



## **JOB DESCRIPTION**

<b>Position:</b>	Junior Horticultural Technician (Seasonal)
<b>Department:</b>	Community Services
<b>Reports to:</b>	Supervisor of Projects, Property and Horticultural Services

### **Position Summary:**

Under the general supervision of the Supervisor of Projects, Property and Horticultural Services, the Junior Horticultural Technician will provide assistance to the Horticultural Technician in the planning, enhancement and maintenance of all Municipal garden beds, floral displays as well as maintaining the hanging baskets program throughout the Municipality of Strathroy-Caradoc.

### **Goal Statement:**

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

### **Duties and Responsibilities:**

- Assist with the maintenance of the Municipality's garden beds, floral displays and landscaped areas.
- Assist in maintaining, including watering the hanging baskets, bridge boxes in the downtown core of Strathroy and Mt. Brydges.
- Provide assistance for the cleaning of garbage and weeds in the downtown core area
- Assist with the set-up and clean-up of the Downtown Strathroy Market and other special events throughout the summer.
- Responsible for ensuring public safety through the application of due diligence and risk management practices.
- Responsible for maintaining a high level of positive customer service by acting in a frontline service capacity dealing with ratepayers, answering questions and variety of other interactions.
- Responsible for the completion of records as defined by the Department or other regulatory bodies.
- Participate in the planning discussions, staff meeting, and training as may be required.



- Complete accident reports, vandalism reports and customer complaint reports as may be required.
- Perform such other related duties as may be assigned from time to time.

**Qualifications:**

- ❑ Full-time student in 2018/19 and registered full-time student for fall 2019
- ❑ 1 year of applicable knowledge and/or experience, preferred.
- ❑ Must be competent within the meaning of the Occupational Health and Safety Act.
- ❑ Valid class “G” Ontario driver’s licence.
- ❑ Excellent customer service, communication and interpersonal skills.
- ❑ Ability to use computers and related software.
- ❑ First Aid and CPR certified considered an asset.
- ❑ Energetic, positive attitude and ability to work independently.
- ❑ Provide a satisfactory Criminal Record Check prior to starting employment.
- ❑ Must be able to work outdoors in all weather conditions.
- ❑ This position will require regular weekend shifts.

**PREPARED BY:** William Versloot

**APPROVED BY:** Greg McClinchey

**UPDATED:** February 2019

**SUPERSEDES DATE:** March 2018