CORPORATION OF THE TOWN OF TILLSONBURG

INTERNAL/EXTERNAL JOB POSTING

POSITION: Parks & Cemeteries Supervisor

DEPARTMENT: Parks & Facilities

LOCATION: Tillsonburg Cemetery

STATUS: Full Time (40 hours/week)

REPORTS TO: Manager of Parks & Facilities

GRADE: 8 ($27.19 to $32.95 – 2019 rates)

POSTING #: HR 2.20

POSTING PERIOD: March 5 to March 19, 2020

NOTE: Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.
GENERAL STATEMENT OF DUTIES:
Responsible for all day to day tasks and maintenance at the Tillsonburg Cemetery, Pioneer Cemetery, Town Parks and Playgrounds, Town sports fields including ground and turf maintenance as well as walking trails.

QUALIFICATIONS:
- Requires a Landscaping/horticultural/parks diploma/certificate from a recognized post-secondary institution (one year program).
- Two (2) years’ experience in landscaping/horticulture environment.
- Cemeteries operations levels one and two certificates.
- Ability to operate equipment including grass cutting equipment, dump truck and snow plow operations.
- One to three years related experience in municipal cemetery and parks operations.
- Trench training and fall protection (construction association of Ontario).
- Proficiency and accuracy with backhoe and other heavy equipment.
- Current knowledge of Ontario Cemeteries Act.
- Class G drivers' licence with Z endorsement.
- Use of various computer software including Microsoft Office and stone orchard software.
- Works well with team to develop solutions.
- Ability to problem solve.
- Excellent customer service skills.
- Current AED, CPR/First Aid and WHMIS certificates.
- Pesticides licence for forestry, landscaping and industrial vegetation.
- Knowledge of relevant legislation, policies and guidelines.
- Knowledge of the occupational health and safety act.
- Supervision in a Parks/Recreational setting training course through recognized industry organization (i.e. – ORFA).
- Good communication skills to communicate effectively and concisely to meet staff and customer needs.
- CSA Playground Inspection Certificate an asset.

POSITION RESPONSIBILITIES:
- Oversees the operation of the cemetery, parks, trails and other Town land.
- Ensures the maintenance of all grounds and landscaping including ongoing development of new flower beds and overall tree management on a year round basis.
- Coordinates and completes interments while training other staff in this function.
- Maps and develops new sections.
- Liaises with public selling plots, columbarium niches, memorial trees and benches cooperatively with Cemetery Registrar.
- Liaises with patrons, funeral homes and government agencies.
- Coordinates all disinterments with County Board of Health.
• Installs and repairs all monument foundations through Parks and Cemeteries staff.
• Monitors ACR system for relevant cases and responds to and coordinates investigation and resolution for assigned tasks.
• Performs repairs to equipment and grounds using equipment and various tools.
• Operates equipment such as backhoe, tractors, dump truck, grass cutters, snow plow, excavating and cement mixers, hand tools, power tools, etc. and trains Parks and Cemeteries staff
• Makes recommendations to Manager of Parks and Facilities on procedural issues.
• Ensures adequate inspections take place for all parks, sports fields and trails and any deficiencies are corrected.
• Supervises, coaches and trains all full time, part time, seasonal and student positions.
• Reviews all Parks & Cemetery documentation to ensure CVOR compliance as well as staff logbooks/personal notebooks are completed as per standard operating procedure.
• Assigns tasks, evaluates and ensures safe working practices for all staff assigned.
• Maintains adequate operating records for the efficient operation of buildings and equipment.
• Recommends cost effective solutions to operational issues.
• Maintains operating equipment logs to verify cost coding.
• Maintains up to date records on work completed.
• Provides input into annual budget and business plan.
• Processes payments on the POS system in the absence of CSR.
• Conducts daily, weekly and as needed Job Hazard Analysis meetings with staff.
• Carries out all duties and responsibilities using due diligence and complying with Ontario Health and Safety Act and regulations.
• Ensures operating procedures and workplace safety regulations are followed.
• Adheres to emergency and operating procedures and safety regulations by handling and storing chemicals safely, performing first aid to the level of competency attained and following other procedures and directives.
• Performs other duties as assigned by Manager of Parks & Facilities and/or the Director of Recreation, Culture & Parks.
• Adheres to all policies and procedures for the Town.
• Occasionally works alone for part of shift.
• Some evening and weekend work required as operations dictate.