#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Landscape Technician

**Job Number:** SB-033 | VIP: 1297

**Band:** OPSEU-7

**Department:** Facilities Management

**Supervisor Title:** Manager, Facility Services

**Last Reviewed:**  December 6, 2023

#### **Job Purpose:**

Provides landscape design (horticultural, hardscape, etc.) and grounds maintenance services through the operation of a variety of equipment and materials for safety purposes and beautification of grounds. Provides weekly services for recycling. Provides sand, sandboxes, and ice melt for all colleges. Provides maintenance services for Wildlife Sanctuary including bridges, walkways, boardwalks, and ski trails. Provides waste management and hazardous waste control services to Trent University’s portfolio of buildings and assets. Outside perimeter check and needed maintenance for property surrounding Main Campus and Wildlife Sanctuary. Maintains book work for equipment and supplies. Assists training and supervision of student workers.

#### Key Activities:

* Garbage and Hazardous Waste Removal - Main Campus, Wildlife Sanctuary, Nature Areas and exterior of the University’s portfolio of properties and assets. Pick-up, remove and dispose of waste using appropriate equipment and safety techniques. Ensure a safe/hygienic environment for public, prevent accumulation of garbage and infestation of rats, rodents, skunks, porcupines, and raccoons.
* Equipment - Industrial, hydraulic, small and personal types - safe use and maintenance to ensure identification, repairs, ordering and disbursement of equipment. Ensure safety procedures are followed by student workers. Preventative expenses by poor maintenance of equipment. Prevention of accidents and self, student workers and public by use of personal safety equipment. Maintenance includes oils, fuels, and fluids, sharpening blades, tires, etc.
* Above regular routine machine maintenance, extensive diagnosis and troubleshooting of job and industry specific machinery including disassembling winter snow removal equipment, low voltage automotive electrical work, rebuilding and reinstalling PTO’s, drive shafts and all other non-mechanic (licensed) machine work required to keep the machinery working and safe.
* Clerical/Book work - maintain work repairs for equipment, label identification, inventory of supplies. Provide job estimates for contract work. Requisition, pick-up and disbursement of supplies. Provide accountability of expenses, maintains equipment, ensures equipment and supplies are available, ensures availability of safety equipment. Prevents major expenses of equipment re maintenance, Maintenance planner, Keeping track of work orders, direct communication with requestors, changing situations, imputing hours, maintaining, and organizing documents for work orders, VIP system Responsible for entering time requests, overtime.
* Snow and Ice removal - as needed and on call. Provide safe operation of equipment, to ensure safety of public, vehicles, buildings, and access for emergency vehicles and to prevent flooding of areas/buildings by maintaining manholes.
* Grounds Maintenance - lawns, gardens, trees, including horticultural planning and design of gardens (concept, design, order and installation of plant materials, estimation of labour needs and timelines) and/or hardscape design, installation and repair factoring in base conditions, grade and slope, water management, traffic conditions and general safety and accessibility. Implement removal and disposal of trees that are safety concerns, factoring in ground conditions, weather, location, etc.
* Buildings and Structure Maintenance - Ensure safe usage of structures.
* Event Set-up – Assist with set-up and take-down (e.g. fencing, waste management, stage set-up, etc.) for various university events (Convocation, Head of the Trent, etc.), communicating with various university contacts (e.g. Housing, Conferences, etc.) to ensure things are set up appropriately. Make adjustments, as required.
* Moving Equipment and University Assets – Use vehicles and equipment to move, relocate and dispose of university assets, including fridges, welders, chemicals, signage, A/C units, etc.
* Compost pick up – pick up compost around campus, dispose of in designated area for pick up from external contractor.
* Pest Control – Bees, Ants, Spiders, Wasps, Hornets, Mice, Racoons
* Locking and unlocking – university resources/assets
* Observes and reports any health & safety, risk management, or security problems or concerns (e.g. when working with external trades)
* Loading/unloading of commercial equipment and resources from bulk suppliers eg salt skids, armour stone. (e.g. Swish, Drain Bros, Kawartha Capital Trucking and Landscape Supply, logistic shippers etc.)
* Reading and comprehending locate packages required for the safe excavation around university and public infrastructure.

#### Education Required:

* Secondary School Diploma required; Landscape Technician Certification preferred.

#### Experience/Qualifications Required:

* Five (5) years’ experience in landscape construction, heavy equipment operation, road maintenance, or another related field.
* Valid Class “G” Driver’s License.
* Transportation of Dangerous Goods Certification Training.
* Knowledge of current Occupational Health & Safety Legislation.
* Understand how to read and navigate locate packages and safe dig requirements.
* Demonstrated ability to perform mechanical and agricultural tasks.
* Specific knowledge and certification of chain saw use, backhoe, and other hydraulic equipment.
* Specific knowledge of operation and maintenance of grounds equipment which include: diesel and regular gasoline powered tractors and equipment; large and small trucks; snow removal equipment; air compressors, etc.
* Specific knowledge of plant, shrub, tree and grass selection and maintenance techniques.
* Demonstrated ability to work independently.
* Must be physically capable of routinely lifting/handling equipment and other materials.
* Good communication skills.
* Proven technical competency (email, Microsoft office, iPhone/cellular device). Demonstrated skills in, and commitment to customer services and continuous improvement.
* Some evening and weekend work may be required.
* On-call required during winter months.
* Provide training, guidance and direction, assigning and monitoring work for accuracy and completion and providing input into staffing decisions and performance evaluations.

