



POSITION TITLE: HORTICULTURALIST/OPERATOR

DEPARTMENT: COMMUNITY & CUSTOMER SERVICES

REPORTS TO: ASSISTANT SUPERVISOR, PARKS & NATURAL ASSETS

CATEGORY: PERMANENT FULL-TIME

UPDATED: JANUARY 2024

HOURS OF WORK: 40 HOURS/WEEK

RATE OF PAY: \$33.14/hour

CLOSING DATE: SUNDAY, MARCH 24, 2024

HOW TO APPLY: LOYALIST TOWNSHIP'S WEBSITE [CAREERS PAGE](#)

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan promoting natural biodiversity and creating a sustainable park and green space landscape in the Township. This includes planting programs, supporting natural areas stewardship and community led gardens, and related eco-friendly programs that are evolving. The incumbent works as part of a team responsible for the design, preparation, planting, and maintenance of municipal horticultural displays. This position contributes to park beautification in the maintenance of parks and gardens, using sustainable methods to manage floral, turf and tree health. This position also includes winter maintenance involving snow removal using a variety of equipment to plow and sand sidewalks, parking lots, streets and/or highways.

MINIMUM QUALIFICATIONS:

- Post-secondary certificate or diploma in Horticulture, Landscape Architecture, Ecosystem Restoration, Arboriculture, or closely related field.
- Minimum of two-years relevant experience in horticultural duties, including landscape design, bed preparation, planting, and maintenance of horticultural displays. An equivalent combination of education and experience will be considered.
- Demonstrated knowledge and understanding of garden design, plants, soils, tools, equipment operation and procedures relevant to horticultural activities.
- Experience in ecosystem restoration and/or arboriculture is an asset.

- Must possess a valid driver's license, Class "G" and a satisfactory driver's record, DZ license is considered an asset.
- Demonstrated ability to safely and competently operate various types of equipment including, but not limited to, line trimmers, rototillers, brush chippers, backpack sprayers, chainsaws, chippers, agricultural tractors, loader, rotary mowers, post pounders, leaf blowers, sod cutters, EC/pH meters, and small tools in a safe and efficient manner.
- Chainsaw certification is an asset.
- Proficient time management and record keeping skills and flexibility in adjusting between a variety of duties.
- Must possess an understanding of the MTO's Book 7 for Temporary Conditions, and proven knowledge of the Occupational Health and Safety Act, Pesticide Act, and other applicable legislation.
- Demonstrated proficiency with Microsoft Office software, including Word and Excel. Experience with various landscape design software an asset.
- Demonstrated ability to work independently, as well as within a team.
- Good communication skills, and the ability to be professional and courteous when interacting with the other staff and the public.
- Certification in turf maintenance for sports fields, or equivalent knowledge and skills gained through turf grass/sports field maintenance experience is an asset.
- Playground inspector certification in accordance with CSA standards, or equivalent knowledge and skills is an asset.
- Mechanical experience with basic equipment repairs would be an asset.
- A valid driver's license, Class "D" with a valid Air Brake endorsement ("Z"), and a satisfactory driver's record OR AZ license is considered an asset.

RESPONSIBILITIES:

- Perform horticultural duties, including but not limited to designing, planting, watering, maintaining, and record keeping for annual, perennial and shrub and tree beds to current industry standards, to enhance the sustainable park and greenspace landscape of Loyalist Township.
- Support ecologically functional areas using native plant species, ecological principles, and restoration techniques including invasive species management.
- Support plant propagation using techniques including seeding, cuttings, splitting and plug production for annuals, perennials, tropical and native plant production, as possible within the Township resources.
- Maintain turf as required.
- Plan, and prepare plantings for seasonal displays of annuals, perennials, natives, in beds, planters and hanging baskets across the Township.
- Use an Integrated Pest Management approach.
- Support community groups to maintain gardens or landscape features, as resources allow.
- Carry out all necessary horticultural equipment maintenance and adjustments while keeping the equipment in a safe, clean, and tidy condition, and perform daily circle checks and report defects and, if necessary, undertake small repairs in a prescribed manner.

- Lead work, train, and provide guidance to seasonal student workers, including the safe and efficient use, care and maintenance of tools and equipment, and horticultural practices.
- Comply with requirements of the Occupational Health & Safety Act, The Highway Traffic Act, Pesticide Act, all Federal, Provincial and Township regulations, policies, and procedures.
- Remove and/or flag obstacles hazardous to employees or the public or that interfere with the safe operation of vehicles or equipment, and duly note and report such conditions to the Supervisor.
- Immediately report vandalism, mechanical difficulties, and damage.

Parks and Sports Fields Operations (As assigned)

In co-operation with the broader team, responsible to maintain all parks, sports fields, outside properties, and equipment in excellent condition by:

- Cut grass and perform weed trimming in parks.
- Maintain turf in sports fields, in accordance with turf maintenance standards.
- Pick up garbage, brush, fallen tree branches, etc. as necessary.
- Provide general maintenance of grass mowers, weed eaters, tractors, trucks and other equipment as assigned.
- Repair fences, backstops, playground sites, score clocks as required.
- Perform regular cleaning of washrooms and disposal of garbage from parks/sports fields.
- Perform frequent inspections, reports, and repairs on playground equipment in accordance with CSA standards.
- Trim trees and bushes and maintain flower beds as needed, in co-operation with and support of the horticultural team members.
- Assist in other tasks, repairs and maintenance as directed by Supervisor.

Winter Control Duties (As assigned)

As led by the Public Works Department, maintaining roads, parking lots, sidewalks, and trails through snow removal activities:

- Operating a variety of machines to plow and sand, including tandem dump trucks, tractors, sidewalk plows, and pickup trucks.
- Manually moving materials including sand, salt, stone dust with hand tools as well as hand shoveling snow.
- Ability to work shift work and on-call rotations, as well as required overtime.

General

- Must stay current in knowledge and skills.
- Responsible to maintain current knowledge of safe operation for each piece of equipment that is requested to be operated, and be familiar with all of the specific safety devices and procedures for specific equipment, prior to operation.
- Responsible to complete required daily records including, but not limited to, snowplow logs, vehicle inspections and CVOR inspections.
- Responsible as an employee for health and safety, including working safely within requirements of legislation and policies, reporting hazards, and maintaining a safe and clean environment.

- Provide services to both internal and external customers in a timely and courteous manner.
- Work effectively as part of a team, demonstrating good interpersonal skills, tact, and diplomacy.
- May be required to operate independently at remote locations with little supervision.
- May be required to oversee contracted equipment and Township personnel.

WORKING RELATIONSHIPS:

Internal: daily communication with Parks staff/supervisor/manager, frequent communication with other Operators, occasional communication with other Township employees, Township Supervisors, union representatives.

External: residents, contractors/vendors, external seminar and course providers, external trainers and consultants.

WORKING CONDITIONS:

- Frequent and regular outdoor work in various and changing weather conditions that include but is not limited to rain, hot and cool temperatures, and wind.
- Extensive additional hours beyond the normal working day, particularly during the winter months will be required.
- Ability to work shift work, on-call rotations, and overtime is required.
- Occasionally may be required to attend meetings, programs, seminars, events which may take place at different facilities, requiring travel.
- May be operating equipment for long periods (3-4 hours) without a break, and in snow events may operate equipment for the duration of shift with minimal breaks.
- Frequent moderate physical exertion and occasional heavy physical exertion, including lifting, digging, shoveling, raking and climbing ladders.
- Able to actively participate in daily activities, working within live traffic conditions.
- Work may include locations with exposure to sensory elements including waste materials and smells.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.