



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 and leadership skills
- ◆ Interpersonal and 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 orientation and 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).

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.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

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