



JOB DESCRIPTION

Position: Cemetery Assistant
Department: Community Services
Reports to: Supervisor of Projects, Property and Horticultural Services

Position Summary:

Under the general supervision of the Supervisor of Projects, Property and Horticultural Services, the Cemetery Assistant will provide assistance to the Cemetery Technician in the day-to-day operations and maintaining the municipal cemeteries. This position will also assist other municipal staff/departments when necessary.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Assist in the maintenance of cemetery grounds. Responsible for trimming and cutting trees, pruning shrubs, planting and watering flowers, raking, repairing sunken plots, mowing turf, trimming around memorials, monument restoration and foundation repairs, interments, vault installation, and clearing driveways of snow.
- Assist with locating correct positions for monument erections and monitor installers of foundations for proper depth and quality of foundation.
- Assist in the maintenance of equipment and property.
- Responsible for maintaining a high level of positive customer service by acting in a frontline service capacity dealing with the public, answering questions and variety of other interactions.
- Responsible for the completion of records and or log books as defined by the Department or other regulatory bodies.
- Participate in staff meetings and training as may be required.
- Complete accident reports, vandalism reports and customer complaint reports as may be required.
- Perform such other related duties as may be assigned from time to time.



Qualifications:

- Minimum Ontario Secondary School Diploma
- Experience in cemetery operations an asset
- Knowledge of small equipment repairs an asset
- Experience operating a back hoe and grass maintenance equipment is preferred
- Ability to lift heavy objects
- A valid class "G" Ontario driver's licence
- Excellent communication skills
- A satisfactory Criminal Record Check required prior to starting employment

PREPARED BY: Rob Lilbourne Director of Community Services

William Versloot Human Resources Generalist

APPROVED BY: Greg McClinchey Chief Administrative Officer

UPDATED: February 2019 **SUPERSEDES DATE:** NA