

## GARDENER

### TERMS OF REFERENCE – GARDENER

The Gardener is responsible for maintaining and managing the annuals, perennial and shrubs planted in the various village owned gardens and planters.

### TERMS OF EMPLOYMENT

Part time position: 10 – 20 hours per week dependent on weather, season and growing conditions. Wages. To be determined

### QUALIFICATIONS

- Applicant should be knowledgeable in horticulture.
- 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: 1pm **March 26<sup>th</sup>**, 2018

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



## PERSONNEL POLICIES - SEASONAL STAFF - PART TIME

### PERSONNEL POLICIES – SEASONAL - GROUNDSKEEPER/GARDENER

**RESPONSIBLE TO:** 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.
- 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 cheque will be 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.

**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.

**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.

As a representative of the Pugwash Village Commission and Village of Pugwash, all employees are expected to be pleasant, helpful and respectful to the public and workplace.

# Village of Pugwash

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