



TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking individuals to fill the following summer positions:

- Public Works Household Hazardous Waste (HHW) Attendant; 2020 pay range is PB grid, \$16.15 to \$18.53 per hour; only Saturdays 7:30 AM – 12:30 AM, May - September
- Public Works Student Labourer; 2020 pay range is PA grid, \$14.57 - \$16.72 per hour; schedule is Monday – Saturday, May - September
- Facilities/Parks Labourer – Summer; 2020 pay range is PA grid, \$14.57 - \$16.72 per hour; schedule is 40 hours per week, varied shifts during May - September
- Facilities Labourer (Horticulturalist); 2020 pay range is PA grid, \$14.57 - \$16.72 per hour; schedule is 40 hours per week, varied shifts during May - September

Interested applicants are invited to apply in confidence by 10:00 AM Friday, March 27, 2020 quoting the position(s), Attention Human Resources by:

Mail: Town of Carleton Place
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8

Email: hr@carletonplace.ca
Facsimile: 613 257 8170

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

Please continue reading for the detailed job description!



TOWN OF CARLETON PLACE

JOB DESCRIPTION

DEPARTMENT:	Recreation & Culture
DIVISION:	Facilities
JOB TITLE:	Recreational Labourer (Horticulture)
EMPLOYEE GROUP:	Non-Union
PAY GRID:	PA
SUPERVISOR:	Manager of Recreation & Culture
REVISION DATE:	March 2020

POSITION SUMMARY:

Reporting directly to the Manager of Recreation and Culture, the Recreational Labourer (Horticulture) will assist in maintenance of municipal facilities and grounds.

DUTIES AND RESPONSIBILITIES:

1. Performs maintenance on flower beds and hanging baskets, plants weeds, and provides general care and maintenance of mixed perennial, bi-annual and annual plant material.
2. Waters and fertilizes flower beds, baskets, planters.
3. Collects and removes debris/litter at various locations throughout the town.
4. Completes custodial duties of municipal facilities when required.
5. Perform general maintenance duties in municipal facilities such as painting, etc.
6. Responsible to provide customer service to all users of the facilities and always maintain a positive and professional manner.
7. Operates & maintains janitorial equipment, Groundskeeping equipment and other town owned equipment.
8. Able to work evenings and weekends on a routine basis, and
9. Availability to be considered for this position is May to September.

The above generally describes the duties involved with the position. However, municipal work is varied in nature, employees will be required to perform duties in addition to the duties listed above from time to time as directed by the Manager of Recreation and Culture.

EDUCATIONAL REQUIREMENTS:

1. Age 17.

EXPERIENCE:

Would be an asset.

SKILLS AND COMPETENCIES:

1. Must possess & maintain a valid Ontario drivers' licence (minimum "G2").
2. Ability to perform maintenance, janitorial, parks and other facility operational duties.
3. Must be able to work independently as well as part of a team.
4. Ability to maintain a professional demeanor at all times when dealing with the public and volunteers.
5. Physically capable to perform general labour and maintenance duties.
6. First Aid and CPR-AED certification an asset.
7. Vulnerable Sector Check.
8. Must be able to handle multiple tasks at one time.
9. Ability to perform physical labour.
10. Ability to work in a variety of outdoor conditions.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health & Safety Act.

WORKING CONDITIONS:

Hours of Work - A flexible rotating schedule of 40 hours per week will be implemented including early mornings, days, evenings, weekends and statutory holidays. Ability to work in a fast-paced environment with changing priorities.

PHYSICAL DEMANDS – The Recreational Labourer (Horticulture) will perform regular physical effort walking and may be required to walk on uneven and/or slippery surfaces. The position may be required to bend, lift and/or carry heavy objects, climb stairs and ladders. Occasional strenuous physical activity may result in muscle fatigue or strain. Must be able to lift up to 50 pounds, carry items such as mops, shovels, bags of garbage and boxes; must be able to mop, sweep and vacuum floors, reach and bend, stock shelves.

ENVIRONMENTAL CONDITIONS - The Recreational Labourer (Horticulture) may experience changing temperatures from building to ice surface. The position will be exposed to occasional unpleasant fumes, dirt, hazardous substances, and/or loud noises associated with cleaning duties, facility and ice maintenance, etc. Must be prepared and able to work both indoors and out and in all seasons; weather conditions ranging from very cold to very hot and humid and able to work in an environment with

exposure to cleaning materials (all required Personal Protective Equipment required is available and must be used). Occasional exposure to unpleasant sights and smells.

SENSORY DEMANDS – The position requires the individual to be able to walk on the ice surface while pushing nets. The position requires the use of cleaning equipment such as broom, mop, vacuum, and floor polisher.

MENTAL DEMANDS – The Recreational Labourer (Horticulture) may occasionally have to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time management skills will be needed to complete the required tasks. The Recreational Labourer (Horticulture) must be prepared to deal with a variety of people and occasional stressful situations associated with working with the general public.

N.B. Must be able to read and comprehend instructions in regard to cleaning products, equipment operation and comprehending SOP's (standard operating procedures) in relation to deliveries of product and schedules.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Supervisor, Support Staff, Members of Council.
EXTERNAL	General Public, Trades and Construction Professionals, Ministry Representatives

APPROVED:

Department Head

Employee

C.A.O.