



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: FOREMAN – HORTICULTURE **SCHEDULE:** A

DIVISION: PARKS & SOLID WASTE

DEPARTMENT: CIVIC OPERATIONS

JOB SUMMARY:

Reporting to the Parks Supervisor, the incumbent provides leadership to operational staff engaged in parks activities. The position plans and assigns work, supervises the work of crews, and responds to a wide variety of complaints and service needs from the general public. Under general supervision, the incumbent will show considerable independence of judgment in the field in dealing with recurring problems specific to the operation. This is a working Foreman position, and the incumbent can expect to perform physical activities as required and to work outside in all weather conditions. Performs related duties.

MAJOR RESPONSIBILITIES:

Under the general supervision of the Supervisor and/or Manager:

Supervision of 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;
- orienting, training, coaching and providing leadership to staff;
- performing a variety of physical Parks tasks, as required; and
- overseeing contracted services for quality and compliance.

Engages in planning activities by:

- scheduling work on a weekly, monthly and annual basis;
- setting up and monitoring maintenance programs and schedules;
- working in conjunction with the Supervisor and/or Manager to develop and implement short-range and long-term priorities;
- planning and coordinating equipment needs for the area;
- preparing, submitting and implementing a variety of work plans;
- providing input from an operational perspective on policies and procedures;
- working in conjunction with other divisional staff to plan and make recommendations concerning garden design and layout; and
- developing recommendations for improved customer service and work efficiencies.

Undertakes a variety of horticulture tasks by:

- planting, cultivating, fertilizing and trimming landscaped and park areas;
- cutting, trimming and pruning trees and shrubs;
- mowing and trimming grass;
- ensuring the general tidiness of landscaped and parks areas, as well as hard-surfaced areas, including litter and snow control.

Assists with the City's urban forestry activities by:

- receiving and responding to complaints from the public regarding a variety of tree related matters;
- meeting with complainants to discuss possible solutions related to tree matters;
- inspecting trees and identifying type, size and condition;
- inspecting trees and identifying pests and diseases and recommending treatments;
- pruning and shaping trees;
- performing tree surgery tasks including cleaning, chiseling, bracing or cabling trees where necessary;
- inspecting and operating an Ariel lift unit safely and efficiently in all weather conditions as well as using power saws and hand tools;
- operating a chipper, stump grinder and all other mechanical tools associated in the arboriculture field safely and efficiently; and
- assisting with the installation and taking down of seasonal decorations, banners and other hardware requiring an Ariel lift or ladders.

Performs administrative functions by:

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

QUALIFICATIONS:

Education: Completion of Grade 12. Certificate in horticulture, turf grass management or other related program from a recognized post-secondary institution. Certified Irrigation Technician Level 1 with the Irrigation Industry Association of BC. Valid Landscape Pesticide Applicator License from the BC Ministry of Environment. Membership, or eligibility for membership, in the International Society of Arboriculture is preferred. Completion of the Management Skills for Supervisors program, or equivalent leadership program.

Experience: A minimum five years' experience directly related to parks operations. A minimum of three years' experience directly related to horticulture and tree maintenance. A minimum of two years' experience supervising staff in a unionized environment.

Knowledge and Skills: Considerable knowledge of the theory, practices, methods and techniques of horticulture. Considerable knowledge of Parks Operations. Considerable knowledge of occupational hazards, safety procedures and applicable safety legislation. Ability to lead, train, supervise, and evaluate staff in a professional and courteous manner. Demonstrated ability to assess tree conditions and recognize hazards. Demonstrated ability to plan and conduct an integrated pest management plan, and ensure safety and Ministry regulations are met. 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 foster and maintain positive, cooperative working relationships with other City employees. Ability to understand and effectively carry out written and oral instructions with a minimum of supervision. Ability to facilitate problem resolution. Excellent interpersonal skills deal with internal customers, contractors, suppliers and the public. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. 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. Demonstrated ability to use and operate the tools and equipment used in the trade in a safe and efficient manner. Demonstrated competence in operating various computer programs related to the work. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license: Yes – valid BC driver's license, full-privilege class 5
Vehicle Usage: Yes – City owned vehicles.
Criminal Record Check: Yes – as a condition of employment, the incumbent must be able to obtain and maintain a Police Information Check.
Baseline Hearing Test: Yes

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Date prepared: October 2006
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