



**Town of Quispamsis  
Community Services Department  
P.O. Box 21085  
Quispamsis, N.B.  
E2E 4Z4**

## JOB DESCRIPTIONS

### ***POSITION: Parks/Green Space Maintenance***

Each Park Maintenance employee will exercise professional judgement and will be responsible for the general clean up of the parks, including mowing and trail maintenance. These employees will report directly to the Community Services Facilities Manager.

#### **DUTIES:**

- ◆ Repairing washouts on all trail development
- ◆ General landscaping
- ◆ Assist in the construction & development of new trails with the Town's trail system
- ◆ Clean-up of litter and garbage in parks
- ◆ Raking walking trails
- ◆ Painting indoors and out

### ***POSITION: Trail Attendant's/ Maintenance***

Each Trail Attendant/ Maintenance employee will exercise professional judgement and will be responsible for the general clean up of the parks, and trail maintenance. These employees will report directly to the Community Services Facilities Manager.

#### **DUTIES:**

- ◆ Assisting in the planning and development of five (5) new bridges on the Matthews/Saunders Brook trail system
- ◆ Planting of flowers, shrubs and trees
- ◆ Trimming of hedges, trees and shrubs
- ◆ Mulching of flower beds
- ◆ Mowing, whipper snipping and raking grass
- ◆ General landscaping
- ◆ Watering of flowers, shrubs and trees
- ◆ Clean-up of litter and garbage in park
- ◆ Raking walking trails
- ◆ Painting indoors and out

### ***POSITION: Landscape Technicians***

The Landscape Technician employees will exercise professional judgement and will be responsible for the overall general landscaping needs of all the parks and facilities located throughout the Town of Quispamsis. These employees will report directly to the Community Services Facilities Manager.

## **DUTIES:**

- ◆ Planting of flowers, shrubs and trees
- ◆ Trimming of hedges, trees and shrubs
- ◆ Mulching of flower beds
- ◆ Mowing, whipper snipping and raking grass
- ◆ General landscaping
- ◆ Watering of flowers, shrubs and trees
- ◆ Recommending and developing a landscaping design for all parks and facilities

## **POSITION: *Fields and General Maintenance***

Each Field and General Maintenance employee will exercise professional judgement and will be responsible for the general clean up of the four Municipal owned ball fields as well as the Town's two soccer fields. This will include mowing, and lining the fields as well as bleacher and fencing repairs. These employees will report directly to the Community Services Facilities Manager.

## **DUTIES:**

- ◆ Dragging the Ball fields on a daily basis
- ◆ Lining the Ball fields daily
- ◆ Lining the soccer fields two times per week
- ◆ Mowing all fields as needed
- ◆ Inspecting the fields and playing surfaces on a daily basis
- ◆ Aeration of all grassed fields - monthly
- ◆ Maintenance of all equipment located in the fields
- ◆ Painting outdoors.

## **POSITION: *Playground Technicians/Installers***

The Playground Technician employees will exercise professional judgement and will be responsible for the overall maintenance of the Town's Playground Parks. This employee will work with a level 2 Playground Inspector and they will report directly to the Community Services Facilities Manager.

## **DUTIES:**

- ◆ Clean-up of litter and garbage in playgrounds
- ◆ Work directly with a CPSI Certified Playground Inspector
- ◆ Raking and maintaining the required protective surface
- ◆ Overall general inspection of all playgrounds daily and reporting any hazards noted for immediate action to occur
- ◆ Operating a power sander to remove old iron based paints from equipment
- ◆ Painting outdoors

## **POSITION: *Park Attendant's***

With the recent growth in the Town of Quispamsis and development of the new Arts & Culture Park, along with the Meenan's Cove Park, we require two Park Attendant's who will exercise professional judgement and will be responsible for the general clean up of the Parks, and Beach House. This will include mowing, small trail maintenance as well as keeping the on site facilities clean. This employee will report directly to the Community Services Facilities Manager.

## **DUTIES:**

- ◆ Planting of flowers, shrubs and trees

- ◆ Trimming of hedges, trees and shrubs
- ◆ Clean-up of litter and garbage in parks
- ◆ Raking walking trails
- ◆ Painting indoors and out
- ◆ Some public relations
- ◆ Sweeping, scrubbing and general maintenance of facility

***POSITION:***                    ***Municipal Office Clerk***

**RESPONSIBILITIES:**        To provide the best possible service to the residents of the town of Quispamsis. The successful candidate must be polite, courteous and efficient when interacting with the public at the office or during special events; work well under pressure with minimal supervision; strong interpersonal skills as well as the ability to work as part of a team are essential to this position

**DUTIES:**

- ◆ Responsible for receiving the public in a warm, friendly and professional manner.
- ◆ Answering the telephone in a professional and courteous manner.
- ◆ Receive payments and issue receipts.
- ◆ Assist with the coordination of town sponsored events and activities.
- ◆ Daily deposits, copying, typing and other general office duties as required
- ◆ Issuing of animal licenses
- ◆ Booking and renting of facilities.
- ◆ Some evening and weekend work maybe required.