



## **Cemetery Labourer**

(8 weeks)  
(40 hours/week)

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site, and has many beautiful heritage buildings and recreational facilities.

Under the direction of the Cemetery Caretaker, the Cemetery Labourer will be responsible for the maintenance of the cemetery grounds, buildings and equipment. This successful candidate will play a crucial role in providing a positive experience for visitors.

### **Key Duties and Responsibilities:**

- Interact with visitors; responding to customer inquiries and concerns.
- Ensure that all areas of the cemetery, including grounds, restrooms, storage shed and common spaces, are clean, organized, and well-maintained.
- Assist in performing routine inspections of the cemetery grounds, monuments and buildings to identify and address maintenance needs.
- Assist in monument/marker repair and placement, grave preparation, tree removal and lawn care maintenance.
- Perform landscaping duties.
- Perform all cleaning and maintenance including sweeping and mopping floors, cleaning glass and windows, changing garbage and cleaning washroom facilities.

### **Skills and Qualifications:**

- Minimum Grade 10 or equivalent
- Valid Standard First Aid and CPR 'C' or willingness to obtain within 3 months of hire.
- Valid Class 'G' driver's license 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.
- Physical capability to perform repetitive bending, lifting (up to 23 kg.), reaching, and standing for extended periods.
- Ability to work independently and as part of a team, following established cleaning schedules and procedures.
- Strong attention to detail and commitment to maintaining cleanliness and orderliness.
- Flexibility to adapt to changing work assignments.
- Strong communication and interpersonal skills to foster effective relationships with colleagues, and the general public.

**Position Type:** Contract Position

**Wages:** Band C of the pay grid system (\$21.32-\$24.80) per hour

Qualified applicants are invited to submit their resume by **Friday October 11, 2024 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at [hr@smithsfalls.ca](mailto:hr@smithsfalls.ca)

*The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.*



**JOB DESCRIPTION**

<b>POSITION:</b>	Cemetery Labourer
<b>DEPARTMENT:</b>	Community Services
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	C
<b>SUPERVISOR:</b>	Cemetery Caretaker
<b>REVISION DATE:</b>	February 2024

**POSITION SUMMARY AND SCOPE:** The Cemetery Labourer will be responsible for maintaining and cleanliness of our cemetery grounds, buildings and equipment. This individual will play a crucial role in providing a positive experience for visitors and consumers.

**DUTIES AND RESPONSIBILITIES:**

**Cemetery Maintenance:**

Assist in performing routine inspections of the cemetery grounds, monuments and buildings to identify and address maintenance needs.

Assist in monument/marker repair and placement, grave preparation, tree removal, lawncare maintenance and other duties as required.

Ensure that all areas of the cemetery, including grounds, restrooms, storage shed and common spaces, are clean, organized, and well-maintained.

Assist in adhering to all cleaning and maintenance standards including sweeping and mopping floors, cleaning glass and windows, changing garbage and cleaning washroom facilities as needed throughout the shift.

**Security and Safety:**

Monitor cemetery grounds and buildings to ensure the safety and security of all visitors, consumers and staff.

Report all safety hazards directly to the Cemetery Caretaker.

Respond promptly to emergencies and follow established procedures for first aid.

**Customer Service:**

Interact with visitors in a courteous and helpful manner, providing information and assistance as needed.

Address customer inquiries and concerns promptly and professionally.

**Equipment Operation:**

Operate and maintain lawn care equipment, such as zero turn lawn tractors and trimmers, ensuring they are in working order.

**Team Collaboration:**

Collaborate with other staff members and departments to ensure seamless coordination of cemetery activities.

Participate in training sessions and meetings to stay informed about cemetery protocols and procedures.

**EDUCATIONAL REQUIREMENTS AND EXPERIENCE:**

- Minimum Grade 10 or equivalent
- Valid Standard First Aid and CPR 'C' or willingness to obtain within 3 months of hire.
- Valid Class 'G' driver's license is considered an asset.
- Provision of satisfactory valid Criminal Record Check and Vulnerable Sector Report.

**SKILLS AND COMPETENCIES:**

- Physical capability to perform repetitive bending, lifting (up to 23 kg.), reaching, and standing for extended periods.
- Ability to work independently and as part of a team, following established cleaning schedules and procedures.
- Strong attention to detail and commitment to maintaining cleanliness and orderliness.
- Flexibility to adapt to changing work assignments.
- Strong communication and interpersonal skills to foster effective relationships with colleagues, and the general public.

**WORKING CONDITIONS:**

This position is seasonal full time (6 months), working not more than 40 hours per week.

**PHYSICAL DEMANDS:** This position has numerous physical demands include bending, handling lawn care tools and equipment (e.g. grass trimmers), lifting (up to 23 kg.), and standing for extended periods. Occasional exposure to varying temperatures and weather conditions.

Workday requires periods of physical effort to complete duties satisfactorily. Candidates can anticipate a medium amount of physical fatigue.

**MENTAL DEMANDS:**

Visual acuity to assess cleanliness and identify maintenance needs.

Auditory ability to detect equipment malfunctions or alerts.

Minimal mental concentration is required.

Contact with the public.

Long durations of repetitive task (trimming).

**WORKING RELATIONSHIPS:**

<b>INTERNAL</b>	Parks and Recreation Operations Staff, including arena, maintenance and cemetery staff.
<b>EXTERNAL</b>	General Public