

## MUNICIPALITY OF NORTH MIDDLESEX

### SEASONAL GRASS CUTTING TEAM LEADER

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<b>DEPARTMENT:</b>	<b>Parks and Recreation</b>
<b>REPORTS TO:</b>	<b>Recreation / Facility Manager</b>
<b>HOURS OF WORK:</b>	<b>40 hours per week, 8 hours per day</b>
<b>POSITIONS SUPERVISED:</b>	<b>Seasonal Summer Students</b>

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#### POSITION SUMMARY

Under the direction of the Senior Operator, and/or Recreation / Facility Manager, this seasonal position provides ground maintenance and assistance to all duties pertaining to lawns, trees and gardens.

*Note to the reader: This job description is intended to relay information that describes the general responsibilities, tasks, and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skill, effort, responsibility, and working conditions expected in the role.*

#### PRINCIPAL DUTIES

##### Service Delivery (Estimated Time: 65%)

- Assists the Senior Operator in the day to day operations of lawn maintenance operations
- Maintains cemetery grounds, playing fields and parks
- Cuts grass and trims hedges/ trees as required

##### Repairs and Maintenance (Estimated Time: 25%)

- Cleans and maintains equipment including lubrication, changing blades and basic repairs
- Operates equipment as needed such as grass mowers and tractors in variety of operations to maintain grounds in a safe and timely manner
- Performs other tasks for the Municipality of North Middlesex, as assigned by Management

Human Resources (Estimated Time: 10%)

- Working with the public
- Promote the health and safety of colleagues, and maintains a clean, safe and healthy work environment and public spaces
- Understand the Municipality's Health & Safety policies and procedures
- Direct Students in the day to day operations of lawn/parks maintenance operations (3 months June, July & August)
- Participate in regular performance reviews with Recreation/Facility Manager and identify personal and professional training and development needs

**MINIMUM QUALIFICATIONS**

- Completion of Secondary School, preferably with a background in trades and occupations
- Exposure to building, parks, playfield and cemeteries maintenance
- Maintains a valid Class G license

**CONDITIONS OF EMPLOYMENT**

- Effective written and oral communication skills, as well as experience in reading, listening and following directions
- Familiarity with equipment and materials
- Ability to read operating manuals, schedules and construction plans
- Knowledge in the safe and effective operation and care of tools, equipment, machinery and other resources of the North Middlesex Recreation Department, including tractor, front end loader, mower, line trimmer, pickup truck and hand tools
- Ability to deal with the public with diplomacy and tact
- Ability to follow through with assigned tasks, to ask questions and ensure that the tasks are completed in an effective, timely and efficient manner, based on policy or supervisory direction
- Following procedures, policies and other documentation required to effectively deliver the Municipality's facilities programs
- Ability to regularly lift in excess of 25 kg

**Key Personal Contacts:**

- Daily contacts with the Senior Operator/ Facilities Co-Ordinator, Facilities Staff, Community Services Staff, tradespersons, suppliers and regular contact with the public

**Working Conditions:**

- 1 Driving municipal vehicles and equipment, or performing manual work in an open outside environment in all types of weather, or on an as needed basis, with the occasional periods in an inside setting
- 2 Attend staff and training meetings as required

*The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.*