

# GROUNDSKEEPER

## TERMS OF REFERENCE – GROUNDSKEEPER

The Groundskeeper is responsible for maintaining and managing lawns, planters and public areas in the Village of Pugwash

## TERMS OF EMPLOYMENT

Part time position: 30 hours per week including all or most weekends. May—September.  
Wages: \$13.60/hour.

## QUALIFICATIONS

- Capable of using manual and power tools and equipment.
- Self-motivated, trustworthy, team player
- 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.
- Physically fit
- Work largely unsupervised
- Get along with Village staff, library staff etc

## 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](mailto:villagecommission@pugwashvillage.com)

Telephone inquiries: 902 243 2946

Application deadline: 4pm, **9<sup>th</sup> April 2021**

# Village of Pugwash

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## RESPONSIBILITIES

- Assist Maintenance employee or gardener when required. Groundskeeping is first priority.
- Grass is to be kept mowed as frequently as weather and growth dictates.
- Weeds to be kept trimmed back.
- Responsible for the lawns and weed trimming at:
  - Village Hall
  - Easton Park
  - Farmers' Market
  - Train station
  - Cenotaph
  - Tennis/basketball courts
  - The old fire hall
  - Municipal car park
  - Community garden
  - Sidewalks
  - Additional public areas as directed.
- Pick up and dispose of garbage/recycling/compost on these properties and all public areas in the Village. This includes the village owned sidewalks. "Compost" includes dog feces.
- Keep dog litter bag containers supplied with bags.
- Trim back overgrown vegetation encroaching streets or sidewalks as required and/or directed by the Clerk.
- Basic maintenance of mowing and trimming equipment.
- Keep equipment clean, gassed up and maintained ready for next use.
- Assist with preparations for events or festivals as required.
- Report missing items, vandalism or required supplies to Clerk
- Upon instruction from the Clerk, work with other community organizations as projects may occur.
- May be required to work July 1<sup>st</sup> or other holidays.
- Other duties as required by the Clerk.

## 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.
- 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 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.
- No smoking on any Village property permitted.

**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.

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.