



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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**JOB TITLE:** PARKS WORKER III **SCHEDULE:** A  
(Snow, Turf & Construction)

**DIVISION:** PARKS & SOLID WASTE SERVICES

**DEPARTMENT:** ENGINEERING & PUBLIC WORKS

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## **JOB SUMMARY:**

Reporting to the Foreman or Parks & Solid Waste Supervisor, the incumbent is responsible for leading operational staff engaged in construction, boulevard repair and snow control activities. The ability to assign and oversee the work of several employees engaged in routine Parks tasks is essential in this role. The work involves physical labour, equipment operation, landscaping, laying sod, snow control activities, record keeping and report writing. Operation of small motorized equipment (including a skid steer loader, operating as an EQ2) is required. This position involves considerable physical effort and work in fatiguing positions (bending, lifting, etc.) on a regular basis and is subject to a Physical Demands Analysis (PDA). The incumbent is required to work outdoors in all weather conditions and is subject to shift changes (night shift) to facilitate snow removal during the winter. Performs related duties.

## **MAJOR RESPONSIBILITIES:**

**Under the general supervision of the Foreman or Supervisor:**

### **Performs physical labour tasks such as:**

- assisting with the construction, maintenance and landscaping of landscapes, boulevards, recreational areas and playgrounds;
- completing turf maintenance tasks including top dressing, fertilizing, cutting and trimming, reseeding, and watering;
- assisting in building and repairing of fences and other capital projects;
- shoveling, sanding, salting and other miscellaneous tasks associated with snow removal;
- maintaining outdoor rinks and tennis courts;
- using small tools and motorized equipment such as a weed eater, mower, etc.;
- performing other related duties as required or assigned by a supervisor.

### **Working in conjunction with the Foreman, oversees turf and boulevard repair by:**

- designing and planning the layout of turf repairs and landscapes;
- planning and coordinating equipment needs;
- completing assignments.

**Assists with division's snow control needs by:**

- following a comprehensive snow control program for civic buildings, trail systems, City-owned parking lots and other facilities;
- working cooperatively with other City divisions to best address snow control requirements;
- ensuring general tidiness of landscaped, park and hard-surfaced areas;
- operating skid steer loader safely and efficiently.

**Working in conjunction with the Foreman, participates in capital projects by:**

- assisting in planning and coordinating equipment needs;
- participating in the planning of construction, maintenance and landscaping of playgrounds, boulevards, recreational areas and other parks projects;
- coordinating, assigning, directing and inspecting work;
- inspecting construction work of contractors at various stages of progress to ensure job requirements are adhered to;
- completing assignments.

**Provides leadership to crews by:**

- coordinating, assigning, directing and inspecting work;
- monitoring work flow and setting priorities;
- ensuring that safe work practices are followed and rectifying any unsafe or potentially unsafe situations.

**Engages in planning activities by:**

- scheduling work on a daily, weekly, and monthly basis;
- planning and coordinating equipment needs for the area;
- providing input from an operational perspective on policies and procedures;
- developing recommendations for improved customer service and work efficiencies.

**Performs administrative functions by:**

- reviewing and approving crew timesheets;
- preparing a variety of reports concerning operational activities;
- requisitioning materials and supplies and monitoring same by divisional staff;
- responding to a wide variety of customer inquiries and requests with courtesy and tact.

**QUALIFICATIONS:**

**Education:** Completion of Grade 12. As a condition of employment, the incumbent must complete one course in a subject related to turf from an accredited post-secondary institution within one year of hire. Level 1 First Aid is preferred, or must have the ability to successfully obtain within one year of hire.

**Experience:** A minimum four years of experience working directly with turf construction and repair. Demonstrated experience in planning, coordinating and overseeing the work

of contractors in construction or capital projects. Demonstrated experience preparing for and overseeing the construction and installation of playgrounds in accordance with CSA Playground Structure Guidelines. Qualified in the operation of a Skid Steer Loader (Bob Cat).

**Knowledge and Skills:** Considerable knowledge of construction methods and practices. Considerable knowledge of parks operations. Ability to lay out and construct or repair items such as small building structures, playground equipment and fences. Sound knowledge of WCB safety regulations pertaining to park construction and operations. Sound knowledge of CSA Playground Safety Guidelines. Demonstrated ability to use and operate the tools and equipment used in the trade in a safe and efficient manner. Thorough knowledge of methods, practices, theories, and materials used in the landscape trade and snow control as it pertains to Parks operations. Ability to lead, train, supervise, and evaluate staff in a professional and courteous manner. Demonstrated ability to plan and implement a variety of integrated parks activities. Demonstrated initiative and the ability to self-motivate and function with minimal direction. Ability to define problem areas, establish work methods and to plan, assign and monitor tasks. Ability to work within, and contribute to, a proactive team environment. Demonstrated commitment to customer service. Strong organizational and time management skills. Ability to develop and maintain positive, cooperative working relationships with other City employees, external service providers and members of the general public. Ability to oversee the work of external contractors. Ability to understand and effectively carry out written and oral instructions with a minimum of supervision. Excellent interpersonal skills and the ability to deal courteously and tactfully with internal and external customers, contractors, suppliers and the public. Excellent verbal and written communication skills. Ability to work from written orders, blueprints, sketches, grade sheets and oral instructions. Sufficient physical strength and stamina to perform the required duties. Knowledge of WorkSafe BC regulations such as those related to Bullying harassment.

Valid BC Drivers license:	Yes – Valid BC driver’s license, unrestricted class 5.
Vehicle Usage:	Yes – City owned vehicles
Police Information Check:	Yes. As a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP police information check for offenses related to the position.

Prepared by:	Sean LeBrun, Rae-Ann Emery
Date prepared:	November 2007
Revised by:	Sandra Caffrey (title change from AF to FORE)
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