

Seasonal & On-Call Grounds Maintenance Assistant

North Bay R.C. Cemeteries

LANDSCAPE / GROUNDS & FACILITIES MAINTENANCE / GENERAL LABOUR

North Bay R.C. Cemeteries is looking for a seasonal on-call Ground Maintenance Assistant to assist in the maintenance of St. Mary's and Holy Cross Cemetery.

General Accountabilities

All aspects of cemetery care including interments, customer services, memorial and monument installations, equipment and grounds maintenance. Performs and assists at all grounds keeping and maintenance matters on the properties and maintains the overall appearance of the cemeteries and mausoleum. Assists or performs, as required, interments at cemetery properties.

Specific Responsibilities:

- Maintain cemetery grounds, facilities and equipment (including general lawn care, cutting, trimming, re-grading, seeding; planting and/or maintaining trees, shrubs, flower beds, and snow removal)
- Operates lawn and grounds equipment including power mowers, snow blowers, gas line trimmers, leaf blowers and other related power equipment.
- Removes debris and trash from grounds.
- Assists and/or performs openings and closings for interments and entombments. May perform disinterment.
- Install and maintain monuments, markers and monument and marker foundations
- May perform minor repairs to the cemetery and / or building systems.
- May assist in moving and installing burial vaults.
- Performs other duties as assigned.

Qualifications:

Valid Ontario Class G2 Driver's Licence.

Able to perform physical labour and lift and lower 50 lbs or more.

Able to work outdoors in various weather conditions.

Able to understand and carry out verbal and written instructions.

Backhoe experience an asset.

General Equipment Maintenance experience an asset.

Must be able to work with a diverse group of people and interact respectfully with cemetery visitors.

Experience in gardening, landscape, and/or construction is an asset

Hours of Work:

Monday to Friday, 8:00am to 4:30pm

Some Saturday Shifts may be required

40 hours per week

Start Rate:

\$13.50/hour to \$15.00/hour based on qualifications and experience.

Start Date/Duration:

Spring to Fall - approximately 20 weeks, generally starting in April

Additional hours may be available during the winter months.

North Bay R.C. Cemeteries is committed to providing equitable opportunities to all applicants and welcomes applications from all qualified persons. We will provide accommodation in recruitment as needed. If you require an accommodation, please notify us and we will work with you to meet your needs.

Job Type: Seasonal

Required education:

High school or equivalent

If you are interested in applying for this position please email your resume and cover letter no later than March 24, 2017 to: Darren Denomme, Manager, North Bay R.C. Cemeteries, 132 Golf Club Road. Phone: 705-495-8986, Fax: 705-495-36697; email: ddenomme@nbrcc.ca

We appreciated your interest however only those selected for an interview will be contacted.

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