

Civic Enhancement Officer

The Town of Gander has an opening for the position of Civic Enhancement Officer within the Parks, Recreation & Tourism Department. Regular hours of work are 7:30 a.m. to 4 p.m., Monday to Friday.

REQUIREMENTS:

The successful candidate will take a leadership role in the implementation of the Town of Gander's civic beautification strategy. This will include, but is not limited to, developing maintenance schedules, recommending processes and materials, and carrying out landscaping and horticultural activities.

MAJOR DUTIES & RESPONSIBILITIES:

- Plan, implement and lead all civic enhancement work and staff
- Order materials and supplies, i.e. trees, shrubs, flowers, soil mix, fertilizers, top soil, etc.
- Assist budget development
- Assist with identifying training requirements
- Prepare landscaping reports
- Prepare and carry out maintenance schedules for athletic fields and open spaces including Fertilizing, aeration, liming, etc.
- Carry out basic carpentry work when required
- Other related duties

QUALIFICATIONS:

- Good communication and interpersonal skills
- Completed post-secondary education in landscape management, horticulture and/or forestry (certificate), turf management, etc.
- Carpentry skills
- Experience in a landscaping or parks position, utilizing skills and abilities which would advance the Town of Gander's overall Civic Enhancement Strategy
- Knowledge of Safe Work Practices and Procedures in accordance with Occupational Health and Safety Regulations would be an asset
- Class 5 driver's licence and abstract
- Equivalent experience/knowledge

SALARY:

This is a unionized position paying \$19.65/hour and benefits are determined by the Collective Agreement. Interested applicants are invited to submit a resume and cover letter on or before Friday, May 23, 2008.

Deputy Municipal Clerk
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