

Assistant Horticulturist

As the National Military Cemetery of Canada, our every-day is dedicated to delivering high-quality service to honor our ancestors and set a precedent for future generations. We are excited to be growing our team and we are looking for an Assistant Horticulturist.

Job Summary

This is a horticulture position designed to assist the chief horticulturist with maintaining all horticultural elements of the cemetery grounds. The expectation for this position is based on a forty (40) hour work week, Monday to Friday with 30-minute unpaid lunch period. This position is also expected to be prepared for extended shifts at any time, which may include weekends, as occasionally requested by your direct supervisor.

The Assistant Horticulturist, under the direction of the Chief Horticulturist, will primarily be responsible for assisting in all matters for the professional work in the field of ornamental horticulture that enhances the overall physical appearance and condition of Beechwood's grounds. This position's duties will involve implementing landscaping plans, team leadership and supervision as well as planning and coordinating horticultural operations. It will be assigned to lead staff in maintaining plants by demonstrating skills and overseeing planting, transplanting, weeding, edging, cultivating, irrigating and pruning. This role will also operate power and manual equipment and/or tools such as gators, golf carts, mowers, trimmers and any other types of equipment/tools. The Assistant Horticulturist must possess the ability to work individually as well as part of a team and the ability to effectively communicate both verbally and in writing.

Primary duties

Key areas:

1. General Duties.
2. Other tasks as required by Chief Horticulturist.

Detailed Duties

For each primary duty, assumed responsibilities:

1. General Duties
 - 1.1 Ensure high standards of workmanship and efficiency.
 - 1.2 Adhere to established safe working procedures and always wear the proper safety equipment.
 - 1.3 Adhere to company policies and standards for quality, safety, and complete and on-time delivery of work required.
 - 1.4 Understand, adhere to and ensure compliance with licensing laws, health and safety, and other statutory requirements.
 - 1.5 Perform daily maintenance and safety checks on all equipment and tools as required.
 - 1.6 Perform general horticultural work which can include weeding, watering, planting, edging, pruning, raking, mowing, mulching and string trimming to ensure neat and well-manicured appearance of the entire National Cemetery of Canada.
 - 1.7 Support Chief Horticulturist in developing and implementing landscaping plans, seasonal plantings and floral displays.
 - 1.8 Monitor plant health and manage pest and disease control using environmentally friendly practices.
 - 1.9 Maintain cemetery pathways, green spaces, and memorial garden areas, ensuring they remain clean, well-kept, and visually appealing.
 - 1.10 Assist with soil testing, fertilization schedules, and proper irrigation techniques.
 - 1.11 Operate power and manual equipment and/or tools; such as golf cart, gator, mower, trimmer and any other types of equipment. Responsible for the safe and efficient operations of tools and equipment if yourself and any team assign to you.
 - 1.12 Assist with the spring opening of gardens, summer maintenance and fall/winter preparations throughout the cemetery as needed by the Chief Horticulturist.

- 1.13 Help with seasonal transitions, including preparing for planting seasons, removing seasonal plants, and caring for plants during extreme weather conditions.
- 1.14 Report any issues observed immediately with your supervisor whether horticulture or operations related.
- 1.15 Provide support during the planting of trees or shrubs as requested by the Chief Horticulturist.
- 1.16 Ensure that safety protocols and environment guidelines are followed when using horticultural products, tools and equipment.
- 1.17 Participate in cemetery tours or events as needed, offering insights into the plants, landscaping and design features.
- 1.18 Assist in the successful completion of projects from start to finish as needed.
- 1.19 Conform to burial procedures during services as per training.
- 1.20 Communicate courteously with the general public and where necessary refer them to an appropriate supervisor.
- 1.21 Remain mindful at all times while on Beechwood property that this is a sacred space for many families and conduct yourself accordingly, maintaining proper composure and abiding by our by-laws, including speed limits and excessive noise.

2. Other tasks as required by Chief Horticulturist.

- 2.1 Report all concerns, accidents, material needs, and incidents immediately to supervisor.
- 2.2 Perform other duties as assigned by Chief Horticulturist.

Key Competencies

- Commitment to Health and Safety
- Cooperation
- Teamwork
- Time Management
- Attendance
- Attention to detail

Job Requirements

- 5+ years of progressive experience in horticulture, including work in landscape design and plant care
- A certificate in Horticulture or related field is an asset
- Valid driver's license with a clean driving abstract.
- Ability to effectively communicate both verbally and in writing
- Ability to work individually as well as part of a team
- Demonstrated time management skills

Specific Work Conditions

- Overtime will be required during planting season.
- Working in an environment subject to frequent temperature changes.
- Extended periods of standing and other physically demanding conditions.
- Regular exposure to conditions including heat, humidity, noise and dust.
- Use of personal protective equipment is necessary.
- Regular physical activity including walking, standing, sitting and lifting.
- Ability to lift heavy objects (up to 13 kilograms), walk, and stand for long periods of time
- Ability to perform strenuous physical labour
- Ability to work in a hot and humid environment
- Extended periods of stooping, bending and kneeling

How to Apply?

If you are interested in the above opportunity, please apply directly via email at: **hr@beechwoodottawa.ca**. The application deadline is Monday, February 10, 2025.

Thank you for considering joining the Beechwood team! We look forward to hearing from you! Only those who will be selected will be contacted.