



**Job Title:** Cemetery Operator

**Location:** Groveside Cemetery

**Job Status and Duration:** Full Time, Permanent

**Rate of Pay:** \$55,000 - \$65,000 Annually, Plus Generous Benefit and Pension Package

**Hours of Work:** Monday – Friday 7:30 a.m. – 4:00 p.m.

Occasional Saturdays Required

Reporting to the Superintendent, the **Cemetery Operator** assists in the maintenance, operation, and administration of Groveside Cemetery. This includes but is not limited to:

- Locate, prepare and setup graves; assist in excavation and backfilling, shoring, leveling of sides and bottom, dressing and preparation of lowering device.
- Safe operation and maintenance of various light and heavy equipment; front mount mower, line trimmer, front end loader, backpack leaf blower, gas engine over seeder etc....
- Turf maintenance – fertilizing, cutting, seeding, watering, leaf removal, removal/ re-grading and chemical weed control.
- Gardening – soil management, watering, fertilizing, dead heading, cultivation, and edging.
- Pruning, trimming, fertilizing, preparing, and planting of shrubs and trees.
- Snow removal.
- Raising, resetting and installation of monuments, markers and foundations.
- Assist Superintendent with administrative duties; Sale of interment options, coordinating funeral arrangements, handling of complaints, questions and requests on the grounds and at the office.
- Custodial responsibilities; cleaning of office, lunchroom, bathrooms and shop floor.
- Training and supervision of seasonal staff.
- Occasional travel to other municipally owned cemeteries for grounds maintenance is required.

As the successful applicant, you must possess:

- A minimum of Grade 12 education.
- A Cemetery Personal Sales Licence from the Bereavement Authority of Ontario (or willingness to obtain).
- Ontario Pesticide Training and Certification.
- Over two (2) years related experience in a cemetery/horticulture environment.
- A valid Class “G” Driver’s Licence, maintained in good standing.
- Working knowledge of Microsoft Office Suite.
- Working knowledge of Stone Orchard Software considered an asset.
- High attention to detail required.

- Exceptional communication and interpersonal skills with an emphasis on customer service.
- The ability to work independently with a minimal amount of supervision.
- The ability to perform heavy, physical work outdoors in all weather conditions.
- Ontario Association of Cemetery and Funeral Professionals (OACFP) Membership.

**Application Instructions:** To be considered for this opportunity, please submit your application via the Indeed posting, located [here](#).

Alternatively, please email a detailed resume, quoting competition number **GS CO-22** in the subject line to [groveside@whitby.ca](mailto:groveside@whitby.ca)

**Application Deadline:** Friday, December 9, 2022

**Acknowledgement will only be forwarded to those who are invited for an interview.**

*Groveside Cemetery is an equal opportunity employer and is committed to an inclusive and barrier-free environment for our team. If you need a specific accommodation during the recruitment process, please let us know, and we will be happy to provide. Any information received relating to accommodation will be addressed confidentially.*

*Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.*