



JOB DESCRIPTION

CITY OF
ST. CATHARINES

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|----------------------|---|-----------------------|-----------------------------|
| | | Employee Group | CUPE Local 150 |
| Job Title | Parks Operator I – Cemetery | Pay Group | 3 |
| Department | Recreation and Community Services (RCS) | Division | RCS Operations |
| Supervised By | Foreman III – Cemetery | Directs | Seasonal staff, Students |

SUMMARY OF DUTIES:

To perform the property maintenance activities of the Municipal cemetery operation. To assist with the preparation and execution of burials and work in compliance with the applicable by-laws and legislation.

DUTIES AND RESPONSIBILITIES:

(These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements.)

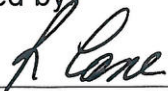
1. Operate equipment and vehicles to support the maintenance of Municipal cemetery and green space, sample tasks include but are not limited to:
 - a. Lawn maintenance activities both around Municipal buildings and open green space;
 - b. Trim and edge along walkways, trails, flower beds and parking lots;
 - c. Line grave sites. Grave set up and grave reinstatement;
 - d. Lay plywood, move headstones, position casket lowering device on grave site;
 - e. Pick up and transport workers, parts, material, equipment and trailers as required;
2. Preventative maintenance on and basic repairs to park equipment and facilities, sample tasks include but are not limited to:
 - a. Lubricate and add fluids to vehicle;
 - b. Repair and paint equipment and facilities, such as fences, gates and bleachers.
3. General labour duties such as litter pick up, dig ditches to repair or lay drainage pipe, rake leaves, lay sod and other general property maintenance as required.
4. Provide functional leadership of others in small groups to perform various general labour duties.
5. Ensure security of facility: unlocking, locking, operating alarm systems and liaise with alarm companies when necessary.
6. Ensure equipment is safe to operate, securely stored and practice good housekeeping of vehicle and work area.
7. Provide excellent customer service; respond to needs of all customers and staff as required.
8. Efficiently and accurately complete paperwork (e.g. daily performance logs, time sheets and accident reports).

9. Perform other similar and related duties as required.

POSITION REQUIREMENTS:

- Grade 12 Diploma or General Educational Development (GED) Certificate.
- Certificate or Diploma in Horticulture or Turf Management from a recognized institution or equivalent is preferred.
- Valid - Standard First Aid / CPR C Certification as recognized through the Workplace Safety and Insurance Board (WSIB).
- Valid, unrestricted Class "G" driver's licence held in good standing. Class "DZ" licence preferred.
- Knowledge of the Cemetery By-Laws, Cemeteries Act and the Funeral, Burial and Cremation Services Act would be an asset.
- Knowledge of the proper grave set-up, grave opening and closing procedures, foundation layout, marker installation and lot layout procedures would be an asset.
- Formal training and experience with the Occupational Health and Safety Act in particular as it relates to maintenance and construction activities (e.g. Personal Protective Equipment (PPE), fall arrest, trench safety).
- A demonstrated commitment to enhancing a safety culture. Knowledge of City of St. Catharines safety policies preferred.
- Demonstrated knowledge of the Ontario Traffic Manual with emphasis on Book 7 preferred. Ability to safely set up traffic control in work zones during roadway or utility construction and maintenance operations.
- Ability to meet the physical demands of the job as described in the physical demands analysis (PDA).
- Availability to work flexible hours (e.g. working shifts for a 7 day, 24 hour operation, overtime, winter control).
- Effective time management skills and attention to detail with the ability to organize work to meet deadlines, multi-task and work independently in situations with minimal supervision.
- Exceptional customer service skills with a strong sense of public service and cooperation, and well developed abilities to deal with the public and citizens' groups.
- Basic computer skills, experience with Microsoft Office Suite an asset.

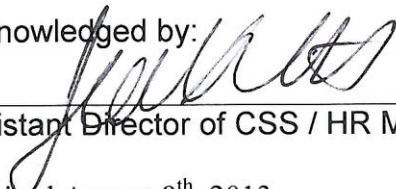
Approved by:



Director of Recreation and Community Services

Oct. 18 / 13
Date

Acknowledged by:



Assistant Director of CSS / HR Manager

OCT 28 / 13
Date

Revised August 8th, 2013