

Position Description Form (PDF)

College: Sir Sandford Fleming

Incumbent's Name: VACANT

Position Title: Grounds and Trails Maintenance Worker – Sutherland Payband: G

Position Code/Number (if applicable): S00360

Scheduled No. of Hours _____ 40 per week _____

Appointment Type: _____X_____ 12 months _____ less than 12 months

Supervisor's Name and Title: Facilities Supervisor, Operations & Infrastructure

Completed by:

PDF Date: June 24, 2025

Signatures:

Incumbent: _____ Date: _____
(Indicates the incumbent has read and understood the PDF)

Supervisor: _____ Date: _____

Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.
2. Answer each section as completely as you can based on the typical activities or requirements of the position and not on exceptional or rare requirements.
3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representation for clarification.
4. Ensure the PDF is legible.
5. Responses should be **straightforward and concise using simple factual statements.**

Position Summary

Provide a concise description of the overall purpose of the position.

Responsible for planning and coordination of grounds and trail maintenance and construction, including the operation and general maintenance of equipment necessary to complete grounds and trail work, seasonal work such as snow and ice maintenance, with various types of equipment.
Coordinates the delivery of materials and equipment on an as-needed basis, plans/coordinates contracted work as required.
General responsibilities include maintenance of site waste & litter, lawns, weed control, garden beds, trees & shrubs, asphalt & surfaces, exterior signage, site furnishings, transporting of College resources sources to and from sites and buildings.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

The Incumbent shall practice safety measures including those described in the College Safety Manual in completing the following duties, using personal protective equipment as appropriate.	Approximate % of time annually*
1. Grounds & Trails Maintenance <ul style="list-style-type: none"> Creates and maintains trails at all campuses, including grading/levelling ground, surface water management, pruning/cutting trees/branches, planning/pricing/ordering of materials, installing signage. Mows/trims grass, plants and maintains flowerbeds, prunes shrubs, sods new areas, rakes and shovels soil, gravel and other surfacing materials. Collects exterior garbage and recycling, waters grass and flowers. Assists Grounds & Fleet Technician with minor maintenance of equipment including changing of oil, filters, tires, lubrication etc. 	30%
2. Parking Lot Maintenance <ul style="list-style-type: none"> Responsible for snow removal including shoveling entrances, operating snow blowers and other snow removal equipment such as plow trucks and tractors and other heavy equipment. Patches potholes with asphalt and/or gravel, moves curbs and traffic barricades, assists with the installation of exterior signage. 	30%
3. Building Maintenance <ul style="list-style-type: none"> Moves and/or transports furniture and other materials inside and outside of buildings. Assists with interior and exterior painting and event set-ups. 	25%
4. Storage Building <ul style="list-style-type: none"> Assists with the organizing and inventory control of FSS supplies, furniture and equipment in various buildings. 	10%
5. Other Duties As Assigned	5%

* To help you estimate approximate percentages:

½ hour a day is 7%

1 hour a day is 14%

1 hour a week is 3%

½ day a week is 10%

½ day a month is 2%

1 day a month is 4%

1 week a year is 2%

1. Education

- A.** Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the-job training in this information.

- ☒ Up to High School
 ☐ 1 year certificate
 ☐ 2 year diploma
- ☐ Trade certification
 ☐ 3 year diploma / degree
 ☐ 4 year degree or 3 year diploma / degree plus professional certification
- ☐ Post graduate degree (e.g. Masters) or 4 years degree plus professional certification
- ☐ Doctoral degree

Field(s) of Study:

- B.** Check the box that best describes the requirement for specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirement that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

- ☒ No additional requirements
- ☐ Additional requirements obtained by course(s) of a total of 100 hours or less
- ☐ Additional requirements obtained by course(s) of a total between 101 and 520 hours
- ☐ Additional requirements obtained by course(s) of a total of more than 520 hours

2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of year of experience, in addition to the necessary education level, required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or on-the-job training occurs after the conclusion of the educational course or program.

