

JD: Gardener (Categories 1, 2, and 3)



TOWN OF LAKE COWICHAN  
*Vancouver Island's best kept secret!*

**GARDENER**

(Category 1, 2, and 3)

<b>Job Title</b>	Gardener (Categories 1, 2, and 3)	<b>Department</b>	Operations and Infrastructure
<b>Reports To</b>	Director of Operations and Infrastructure	<b>Job Classification</b>	<input type="checkbox"/> Management <input checked="" type="checkbox"/> Union
<b>FTE</b>	Seasonal	<b>Pay Band/Grid</b>	CBA
<b>Benefits</b>	<ol style="list-style-type: none"> <li>1. <b>Health and Wellness</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Extended Health, Allied Medical Services, Prescription</li> <li><input checked="" type="checkbox"/> Life Insurance</li> <li><input checked="" type="checkbox"/> Accidental Death and Dismemberment</li> <li><input checked="" type="checkbox"/> Dental</li> <li><input checked="" type="checkbox"/> Vision</li> <li><input checked="" type="checkbox"/> Sick Leave</li> </ul> </li> <li>2. <b>Pension Plan</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Defined Benefit Pension Plan (MPP)</li> <li><input type="checkbox"/> Defined Contribution Pension Plan (RRSP)</li> </ul> </li> <li>3. <b>Training and Development</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Support for Professional &amp; Technical Certificate Renewal</li> <li><input checked="" type="checkbox"/> Support for Tuition Reimbursement</li> </ul> </li> <li>4. <b>Work Location</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Onsite</li> <li><input type="checkbox"/> Remote</li> <li><input type="checkbox"/> Hybrid (Mixed of on-site and remote)</li> </ul> </li> </ol>		

## POSITION SUMMARY

Under the general direction of the Director of Operations and Infrastructure and Supervisor of Public Works, the Gardener is responsible for the care, maintenance, and enhancement of municipal gardens, landscaped areas, parks, greenspaces, and public spaces. This position supports the Town’s commitment to maintaining attractive, safe, and healthy public environments for residents and visitors.

The role involves hands-on outdoor work requiring physical stamina, attention to detail, and the ability to work independently or as part of a team in varying weather conditions.

## GENERAL DUTIES

### Gardening & Landscape Maintenance

- Plant, maintain, and care for flowers, shrubs, trees, and landscaped beds.
- Perform weeding, pruning, mulching, edging, fertilizing, and watering of landscaped areas.
- Assist with seasonal planting, bed preparation, and garden clean-ups.

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- Maintain turf areas through mowing, trimming, removal of litter, and general upkeep.
- Assist with washroom facility maintenance, including:
  - Cleaning and restocking public washrooms
  - Sweeping, wiping surfaces, and basic sanitation tasks
  - Reporting maintenance issues, damage, or safety concerns.

### **Parks & Public Spaces Support**

- Support the upkeep of parks, pathways, boulevards, medians, and other public green spaces.
- Assist with the installation and removal of seasonal displays and planters.
- Maintain a clean, safe, and visually appealing appearance of assigned areas.

### **Health, Safety & Risk Management**

- Conduct duties in compliance with WorkSafeBC requirements and municipal safety program and policies.
- Identify unsafe conditions and take appropriate enforcement or mitigation actions.
- Participate in emergency response or after-hours call-outs as required.

### **Operation of Equipment**

#### **Category 1**

Entry-Category employee with limited experience who performs basic parks and grounds duties and operates hand tools and equipment under close supervision. Duties include:

- Use basic hand tools and gardening equipment such as:
  - Shovels, rakes, hoes, pruners, wheelbarrows
  - Hoses and basic watering systems
- Assist with operating powered equipment under supervision, including:
  - Weed trimmers
  - Walk-behind lawn mowers
- Assist with filling, moving, and positioning portable water tanks under direction.
- Ride as a passenger or assist with loading/unloading municipal vehicles and equipment.
- No independent operation of chainsaws or heavy equipment unless certified and explicitly directed to do so by the Head Gardener, Supervisor of Public Works, or Director of Operations and Infrastructure.

