



Employment Opportunity – Horticulture Student Labourer (Seasonal)

Position: Horticulture Student Labourer (Seasonal)

Department: Recreation and Culture

Reports To: Team Lead, Recreation and Culture

Status: Full-time, Temporary

Pay Band: 2

Wage Scale: \$18.45 - \$23.46

of Vacancies: 2

Position Summary:

The Town of Carleton Place is seeking motivated and reliable students to join our Recreation and Culture Department as Horticulture Student Labourers for the upcoming season. Reporting to the Recreation and Culture Team Lead, the successful candidates will support the maintenance and beautification of municipal parks, gardens, and public spaces. This role offers hands-on experience in horticulture, groundskeeping, and municipal operations while working outdoors in a collaborative team environment.

Key Responsibilities:

- Maintain flower beds, hanging baskets, planters, and landscaped areas, including planting, weeding, watering, fertilizing, and general care of annuals, perennials, and bi-annual plant material.
- Collect and remove debris and litter from municipal parks, trails, and public spaces.
- Perform custodial duties in municipal facilities as required.
- Assist with general maintenance tasks such as painting and minor facility upkeep.
- Operate and maintain groundskeeping, janitorial, and other Town-owned equipment safely and effectively.
- Provide courteous and professional customer service to facility users and members of the public.
- Work evenings and weekends on a routine basis.
- Perform additional duties as assigned by the Recreation Team Lead.

Qualifications:

- Minimum 17 years of age.
- First Aid and CPR/AED certification is an asset.
- Experience in horticulture, landscaping, groundskeeping, or facility maintenance is considered an asset.
- Valid Ontario G2 or G driver's licence (must be maintained throughout employment).
- Ability to perform groundskeeping, janitorial, and general maintenance duties.
- Strong teamwork skills with the ability to work independently when required.
- Professional and positive demeanor when interacting with the public and volunteers.
- Physically capable of performing manual labour, including lifting up to 50 lbs, bending, carrying, and working on uneven surfaces.
- Ability to work in various outdoor conditions, including heat, humidity, rain, and cold.
- Strong organizational and time-management skills with the ability to handle multiple tasks.

Working Conditions:

- Flexible rotating schedule including early mornings, evenings, weekends, and holidays.
- Work performed both indoors and outdoors in all weather conditions.
- Exposure to dirt, fumes, cleaning materials, hazardous substances, and loud noises.
- Regular physical activity including walking, lifting, bending, climbing, and operating equipment.
- Must use all required personal protective equipment as provided.

Benefits:

- Defined benefit pension plan.
- Employee and Family Assistance Program (EFAP)
- Virtual Healthcare

Why Join Us:

- Contribute to the beautification and maintenance of community parks and green spaces.
- Work outdoors in a supportive and dynamic team environment.
- Develop practical skills in horticulture, groundskeeping, and facility operations.
- Competitive seasonal wages and meaningful municipal experience.

Application Deadline:

Accepting applications until **filled**.

How to Apply:

Please send your resume and cover letter to careers@carletonplace.ca.

The Town of Carleton Place is an Equal Opportunity Employer

We are committed to fostering a diverse and inclusive workplace free from discrimination. We welcome applications from individuals of all backgrounds and abilities. If you require accommodations during the recruitment process, please contact us at hr@carletonplace.ca and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.