



Job Title:	Gardener
Work location:	The Haven at 240 Davis Rd, Gabriola, BC V0R 1X1
Reports To:	Facilities Manager

Job Purpose

The Gardener maintains the outdoor beauty of our Gabriola properties in accordance with The Haven's Landscape Management Plan and Facilities Masterplan as an identifiable *sense of place* that enhances *The Haven experience* for our guests, visitors and staff.

Duties and Responsibilities

- Strive to reduce irrigation and maintenance needs, encourage climate change resiliency and enhance native bio-diversity in accordance with The Haven Landscape Management Plan.
- Monitor the condition of the gardens and grounds, and conduct preventative and remedial activities as required to maintain the beauty and safety of the gardens and grounds.
- Manage an annual plan for the maintenance and improvement of the gardens and grounds, to include a fiscal budget for labour, supplies, services and projects.
- Coordinate labour schedules and assign activities for garden assistants, apprentices, volunteers and other persons engaged in the garden and grounds department.
- The scope of responsibility for this role includes ornamental beds and natural areas, forest pathways, the shoreline, outdoor potted plants and the Kelly Poole Natural Garden.
- Coordinate goals and activities with the Maintenance Supervisor and Kitchen Manager, and other departments as necessary to support The Haven's efficient and effective operations.
- Maintain a working knowledge of regulatory requirements related to health and safety, land use and the environment, and support the Facilities Manager in working with representatives of the appropriate governing bodies.
- Assist with *Living Alive Phase I* work days and the *Unplugged* program, designing and overseeing projects and activities for the work parties.

Work Environment

Physical demands

1. Frequently moves materials, equipment, and other items which may weigh up to 50 pounds.
2. Often must stand or walk for long periods of time. Frequently must ascend/descend stairs, negotiate rough outdoor terrain, operate outdoors in a variety of weather conditions, reach from floor to above shoulder level, and bend and squat.
3. Regularly operates keyboards, keypads, dials, switches, key and combination locks. Regularly reads electronic and mechanical displays, and maintains hand-written and typed records.



4. Regularly works with power and hand tools, mechanical equipment, and chemical-based solutions.
5. Often must operate vehicles owned by The Haven.

Employee Profile

Knowledge, Skills and Experience

1. Positive track record in a commercial gardening or landscaping role, including some experience in a lead or supervisory role overseeing a team's day-to-day operation.
2. Demonstrated success in forging and maintaining strong and supportive working relationships across a broad and diverse range of constituents.
3. Basic level computer skills are required. Must be able to operate a computer that requires the use of a keyboard, mouse, display screen, and audio and video devices.
4. Must have a valid BC driving license and be able to operate vehicles with a standard transmission.
5. Occupational First Aid certification is an asset.

Characteristics

6. Remains aware of the work environment and operates in a safe manner at all times.
7. Reliable and responsible, operates with an owner-like consciousness.
8. Pleasant and professional demeanor, able to deal appropriately with our guests.
9. Can work independently or as a supportive team member to accomplish tasks.
10. Self-motivated to continually improve. Keen to participate in meetings and training sessions.

Other Information

Performance

Your performance will be evaluated to include attitude, competence, conduct (as per The Haven *Employee Handbook*) and compatibility with co-workers.

Subject to Change

The Facilities Manager may assign **other duties** from time to time that may be required to support The Haven's operations.