

PARKS AND RECREATION MAINTENANCE

TERMS OF REFERENCE

Maintain and manage the annuals, perennial and shrubs planted in the various village owned park, gardens, flower boxes and planters. Keep all grassed areas mowed and trimmed.

TERMS OF EMPLOYMENT

Part/Full time position: 10 – 40 hours per week dependent on weather, season and growing conditions. Expect more hours in May/June and fewer in July/August. Wages: \$16/hour. May include weekends.

QUALIFICATIONS

- Applicant must have some knowledge of horticulture and lawn care.
- Capable of using manual and power tools and equipment.
- Self-motivated, trustworthy, team player
- Physically fit
- Grade 12 or equivalent or higher.
- Valid Nova Scotia Driver's License.
- Successful completion of a Vulnerable Sector (VS) check, a Nova Scotia Department of Community Services Child Abuse Registry Check and a driver's abstract.

Preference

Non smoker

Driver's licence

First Aid/CPR training

Send résumé and cover letter to:

Lisa Betts, Clerk Treasurer

PO Box 220, Pugwash, NS, B0K 1L0

villagecommission@pugwashvillage.com

Telephone inquiries: 902 243 2946

Application deadline: Thursday, March 28th 2024

Position partly funded by and in partnership with Pugwash Communities in Bloom



Village of Pugwash

RESPONSIBILITIES

- Flowers, perennials and shrubs to be kept weeded, fertilized, and pruned as required.
- Responsible for the gardens, planters and flower boxes at:
 - Village Hall
 - Eaton Park
 - Farmers' Market
 - Train station
 - Peace Garden
 - Sidewalk/Dinghy Beach/car park planters
 - Cenotaph
 - Additional public areas as directed.
- Responsible for the lawns and weed trimming at:
 - Village Hall
 - Eaton Park
 - Farmers' Market
 - Train station
 - Cenotaph
 - Tennis/basketball courts
 - Public Works building (the old fire hall)
 - Municipal car park
 - Community garden
 - Sidewalks
 - Additional public areas as directed.
- Trim back overgrown vegetation encroaching streets or sidewalks as required and/or directed by the Clerk.
- Mulch trees and flower gardens.
- Edge flower gardens.
- Keep equipment maintained, sharp and clean, gassed up/charged and ready for next shift.
- May be asked to:
 - Assist with preparations for events or festivals as required.
 - Assist with other Public Works duties.
- Report missing items, vandalism or required supplies to Clerk
- Upon instruction from the Clerk, work with other community organizations as projects may occur.
- Other duties as required by the Clerk.

PERSONNEL POLICIES - SEASONAL STAFF - PUBLIC WORKS

RESPONSIBLE TO: Public Works Supervisor or, in their absence, the Clerk Treasurer

- Lunch break: one half hour (unpaid)
- Mid-morning/afternoon 10-15 minute paid break. Employee taking any extended breaks will be required to make up for that time or lose those wages. Time sheet is to reflect that time.
- Breaks not taken are not accumulative.
- In the event of sickness or emergency, employee must notify the Clerk as soon as possible.
- Employee is expected to maintain own time sheet and its accuracy.
- Payment is weekly and by cheque.
- The time sheet must be accurately filled in and signed before a payment is issued.
- Vacation pay will be included in earnings each week.
- All tools, safety equipment and resources required will be provided.
- All safety equipment provided must be used when appropriate.
- No smoking permitted on any Village property.

Overtime: Employee may be called in for additional hours.

Overtime rate (1.5x regular rate) does not apply until employee exceeds 48 hours in a week.

Employee, with approval of Village Clerk, may use accumulated hours for time off or to fill in for short hour week.

Physical Appearance: Employee is expected to keep a neat, clean and tidy appearance. Clothing appropriate to the task in hand. All safety equipment and sun screen is provided and must be worn when appropriate. No smoking during work hours permitted.

Honesty: Time sheets and cash reports must be accurate.

Trust: Must maintain the confidentiality of the Commissioners and staff of the Village of Pugwash.

Discipline: In the event that an employee does something to warrant a verbal warning from the Clerk, a record of that warning will be kept. If the behaviour continues, a written warning may be issued. If the employee does not comply with the direction or policy in question, their employment may be terminated.

Termination of Employment: Employees must give at least two weeks' notice in writing to the Village Clerk.

All seasonal positions must go through the hiring process annually. Past experience as an employee of the Village, although useful, is no guarantee of future employment with the Village.