

THE KEYSTONE NEIGHBOURHOOD COMPANY
Job Description

Job Title: Landscaping Operations Staff – Summer Season

Pay Range: DOE per hour

Supervisors: Direct supervision from the Landscaping Manager, Village Operations Manager, Supervisor and Lead(s) and indirect supervision from the KNC Executive Director

Supervises: NA

Scope: All KNC properties – including but not limited to River Run Village; Old River Run; all commercial areas in River Run; Springs/Red Hawk; Alders; Ski Tip; Trappers Crossing; Settlers Creek neighbourhoods.

Summary: Perform a variety of duties involved in the daily operations of KNC property areas including: landscaping and basic maintenance. Could also assist Village Operations staff with duties including village area maintenance, clean up and festival/event support.

Functions:

- Spring and fall clean up of landscaped areas
- Including but not limited to raking, weeding, planting, pruning, watering, soil work and mowing
- New installation projects
- Basic irrigation repairs, if applicable
- Cleaning, sweeping, trash picking in and around beds
- Wetland maintenance, if applicable

Skills:

- Must be able to perform strenuous physical activity
- Ability to lift 25-50 pounds routinely
- Ability to work outdoors and in changing weather conditions

Physical Demands:

Does the job require that weight be lifted or force be exerted? If so, how much and how often?

<u>Amount of Time</u>	<u>None</u>	<u>Up to 1/3</u>	<u>1/3 to 2/3</u>	<u>2/3 and more</u>
Up to 10 pounds				XX
Up to 25 pounds			XX	
Up to 50 pounds		XX		
Up to 70 pounds		XX		
Up to 100 pounds	XX			

Physical Demands Continued:

How much on the job time is spent performing the following physical activities?

Amount of Time	None	Up to 1/3	1/3 to 2/3	2/3 and more
Standing				XX
Walking				XX
Sitting			XX	
Use fingers, hands				XX
Reach w/hands/arms				XX
Climb or balance		XX		
Stoop, kneel, crouch, crawl				XX
Talk or hear				XX
Taste or smell	XX			

Vision Requirements of the job:

Close, distance, color, and peripheral vision; depth perception and ability to adjust focus

Other Special Requirements:

- Previous landscaping/irrigation experience preferred
- This dept. is staffed 7 days a week, a set schedule will be assigned
- High school education or equivalent preferred
- Must be able to work within a culturally diverse workplace
- Must be able to communicate in English – verbal conversation, reading and written