



VILLAGE OF PUGWASH
Assistant Groundskeeper – Full time, temporary
JOB DESCRIPTION

Directed and supervised by the Village Clerk Treasurer.

Full time: May – August.
 35 hours/week

Responsible for the lawns, planters and flower gardens at:

- Village Hall
- Farmers Market
- Train station
- Eaton Park Stage
- Prince Albert Street property
- Cenotaph
- Tennis/basketball courts
- The old fire hall
- Municipal car park
- Additional public areas as directed.

Grass is to be kept mowed as frequently as weather and growth dictates.

Flowers/plants to be kept weeded, fertilized, and pruned as required.

OTHER DUTIES

1. Pick up and dispose of garbage/recycling on these properties and all public areas in th Village. This includes the village owned sidewalks. “Garbage” includes dog feces, which can go in the compost.
2. Keep dog litter bag containers supplied with bags.
3. Trim back overgrown vegetation encroaching streets or sidewalks as required and/or directed by the Clerk
4. Report missing items, vandalism or required supplies to Clerk
5. Upon instruction from the Clerk, work with other community organizations as projects may occur.
6. Assist Maintenance employee when required. Groundskeeping is first priority.
7. Other duties as required by the Clerk.

Requires:

High school graduation
Driver's licence
Operate ride on mower, trimmers etc
Physically fit
Criminal Record Check (Vulnerable Sector level) from the RCMP
Work largely unsupervised
Get along with Village staff, library staff etc

Preference

Non smoker
First Aid/CPR training

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.



PERSONNEL POLICIES

ASSISTANT GROUNDSKEEPER

RESPONSIBLE TO: Clerk Treasurer

Working hours: 7am to 3pm (negotiable)
Lunch break: one half hour (unpaid)
Two 15 minute breaks daily.
The full time work week will be 35 hours per week or as agreed upon with the Village Clerk.
The position is full time from approximately May to August.
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.

Overtime:

Overtime rates do not apply until employee exceeds 48 hours in a week.

Overtime hours will be granted at a rate of 1.5 times the regular rate.

Employee, with approval of Village Clerk, may use accumulated overtime for time off.

Employee may be called in, after hours, requiring overtime.

The position requires employee to work on certain days which may fall on a week-end or holiday for special events, for example: Gathering of the Clans. Rate of holiday pay is as described by NS Dept of Labour.

Physical Appearance: Employee is expected to keep a 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, high visibility vest, helmet, sunscreen and safety glasses must be worn as required. These will be provided, with the exception of safety footwear which is the responsibility of the employee.

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.