

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES DIVISION – PARKS & CEMETERIES SECTION – LOCATION – VARIOUS)

LEAD HAND/TRUCK DRIVER – PARKS & CEMETERIES MAINTENANCE - CUPE 5167

SUMMARY OF DUTIES

Reports to the District Supervisors within the Parks & Cemeteries Section of the Environmental Services Division. Directs, schedules and works with a crew to maintain City parks, roads and sports field infrastructure in accordance with prescribed standard operating practices, policies, procedures and specifications.

GENERAL DUTIES

Directs, schedules and works with a crew to maintain City parks, sports fields and trails.

Transports crew, materials and equipment to job site and provides direction, coaching and mentoring, and training of subordinate staff.

Completes various inspection and maintenance reports and logs; makes recommendations to Supervisors for consideration in capital and operating budgets.

Prepares cost estimates for repairs and/or replacement of Parks assets.

Reads and interprets landscape and construction blueprints, i.e. placement of shrubs, trees and flower beds. Oversees contractors, i.e. scrutinize pest control programs.

Liaises with user groups, departments and contractors (i.e. Sport user groups, special events, BIA's community ice rinks etc.).

Drives equipment such as crew cabs, stake trucks and dump trucks, loaders, tractors and various turf equipment.

Connects/disconnects and tows equipment trailers and various implements.

Operates hand and power tools and equipment such as rakes, shovels, picks, drills, blowers, post hole augers, acetylene torches, clippers, hand/power saws, weed eaters, mowers, and other implements associated with parks maintenance.

Monitors and adjusts irrigation systems as needed.

Clears litter and debris.

Plants and maintains grass, trees, shrubs and flowers.

Builds, installs and repairs wooden and frost fences, picnic tables, benches, and signage.

Repairs and maintains outdoor structures such as fence lines, backstops and goal posts, storage sheds, and buildings.

Repairs and maintains small equipment such as aerator and fertilizer spreaders; weed eaters and blowers.

Job Description #: 912

Picks up and delivers vehicles, parts and equipment. Loads and unloads equipment.

Cuts and chalks lines on sports fields in accordance to field layout specifications.

Removes snow from pathways, sidewalks and stairs by ploughing, scraping, shovelling, sanding and salting.

Mixes and dispenses various fuels.

Takes fuel readings, inputs daily totals, usages and inventory of fuel.

Performs irrigation repairs.

Performs minor maintenance and repairs to buildings and stands, benches and tables.

Performs preventative maintenance on vehicles, tools and equipment.

Receives calls; takes messages.

Opens, closes and cleans various facilities.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Ensures that employees assigned to the works crew are provided with and instructed on the use of the appropriate equipment, materials and/or procedures required to perform the assigned duties.

Ensures that all employees perform work in accordance with applicable Health and Safety legislation and adheres to all City of Hamilton corporate and departmental policies and procedures.

Ensures that infractions are reported and appropriate action is recommended to the Supervisor for those employees who do not work in compliance with legislation, policies and procedures.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous maintenance experience using tools and equipment related to duties listed above.
2. Previous experience directing, coaching and mentoring subordinate staff and working with crews to foster a positive working environment.
3. Previous progressive experience in parks maintenance and related programs or parks/horticulture training or education.
4. Ability to read and interpret blueprints.
5. Ability to operate trucks such as crew cabs, stake and dump trucks in a safe manner.
6. Ability to operate tools and equipment in a safe manner.
7. Must possess a valid Class "DZ" Driver's Licence.
8. Able to understand and follow detailed procedures in performing trade or craft type work.

Job Description #: 912

9. Able to use fractions and decimal arithmetic and simple formulas, diagrams and drawings.
10. Certified Parks Technologist (CPT designation) would be an asset.
11. Landscape Exterminator License would be considered an asset.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
13. Working knowledge and skill with computers in a Window environment utilizing Microsoft Office would be an asset.

THIS POSITION REQUIRES A VALID CLASS "DZ" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.

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