

Cemetery Attendant

Roads, Parks & Forestry Department

Job Number RPF-05-2021

Employee Group Non-Union

Employment Status Full-time Permanent

Position Overview The Cemetery Attendant is responsible for assisting in the operation and maintenance of Greenwood Cemetery as well as other decentralized City maintained cemeteries.

Responsibilities The successful applicant will be responsible for:

- Opening and closing all graves and assisting the Supervisor in determining grave locations
- Preparing monument foundations and installing bronze and granite memorials and corner posts
- Maintaining all Cemetery grounds, including cutting grass, trimming trees and shrubbery, planting and maintaining flowerbeds, sodding and seeding, spring and fall clean-ups and remedial repairs. This includes planning the plantings and the purchasing plant materials
- Providing back-up support for the Supervisor in the areas of plot sales, public enquiries and periodic on-call duties
- Operating cemetery equipment including backhoe and performing minor maintenance on all cemetery equipment and vehicles. As well as performing minor maintenance at the Cemetery buildings.

Requirements The Cemetery Attendant requires a High School diploma and a minimum of 6 months experience performing ground maintenance and operating related equipment. Preference will be given to those with a degree/diploma in horticulture and/or previous experience in cemetery operation.

Also, the successful applicant must hold a G class license with a clean driver's abstract and must be able to successfully pass an equipment operators test for backhoe within 6 months of hire date. In addition the applicant needs to be comfortable performing manual labour as the role requires physical exertion 90% of the time. The incumbent requires the ability to work independently due to the decentralized location of this position as well as strong customer service skills to effectively interact with members of the public and bereaved individuals. Competent computer skills are required for the use of cemetery software.

Rate of Pay \$62,829 to \$78,537 (Grade 8)

Posting Closing Date January 22, 2021

How to Apply To apply please visit www.burlington.ca/careers and click on "View Jobs". Please note, applications are only accepted on-line. If you require assistance, please contact Human Resources at 905-335-7602.

We thank all applicants and advise that only those to be interviewed will be contacted.

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