and trailers as required.
11. Operate equipment in a safe and efficient manner according to all relevant legislation, policies and procedures.
12. Clean trucks and equipment as required.
13. Ensure trucks and equipment is safely and securely stored.
14. Efficiently and accurately complete paperwork (e.g. daily performance logs, time sheets and accident reports).
15. Provide excellent customer service; respond to needs of all customers and staff as required.
16. 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 equivalent of education and experience.
- Valid - Standard First Aid / CPR C Certification as recognized through the Workplace Safety and Insurance Board (WSIB).
- Current Ministry of the Environment (MOE) Exterminator license preferred.
- Integrated Pest Management (IPM) Accreditation preferred, working knowledge of IPM required.
- Valid, unrestricted Class "G" driver's licence held in good standing. "DZ" licence preferred.
- Recent experience with cleaning and building maintenance preferable in a recreation setting would be an asset.
- A familiarity with different types of turf and landscape maintenance equipment with the ability to troubleshoot and repair as needed.

- A demonstrated commitment to enhancing a safety culture. Knowledge of City of St. Catharines safety policies preferred.
- Demonstrated knowledge of the Ontario Traffic Manual with emphasis on Book 7 preferred. Ability to safely set up traffic control in work zones during roadway or utility construction and maintenance operations.
- 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:

*Rick Lane*

Director of Recreation and Community Services

*OCT. 18 / 13.*

Date

Acknowledged by:

*[Signature]*

Assistant Director of CSS / HR Management

*OCT 28 / 13*

Date

Revised August 13th, 2013