



## JOB DESCRIPTION

**TITLE:** Recreation/Cemetery Labourer

**REPORTS TO:** Public Works Superintendent (PWS) and functional supervision by Lead Hand

**LOCATION:** Various Facilities

**SUMMARY:** Reporting to the PWS, the Recreation/Cemetery Labourer is a member of a pool of skilled labourers. The Recreation/Cemetery Labourer utilizes tools, equipment and vehicles in the delivery of maintenance activities, including facilities, arena, parks, pool, cemetery, etc.

### MAIN RESPONSIBILITIES (This is not an exhaustive list)

1. Operates equipment and tools including but not limited to power tools, backhoe, tractor, mowers, chain saw, string trimmer, etc.
2. Participates in scoped asset maintenance activities including drainage, arena, parks, pool, cemetery, etc.
3. Maintains accurate maintenance logs.
4. Checks equipment for fuel, oil, water, coolants, lubricants and keep logs and report irregularities.
5. Performs minor repairs to tools and equipment such as change oil and grease as required.
6. Conducts circle checks of vehicles/equipment and logs accordingly as required.
7. Maintains all tools and equipment in good and safe operating condition and report defects to the PWS as appropriate.
8. Keeps work areas and public areas clean and safe at all times.

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**Recreation/Cemetery Labourer Job Description approved April 28, 2021**

9. Coordinates burials, including columbariums, and other cemetery maintenance work to ensure cemetery is in good state of repair, including head stone placement.
10. Performs general maintenance including general repairs, carpentry, plumbing, painting, cleaning, etc.
11. Mows grass, weed control, tree and shrub trimming, etc.
12. Coordinate garbage pick-up.
13. Opens, closes, and secures properties, facilities, and equipment.
14. Conducts park, cemetery and facility inspections for safety, quality control and preventative maintenance.
15. Carries out arena duties to ensure patrons can access and utilize ice.
16. Responds to patron inquiries.
17. Opens and closes various facilities.
18. Works with contractors engaged recreation, parks or cemetery activities.
19. May be required to assist with sidewalk plowing activities.
20. Assist with maintenance or cleaning of other Township facilities during slower periods.
21. Complies with all applicable Health and Safety regulations and statutes.
22. Other duties as assigned.

#### **DIRECT REPORTS:**

N/A

#### **EDUCATION/EXPERIENCE:**

- Minimum Grade 12 education or equivalent
- At least one year of general labourer and grounds maintenance experience
- Must possess and maintain WHMIS, chainsaw, propane, working at heights, etc. or ability to acquire within specified time.
- The Township may consider a different combination of education and experience where appropriate.

#### **ADDITIONAL COMPETENCIES/SKILLS:**

##### **REQUIRED:**

- Class G License.
- Pool Operator Course or ability to acquire within specified time.

##### **DESIRABLE:**

- Bilingual in both French and English
- Class DZ License

- Heavy Equipment Operator Training
- Recreation Facility Cleaning, Disinfection and Sanitizing Principles (OLSS) ORFA
- Grounds Operations and Maintenance ORFA
- Building Operations and Maintenance ORFA
- Cemeterian™ Operations and Management ORFA/Barnes Cemetery Training

**EFFORT:**

- Responds to complaints as directed by PWS.
- Handles and balances multiple shifting priorities.
- Requires significant attention to detail (inspections, equipment, tools and vehicle safety).

**WORKING CONDITIONS:**

A minimum 32 hours per week. May require shift work during peak seasons and events. The position is expected to respond to emergency situations.

Exposure to extreme weather conditions, maintenance activities, dust, debris, loud heavy equipment, confined spaces, chemicals, fumes and odours.