

**ESQUIMALT
POSITION DESCRIPTION**

Position No.: 785
Effective Date: July 7, 2015

Position Title:	Lead Gardener
Department/Division/Section:	Parks and Recreation/Parks
POSITION FUNCTION <p>This is skilled and technical horticultural work involving the coordination and performing of work within parks, boulevards, traffic islands, beaches and natural areas including the implementation of small projects. Under the general supervision of the Parks Supervisor or designate and as a team leader, the Lead Gardener plans and participates in a variety of functions associated with the maintenance and operation of horticultural, natural park and urban forestry areas.</p>	
KEY DUTIES <p>Maintain parks, playing fields, traffic islands, boulevards, beach accesses, natural lands and urban forest areas. Trim hedges, fertilize, water, hand weed and edge lawns and flower beds, dig, prepare soil for plants, mulch, control pests through application of pesticides and herbicides, mow and aerate grass, use grass trimmer and brush cut semi wild areas, perform seasonal clean up of park areas; maintain trails and walkways, prune trees and shrubs, empty garbage cans in parks, pick up litter from grounds, and maintain park washrooms.</p> <p>Plan, design, select plants and plant bedding displays and flowering shrubs and perennials.</p> <p>Participate in the preparation and implementation of Parks annual work plans and approved projects.</p> <p>Provide instruction and training where appropriate including the safe and proper operation and maintenance of parks, park facilities, tools, equipment and vehicles.</p> <p>Participate in park operational functions including the application of accepted horticultural and/or arboricultural techniques and strategies for natural systems including invasive plant control, natural area restoration, tree maintenance and pruning, integrated pest management, and event support.</p> <p>Provide leadership and direction to parks employees, contractors and volunteers. Assigns work and provides input for the evaluation of employee performance. Maintains effective working relationships with staff and deals courteously and tactfully with the general public.</p> <p>Perform various parks administrative tasks such as: perform regular safety and liability inspections; prepare work area budgets; order supplies and plant materials; prepare inspection reports; conduct assessments; maintain records and inventories.</p> <p>Work as a team member to maintain the parks nursery.</p> <p>Provide customer service to parks users; respond to user complaints; liaise and coordinate with other departments, and agencies, user groups and community members providing information on park initiatives and work programs.</p>	

Ensure all work is performed in accordance with WorkSafe BC regulations and the Township of Esquimalt's policies and procedures.

Performs other duties where qualified.

INDEPENDENCE

Work is generated by maintenance requirements or is assigned by supervisor through annual objectives and work plan, and is performed according to established guidelines.

Work is reviewed while in progress by supervisor.

Issues such as major restorations, removal of large or established plants or trees and expenditures for new plant, equipment or materials are referred to supervisor.

WORKING CONDITIONS

Physical Effort:

Prune; weed; grass trim; dig, plant; mow grass, irrigate (continuous)

Mental Effort:

Normal.

Visual/Auditory Effort:

Normal.

Work Environment:

Outdoors.

Near insect nests; work with hand and power tools or equipment; and potentially subject to insect stings and animal bites.

KEY SKILLS AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Working knowledge of commonly used computer applications and software related to the work, i.e., irrigation control software.

Knowledge of horticultural/arboriculture practices including ability to assess associated risks.

Knowledge of natural systems management and restoration techniques plus understanding of associated regulations.

Knowledge of park operations.

Understanding and application of the principles and techniques of integrated pest management.

Effective communication both verbal and in writing.

Leadership skills including training staff as required.
Use of hand tools, power equipment, parks vehicles and machinery.
Ability to organize, prioritize and record keep.
Excellent customer service skills and ability to deal with the public in a courteous and tactful manner.
Ability to develop and oversee small horticultural projects.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

Technical school diploma in Horticulture (2 years) or equivalent combination of education and experience.
Current and valid Class 5 B.C. Drivers Licence.
Appropriate certificates as required, e.g. BC Pesticide Applicator, etc.

Experience:

2 years of related experience.

OTHER

Length of time to become familiar with job duties and responsibilities: 6 months
May be requested to substitute in a more senior position.