



OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0
Phone: (306) 696 3015, Fax: (306) 696 3018

Housing & Public Works

Ochapowace Nation – Job Description

Position: LANDSCAPING & GROUNDSKEEPER

Status: Full time (1 Term)

JOB SUMMARY:

The Landscaping & Groundskeeper will perform manual duties to maintain well cared for and attractive landscaped areas for Ochapowace Nation around the Administration Office, Social Development, Housing/Public Works, Chief & Council Office, Lands Office sites as per their scheduled work hours. The position will require a dedication to maintaining the upkeep of the grounds and roads as needed at various scheduled hours

REPORTING: Under the general direction of the Housing & Public Works Manager

DUTIES AND RESPONSIBILITIES:

- Care for lawns, mow grass using lawn mower & grass whip, remove debris and garbage/litter, trim and edge around lawns, sidewalks and walls with grass whip, and water lawns. [offices: C&C, Admin, HR trailer, Housing & Public Works]
- Ensure entrance signs are maintained: keep area clean, cut grass, trim trees, paint flower beds, plant flowers and shrubbery.
- Cut tall grass, remove debris & litter around the Housing/Public Works office
- Any equipment that belongs to Ochapowace, shall be replaced if lost.
- Follow all health and safety regulations including wearing appropriate protective equipment.
- Perform other maintenance and lawn care duties as directed by supervisor; this may include planting flowers, painting signs etc.

QUALIFICATIONS:

- Ability to work with minimal supervision, friendly, patient, dependable, and possess a professional demeanor.
- Must be capable of lifting heavy objects.
- Valid Driver's License and reliable form of transportation.
- Criminal Record Check and prohibited drug test will be required if selected.
- WHMIS and First Aid/ CPR certificate is an asset

Selection Process: Candidates will be selected for this position based on their skill, ability, experience and qualifications as identified in the resume. Therefore, only those selected for interviews will be contacted.

Application Deadline: **June 16, 2022 @ 4:30 p.m.**

Please send your **RESUME** and **COVER LETTER**, with three (3) **REFERENCES** to:

▪ hr@ochapowace.ca