



## Town of Wolfville Job Description

<b>Position Title:</b>	Parks Labourer
<b>Reports to:</b>	Parks Lead Hand
<b>Wage Rate:</b>	Labourer, Collective Agreement
<b>Classification:</b>	Fulltime, Permanent, Seasonal

---

### Position Summary

To carry out general maintenance and beautification of all Town of Wolfville (TOW) maintained green spaces, parks, and trails. Parks staff also contribute to delivery of town operated and supported events - typically in the roles of setting up, tearing down/cleaning up and traffic control.

### Principle Duties and Responsibilities

- Carry out general maintenance in all green space areas including mowing, raking, weeding, lining of fields, sweeping, and daily operational upkeep.
- Carry out spring clean up in all the TOW's green spaces, parks, and trails. Prepare for end of the season.
- Prepare all fields with fertilizer, aeration, detaching, and seeding as required.
- Prune and maintain shrubs and hedges in all park and green spaces.
- Water, fertilize, prune, and mulch trees, planters, and hedges in all parks.
- Prepare, plant, weed, edge, water, fertilize, deadhead and generally maintain all TOW flower beds, planters, and hanging baskets.
- Maintain the TOW section of the Harvest Moon Trailway.
- Make repairs as requested to TOW's benches, tables, planters, and other assets.
- Paint all outside areas as deemed necessary by the Parks Lead Hand (buildings, benches, tables, planters, or sheds).
- Ensure that all waste and unsightly items are removed from TOW property and placed appropriately for removal.
- Maintain tennis courts.
- Act in a professional manner; with the knowledge that work is conducted in a public space and under the public eye.



- Recommend care and maintenance to Parks Lead Hand for green spaces, parks, and trails that may need extra attention.
- Assist in the set up for and take down of TOW events and supported events.
- Assist with the decorating of TOW public spaces, including the placement of street banners and permanent or temporary signage.
- Adhere to all provincial and municipal Occupational Health and Safety policies, guidelines and standard operating procedures; participate in required Occupational Health and Safety training as necessary.
- Respond to any requests from the Parks Lead Hand or the Director of Parks and Recreation to perform work not specifically mentioned above, as may be required in daily operations.

**Skill/Knowledge:**

- Basic horticultural knowledge.
- Strong work ethic and self-motivated.
- Ability to operate, care for, and maintain various pieces of motorized and non-motorized equipment used in the day to day function of the job such as tractors, lawn mowers, and chainsaws.
- Good communication skills.

**General Capabilities:**

- Ability to respond courteously to public inquiries.
- Ability to exercise care and to follow safety procedures.
- Willingness to learn.
- Ability to exert moderate to high levels of physical effort and to work in fatiguing positions (i.e. kneeling, bending, lifting).
- Ability to work independently and as part of a team.
- Ability to accept responsibility for all actions while employed by the TOW, including the reporting of damages and unsafe work practices and completion of incident reports as required.

**Working Conditions:**

- This position spends long periods of time on job sites, outside, doing physical labour and/or operating equipment.
- Exposure to extreme weather conditions; heat, rain, wind, cold and damp weather, etc.
- Normal stress and strain associated with physical labour.



**Education or Training:**

- 3-5 years relevant experience.
- Valid Class 5 Nova Scotia driver's license.
- Horticulture/landscaping diploma would be considered an asset.

**Approved by:**

A handwritten signature in black ink, appearing to read "mbl".

---

CAO or Department Head

2026-02-04

---

Date