



# Job Description

## POSITION TITLE:

Cemetery/Parks Operator (Seasonal)

## DEPARTMENT:

Public Services

## TITLE OF IMMEDIATE SUPERVISOR:

Recreation & Facilities Supervisor

## STATUS/HOURS OF WORK:

This is a seasonal position. 40 hours per week with one half (1/2) hour unpaid lunch. The regular work week will be workdays Monday to Friday with occasional evening and weekend shifts as required. Work will be performed primarily outdoors in varying weather such as snow, rain, heat, smog and cold.

## PURPOSE OF POSITION:

Under general supervision of the Recreation & Facilities Supervisor, the position is responsible for performing general maintenance duties, including maintenance of garden beds, landscaped areas, cemetery grounds, cleaning of park grounds and buildings, operating tractors and small equipment for baseball diamond grooming and assisting with special functions.

## RESPONSIBILITIES:

### **Cemetery Operations**

1. Maintain beautification of grounds including but not limited to grass cutting, weeding, watering, pruning, trimming and leaf blowing etc.
2. Operate equipment such as riding lawn mower, compact tractor, push mower, trimmers and blowers in a safe manner.
3. Perform regular preventative maintenance on equipment and repair as required.
4. Fill in graves that have sunk and resurface to turf.
5. Locate plots for contractors to dig for full burials.
6. Locate plots and dig burials for cremation burials.
7. Dig all cremation in ground burials and open niches in columbarium.
8. General cleaning and maintenance of cemetery facilities.

### **Parks and Ground Maintenance**

1. Perform general landscaping duties, including trimming and weeding, with use of shovels, rakes, chainsaw, trimmers, leaf blowers, and adding woodchips as needed, etc.
2. Watering duties for garden beds and trees as required.
3. Grounds and facility maintenance, including but not limited to garbage removal, painting, general repair, and cleaning.

4. Operate lawn mowers, tractors, floor scrubbers and other equipment safely and in compliance with safety standards and protocols.
5. Support Recreation and Public Works teams on general maintenance and grounds maintenance tasks at various parks and facilities in Zorra Township.
6. Assist with special functions and/or tear down of special functions.

**Other Responsibilities**

1. Undertake other duties as directed by Recreation & Facilities Supervisor and/or Manager of Recreation & Facilities.
2. Follow all health and safety policies and procedures and report unsafe conditions or work to Supervisor.

**QUALIFICATION REQUIREMENTS:**

- One to two years of related experience preferred.
- High school diploma or equivalent.
- Certified Cemeterian Professional considered an asset.
- Valid Standard First Aid and CPR is an asset.
- Valid Class 'G' or 'G2' Ontario driver's license with a clear driving record.
- Knowledge of maintenance, equipment, and cemetery by-laws.
- Experience in Horticulture or landscaping or turf management is considered an asset
- Provision of satisfactory valid Criminal Record Check and Driver's 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 50lbs.), reaching, and standing for extended periods.
- Be able to walk or stand for long periods of time.

**WORKING RELATIONSHIPS:**

**Internal:** Work with Recreation & Facilities Supervisor, Recreation and Public Works staff.

**External:** Work with the public and contractors in a courteous, polite and professional manner.

**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. Heat and cold are hazards of the job. 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.