



**Groundskeeper Assistant
Seasonal, Full-Time**

Location: Wembley, AB

Organization: Philip J Currie Dinosaur Museum

Reports to: Rachelle Pinard-Kulovits, Head of Operations

Term of Employment: June 23rd, 2025 to August 29th, 2025

Salary: \$18.00/hr

Hours of work: Full-time, 37.5 hours/week (7.5 hours per day)

The Philip J Currie Dinosaur Museum is looking for an energetic Groundskeeper Assistant to keep our museum's grounds functionally and aesthetically sound. The groundskeeper (a 2-month summer position) will maintain lawns, trees, shrubs, flowers, stair paths, retaining walls and turf. The groundskeeper may employ natural methods of weed control, fertilizers and mulches to optimize condition of greenery. The Groundskeeper will keep grounds free from trash, litter, debris, weeds, plant diseases and harmful insects. You will maintain equipment and supplies. You will also help to move and transport rafts and visitors for our 'Secrets of the Wapiti' float tour. To be successful in this role you need to ensure the grounds are always pleasant—both visually and operatively, while maintaining equipment. Top candidates are hard-working, meticulous and patient ensuring the property is always clean attractive and welcoming.

Description of primary roles and responsibilities

- Maintaining site landscaping, including but not limited to, all areas of the grounds, grass cutting, tree/shrub pruning, garden bed weeding, playground inspections, garbage collection and other tasks as assigned ensuring cleanliness and safety.
- Operating and maintaining hand tools, such as loppers, saws and shovels efficiently.
- Utilizing natural methods of weed control.
- Keeping grounds free from trash, litter, and debris, and emptying trash receptacles.
- Ability to safely tow a trailer loaded with rafts to transport visitors for the 'Secrets of the Wapiti' float tour to and from the start and end points.
- Complete minor repairs, building projects that may arise.
- Assisting in the custodial duties required within the building as needed
- Immediately report OH&S incidents, near misses, unsafe conditions, and/or at-risk behaviours to their supervisor; then diligently work to correct the problem.
- Ensure outdoor furniture and décor is clean and in working order.



PHILIP J. CURRIE DINOSAUR MUSEUM

- Ability to work alone.
- Assist with preparation and cleanup for Museum events, including attending events.
- Other duties as required/assigned.

Requirements/Qualifications:

- Clean criminal record check
- Clean Drivers Abstract (last 5 years).
- Valid Class 5 driver's license (Class 4 is an asset).
- Proven work experience in groundskeeping or related experience.
- Experience with the safe use of hand and power tools.
- Knowledge of outdoor plants and gardening techniques.
- Ability to operate lawn mowing equipment.
- Free from allergies that interfere with Groundskeeper duties.
- Ability and willingness to work outdoors in all weather conditions.
- Ability to follow instructions.
- Physically agile and dexterous with the ability to lift moderately heavy objects.

Experience or knowledge that will be considered an asset.

- Valid Standard or Intermediate First Aid Certificate.
- Experience with safe operation and maintenance of relevant equipment (tractor and mower) and tools.

As this is a position funded by Canada Summer Jobs, to be eligible, you must:

- Be between 16 and 30 years of age at the beginning of the employment period.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Period of Employment

The period of employment for this position will be **June 23rd, 2025 to August 29th, 2025** (Some negotiation around start/end dates can be considered).



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The Groundskeeper Assistant will work five 7.5 hour days, Wednesday to Sunday, working in conjunction with the Secrets of the Wapiti Float as required.

To Apply

We are an equal opportunity employer, and any eligible person is welcome to apply for this position. The application deadline is **Friday, April 18th at 11:59 pm MDT** or sooner if ideal candidate is found. Please note only successful candidates will be contacted and scheduled for an interview. Virtual interviews are possible for candidates not local to the region. If interested, please e-mail your cover letter and resume to the following addresses:

Attention: Rachelle Pinard-Kulovits

E-mail: HR@dinomuseum.ca and operations@dinomuseum.ca

About the Philip J. Currie Dinosaur Museum

The PJCDM is located 2 km outside the Town of Wembley and approximately 33 km from the City of Grande Prairie. While the successful candidate is responsible for finding their own accommodation in the Grande Prairie area, the museum can suggest some potential options. The successful candidate must be present, in-person, at the museum during work hours. They must be willing to work some evenings and weekends to accommodate volunteers and special events.