

Township of East Zorra-Tavistock

Job Description

Grounds Crew – Innerkip Park

1. **Position Title:**

Grounds Crew - Park

2. **Date Approved:**

2018-03-29

3. **Reports to:**

Grounds Crew Supervisor (GCS)

4. **Purpose:**

Under the direction of the GCS, individual will perform a variety of general maintenance and clean-up duties to ensure the park is enjoyed by citizens and visitors alike.

5. **Scope of Position:**

- a. Key responsibility is for the cleanliness of park grounds and buildings, grooming of the diamonds and grass cutting.
- b. Presence of the employee is required for the entire summer season for variable hours and days of the week. As this is a summer position only, very limited time off is available.

6. **Responsibilities:**

- General maintenance, clean-up duties
- Operation of mower, small tractor (Kubota) and weed-eater as assigned by the GCS.
- May be required to interact with the public and assist with their concern directing any complaints to the GCS.
- Move supplies, picnic tables and equipment as directed.
- Clean park washrooms and other public use areas.
- Collect and dispose of garbage and litter as directed.
- Monitor playground area – clean-up garbage and report any hazards to the GCS.
- Lining and dragging diamonds

- Will perform his/her duties working in accordance with the Township's Health and Safety policies and procedures as well as the Occupational Health and Safety Act including all applicable regulations.
- Will report any maintenance issues or hazards with equipment or property to the GCS.
- Will report any emergency to the GCS immediately and wait for further direction.

7. Working Conditions:

- a. Physically able to perform all activities in a safe manner.
- b. Position requires alertness to ensure safety of self and others.
- c. Ability to work in all summer weather conditions

8. Hours of Work/Rate of Pay :

- a. Hours will be variable (weekdays; weekends; holidays; days/evenings) dependant on park events
- b. Rate of pay will as set out in the Employment Standards Act, 2000 (ESA) on a bi-weekly schedule.
- c. Employee will be responsible for recording hours of work allocating hours to particular areas of work within the park as directed by the GCS.
- d. All completed timesheets will be signed by the GCS and submitted to the Township Payroll Department.

9. Working Relationships:

- a. With **Grounds Crew Supervisor**
 - i. Receives direction and guidance for all routine tasks as well as for special projects. Will be the primary contact for the park employee.
- b. With **other employees**
 - i. Will be a "team player" showing co-operation for harmonious working relationships.
- c. With the **Public**
 - i. Provides information and assistance maintaining a high level of tact and courtesy.

10. Knowledge and Skills:

- a. Ability to adapt to the daily challenges associated with a busy work environment organizing priorities and ability to work independently.
- b. Capacity to operate a variety of landscape and park maintenance equipment.
- c. Ability to work in a variety of weather conditions.
- d. Capable of lifting equipment, tables and a variety of heavy objects
- e. Ability to serve and work with the Public

11. Impact of Errors:

- a. Errors in giving information to the public could lead to inadvertent misleading of the public.
- b. Poor public relations and embarrassment to self or other employees

12. Control:

- a. General supervision from Grounds Crew Supervisor.

13. Health & Safety

- a. Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in the mandatory Health & Safety training and education exercises.