

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: SEASONAL LABOURER
	Union / Non-Union: NON-UNION	Classification Type: Seasonal
	Salary Classification: \$18.18/HR	Approval Date: March 6, 2025

General Job Responsibility

Seasonal Labourer shall be responsible for mowing and weed whipping grass, landscaping and watering of municipal parks and gardens, conducting basic maintenance on tools and equipment, keeping parks and trails free of debris and vegetation, disposing of garbage and recycling, transporting materials for parks and trails upgrades, maintaining signs, benches, picnic tables and structures, and carrying out other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Lead Hand.

Specific Job Responsibilities

1. Mowing and weed whipping of grass along municipal sidewalks, parks, trails, open spaces, businesses and infrastructure.
2. Landscaping and watering of municipal parks and gardens, checking municipally owned washroom facilities and stocking supplies when required.
3. Conducting basic required maintenance on tools and equipment.
4. Ensuring parks, trails and municipally owned public spaces are kept free of weeds and other vegetation, raking pathways as required.
5. Pruning and brushing out areas of trails and parks, mowing, weed whipping the trails to avoid long grasses within the pathways.
6. Tending to garbage and recycling where and when necessary and picking up any litter on site and disposing within protocols.
7. Transporting aggregate and other materials for trail and park improvements, required tools and equipment to complete daily tasks.
8. Maintaining park and trail signs and structures, painting and staining picnic tables and benches, sign posts and structures and installing or repositioning signs when necessary.
9. Performing all tasks in accordance with the municipality's safety protocols and wearing required Personal Protective Equipment (PPE).
10. Completing reports as required by Lead Hand or Director of site supervisor.
11. Other duties and responsibilities as may be assigned from time to time by the Lead Hand or Director of Municipal Operations.

Qualifications and Expectations

Candidates for this position must have a minimum of grade 12 education, first aid/ CPR and a valid Class 5 Nova Scotia Driver's License and 2 years of general labourer

experience. Previous experience in a municipal government setting would be considered an asset.

Due to the nature of this position, the employee must have good communication, problem solving, decision making, critical thinking, job task planning and organization skills.

Employees must have basic computer literacy skills, be able to lift 23 kilograms and be willing to obtain a variety of training certifications related to the position. The position may occasionally require work outside normal office hours including evenings, weekends and holidays. The employee must be comfortable working outside in various weather conditions.