- ☐ Less than one (1) year
- ☐ Minimum of one (1) year
- ☐ Minimum of two (2) years
- ☒ Minimum of three (3) years

A minimum of three years' experience operating, servicing and maintaining the following types equipment:

- Skid Steer
- Front End Loader
- Ride on Lawn Equipment
- Compact Tractors
- Fork Lift
- Chainsaw
- Connecting and Towing trailers
- Misc outdoor power equipment

Experience maintaining natural trail systems or working in outdoor recreational areas.

Familiarity with commercial landscaping equipment and maintenance procedures.

Basic knowledge of horticulture, native plants, and invasive species.

Valid class G drivers license

Ability to work independently and as part of a team.

Physical ability to lift 50 pounds, work on uneven terrain, and perform manual labour for extended periods.

Minimum of five (5) years

- ☐ Minimum of eight (8) years

3. Analysis and Problem Solving

This section relates to the application of analysis and judgement within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgement required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

#1 regular & recurring	
Key issue or problem encountered.	Trail installation and maintenance.
How is it identified?	Management establishes new trails required, regular inspection and monitoring of trails
Is further investigation required to define the situation and/or problem? If so, describe.	New trails require assessment of area to determine required equipment and materials; continually assess to provide best and most efficient solution
Explain the analysis used to determine a solution(s) for the situation and/or problem.	When reviewing and planning grounds and trail installation and maintenance the incumbent must assess the stability of the grounds surface then plan and coordinate either minor repairs or larger re-construction work that may involve external vendors.
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	Supervisor, team members, & experience

3. Analysis and Problem Solving**#2 regular & recurring**

Key issue or problem encountered

Snow removal in parking areas, on paths and near entrances safety concerns.

How is it identified?

Properly identifying any safety issues operating equipment

Is further investigation required to define the situation and/or problem? If so, describe.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

During winter season, operates plow truck and other equipment to remove snow/ice, apply salt and maintain roads, paths and entrances. During heavier weather conditions, supplements the work of contracted snow removal companies, using the loader to clear snow from entrances, and to tidy snow banks in parking lots to ensure parking lot space is maintained. Arranges for the removal of snowbanks which are dangerously high.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

Supervisor, team members, safety training and experience

#3 regular & recurring

Key issue or problem encountered.

How is it identified?

Is further investigation required to define the situation and/or problem? If so, describe.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

Using the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
List the project and the role of the incumbent in this activity.	Perform seasonal maintenance on equipment
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Prioritize work by highest Need/Demand Coordinate work so as not to delay work of others Communication with other FSS staff & managers so they can plan work around equipment maintenance
List the types of resources required to complete this task, project or activity.	Manuals, logbooks, general mechanic hand & power tools, misc. parts & supplies, comprehensive knowledge of automotive and power equipment operating principles.
How is/are deadline(s) determined?	Generally by Incumbent, seasonal changes, workloads during peak periods.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Incumbent on an as needed basis and supervisor for ensuring safe equipment for student workers as a priority.

4. Planning/Coordinating

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

#2 regular & recurring

Perform regular maintenance of grounds & trails.

Time management, co-ordination of both internal and external resources such as additional support staff, student workers or outside contractors.

Event schedules, outside contractors, casual help, various outdoor equipment and ordering supplies.

Generally by incumbent, seasonal changes, by dates of special events being held at the College, and as directed by Supervisor.

Incumbent, Supervisor

#3 regular & recurring

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

Daily parking and grounds inspection and maintenance.

Time management, scheduling. Incumbent must be able to prioritize work effectively, multi-task, and work under pressure to meet strict deadlines.

Vehicles, equipment, supplies, outside contractors (as required)

Class schedules, weather. Most of this task must be completed early in the morning as it is virtually impossible to perform once the College Community has arrived and parked for the day.

Incumbent, Supervisor, (in the event of a special event planned for a particular day)

4. Planning/Coordinating**#1 occasional** (if none, please strike out this section)

List the project and the role of the incumbent in this activity.	Overseeing of outside contractors eg: sweeping and tree trimming/removal
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Obtains quotes, coordinates schedules for contractors working on site so as to minimize effect on the Campus community.
List the types of resources required to complete this task, project or activity.	Event schedules.
How is/are deadline(s) determined?	Timelines, budget restrictions and supervisor's requirements.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Supervisor may make changes in contract in light of unforeseen problems.

