

## **JOB OPPORTUNITY: PARKS ATTENDANT - HORTICULTURE**

The Park Attendant - Horticulture will be responsible for designing, building, and maintaining flower beds throughout the Municipality of Kincardine. Work is primarily focused on horticulture activities including greenhouse operations, flower program and garden maintenance but may also be responsible for participating in general park and property maintenance.

**Reporting To:** Parks Supervisor

### **Responsibilities:**

1. Maintain all municipal flower beds including planting perennials and annuals, pruning shrubs, edging, mulching, adding soil, weed control, leaf raking etc.
2. Schedule and maintain the watering and fertilization of municipal parks, hanging baskets, barrels and flower beds.
3. Design new annual, perennial and shrub beds, parkettes and landscape features with hardscapes and softscapes.
4. Create planting plans for annual beds to distribute to volunteers and seasonal staff.
5. Make recommendations on planting plans and species selection for installation; calculate plant material required for garden beds and submit purchase orders.
6. Tour public areas to identify insect or disease infestations and take corrective actions.
7. Maintain logs regarding pesticide applications.
8. Meet with community volunteers and provide direction on annual plantings for garden beds.
9. Will provide instruction and guidance to seasonal and student staff as required.
10. Liaise with internal and external stakeholders to respond to inquiries, provide information, and resolve issues.
11. Assist with general outdoor maintenance of public parks and facilities as required - i.e. cleaning bathrooms, pick-up garbage, cut and trim grass, clear debris, lay sod, etc.
12. Ensure the health and safety of workers and members of the public around work areas.
13. Comply with Municipality of Kincardine policies and procedures.
14. Complete other duties as assigned by Management.

### **Education & Experience Requirements:**

- Post-secondary education in Landscape Design, Horticulture or a related field
- Minimum 3 years of experience related to horticulture operations
- Possess a valid Ontario Class G Drivers License

### **Required Knowledge, Skills & Competencies:**

- Demonstrated working knowledge of municipal parks and property operations, associated materials, health and safety regulations and maintenance procedures.
- Ability to assign work to others and oversee the work being completed
- Strong time management skills and flexibility in adjusting between a variety of duties.
- Ability to take initiative, work with minimal supervision and as part of a team
- Demonstrated commitment to workplace safety
- Excellent customer service skills with ability to deal tactfully and politely with the public
- Must be physically capable of manual labour
- A demonstrated work history that highlights teamwork and a positive attitude

**Employment Information:**

- 7 Month Contract - expected to start immediately
- 40 Hours per Week
- Participation in On-Call Schedule may be required
- Group 3 (Step 1 \$22.79/hr - Step 5 \$27.98/ hr)

Qualified candidates are invited to submit their application at [www.kincardine.ca/careers](http://www.kincardine.ca/careers) using the online form no later than **April 19, 2024 at 4:30pm.**

We appreciate the interest of all applicants, however, only those being considered for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of candidate selection.

The Municipality of Kincardine is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact the Human Resources Department at (519) 396-3018 or e-mail: [hr@kincardine.ca](mailto:hr@kincardine.ca)