

## **Parks Personnel I**

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Reports to: Director of Operations  
Department: Operations  
Classification: Union

### **Main Purpose & Function:**

Reporting to the Director of Operations or designate, the Parks Personnel I performs a variety of manual labour and maintenance tasks to support the upkeep, safety, and appearance of the Town's parks, green spaces, and boulevards. This role involves outdoor, physical work in all weather conditions and requires regular interaction with the public. This position will also support municipal operational areas as needed to ensure efficient and effective level of service.

### **Major Accountabilities:**

1. Landscaping, debris removal, and general maintenance of Town parks, green spaces, flower beds, and boulevards.
2. Perform grounds and facility inspections, building maintenance, and repair functions, and create deficiency reports.
3. Perform a wide variety of general parks maintenance tasks, horticultural activities, facility maintenance, and minor repairs to ensure sidewalks, trails, and parks are safe.
4. Lawn maintenance such as raking, edging, watering, weeding, aerating, fertilizing, and seeding.
5. Operate equipment such as tractors, mowers, leaf vacuums, water trucks, and any other types of landscaping and/or gardening equipment and tools.
6. Support the cleanup and restoration of public spaces, including the temporary overnight sheltering area, in coordination with Community Safety Officers and compliance with safety protocols and procedures.
7. Perform pre-trip equipment inspections, perform minor maintenance such as cleaning and lubrication, and report and/or recommend maintenance and repairs as required.
8. Provide courteous, professional service to the public.
9. Practice effective risk management, health and safety practices and procedures, observing and reporting work site hazards.
10. May be required to perform other related duties as required and participate in the Emergency Operations Centre as and when required.

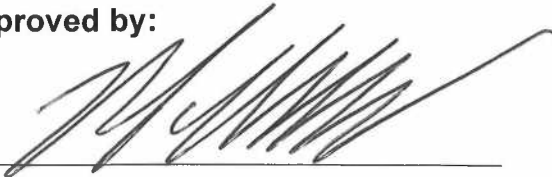
**Qualifications:**

- A High School Diploma or equivalent.
- One year of landscaping or gardening experience.
- A valid, class 5 BC Driver's License.
- Workplace Hazardous Materials Information System (WHMIS) certification.
- Chainsaw Safety Certificate would be considered an asset for this position.

**Other Requirements:**

- A safety-first attitude is necessary to ensure that all safety precautions are considered and taken.
- Mechanical aptitude.
- Ability to follow detailed instructions, both oral and written.
- Ability to work autonomously and establish priorities.
- Positive attitude and strong customer service skills.
- Ability to develop and maintain effective workplace relationships.
- Physical ability to perform the duties assigned, including heavy manual labour for extended periods at various heights in all types of weather and environmental conditions.

**Approved by:**



Town of Smithers

**Agreed to:**

Employee Signoff

March 20, 2026

Date

Date