

Facilities Attendant/Cemetery Labourer

Reporting to the Facilities Lead Hands, the successful applicant will be responsible for the general maintenance and upkeep of municipal facilities, parks sports fields and playgrounds within a shift-based work environment from November-April. From May-October, this role will be responsible for the maintenance and upkeep of active, abandoned and historical cemeteries. This is a permanent full-time position.

Duties include:

- To ensure the safe, clean and efficient operation, including routine maintenance and repairs of all municipally owned facilities, in accordance with all safety regulations and procedures
- Ensure quality ice resurfacing for user groups operating various equipment as required, and monitoring refrigeration, mechanical and electrical equipment and recording equipment readings as required
- General maintenance and upkeep of active, abandoned and historical cemeteries including landscaping, grass cutting and trimming, maintaining headstones, site prep for burial services and post burial maintenance
- Responsible for customer service and provide direction to part-time staff
- Operate various equipment required to maintain cemeteries, park areas, ice and sports fields
- Provide support services as required to prepare community halls for rental

Qualifications:

- Minimum 2 years of applicable building maintenance experience
- Certified in specialized skills such as carpentry, welding, electrical, plumbing considered an asset
- Arena or recreation facility experience, preferable in a municipal environment
- Experience operating equipment such as ice resurfacer, zero-turn lawn mower, utility tractors, skid-steer, chain saw, and power tools, etc.
- Basic knowledge of the Bereavement Authority of Ontario (BAO)
- Valid Ontario Driver's License, DZ license and snow plowing experience considered an asset

Education:

- Certified Ice Technician (CIT) from Ontario Recreation Facilities Association
- Refrigeration Class B Certificate from Technical Standards and Safety Authority (TSSA) considered an asset
- Cemeterian Operations and Management/Grounds Operations & Maintenance (ORFA)
- Standard First Aid, CPR, AED training and WHMIS certificates

Salary:

- \$23.69-27.87/hour, based on ability and experience
- 40 hours/week, with employer paid benefits, weekend and evening shifts form part of regular work scheduling.

Interested applicants are requested to forward a cover letter and resume marked Confidential File #16-2022 by July 18, 2022 8:30 a.m.to:

hr@greaternapanee.com

Town of Greater Napanee, Attention: Michelle King, HR Coordinator
124 John St., P.O. Box 97, Napanee, On K7R 3L4

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Only those candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.