



# Roman Catholic Episcopal Corporation of St. John's

## HUMAN RESOURCES JOB DESCRIPTION

<b>Job Title:</b>	Groundskeeper
<b>Department/Group:</b>	St. Patrick's Parish, Burin
<b>Supervisor:</b>	Chair, Parish Maintenance Committee
<b>Incumbent:</b>	

### Summary Statement/Purpose

Temporary full time position for 15 weeks reporting to the Chair of the Parish Maintenance Committee but works with the Parish Administrative Assistant for recording work hours and procurement of supplies. Individual is responsible for the overall grounds maintenance of church and cemetery properties. This individual would be required to work independently and be proficient and experienced in the use of equipment required to efficiently perform tasks as needed. Experience in grounds maintenance and knowledge of workplace, health and safety rules and regulations are necessary. Efficient execution of these tasks in compliance with processes and procedures in place by the Archdiocese and the Parish is required. A valid driver's licence and vehicle is required.

### Primary Role and Responsibilities

1. Mowing of landscape on church property and church cemeteries.
2. Cutting and pruning trees and scrubs.
3. Removal and disposal of garbage from grounds.
4. Spreading of topsail.
5. Painting as needed.
6. Other duties as requested.

### Qualifications

#### Education and Experience Requirements

- Experience and knowledge in grounds maintenance
- Experience with using equipment required for grounds maintenance.
- Knowledge of Workplace Health and Safety rules and regulations

#### Knowledge, Skills and Abilities

*Proficiency in:*

- Knowledge and ability to safely use equipment required to perform tasks of position.
- Knowledge re grounds maintenance for repair and upkeep
- Ability to work independently

#### Personal Competencies

- Reliable worker who can perform work efficiently.
- Ability to be pleasant, welcoming and courteous with visitors
- Respectful attitude toward other employees, Clergy, parishioners, and other members of the public
- A team player who has the ability to develop and maintain effective relationships



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- Ability to work independently with minimal supervision.
- Ability to be organized, handle and prioritize multiple tasks and manage time effectively, while ensuring the optimal use of resources to achieve objectives
- Trustworthy through consistent honesty and professionalism in all interactions
- Ability to maintain confidentiality of information privy to during course of employment.

#### Physical Requirements

- Physically able to perform labour intensive tasks required in position.

#### Professional Designations

- N/A

***A Certificate of Conduct and Vulnerable Sector Check from the Royal Canadian Mounted Police is required for the position.***

#### Working Conditions

Full time temporary position May 27<sup>th</sup>, 2019 to September 6<sup>th</sup>, 2019, 35 hours per week. As travel between sites is required, a valid driver's license and use of a vehicle is required.