#2 occasional (if none, please strike out this section)

List the project and the role of the incumbent in this activity.	Delivery of resources to other Campus locations.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Time management, prioritizing daily workloads.
List the types of resources required to complete this task, project or activity.	Vehicles, large rental trucks, carts, dollies, general moving supplies.
How is/are deadline(s) determined?	By requester/ Supervisor and Incumbent.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Supervisor and/or Incumbent. Priorities may change on any given day due to weather conditions, etc.

#3 occasional (if none, please strike out this section)

List the project and the role of the incumbent in this activity.

Organizing setups for outside special events

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Time management, prioritizing daily workloads.

List the types of resources required to complete this task, project or activity.

Vehicles, large rental trucks, carts, dollies, general moving supplies.

How is/are deadline(s) determined?

By requester/ Supervisor and Incumbent.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

Supervisor and/or Incumbent. Priorities may change on any given day due to weather conditions, etc.

5. Guiding/Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus on the actions taken (rather than the communication skills) that directly assist others in the performance of their work or skill development.

Though Support Staff cannot formally "supervise" others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks.

Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring **Occasional**

☐

☐

Level

Minimal requirement to guide/advise others. The incumbent may be required to explain procedures to other employees or students.

Example

x	<input type="checkbox"/>	There is a need for the incumbent to demonstrate correct processes/ procedures to others so that they can complete specific tasks.	Demonstrates/instructs/assists other Facilities staff and casual help (students) on various projects; Incumbent must demonstrate appropriate use of equipment, explain expectations and requirements
	<input type="checkbox"/>	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	
<input type="checkbox"/>	<input type="checkbox"/>	The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.	
<input type="checkbox"/>	<input type="checkbox"/>	The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.	

6. Independence of Action

Please illustrate the type of independence or autonomy exercised in the position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (if none, please strike out this section)
The majority of this role is unstructured – the incumbent must plan for trails maintenance independently and make recommendations to manager; must have fleet and related equipment maintained through the year, ready for operation. The incumbent judges what needs to be attended to, and the hours required to perform procedures.	Some duties involve work orders (transport of resources, driving to suppliers for items, repairing broken signs)

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (if none, please strike out this section)
The College Safety Manual is available and may be authored in part by the certified mechanic to ensure that others in the vicinity do not use equipment if unqualified, or store items such as flammables inappropriately. Automotive or equipment manuals may be consulted.	Emails, CMMS and cell phone are the methods used to advise or direct the incumbent.

How is work reviewed or verified (eg. feedback from others, work processes, Supervisor)?	
Regular and Recurring	Occasional (if none, please strike out this section)
Work is not examined routinely but is often visible to community and therefore feedback by either supervisor or another is very likely, both positively and negatively. Work is reviewed by discussion particularly regarding processes. Work performed on automotive equipment is not checked due to the expertise of the incumbent.	Reviewed by Supervisor.

6. Independence of Action

Describe the type of decisions the incumbent will make in consultation with someone else other than the Supervisor?	
Regular and Recurring	Occasional (if none, please strike out this section)
Where and when to pick up supplies and or resources. Discussions with other staff on sharing casual help (summer student workers).	When to plow snow/spread material at entrances (usually after other staff have completed shovelling) Consultation with 3 rd party vendor.

Describe the type of decisions that would be decided in consultation with the Supervisor.	
Regular and Recurring	Occasional (if none, please strike out this section)
Final approvals on capital equipment needs. A major problem must be rectified but with notification to Supervisor. Unresolved safety issues that may involve other team members (examples lighting deficiencies, neglect of safe storage of hazardous materials).	When to advise closure of the College due to weather conditions.

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (if none, please strike out this section)
Contacting snow removal and grading firms – providing direction to them. Organization of the driveshed and warehouse of furnishings and parts. Repairing unsafe situations on the grounds without directives to do so (plowing/sanding etc.).	Obtaining quotations for new vehicles and equipment as requested, using analytical techniques, asking the important questions, and recommending options of best value to the College.