#### **Category 2**

Employee with demonstrated competence who independently operates standard municipal vehicles and equipment and performs assigned tasks with minimal supervision. Duties include:

- Operate standard parks and grounds equipment, including:
  - Weed trimmers and brush cutters
  - Walk-behind and ride-on lawn mowers
  - Small powered gardening and landscaping equipment.

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- Operate municipal light-duty vehicles (e.g., pickup trucks, utility vehicles).
- Transport tools, materials, and water as required.
- Fill, tow, and operate water tanks or trailers used for irrigation and maintenance.
- Perform basic chainsaw work for limbing, pruning, and light debris removal (where trained, certified, and authorized to do so).
- Actively support Gardeners operating at a Category 1 and/or Summer Students.

### **Category 3**

Highly skilled employee with advanced equipment competency and leadership responsibility.

Operates complex or higher-risk equipment and provides guidance and support to other staff.

Duties include:

- Operate a full range of municipal parks and grounds equipment, including:
  - Ride-on mowers and specialized turf equipment
  - Chainsaws for tree pruning, storm cleanup, and hazard mitigation
  - Water trucks, water tanks, and irrigation trailers
  - Light trailers and equipment transport units
- Safely transport staff, tools, and equipment between work sites
- Coordinate and oversee equipment use on-site to ensure safety and efficiency
- Ensure equipment is used in accordance with manufacturer guidelines and municipal policies.
- Actively support Gardeners operating at a Category 2, Category 1 and/or Summer Students.

### **Other Duties**

- Support special projects, system upgrades, and process improvements within the Operations and Infrastructure Department.
- Willingness to serve during a municipal emergency if called upon to do so.
- Perform other related duties assigned from time to time consistent with the responsibilities of the position.

## **QUALIFICATIONS, SKILLS, COMPETENCIES AND ABILITIES**

### ***Minimum Requirements***

Category 1 – Entry Level

- Completion of Grade 10 or equivalent.
- Previous experience in gardening, landscaping, parks maintenance, or related outdoor work is an asset.
- 0-1 year of work experience. Previous general labour or outdoor work experience is an asset.
- Valid Class 5 BC Driver's Licence required; limited driving duties under supervision.

Category 2 – Intermediate Level

- Completion of Grade 12 or equivalent.
- Post-secondary coursework or certificate in horticulture, landscaping, parks maintenance, or a related field is an asset.
- One (1) to three (3) years of experience in parks, gardening, landscaping, or grounds maintenance.
- Demonstrated experience operating standard grounds maintenance equipment (e.g., trimmers, mowers, light vehicles).
- Experience performing independent gardening and landscape maintenance tasks
- Valid Class 5 BC Driver's Licence required; regular operation of municipal vehicles and equipment may be required.
- Demonstrated ability to operate vehicles safely and in accordance with municipal policies.

Category 3 – Experienced Level

- Completion of Grade 12 or equivalent.
- Post-secondary diploma, certificate, or significant coursework in horticulture, landscaping, arboriculture, or a related field is preferred.
- Three (3) to five (5) years of progressively responsible experience in parks, gardening, landscaping, or grounds maintenance.
- Demonstrated experience operating a wide range of municipal equipment, including ride-on mowers, water tanks, and chainsaws (where authorized).
- Experience providing on-the-job guidance, training, or functional leadership to other staff.
- Valid Class 5 BC Driver's Licence required; responsible for routine operation of municipal vehicles and transport of staff, tools, and materials.
- Expected to model safe driving practices and ensure compliance with vehicle use policies.

**Skills**

- Strong customer service and interpersonal skills with the ability to interact respectfully and courteously with the public, Council, staff, volunteers, contractors and other stakeholders.
- Thorough knowledge of gardening, landscaping, and parks maintenance techniques.
- Strong problem-solving abilities and attention to detail.
- Ability to read work plans and prioritize tasks.

**Competencies and Abilities**

- Integrity and confidentiality
- Reliability and professionalism
- Collaboration and teamwork
- Adaptability and problem-solving