



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Regular Full-Time Lead Hand - Cemetery

**Posting Number:** 004967

**Department:** Community Operations Services Department

**Branch:** Community & Environmental Services

**Location:** Union Cemetery

**Posting Start Date:** 2024/09/19

**Posting End Date:** 2024/09/27 by 4:30pm

**Employment Group:** CUPE 250

**Salary Grade:** 11-\$36.43 - \$38.31

**Standard Weekly Hours of Work:** 40.00

**Shift Work Required:** No

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## **Job Description**

Under the direction of the Supervisor, Cemetery Operations and/or designate, supervise directly, initiate and be responsible for all assigned cemetery activities including building and grounds maintenance activities, facility inspections, record keeping, safety and

customer service related issues, upkeep and cleanliness of the building(s); associated areas, and program requirements of Union Cemetery as assigned in the Community & Environmental Services Branch. Additional facilities may include any other associated facilities that fall under the Branch.

### **Responsibilities:**

- Assist the Supervisor, Cemetery Operations and/or designate in all activities relating to cemetery operations, including the planning, development and implementation of all daily activities, work schedules and related activities
- Perform all aspects of cemetery maintenance and operations including those activities associated with interments, memorialization, grounds and turf maintenance, and building maintenance
- Supervise staff and contractors directly as required, and check the activities of assigned staff, develop work schedules, and, as required, physically work with staff to efficiently complete all work assignments
- Operate and train other employees on the safe operation and maintenance of all tools and equipment associated with cemetery operations including the backhoe, trucks, tractors, utility vehicles, lawn mowers, related attachments and other related hand tools or power tools
- Perform general repairs and maintenance, such as carpentry, painting, plumbing and HVAC maintenance, reporting maintenance requirements to the appropriate management representative
- Maintain excellent decorum and public relations, meeting with cemetery lot owners, funeral home staff and families of the deceased as it relates to providing products and services or other operational requirements
- Perform snow/ice control during the winter months at the Cemetery as well as other sites / facilities as directed by the Supervisor and/or designate including operating equipment and manually shoveling and salting sidewalks, parking lots, roadways, etc.
- Ensure that the group's work performance and quality standards are achieved and maintained
- Complete appropriate work records and documentation related to cemetery operations. Ensure that all transactions and work records are completed in accordance with policy and/or practice
- Ensure all work is performed in accordance with City of Oshawa safe work standards and the Ontario Occupational Health and Safety Act including but not limited to section 217.1 in the criminal code of Canada (Bill C-45); and provide input in the development and improvement of safety procedures
- Drive to off-site locations to pick up supplies and/or parts on a routine or emergency basis
- Perform general caretaking duties such as cleaning floors, wet mopping, operating power cleaning equipment (i.e. buffing machines, rug shampoo machines, wet and dry vacuums), cleaning glass, collecting and disposing of garbage/recycling as required

- Willing to attend continuing education courses as required. Perform and attend to cemetery or other associated activities of the branch outside of the normal working hours
- Perform other related duties as assigned

### **Requirements:**

- Two (2) year Technician Diploma in a parks-related field and have four (4) years relevant operational experience, knowledge and related skills in cemetery operations, two (2) of which is in a supervisory capacity, or the equivalent combination of formal education and relevant experience
- Two (2) years of experience with all types of tools and equipment related to cemetery operations. A demonstrated ability to operate and successful completion of written tests on equipment designated by the department and related to the responsibilities of the division, as listed under Type "A" equipment (CUPE Local #250 Collective Agreement, Appendix B)
- Knowledge of the Funeral Burial and Cremation Services Act, Ontario Regulation 30/11, and Cemetery By-laws
- Demonstrated knowledge, abilities and/or experience in all areas of cemetery operations including the delivery or installation of all associated products and services, grounds, building and turf maintenance and monument repairs or restorations
- Demonstrated ability to communicate tactfully and provide exceptional customer service to families, funeral professionals, city staff and other members of the public on issues of an extremely sensitive nature
- Willing and able to train in related areas of work in order to fulfill various assignments and on various equipment specific to the division, program or location
- Certificates or training related to turf or artificial turf maintenance, Building and Environmental Systems (BES), Risk Management and/or Legal Awareness, Scissor Lift, Confined Space, Electrical Safety, Sensitivity, Customer Service Training and Asbestos Awareness, Utility Vehicle with snow removal equipment, are considered assets, with the willingness to obtain
- Good understanding of HVAC systems including heating, refrigeration, air handling and preventative maintenance
- Excellent working knowledge of and ability to apply all relevant safety policies, standards and legislation (Ontario Occupational Health and Safety Act)
- First Aid, CPR, Public Access Defibrillator (PAD) and WHMIS training are assets and must be obtained and/or renewed as per the Department's training schedule
- Proven supervisory skills and effective leadership qualities. Willingness to accept responsibility, maintain work records, problem solve and work to deadlines
- Able to climb and work from heights, lift and move heavy items (50 lbs/23 kgs); stand, bend and work for extended periods of time; and be capable of performing the work assigned in a safe manner

- Good reading, writing and oral communication skills. Able to read, understand and follow general and technical instructions, methods and procedures dealing with a variety of situations. Able to complete forms and records relevant to the job
- Must be competent within a computerized environment necessary to perform the duties of the job. Experience in Microsoft Office (Outlook, Word, Excel, etc.)
- Excellent decorum, neat in appearance and work habits, wearing city-issued uniform and safety equipment as required
- Able to work alone or with minimal supervision, or in a team environment. Demonstrating reliability, exercising good and sound judgement, initiative and safe appropriate practices and procedures
- Able to be flexible and work in various physical locations when required. Able to work overtime on short notice and to perform rotating shift work necessary to fulfill the requirements of a seven (7) day operation as required
- Be willing to receive calls related to unexpected after hours operational requirements (that relate directly to their day-to-day area of responsibility) at home
- Possess and maintain an unrestricted Ontario Driver's License (minimum Class "G") in good standing and be able to pass the Corporation's tests for motor vehicle operation. Class DZ is considered an asset

As a condition of employment, the City of Oshawa will require successful candidates to provide a Vulnerable Sector Check and an employment medical.

Apply online at: <https://oshawa.jobs.net/en-CA/search>

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*