**Job Evaluation Factors:**

##### Analytical Reasoning

*Daily work performed through standard and established practices. Work is delegated to Landscape technicians through the Landscape and grounds Coordinator or Manager of Facility Services, daily. Limited analysis is required to carry out assigned duties. Some reasoning is required to determine how maintenance duties should be scheduled and some prioritizing may happen on an ad-hoc basis. Some analysis is required for troubleshooting problems when completing daily tasks as well as routine regular machine maintenance.*

##### Decision Making

*Daily work performed through standard and established practices. Some decision making may occur with respect to prioritizing tasks, daily work decisions are left to Coordinator or Manager to direct. Some decision making is required to determine how maintenance duties should be scheduled and some prioritizing may happen on an ad-hoc basis. Can be relied upon to make recommendations on design/implementation methods with respect to projects. Landscape Technicians are tasked to decide when inventory levels need to be replenished, decide, and give input on appropriate parts to purchase for machinery. Although routines are set for snow removal and winter maintenance needs, the Landscape Technicians may be required to make ad-hoc decisions on snow clearing routes in emergency situations.*

##### Impact

*The consequences of errors in decision making have an impact on the entire university, If established practices, both safety and routine, are not followed properly the impact it may have on the university is likely to extend to other departments, students, faculty as well as guests and the general public having a moderate negative impact on all as a result. The consequences would have an impact on the university’s finances, public image, facilities and physical resources, delivery of programs and services as well as the safety and well being of others. If this team didn’t diagnose, troubleshoot and repair the machinery the way they do, in house, Trent University would see significant costs for work to be complete on these machines as well as see service interruptions across all university programs. The work would then go out of house to complete taking more time and costing more in the end.*

##### Responsibility for the Work of Others

*Indirect Responsibility*

*Trade workers/contractors -- Working alongside contractors. Vendors – Ensure vendors are meeting University standards, acting in a safe manner and make recommendations regarding set up.*

*Direct Responsibilities*

*Students – part time and seasonal -- provide training, and guidance as required; oversee on site duties; evaluate work; monitor hours, complete necessary paperwork, and work orders; and ensure health and safety measures are taken.*

##### Communication

*Internal:*

* *Students*
* *Staff*
* *Faculty*
* *Project Managers*

*External:*

* *Guests*
* *Contractors*
* *Public Workers*
* *Retail Associates*
* *General Public*

##### Motor/ Sensory Skills

* *Frequency, nature, and precision pointing*
* *Dexterity – simultaneously on equipment while moving (frequency 1,2,3)*
* *Auditory – while operating equipment with motors, blades, belts, etc., listening that salt and sand it being dispersed properly, ensuring that equipment does not have unusual sounds to prevent break downs and safety issues, weather conditions for priorities and safety.*
* *Taste/smell – equipment fluids, emissions, leakage, antifreeze, oils, gases, exhaust fumes, smoke, belts/rubber burning, cleaning and/or chemical materials, waste, and hazardous waste materials.*
* *Touch – sharpness of blades, position, and use of gears, shifts etc. While operating equipment, caring for plant etc., covering and casements of equipment to check temperature. (precision 2,3)*
* *Visal – snow/ice conditions, maintain ongoing check on trees, shrubs, for health of each and safety of university, all equipment and pumps, continuous check of grounds for safe and clear areas*

##### Effort

*Physical:*

* *Mental*
* *Concentration – focus/sensory effort, refer to sensory skills for description, job related (intensity 3,4) (control 1,2)*
* *Listening – processing information received on work to be completed. When responding to inquiries from faculty, staff, students, and visitors. Hearing concerns and addressing questions or issues*
* *Extremely focused concentration while operating heavy machinery.*
* *Plan and forethought required as well as strict concentration when cutting down trees*
* *Physical*
* *Lifting, carrying, bending, walking, moving, pushing/pulling, extending/reaching, kneeling, moving heavy material*

##### Working Conditions

*Physical:*

* *Weather, dusty, dirty, fumes, odors, crowded working conditions, confined spaces, noises/vibration, chemicals*
* *High risk for personal injury*

*Exposure to hazardous material- transportation and handling of hazardous and dangerous chemicals. Must have the necessary training to understand the necessary procedures as well as personal protective equipment requirement.*

*Psychological:*

* *Conflicting work priorities and multiple demands - Number of personnel needing immediate attention regardless of work schedule/demands*
* *Changing deadlines/time pressures*
* *Increase of workload and equipment - Required knowledge of a wide variety*
* *Some evening & weekend work required*
* *On-call during winter months*
* *Complaints – requirements to interact diplomatically with respect to complaints from the Trent community.*
* *Some lack of control over work projects- requirement to work with outside contractors during work projects.*
* *Need to adapt to unforeseen circumstances.*