



Job Description

POSITION TITLE:

Full-Time Operator for Cemetery/Facilities/Parks

DEPARTMENT:

Public Services

TITLE OF IMMEDIATE SUPERVISOR:

Reports to the Recreation & Facilities Supervisor

STATUS/HOURS OF WORK:

This is a full-time, permanent position. 40 hours per week with one half (1/2) hour unpaid lunch break. The regular work week will be Monday through Friday during Spring to Fall season with occasional evening and weekend shifts as required. During the winter season, the position will move to a shift work environment. Work will be performed indoors, and outdoors with varying weather conditions such as snow, rain, heat, smog, and cold weather.

PURPOSE OF POSITION:

Under general supervision of the Recreation & Facilities Supervisor, this position will provide day to day leadership, training and direction to cemetery staff, and act as main liaison with administrative staff and contractors to support cemetery operations. During the winter season, this position will support the operation and maintenance of recreation facilities and arenas.

RESPONSIBILITIES:

Facility Maintenance

1. Maintain the arena ice surface in good useable condition with a regular program of cleaning, resurfacing and ice maintenance.
2. Keep the recreation facilities in a clean, safe and attractive condition by performing cleaning and minor repairs.
3. Cleaning will include sweeping, mopping, scrubbing/sanitizing of bathroom fixtures, garbage/recycling removal and use of power cleaning equipment.
4. Set up and tear down of events and ensure that users needs are met.
5. Perform scheduled preventative maintenance on all equipment.
6. Monitor, maintain, and document the refrigeration plant in accordance with provincial standards.
7. Provide direction to part-time staff.
8. Always greet and interact with customers in a professional and friendly manner and assist with inquiries from the public.

Cemetery Operations

1. Provide day to day leadership, training and direction to cemetery seasonal staff and summer students.

2. Coordinate the preparation of grave sites and burials with Ingersoll administrative staff and contractor.
3. Make recommendations to Supervisor in preparation of annual operating and capital budget needs.
4. Maintain beautification of grounds including but not limited to grass cutting, weeding, watering, pruning, trimming and leaf blowing, cleaning etc.
5. Perform preventative maintenance on equipment such as riding lawn mower, compact tractor, push mower, trimmers and blowers in a safe manner.
6. Fill in graves that have sunk and resurface to turf.
7. Locate lots for contractors to dig for full burials.
8. Locate plots and dig burials for cremation burials.
9. Dig all cremation in ground burials and open niches in columbarium.

Parks and Ground Maintenance

1. Complete maintenance of various facility grounds, garbage, litter pickup, cleaning of public washrooms.
2. Maintain sport fields, diamonds, and parkland operation of tractors and equipment.
3. Support Recreation and Public Works teams in general maintenance and ground maintenance tasks.
4. Complete trail maintenance.
5. Assist with watering duties for garden beds and trees as required.
6. Assist with any task directed by Supervisor.

Other Responsibilities

1. Support Recreation and Public Works teams on general maintenance and grounds maintenance tasks at various parks and facilities in Zorra Township.
2. Undertake other duties as directed by the Recreation & Facilities Supervisor and/or Manager of Recreation & Facilities.
3. Report problems, incidents, accidents or damages to the Recreation & Facilities Supervisor and/or Manager of Recreation & Facilities.
4. Comply with the Occupational Health and Safety Act, along with all Township training, policies and procedures.

QUALIFICATION REQUIREMENTS:

- One to two years of related experience preferred.
- High school diploma or equivalent.
- Certified Ice Technician or Certified Cemetery Professional considered an asset.
- Valid Standard First Aid and CPR is an asset.
- Valid Class 'G' or 'G2' Ontario drivers licence with a clean driving record.
- Knowledge of maintenance, equipment, refrigeration and cemetery by-laws.
- Experience in Horticulture or landscaping or turf management is considered an asset.

- Experience and knowledge within Facility and Park Operations or trade knowledge in the following areas: HVAC, Refrigeration, Building Controls, Electrical Systems, Plumbing, Grounds Maintenance and Snow Removal considered an asset.
- Provision of satisfactory valid Criminal Record Check and Drivers Abstract.
- Ability to operate lawn care equipment including zero turn lawn tractors and trimmers.
- Ability to work with various small tools and equipment.
- Physical capability to perform repetitive bending, lifting (up to 50 lbs.), reaching, and standing for extended periods.
- Be able to walk or stand for long periods of time.

WORKING RELATIONSHIPS:

Internal: Work with Recreation and Public Works Staff.

External: Work with members of the public and contractors.

Public: Follows customer service policy as set out by the Township.

IMPACT OF ERROR:

Operator errors could reduce public safety and result in serious liability for the municipality.

WORKING CONDITIONS:

Work is subject to interruptions, some exposure to physical hazard and to severe weather conditions. Duties are often performed in less-than-ideal working conditions including snow, rain, high wind conditions and extreme heat. Exposure to machine noise and fumes associated with equipment. Longer hours may be required, and employees may be on call at times to meet the customer needs of weekend or evening burials.

UNIFORM REQUIREMENTS:

- High-visibility tops will be provided.
- Must wear CSA supplied steel-toe work boots.