



Position Title: Grounds Worker – Lead Hand (Full-Time)
Department: Facilities
Immediate Supervisor: Maintenance Supervisor

Nature and Scope

Working under the supervision of the Maintenance Supervisor, the Grounds Worker Lead Hand plays a key role in enhancing the visual esthetics of the campus, and ensuring the grounds are consistently maintained in top condition for full and productive use (maintenance of grass, field, gardens, pruning, hard surfaces and drainage systems).

Responsibilities

- Assigns the daily activities of grounds maintenance personnel;
- Delivers training in all grounds maintenance practices, operating procedures and equipment operations;
- Inspects all outdoor facilities on a regular basis to determine their state of repair;
- Plans and schedules annual grounds program; creates and maintains preventative maintenance programs;
- Works within a budget and maintains operating records;
- Assists Mtce Supervisor in planning and coordinating capital projects, maintenance contracts and contractors;
- Researches, orders and receives grounds maintenance supplies and equipment;
- Maintains as built drawings for underground services and other aspects of site maintenance;
- Coordinates the removal, storage and replacement of seasonal furniture;
- Maintain a high standard of safety, cleanliness and efficiency in all maintenance and repair projects. Role-model safe work practices and abide by all safety rules and policies.

General Duties

- Maintain grounds along buildings, cut, trim and edge all grassed areas;
- Apply herbicides and pesticides as required, in compliance with regulations;
- Clear debris, snow and ice throughout campus as required;
- Design, plan, install, repair and maintain Irrigation systems; maintain and repair pond and fountain;
- Maintain garden areas, prune shrubs and trees, and coordinate tree removal;
- Pressure-wash hard surfaces, clean exterior windows, clean fixed equipment and docks;
- Clean and maintain roofs, gutters, drains, including maintenance of bird deterrents;
- Maintain, and assist with installation of catch basins and sewers;
- Inspect (*'pre-trip'*), clean, and maintain equipment, including records of mechanical maintenance performed;
- Set-ups for Special Events functions (e.g. tables, chairs, platforms, stages, tents);
- Perform other job related duties as required.

Qualifications /Experience

- Valid BC driver's license;
- Grade 12 or equivalent combination of education and work experience;
- At least 5 years' experience in a role with similar duties and responsibilities.
- *The following would be considered an asset:*
 - Level 1 first aid certification;
 - Herbicide license;
 - Certificate in Horticulture (1 year);
 - Arborist technician certification.



Knowledge/Skills

- Proven knowledge of landscape and turf design, planting and maintenance, garden planting and maintenance (bedding plants, shrubberies and trees/tree limbing), and irrigation installation, repair and maintenance;
- In depth knowledge of methods, materials, tools and equipment (including but not limited to weed-eaters, blowers, backhoe, bobcat, mini excavator and single axel dump truck), preventative maintenance practices, occupational hazards and safety precautions as related to grounds maintenance repairs, design and installation;
- Well-developed mechanical aptitude; ability to perform repairs *'on-the-fly'* is a definite asset;
- Ability to read and interpret pertinent data from labels, Material Safety Data Sheets and work orders;
- Excellent communication, interpersonal, team leadership, and problem solving skills;
- Able to work well under pressure and meet deadlines;
- Self-directed, flexible, with the ability to work independently;
- Proficient with PC (Microsoft Office) applications;
- A sound understanding of Pest control, WHMIS legislation, WCB regulations and CSA standards.

Working Conditions

- Located in a modern oceanfront campus complex in Mill Bay, this is a full time year round position;
- This position will be staffed with minimal supervision, may require evening and weekend availability and on occasion require additional hours according to operational needs.
- Must be currently entitled to work in Canada. Successful clearance of a Criminal Record Check is a condition of initial and ongoing employment, and the position is subject to a probationary period.
- Work normally requires a moderate level of mental effort in assessing, problem solving, reading, organizing, and handling repetitive tasks amid distractions and interruptions.
- Good physical conditioning, agility and strength is required to perform all requirements of the positions on a daily basis, including lifting up to 50 pounds, bending, twisting, reaching, grasping etc. Regular requirement to work from heights, ladders, man lifts etc., and required to work outdoors in varying weather conditions.

Qualified applicants should forward their applications, including cover letter and résumé,
to the attention of Human Resources by noon on Wednesday April 20, 2016.

Fax (250) 743-8446 | hr@brentwood.bc.ca
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While we thank all applicants for their interest, we will only be in direct contact with those applicants who are selected for interview.