



**WESTBANK  
FIRST NATION**

*Community. Leadership. Pride.*

## **WESTBANK FIRST NATION** Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

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**TITLE: Landscape Field Coordinator**  
**SALARY RANGE MINIMUM: Commensurate with experience**  
**DEPARTMENT: Development Services – Public Works**  
**TERM: Full Time**

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### **POSITION SUMMARY:**

The Landscape Field Coordinator is responsible for the field coordination of landscaping construction projects and grounds maintenance contracts. The Landscape Field Coordinator possesses an understanding of management and organizational skills as well as the ability to lead the team to achieve the goals and objectives of the department.

### **DUTIES AND RESPONSIBILITIES:**

- Coordinates grounds maintenance and landscape construction projects, plans labour, equipment, and materials to ensure efficiency and confirms all project deadlines are met
- Works alongside the Public Works staff and provides training and mentorship to build capacity
- Directs Labourer's day-to-day work activities on maintenance and landscape project sites
- Reads and interprets design drawings, specifications, schedules, cost estimates, and contracts
- Develops schedules and daily work goals and implements plans to meet the day-to-day needs of the department by prioritizing, troubleshooting, and monitoring work ensuring completion within the established budget and timeline
- Inspects WFN sites to ensure grounds maintenance contract requirements are being met
- Participates in the implementation of the principals of risk management that are incorporated into all programs within the operations of WFN
- Takes a lead role in ensuring work is in accordance with safe work procedures as required by the Occupational Health and Safety Program
- Implements policies, leads tailgate meetings, conducts hazard assessments, and completes Job Safety Assessments ensuring accurate records are maintained
- Ensures that the construction site is safe and trains the supporting staff members in the operation of the equipment safety procedures and provides insight into the department policies
- Assists in the management of WFN's irrigation systems
- Oversees and monitors the work performance of hired contractors for both capital and maintenance contracts; reports contractor performance and quality measures to the Superintendent of Public Works
- Conducts new employee field orientations as it pertains to landscaping maintenance and construction
- Maintains asset inventories including monitoring life cycle of equipment
- Works in collaboration with the Public Works Supervisor and Landscape Parks Supervisor in developing annual maintenance, improvement plans, staffing needs, and budgets
- Works collaboratively with volunteers, interest groups, and associations in both project and activity planning
- Investigates and resolves public complaints as required
- Directs appropriate landscape industry best practices pertaining to all aspects of landscape construction and maintenance including turf management, pruning, irrigation, planting, pesticides, and fertilizer procedures
- Purchases department supplies as required under the WFN Purchasing Policy
- Performs other related duties and responsibilities as required within the Development Services Department and in accordance with the WFN Strategic Plan and Westbank First Nation laws, policies, standards, and procedures and as directed by the Superintendent of Public Works
- Maintains strict confidentiality on all matters relating to the affairs of Westbank First Nation

### **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Grade 12 or equivalent
- Horticulture Technology Diploma
- CLT designation, CIT Level 1
- Occupational First Aid Level II certification is preferred
- Completion of Occupational Health and Safety training related to this position
- Pesticide Applicator Certification and Landscape IPM is preferred
- Class 3 driver's license or heavy trailer endorsement
- Minimum 3 years of landscape construction and landscape maintenance experience
- Minimum 1 year supervisory experience

- Knowledge of current horticulture techniques and experience in proper tree pruning, plant pathology, and turf management
- Knowledge and skill in operating various tools and equipment such as mini excavator, skid steer, tractor, chainsaw, and turf maintenance equipment
- Knowledge and skill in setting up, maintaining, and scheduling irrigation systems
- Knowledge of occupational health and safety standards
- Knowledge of costs and uses of construction materials in landscape design
- Demonstrates good physical condition with sufficient strength and stamina to perform heavy manual work outside and in all weather conditions
- Excellent written and verbal communication skills
- Good organizational skills with the ability to plan and prioritize effectively
- Ability to work independently and as part of a team; Ability to motivate and direct staff
- Ability to courteously deal with the public and co-workers under stressful conditions and/or tight timelines
- Practical knowledge and experience in computer systems including Microsoft Office programs
- Ability to manage several tasks and deadlines concurrently
- Ability to work flexible hours, including standby and emergency call outs
- Valid driver's license and an acceptable drivers abstract which is to be submitted annually

A competitive salary and benefits package is offered. Further information can be obtained at [www.wfn.ca](http://www.wfn.ca) by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#) by **Tuesday, March 14, 2017**. **Please reference #16-49 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

**\*Incomplete and/or late submissions will not be accepted\***

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