


**POSITION SYNOPSIS AND PURPOSE**  
 (A position overview and how it aligns with corporate strategies)



The Groundskeeper, reporting to the Facilities Supervisor, is responsible for maintaining high-quality standards and presentation of all municipally owned and public-facing grounds. This includes lawns, planters, parks, playgrounds, trails, and other outdoor recreation and community spaces. The role involves the operation of light vehicles and specialized tools to ensure these areas are safe, well-maintained, and visually appealing. By preserving the condition and appearance of public spaces, the Groundskeeper plays a vital role in enhancing community well-being and supporting recreational activities.

**MAJOR RESPONSIBILITIES**  
 (Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p><b>Grounds Maintenance and Upkeep</b></p> <ul style="list-style-type: none"> <li>• Provide necessary maintenance for all municipal parks and outdoor recreational spaces, including mowing, trimming, litter cleanup, pruning, and resurfacing.</li> <li>• Maintain various plantings and landscape features, including annuals, perennials, trees, shrubs, and edible plants, ensuring they remain healthy and aesthetically pleasing.</li> <li>• Maintain public use trails and outdoor spaces by resurfacing paths, removing trees and limbs, and performing other necessary work to ensure safety and accessibility.</li> </ul>	<p>60%</p>

Description	Approximate Time Spent (%)
<p><b>Playgrounds and Aquatic Facilities</b></p> <ul style="list-style-type: none"> <li>Regularly inspect playground equipment and surfaces, removing or mitigating hazards to ensure safe and healthy use by the public.</li> <li>Assist with the operation, maintenance, and seasonal preparation of municipal pools and spray parks, including tasks like installing and removing ladders, steps, and covers.</li> </ul>	25%
<p><b>Special Events Support</b></p> <ul style="list-style-type: none"> <li>Work with other division employees to transport and set up event infrastructure such as chairs, stages, and curtains, as well as managing the packing and restocking of equipment post-event.</li> <li>Support the execution of special events by ensuring the readiness of outdoor spaces and assisting in the logistics required for smooth event operations.</li> </ul>	5%
<p><b>Safety and Compliance</b></p> <ul style="list-style-type: none"> <li>Complete hazard assessments with work groups to identify and mitigate risks in public spaces.</li> <li>Provide work records and complete regular equipment inspections to ensure all tools and machinery are in safe working order.</li> </ul>	10%

**\*Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

## MINIMUM QUALIFICATIONS



### Education (degree/diploma/certifications):

- High school diploma or GED equivalent
- Relevant certifications or training in groundskeeping, horticulture, or landscape maintenance considered an asset
- Class 5 NS Drivers License with Condition 15 endorsement

**Experience:**

- 3 years experience in practical landscaping or related field is considered an asset
- Experience operating light vehicles and specialized grounds maintenance equipment is considered an asset
- Work in a municipal environment as an asset

**Knowledge/Skill/Ability:**

- Able to work independently or in a group environment to accomplish time-sensitive critical tasks in a demanding environment
- Able to safely, efficiently and satisfactorily operate specialized tools and equipment
- Understanding of horticultural practices, plant care, and landscaping techniques.
- Knowledge of safety procedures related to groundskeeping and equipment operation.
- Proficient in the use and maintenance of groundskeeping equipment (e.g., mowers, trimmers, pruning tools).
- Experience in snow and ice control (eg: plowing, sanding, salting, or shoveling)
- Strong problem-solving skills for identifying and addressing maintenance issues.
- Attention to detail and the ability to maintain high standards of cleanliness and presentation in public spaces.

**WORK CONDITIONS****Work Demands****This position spends approximately:**

- 10% of the time indoors
- 45% of the time outdoors
- 45% of the time driving a vehicle during work

**Physical effort:**

- Able to spend extended periods of time walking, standing or crouching while carrying, lifting or applying other motor skills
- Sitting for extended periods of time while operating machinery or driving.
- Able to spend extended periods of time walking or standing on uneven surfaces
- Able to transport objects or equipment up to 25kg on/off vehicles, up/down stairs safely
- Able to recognize and identify objects or surfaces at a distance

**Mental effort:**

- Able to complete tasks in a noisy environment while applying established protocols on time
- Able to effectively express or exchange ideas and meaning with employees
- Able to understand direction and adhere to workplace protocol
- Maintaining attention to detail
- Adapting to changing weather conditions

**Hours of work:**

- As per the Collective Bargaining Agreement

**Work Location:**

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

**ACCOUNTABILITY AND INITIATIVE****Independent Decision Making:**

- Prioritizing daily tasks based on urgency
- Assessing and addressing safety hazards

**Financials and Budget:**

- Monitoring usage of supplies and materials
- Suggesting cost-effective maintenance solutions

**Confidential Information:**

- Handling equipment and material logs

**Creativity and Ingenuity:**

- Solving problems related to grounds maintenance

**Leadership, Supervision and Functional Advice****Employees this role manages or supervises:**

- This position does not manage or supervise any employees

**Functional advice this role may provide and to whom it is provided:**

- This position does not provide functional advice

**POSITION CLASSIFICATION**  
(Where this position fits)



<b>Position Title:</b> Groundskeeper	<b>Division:</b> Public Works
<b>Department:</b> Infrastructure	<b>Classification:</b>
<b>Positions Supervised Directly:</b> N/A	<b>Reports to (Direct):</b> Facilities Supervisor
<b>Salary Grade:</b> As per the Collective Bargaining Agreement	<b>Positions Supervised Indirectly:</b> N/A
<b>Hours per week:</b> As per the Collective Bargaining Agreement	<b>Work Location:</b> Grounds Base 191 Henry Hensey Dr., Liverpool
<b>Effective Date:</b> September 8, 2024	<b>Revision Date:</b> June 24, 2026

## Organizational Chart

The reporting relationship of this position to others within the immediate department.

