



VILLAGE OF PUGWASH Gardener – part time – seasonal JOB DESCRIPTION

Directed and supervised by the Village Clerk Treasurer.

Part-time: May – September.
10 - 15 hours/week – hours will vary with growing conditions

DUTIES

1. Responsible for weeding and dead-heading flower boxes, planters and flower gardens at:
 - Village Hall
 - Farmers Market
 - Train station
 - Eaton Park
 - Cenotaph
 - Water Street (planters)
 - Additional public areas as directed.
2. Keep flower beds edged as required.
3. Fertilizing and watering to be completed by other village staff. Collaborate and communicate with staff of such needs are required.
4. Report missing items, vandalism or required supplies to 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.

This position is partly funded by and in collaboration with Pugwash Communities in Bloom. For more information on this organization, contact Mary Maron (Secretary) at 902.257.2468 or by e-mail: marymaron@hotmail.com



PERSONNEL POLICIES

RESPONSIBLE TO: Clerk Treasurer

Working hours: As required. This position will be dependent upon weather and growing conditions.

Lunch break: one half hour (unpaid)

Any other breaks are unpaid. Employee taking any extended breaks will be required to add that time to the end of their working day or lose that time.

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, unless otherwise directed to the Clerk.

All earnings are reported by the Village to Revenue Canada. It is the employee's responsibility to claim all their own earnings to Revenue Canada.

Workers' Compensation: Workers' Compensation is paid by the Employer.

Overtime: N/A

Physical Appearance: Employee is expected to keep a relatively neat, clean and tidy appearance. Appropriate work clothes are to be worn, e.g. Work shirts or T-Shirts, appropriate jeans or work pants, overalls and footwear. Work boots, helmet, vest and safety glasses and other safety equipment must be worn as required. Sun screen will be provided. All safety equipment will be provided, except for footwear. Employees to provide own safety footwear. Employees are not to smoke during working hours.

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 one weeks' notice in writing to the Village Clerk.

Requires:

Gardening experience

Flexible schedule

High school graduation

Physically fit

Updated January 2017

Criminal Record Check (Vulnerable Sector level) from the RCMP
Work largely unsupervised
Collaborate with Village staff, library staff etc.

Preference

Non smoker
Driver's licence
First Aid/CPR training