



JOB DESCRIPTION

CITY OF
ST. CATHARINES

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| | | Employee Group | CUPE Local 150 |
| Job Title | Gardener I | Pay Group | 4A |
| Department | Recreation and Community Services (RCS) | Division | RCS Operations |
| Supervised By | Foreman III | Directs | Seasonal staff, Parks Operator I, Students |

SUMMARY OF DUTIES:

Responsible for preparing and grading terrain, applying fertilizers, seeding and sodding lawns, and transplanting shrubs and plants, using manual and power-operated equipment.

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. Plant and maintain flower beds, lawns, ornamental trees and shrubs in parks, cemeteries and roadside areas. Sample tasks include but are not limited to:
 - a. Prepare and cultivate soil including weeding, rototilling, plowing, rolling and fertilizing;
 - b. Plant, transplant and remove trees, shrubs and flowers;
 - c. Apply pesticides, herbicides, insecticides, fungicides and fertilizer as required;
 - d. Prune and clip trees, shrubs and hedges;
 - e. Turf maintenance, aerate, fertilize, top dress and water;
 - f. Remove and dispose of debris and garbage from parks and gorges;
 - g. Maintain an inventory for planting requirements.
2. Operate equipment and vehicles such as but not limited to: truck, van, tractor, sidewalk plough, roller, vacuum machine, loader, snow blower, chainsaw etc., in a safe and efficient manner.
3. Pick up and transport workers, parts, material, equipment and trailers as required.
4. General labour duties such as pot hole patching, hand-sweeping, litter pickup, landscaping, sidewalk clearing, watercourse cleaning, snow removal activities as needed.
5. Provide functional leadership of others in small groups to perform various general labour and or horticulture duties.
6. Ensure equipment is safe to operate, securely stored and practice good housekeeping of vehicle and work area.
7. Provide excellent customer service; respond to needs of all customers and staff as required.

8. Efficiently and accurately complete paperwork (e.g. daily performance logs, time sheets and accident reports).
9. 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.
- 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. Class "DZ" driver's 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.
- 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:



Director of Recreation and Community Services

OCT. 18/13.

Date

Acknowledged by:



Assistant Director of CSS / HR Management

Revised August 8th, 2013

OCT 28 / 13

Date