



# Seasonal Parks Horticultural Assistant Application

Hampton, P.O. Box 1066, Hampton, NB, Canada E5N 8H1  
 Tel: 506-832-6065 • e-mail: info@hampton.ca

<b>Job Title:</b>	Seasonal Parks Horticultural Assistant
<b>Reports to:</b>	Alex Eaton, Horticultural Supervisor
<b>Application Deadline:</b>	March 31, 2023, 4:30 pm
<b>Start Date:</b>	Positions start various dates, beginning late April
<b>Job Summary:</b>	Assisting with maintenance of green houses, green spaces, planting trees and flower beds, and hanging baskets in the town of Hampton. Ensuring equipment is operating in conformity with required standards; general repairs and upkeep of small equipment; Parks staff also participates in the operation and maintenance of other Leisure Services divisions such as arena, pool, tennis and basketball courts. Incumbent will act with general independence and must be able to work flexible hours and weekends.
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>• Assist with maintenance and upgrading of all green spaces in Hampton including: parks, playgrounds, trails, flower beds and hanging baskets</li> <li>• General maintenance of green houses</li> <li>• Responsible for upkeep of equipment including maintenance</li> <li>• Assist with landscaping</li> <li>• Any other relevant duties assigned by Parks Horticulture Supervisor, Parks Supervisor, or Director of Leisure Services</li> </ul>
<b>Education and Certification</b>	<ul style="list-style-type: none"> <li>• High school students or graduates with basic mechanical aptitude</li> <li>• Valid driver's license is an asset</li> <li>• Must have current Workplace Standard First Aid</li> </ul>
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• Front line position with both inside and outside work, emergency call out, potential to deal with uncooperative customers, and heavy physical exertion</li> <li>• High School diploma an asset; Gardening experience an asset</li> <li>• Related experience with green space maintenance and small equipment</li> <li>• Team player, honest, hardworking and enjoys a solid day's work</li> <li>• Energetic, customer focused, good communication and interpersonal skills</li> <li>• Knowledge of operation and maintenance of equipment and facilities used in municipal leisure programs an asset</li> <li>• All staff are expected to follow the Safety Policy and NB Occupational Health and Safety Act</li> </ul>
<b>Training &amp; Work Conditions:</b>	<ul style="list-style-type: none"> <li>• Position is 40 hours per week, not all 8:00 – 4:30 pm. Must be flexible to attend meetings, special events/programs on evenings and weekends</li> <li>• Must attend staff orientation and training <b>Saturday, May 6<sup>th</sup></b></li> <li>• Gardening experience an asset</li> <li>• Must be available to work Canada Day celebrations</li> <li>• Requires work to be performed in both indoor and outdoor environments in a variety of weather conditions and heavy physical exertion</li> <li>• A front-line position with potential to deal with uncooperative customers</li> <li>• Team based environment</li> </ul>



Date Received: \_\_\_\_\_

## Seasonal Employee Application Form – Horticultural Assistant

**\*\*Please complete this form in full and include it with your cover letter and resume.**

### Personal Data

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Time Off (if required): \_\_\_\_\_

### Education, Certification and Training

Highest Level completed: \_\_\_\_\_

Year Completed: \_\_\_\_\_

Name of Academic Institution: \_\_\_\_\_

### Languages: (Please check all that apply)

Spoken:

- English  
 French  
 Other (please specify) \_\_\_\_\_

Written:

- English  
 French  
 Other (please specify) \_\_\_\_\_

**Training:** (Please list any training that you have received which would be beneficial to this position)

**Certification:** (Please list all current certifications, date earned, and expiry date)

<u>Certification</u>	<u>Date Earned</u>	<u>Expiry Date</u>
French Language Proficiency Certificate Level _____	_____	_____
Workplace Standard First Aid _____	_____	_____

Some positions are only available due to funding from the Federal and Provincial student grant programs.

Were you a fulltime student in the spring of 2023? YES \_\_\_ NO \_\_\_

Are you returning to fulltime studies in the Fall of 2023? YES \_\_\_ NO \_\_\_

By my signature on this application, I:

- Authorize the verification of the above information and any other necessary inquiries that may be needed to determine my suitability for employment.
- Affirm that the above information is true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## References

Please list three references who are not members of your family.

1. Name:	Number:
Relationship:	Email address:
2. Name:	Number:
Relationship:	Email address:
3. Name:	Number:
Relationship:	Email address:

## NEXT STEPS:

- ✓ Submit this **application** along with a **cover letter** and **resume** to [hr@hampton.ca](mailto:hr@hampton.ca). Applications can also be delivered in person to the Town Hall, 648 Main Street, Hampton NB.
- ✓ Applications are due no later than **4:30pm, March 31st**.
- ✓ Interviews will be held in April. Only those selected for an interview will be contacted.

*Hampton is an equal opportunity employer. It is our practice to evaluate all candidates on their ability to perform the work tasks and provide accommodation when needed. We try to match employees with their interests, abilities and future career objectives providing valuable work experience.*