

Township of Southgate

Job Description

Date of Update: February 2026	Cemetery Caretaker – Part Time
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Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Cemetery Caretaker (Part Time)	Supervisor's Job Title: Public Works Manager
Standard hours of work per week: 30 hours per week Available for weekend burials	Eligibility to Group Insurance No Eligibility to OMERS: Yes
Location of Position: Maple Grove Cemetery, Dundalk	Department/Division Transportation & Public Safety
Employment Status: Permanent Part Time Hourly	Pay Band: 13

2) Scope of Position (A maximum of three sentences.)

Under the overall supervision of the Public Works Manager, this position is responsible for the day to day maintenance of the Maple Grove Cemetery and mortuary in Dundalk during the summer months as well as storage during the winter months. This position also assists with winter control in Dundalk.

Key Responsibilities	Tasks	% of Time
Plot Maintenance	<ul style="list-style-type: none"> - Measuring and staking graves, cutting and removing sod. - Assist backhoe operator to excavate graves, removing extra soil to stockpile - Shoring up grave to prevent cave-in, if required - Pumping water from grave if necessary prior to lowering of vault - Backfilling grave and replacing sod - Measuring for headstones and plot and place corner posts - Assisting public in locating plots (during regular working hours) - Refilling and levelling plots and reseeding as required - Collecting burial permit and fees for grave opening and closing, for out-of-town burials, when required, and forwarding to Municipal Office - Dividing area into plots from surveyed plot rows 	
Internments	<ul style="list-style-type: none"> - Responsible for internments, columbarium openings and scattering garden placements. 	
Yard Maintenance & Winter Storage	<ul style="list-style-type: none"> - Grass cutting at Cemeteries once per week during growing season and trimming around headstones. - Planting, weeding and watering flower beds located inside Cemetery gates as well as at Hargrave plot on a weekly basis. - Repairing and painting iron fence, mortuary and tool shed as needed. Washing inside mortuary walls, sweeping basement after winter storage - Responsible for snow blowing of driveways at front and rear of mortuary when needed - Trimming and shaping cemetery shrubs with hand tools and removing dead wood from large trees with chainsaw - Raking gravel from roadside, raking and bagging leaves at front entrance - Guarding property on Hallowe'en night if requested - Responsible for snow blowing of driveways at front and rear of mortuary when needed or contacting other works dept. staff for same - Shovel snow from mortuary steps (front and back) 	
Roads	<ul style="list-style-type: none"> - Assist with loose top maintenance. - Winter control (plowing with pickup or tractor, spreading sand and salt, snow removal, snow fence erection and removal, winter damage, etc.). - Roadside maintenance (cold mix/hot mix repairs, patching, sweeping, shoulder re-gravelling and dragging, washout repairs, grass trimming, etc.) - Tree removal and planting. - Maintain culverts, ditches and storm drains. - Maintain sidewalks & parking areas. - Operates all equipment; trucks, trackless, sander, plow, tractors/mowers, street sweeper, grinder, woodchipper, excavator and wheel loader. 	
Other Duties as Assigned	<ul style="list-style-type: none"> - Be present to open and lock doors, assist with storage of casket - Performs all other duties as assigned by Supervisor. - Represents the Municipality when performing day-to-day duties (i.e.contact with public). 	

Section B: Skills

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School <input type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses	High School Diploma or equivalent
License or Professional Designation	Driver's "G" licence
Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars? Yes X No	
Discuss:	

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
Workplace Health and Safety	1 Month
WHMIS	1 Month
CPR, First Aid	2 Years

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> - Equipment operating experience. - Health and safety training. - Chainsaw course. 	1 year An asset An asset

4) Other Key Skills:

<ul style="list-style-type: none"> - Good communication skills. - Team player. - Mechanical skills. - Good work ethic.
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5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.) Co-workers (other depts.) Supervisor (your dept.) Supervisor (other dept.) Dept. Head (your dept.) Dept. Head (other depts.) Staff (other municipalities) Administrators	Frequently Occasionally Frequently Occasionally Frequently Seldom Seldom Seldom		
External Contacts	Frequency	Purpose	Method
Ratepayers Children/Students Seniors Suppliers General Public Business Representatives Consultants, Engineers, Planners Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers group Other: Specify Below	Occasionally Seldom Occasionally Occasionally Occasionally Seldom Seldom Seldom Seldom Seldom Seldom Occasionally Seldom Seldom Seldom Seldom		
Interpersonal skills: Communicating with the public; working cooperatively; responding to basic needs or requests; common courtesy; identifying needs.			

6) Decision Making

<p>Minimum supervision required by Department Head Make on-site decisions when working with equipment in the field</p>

7) Problem Solving Responsibilities

<p>Must use good health and safety practices at all times. Occasionally expected to be able to perform repairs and maintenance to Cemetery equipment.</p>
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8) Equipment & Technology Utilized

Operating lawn equipment such as; tractors/mowers, grader, chainsaw, woodchipper.
Work with shop tools.
Must wear safety equipment on the job.
Use of cell phone for calls, texts and emails.

Section C: Responsibility

1) Program Delivery

Considerable portion of work time is spent outdoors.
Working on grounds where responsible for safe work practices and public safety measures.
Maintain accurate records.

2) Impact and Accountabilities

Must use good health and safety practices at all times.
Improper maintenance of equipment can lead to costly repairs.
Responsible for ensuring Cemetery grounds are kept in a condition safe for public use

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

4) Material and Information Resources

Ensure work practice regulations for Ministry of Labour are followed.

5) Financial Resources

No direct financial responsibility; however, may accept funds on behalf of municipality and may be asked for advice on equipment purchases.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting			x		
Standing				x	
Noise Exposure			x		
Adverse Temperature				x	
Pushing/Pulling				x	
Lifting/Carrying			x		
Dust			x		
Odors		x			
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

- Work regularly with wide variety of large and small equipment.
- Weather conditions

Health and Safety Responsibilities

- Responsible for physical health and safety of general public.
- Be aware of safe operating procedures for all equipment and work sites.
- Must wear safety equipment on the job.

3) Travel

Travel within the Township.

4) Driving

Minimal KM's vary.

5) Mental Environment

Considerable portion of work time is spent outdoors. Summer weather conditions, may be urgent situations, monotony and working alone contribute to stress.

Section E: Effort

1) Mental Effort

Dealing with public.
Maintain a calm attitude under adverse conditions.
Meeting deadlines.

2) Physical Effort

Working outside in hot summer weather conditions: must be physically capable of working in varying conditions.
May be heavy lifting, sitting long periods of time on mower.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO : _____
Signature

Date Completed: _____