



INTERNAL/EXTERNAL POSTING

Employment Opportunity

Job Title: Cemetery Caretaker & Operator

Job Posting #: 2026-02

Department: Public Works

Location: Maple Grove Cemetery (180199 Grey Rd 9, Dundalk), Woodland Cemetery (082395 Southgate Rd 8, Mount Forest) & Dundalk Depot (85 Dundalk St, Dundalk)

Status: Permanent Part-Time

Hours per Week: 30

Salary / Wage: \$27.79/hour to \$30.88/hour (2025 rates)

Application Due Date: March 4, 2026 at 2pm

The Township of Southgate is a small rural community located in the southern part of Grey County and known as the gateway to Grey County.

"Rooted in community, embracing our future", our mission is to provide enhanced and reliable municipal services for Southgate's community and businesses to ensure sustainability now and into the future.

Due to a vacancy, the Township of Southgate is now accepting INTERNAL/EXTERNAL applications for one (1) permanent part-time position of **Cemetery Caretaker / Labourer** at our Cemeteries and Dundalk Depot.

Job Duties:

- Plot Maintenance including measuring and staking graves, cutting and removing sod.
- Assist backhoe operator to excavate graves
- Pumping water from grave if necessary.
- Backfilling grave and replacing sod.
- Locate plots, including assisting the public with locating specific plots.
- Responsible for internments, columbarium openings and scattering garden placements.
- Yard maintenance at the cemeteries including grass cutting, planning, weeding, repairing and painting fencing, trimming and shaping of shrubs, raking.
- Winter control in Dundalk including running sidewalk machine.
- Operates all equipment including trucks, sander, plow, tractors, mowers, street sweeper, grinder, woodchipper, excavator, brusher, wheel loader.

Qualifications:

- Valid Ontario Class G Licence required.
- Valid Ontario Class DZ Licence preferred.
- Minimum 1 year experience operating equipment.
- Health and safety training as well as chainsaw training an asset.
- Other skills include ability to work independently, good communication skills and mechanical skills are an asset.

For a complete job description and further information please visit the employment opportunities section of our website (www.southgate.ca).

Interested and qualified applicants are invited to forward their cover letter and resume to Human Resources (employment@southgate.ca or 185667 Grey Road 9, Dundalk, ON, N0C 1B0) quoting job **#2026-02** by **March 4, 2026**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only. The Township of Southgate does not use Artificial Intelligence (AI) technology at any stage of recruitment.

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.