

Township of East Zorra-Tavistock

Job Description

Grounds Crew Supervisor – Innerkip Park

1. Position Title:

Grounds Crew Supervisor (GCS) - Park

2. Date Approved:

2018-03-29

3. Reports to:

Corporate Services Manager (CSM)

4. Purpose:

Under the direction of the Township of East Zorra-Tavistock Corporate Services Manager and or designate, individual will perform a variety of general maintenance and operational requirements as assigned. You will be required to work under limited supervision and exercise sound, independent action and judgement with user groups and the public.

5. Scope of Position:

- a. Key responsibility is for the cleanliness of park grounds and buildings, grooming of the diamonds and grass cutting.
- b. This position entails variable hours and days of the week for the entire summer dependant upon scheduled events within the park. As this is a summer position only, very limited time off is available.

6. Responsibilities:

a. Supervision

- Plans, organizes, assigns and supervises work of the Grounds Crew employees
- Provides leadership and guidance to the Grounds Crew employees
- Ensures that occupational health and safety practices are strictly observed.

- Modifies work schedules when required ie to deal with inclement weather or emergency situations.
- Maintains inventory and purchases parts/supplies in accordance with Township purchasing policy, seeking guidance from CSM wherever required.

b. Operational

- Manages, directs and coordinates general maintenance, clean-up duties
- Operation of mower, small tractor (Kubota) and weed-eater
- Interaction with the public and assist with concerns. If unable to come to resolution for concern, these can be directed to the CSM at the Township Office.
- Move supplies, picnic tables and equipment.
- Ensure cleanliness of park washrooms and other public use areas.
- Ensure collection and dispose of garbage and litter.
- Monitor playground area for hazards and cleanliness.
- Ensure lining and dragging of diamonds is completed.
- 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.
- Other duties as assigned and consistent with other responsibilities set out in this job description.

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) dependent 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 CSM.
- d. All completed timesheets will be signed by GCS and submitted to the Township Payroll Department, CSM to sign Supervisors timesheet.

9. Working Relationships:**a. With Corporate Services Manager**

- i. Receives direction and guidance for all non-routine tasks as well as for special projects. Will be the primary contact for the employee.

b. With other employees

- i. Will provide guidance, instruction and supervision of other employees
- ii. 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 the Township Corporate Services Manager (CSM) .

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.
- b.** Provide instruction and supervision to park employees for safe operation of equipment.