



Township of  
**Leeds** and the  
**Thousand Islands**

**Title:** Horticultural Attendant  
**Department:** Operations and Infrastructure  
**Reports to:** Manager of Infrastructure and Environmental Services  
**Subordinates:** None

### **Position Summary**

The Horticulture Attendant is responsible for the care and maintenance of Township gardens and planters.

### **Description**

- Planting, watering, weeding and pruning all gardens and shrubs within the parks and public grounds
- Reporting requirements for repairs of existing flower beds, planters and limb trimming
- Maintaining records of daily activities for future reference as well as performance records for individual flowers, gardens and bulbs
- Recognizing problems in plant growth and implementing proper corrective measures
- Identifying plant material, diseases and pests, and taking corrective action
- Collecting and storing seeds for sustainable planting
- Operating horticultural tools and equipment
- Performing duties in accordance with the Township's health and safety policies and procedures
- When requested, participating in staff training
- Performing other related duties and general grounds maintenance as may be assigned

### **Education/Experience/Skills**

- Current student in a post-secondary program in Horticulture or similar program from an accredited institution
- Must hold a valid Ontario Driver's license (minimum G2)
- Experience towing a trailer behind a vehicle is an asset
- A minimum of one (1) year of experience in the operation of various hand and power tools associated with horticultural care is considered an asset
- Ability to work independently
- Ability to read, write, speak and comprehend English
- Knowledge of Excel and Word
- Must own and wear CSA approved protective footwear
- Ability to work with others
- Enjoys physical activity and working outdoors
- A satisfactory criminal record check will be required by the successful candidate

### **Working Conditions**

- Wear designated personal protective equipment (PPE) at all times
- Regularly exposed to conditions of potential discomfort caused by temperature extremes, inclement weather, dust, dirt, and similar factors.
- Sitting or driving for periods in excess of two hours.
- Lifting up to 25 kgs