



Provincial Job Description

TITLE:
(119) Head Groundskeeper

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides seasonal care to grounds, parking lots, building access areas and related equipment. Responsible for maintaining workflow and staff assignment within the Grounds Department.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Knowledge of landscaping/horticulture equipment
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Valid drivers license
- ◆ Basic mechanical skills

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience in landscaping, gardening, pesticide application, groundskeeping and related equipment repair to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Supervision / Administration

- ◆ Supervises, prioritizes workload, orientates/schedules staff and deals with staff payroll issues.
- ◆ Provides input into and ensures compliance with department policies, procedures and objectives.
- ◆ Provides input into performance appraisals and performance reviews.
- ◆ Provides input into selection/replacement of necessary equipment and landscaping products.
- ◆ Liaises with other departments (e.g., when using pesticides or restricting traffic).
- ◆ Estimates projects and coordinates contractors for projects.
- ◆ Provides guidance to staff.
- ◆ Maintains inventory.

B. Grounds Maintenance

- ◆ Oversees and carries out landscaping projects (e.g., planting annuals, perennials, shrubs and trees).
- ◆ Waters and fertilizes gardens, lawns and trees.
- ◆ Cultivates and maintains gardens, flowerbeds.
- ◆ Maintains lawns.
- ◆ Prunes, trims hedges and trees.
- ◆ Performs pest control.
- ◆ Applies herbicides and insecticides.
- ◆ Sweeps sidewalks, parkades and driveways.
- ◆ Removes garbage, leaves and other refuse.
- ◆ Paints (e.g., curbs, rails and fences.)
- ◆ Removes snow/ice and salts/sands walkways.
- ◆ Installs and replaces signs.
- ◆ Stores and disposes of hazardous substances (e.g., solvents, oils, pesticides).
- ◆ Assists with minor repairs to sidewalks, roadways and helipad.

C. Servicing Grounds Equipment

- ◆ Performs scheduled inspections and preventative maintenance on all grounds equipment.
- ◆ Operates and maintains irrigation systems (e.g., seasonal maintenance).
- ◆ Maintains grounds keeping storage areas/buildings.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 13, 2019