

## **TOWN OF TRENTON**

### **Job Description Template**

<b>Working Title</b>
<i>Horticulture / Beautification Worker (Seasonal Full Time)</i>
<b>Department</b>
<i>Parks and Recreation</i>

#### **Overall Purpose**

The Horticulture/Beautification workers overall purpose is to ensure all town public spaces with gardens or flowers beds are kept to the highest standard which creates a comfortable and welcoming environment for all town citizens.

#### **Key Responsibilities**

- Ongoing maintenance of all public flower beds, planters and pots including planting, feeding, watering and weeding.
- Make recommendations for improvements to town properties.
- Assist with mowing and trimming of grounds where directed.
- Assist with cutting brush and cleaning windfall debris as required.
- Litter and garbage collection in work areas.
- Painting, cleaning and various improvements as directed.
- Acting as and working cooperatively with other working groups including public works, water department, volunteers' groups and organizations, other park staff and private contractors.
- Keeping the Director of Parks and Recreation informed of work needs and progress of ongoing tasks.
- Reporting any health and safety or environmental risks and assisting with required follow-ups.
- Ensuring that all beautification and hardening supplies, equipment, and tools are properly stored.
- Keeping work areas neat and tidy inside and outside.
- Keeping a daily log of work tasks performed.
- Providing the Director of Parks and Recreation with supply order needs two weeks prior to requiring them.
- Working occasional shift work hours when required.

#### **Reporting Relationships**

##### **This Job Reports to:**

The Director of Parks and Recreation

The Director of Public Works

Trenton Garden Club

**Job Titles and number of incumbents reporting to this job: N/A**

**Contacts (Typical)**

The internal contacts will be the Director of Parks and Recreation, the Director of Public Works, Recreation Assistant, other recreation and public works employees.

The external contacts will be able approved partnering volunteer group to co-ordinator work efforts.

**Innovation**

- Ability to strategically place flowers throughout the towns flower beds
- Community minded thinking when making decisions within the town

**Decision Making**

- Ability to self determine the difference between a flower/plant and weeds
- Prioritizing a work schedule to ensure certain areas are not forgotten

**Impact of Results**

- A fresh and beautiful looking town with lots of life and colour
- All town flower beds and public spaces look inviting

**Dimensions (Approximate)**

- Town properties are well maintained and welcoming for citizens to enter.
- No public properties are overgrown and eye sores.
- Further strengthen the collaboration bond between the Parks and Recreation Department and Trenton Garden Club.

**Working Conditions**

**A Physical Environment**

- Regular time spent working outdoors, in varying weather.
- Long periods of exposure to the sun.

**B Physical Effort**

- Long hours of physical activity.
- Dealing with the general public.

**C Sensory Attention**

- Working in high public traffic areas.
- Working with tools and sharp objects in public.

**D Mental Pressures**

- Ability to perform repetitive task over long stretches.
- Prioritizing of tasks.
- Ensuring all town public spaces are being kept to an acceptable standard.

**Other**

- Must have completed grade 12 level of education and enrolled in secondary programming.
- Must have a valid driver's licence.
- Willingness to obtain necessary training.
- Must be organized, mature, able to work with minimal supervision, task oriented, polite and able to deal with the public.

**Verification:**

*This job description has been approved by the Director/Manager and Director of Human Resources as an accurate description of the job as of:*

Incumbent's Signature and Date:	
Director/Manager's Signature and Date:	
HR Director's Signature and Date:	
CAO's Signature and Date:	

Compensation & Classification USE ONLY			
Salary		Pay Level	
Approved Classification			
Approval Date			