

#1361481

C.U.P.E. STAFF JOB DESCRIPTIONS

POSITION: UTILITY WORKER LEVEL II: GARDENER

REPORTS TO: Director, Facilities and Operations or Designate

SUPERVISES: Grounds Personnel (including additional summer help)

JOB SUMMARY: To maintain the grounds of all Division properties in a condition of safety, neatness and aesthetic attractiveness. To ensure each student may be provided with an outdoor environment both pleasing to look at and play in. To carry out and coordinate grounds maintenance requirements for Division owned property and to assist with required mechanical repairs to grounds equipment.

DUTIES AND RESPONSIBILITIES:

- supervises and participates in the grounds maintenance and gardening work of the district's schools and related facilities including maintenance shop grounds;
- coordinates workloads and assigns duties to grounds staff and summer student help and inspects completed work;
- confers with school principals, landscape architects, contractors, suppliers and other parties in making plans for landscaping, planning, and maintenance of various school grounds;
- makes repairs to sidewalks, curbs, steps, play structures and grounds, sports fields, flower beds, drains, etc. as required;
- interprets plans and sketches in carrying out landscaping designs;

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP4-17**

- responsible for selection, care and maintenance of trees, shrubs, flowers, plants and grass on Division properties;
- operates, maintains and repairs various types of equipment required for the care and maintenance of Division properties;
- assists in evaluation and testing of new equipment and materials;
- instructs and assists in propagating and cultivating work required for the various plants;
- trains subordinates to safely perform skilled gardening duties including pesticide application and equipment operation;
- prepares watering schedules and determines the need for spraying, fertilizing and pruning;
- maintains inventory control of pesticides and grounds materials and requisitions parts, supplies, equipment and repairs as needed;
- ensures that vehicles and equipment are properly maintained and reports problems to Manager, Maintenance and Safety;
- establishes, cutting, spraying, and other work related schedules and ensures that they are carried out in a timely fashion;
- prepares work orders, time sheets and fuel records for grounds staff;
- spring duties include thawing drains and culverts; removing snow fences; power sweeping roads, parking lots, paved areas, ramps and building entrances; grading parking lots and unpaved areas; fertilizing; preparing flower beds; sodding; raking; aerating fields and lawns;
- summer duties include overseeing the planting of flowers at the various buildings; application of pesticides and fertilizer; pruning of trees and shrubs; care of shrubs and flower beds; pest control; post, chain link and other fence repair; aerating fields and lawns; cleaning curb drains and catch basins;
- fall duties include aerating fields and lawns; erect snow fences; clean curb drains and catch basins;

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP4-17**

- winter duties include snow and ice removal; pest control; equipment repair; staff relief;
- fills out maintenance logs and reports, pesticide application reports and other records as required;
- assists with movement of furniture within and between schools, sets up chairs, tables, dividers for examinations, banquets, movies, convocation, registration, etc.;
- operates a two way radio; and,
- performs other related duties as assigned or required.

QUALIFICATIONS:

- must have and maintain a Province of Manitoba Pesticide Applicator's License, a Manitoba Arborist's License and a valid Manitoba Driver's License;
- The Province of Manitoba Pesticide Applicator's License requirements consists of Core, Structural (Pesticide application in and around commercial or residential dwellings, storage warehouses and other structures), and Landscape/Golf (Pesticide application to trees, lawns, boulevards and golf course). The requirements are subject to any changes to licensing the Province of Manitoba makes, however the intent is to be licensed to apply pesticide to areas as currently defined as Structural and Landscape/Golf;
- 3-5 years prior related experience is required to gain skill and knowledge of outdoor grounds maintenance requirements to adequately carry out the responsibilities of the job;
- must be able to demonstrate skill in the operation and maintenance of tractors, loaders or similar heavy grounds equipment including tractors mounted and portable spray equipment;
- experience in orienting new staff on grounds care and safe equipment operation and maintenance, coordinating grounds workloads and checking on work completed by grounds staff;

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- ability to read, understand and follow written and verbal instructions;
- ability to initiate and perform the required tasks with minimal supervision;
- ability to keep minor records and requisition supplies, repairs, parts and tools;
- basic math skills are required to determine time and materials for job estimates, requisition of the necessary supplies and mixing pesticides and fuel/oil ratios;
- able to operate equipment (ie. pressure washer, air compressor, aerators, sweepers, snow blowers, tractors, mowers, etc.) and construct basic repairs on small engines;
- able to work in an environment which exposes the worker to direct sunlight, exterior conditions, noise, dust, dirt, fumes, hazardous/poisonous chemicals, pesticides, pest traps, heavy equipment vibration, climbing ladders and exposure to sharp objects; able to wear and use properly fitted safety equipment while performing the duties required for the position;
- physically able to perform assigned duties and lift objects weighing in excess of 45 kgs.;
- must maintain a neat and tidy appearance with the uniform provided and have good grooming skills; and,
- 5th Class Power Engineer's Certificate is desirable.

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