

St. Thomas Cemetery Company
Job Description

Title: Cemetery Grounds Supervisor

Reports to: Cemetery Manager

Purpose of the Job:

To perform the necessary tasks related to interments and the bereavement sector with respect to burying grounds. To maintain the cemetery landscape, buildings, and equipment associated in the operation of the cemetery.

Primary responsibilities:

1. Provides direct supervision to Grounds staff.
2. Delegates and coordinates the activities of the Grounds Workers from the work plan / job description.
3. Prepares and executes Interments Rights (open, dress and close graves)
4. Property & lawn maintenance (cut & trim grass, rake, weed gardens, prune trees and shrubs)
5. Prepares and submits weekly progress reports and monthly Board Reports to Cemetery Manager.
6. Completes the necessary documentation and submits to Manager on an as needed basis. Meets with Cemetery Manager daily.
7. Requisitions supplies and materials as needed.
8. In conjunction with the Cemetery Manager, trains grounds workers in job duties and company policy.
9. Performs other manual duties to clean and maintain landscaped environments.

Secondary Responsibilities:

Ensure the following tasks are complete or completed:

1. Equipment and Building Maintenance as required
2. Grounds General Maintenance – i.e. painting fences, brush removal
3. Perform general garbage pick-up, recycling, & composting
4. Maintains flowerbeds, shrubs and trees – weeding and watering
5. Restoration of markers and monuments.
6. Preparation of foundations – new and restorative.
7. Installation of and restoration of new and old markers
8. Perform other duties as they may be assigned.

Staff Supervisory

1. Supervise and co-ordinates the activities of the cemetery workers.
2. Supervise Community Service workers and students from time to time.

3. Ensure Health and Safety, Bylaws, and Cemetery Policies and Procedures are adhered to.

Interaction with Patrons and Public

- Promote a positive image for the Cemetery.
- Maintain a strict code of confidentiality.
- Respect the dignity of the visitors.
- Maintain positive communication with Funeral Homes, Monument Dealers, colleagues, and public

Physical Demands

- Walking
- Lifting and bending
- Sitting on riding equipment
- Shoveling
- Good physical condition

Working Conditions and Environment

1. Willingness to work outside of regularly scheduled hours
2. Working in inclement weather
3. Willingness to take time off during inclement weather

Knowledge and Skills Required

1. Maintain a valid Ontario Driver's License
2. Adhere to all policies and procedures of the St. Thomas Cemetery Company.
3. Ministry of Consumer and Business Services - Cemetery Branch.
4. Ability to efficiently operate push mowers, trimmers, riding mowers, tractor / backhoe and other related equipment.
5. Ability to perform general maintenance and upkeep of equipment
6. Supervisory & Leadership skills
7. Ministry of Labour – Laws & Regulations
8. Health and Safety / WHMIS training
9. Current First Aid / CPR Certificate
10. Able to work independently & collaboratively within a team environment

How to apply

Email resume and cover letter to: manager@stthomascemetery.com