



**MUNICIPALITY OF JASPER
JOB DESCRIPTION MANUAL**

Title: Grounds Labourer

Classification: CUPE 1458 – Pay Level 8	Supervisor: Grounds Lead Hand
Department: Operations	Work Hours: 8 hours/day, 40 hours/week

SUMMARY DESCRIPTION

To assist in daily, all-seasonal care and maintenance of Municipality of Jasper's transportation network, grounds, sports fields, turf areas, flower beds/planters, municipal cemeteries, irrigation systems and municipal water distribution systems.

PRIMARY DUTIES

- To maintain all grounds owned and operated by the Municipality of Jasper as directed by the Lead Hand;
- Assist with the development of new grounds areas as directed by the Lead Hand or Manager;
- To operate equipment needed for landscaping and to assist roads and streets if required;
- Operate and maintain equipment as per preventative maintenance program;
- Assist the Lead Hand with repairs and maintenance of transportation network, grounds, sports fields, turf areas, flower beds/planters, municipal cemeteries, irrigation systems and municipal water distribution systems, as assigned;
- Repair routine items and report non-routine items to the Lead Hand or Manager as appropriate;
- The work schedule is to be flexible as necessary for the department to maintain seven day per week operations and special events coverage. May be required to work weekends, evenings and holidays;
- Winter duties as required including but not limited to snow plowing and ice control;
- Become familiar with and carry out duties and responsibilities in accordance with Municipal policies and procedures and Occupational Health & Safety regulations.
- Responsible to be aware of and follow safe work practices, and wear the proper personal protective equipment (PPE) applicable to equipment or task; ☐ Reports all incidents and accidents to the Manager;
- Other related duties as assigned.


COMPETENCIES AND BEHAVIOURS

- Acts as an ambassador for the Municipality of Jasper, Council and staff

- Leadership & organizational skills
- Reliable
- Positive thinker
- Team player
- Open to learning (would attend courses)
- Flexible
- Self-motivated
- Communication skills
- Committed to the Municipality of Jasper's Core Values – Professionalism, Empathy, Accountability, Respect, Communication and Teamwork.

DESIRED KNOWLEDGE, EDUCATION, AND EXPERIENCE

- Valid class 5 driver's license
- First Aid/CPR certificates
- Fork lift certification
- Knowledge of grounds keeping and winter maintenance practices;
- Equipment operating experience related to maintenance;
- Experience operating heavy equipment such as a picker truck, backhoe, or bobcat & attachments.

Approved: 
 Christine Nadon
 Acting Chief Administrative Officer
 Municipality of Jasper

Date: March 27, 2025