7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which the position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfil the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D, W, M, I)*
How is it received?	How is it carried out?		
Work orders which indicate problem	Follows work orders to investigate problem and make necessary repairs.	College Community	D
Specific direction from supervisor. Verbal or written.	Follows direction through to completion of request.	College Community	W
Request to assist other campuses.	Follows through with request in going to campus.	College Community	I
Request to assist other facilities staff. Usually verbal.	Works with other facilities staff through to completion of task.	Facilities Staff	W
Emergency safety issues.	Immediate response by Incumbent, with assistance if deemed necessary.	College Community	M

* D = Daily W = Weekly M = Monthly I = Infrequently

8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section(s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D, W, M, I)*
Exchanging routine information, extending common courtesy	All work planning, and Personal schedule issues Respond to requests for assistance. Discuss issues regarding snow removal/parking	Supervisor Facilities personnel at other campuses Contractors and staff	D W W
Explanation and interpretation of information or ideas	Source parts & supplies Anything which concerns technical operation of the facility and grounds/parking Discuss issues with empathy and reassurance Approval to proceed with a purchase or project. Quotes on parts or Equipment	Vendors Campus Community Supervisor Equipment dealers	M D M m/I
Imparting technical information and advice	Must use technical terms to describe situations, complex repair issues, and keep abreast of new products and terminologies in terms of equipment and grounds requirements (ie: arboriculture, etc) Preventative maintenance and record keeping on equipment, grounds work – incumbent is expert on trails maintenance & installation	Manager Outside Contractors Facilities staff	M/I M/I
Instructing or training			
Obtaining cooperation or consent			
Negotiating			

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9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D, W, M, I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1 - 2 hrs at a time	> 2 hrs at a time	Yes	No	N/ A
Daily moving of resources, in warehouse, parking lots (carrying, lifting)	D		✓		✓		
Pounding poles into ground, and installing signage on ladders (climbing)	W	✓			✓		
Working under vehicles or reaching across mechanical systems (crouching)	W	✓				✓	
Picking up large garbage bags, and loose litter throughout grounds (walking)	D		✓		✓		
Using picks or other implements to clear ice from culverts; shoveling snow from required areas; carrying bags of salt	D (during winter months)	✓			✓		
Moving fallen tree limbs and brush	M				✓		
Attaching sanders and other heavy equipment 4%	I					✓	

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If lifting is required, please indicate the weights below and provide examples.

X Light (up to 5 kg or 11 lbs)

D Tools, parts, supplies, light snow shoveling

W trail maintenance tools

X Medium (between 5 to 20 kg or 11 to 44 lbs)

D Resources (furniture), garbage bags

D Heavy snow shoveling

X Heavy (over 20 kg or 44 lbs)

W Heavier equipment, rocks, tree limbs

10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform a task and the duration of the task, including breaks (eg. up to 2 hours at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (eg. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Focusing on trail maintenance such as grading, operating equipment. Must be focused and aware of surroundings	D		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

Activity #2	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Use of cell phone/tablet to review and update work orders (all work)	D	X		
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

Activity #3	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Use of welder and cutting torches	W	X		
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

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11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D, W, M, I)*
<input type="checkbox"/> acceptable working conditions (minimal exposure to the conditions listed below)		
<input type="checkbox"/> accessing crawl spaces/confined spaces		
<input type="checkbox"/> dealing with abusive people		
<input type="checkbox"/> dealing with abusive people who pose a threat of physical harm		
<input checked="" type="checkbox"/> difficult weather conditions	Works outside regularly in all weather conditions	
<input checked="" type="checkbox"/> exposure to extreme weather conditions		I
<input type="checkbox"/> exposure to very high or low temperatures (e.g. freezers)		
<input checked="" type="checkbox"/> handling hazardous substances	Gasoline & diesel fuels, oils, lubricants, batteries.	D
<input checked="" type="checkbox"/> smelly, dirty or noisy environment	Loud engine noises, exhaust, refuse removal	I
<input checked="" type="checkbox"/> travel	Intercampus and pickup/delivery of supplies.	I
working in isolated or crowded situations		
<input checked="" type="checkbox"/> other (explain)	Operates machinery, mowers, trimmers, tractor & attachments.	D

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