

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(OPERATIONS & WASTE MANAGEMENT – ENVIRONMENTAL SERVICES – LOCATION – WOODLAND CEMETERY)**

**CEMETERY GARDENER – CUPE 5167**

**SUMMARY OF DUTIES**

Reports to Operations Supervisor of Cemeteries. Performs gardening and ground maintenance in City cemeteries.

**GENERAL DUTIES**

Designs, plans, plants and maintains perpetual and public flower beds.

Maintains records of materials received and used, such as annual flower orders, fertilizer.

Requisitions materials and maintains stock.

Removes, plants and trims bushes, trees and shrubs.

Reads sectional maps.

Places planks/plywood to guide backhoe and truck in preparation of gravesite.

Shores, squares and levels gravesite.

Installs and removes lowering devices, shoring, platforms, tents and dressings.

Installs grave liner lids.

Backfills, levels and replaces sod at gravesite.

Locates grave and installs markers.

Digs and pours foundations for monuments.

Performs ground grooming such as grass cutting, trimming, raking and removal of leaves.

Maintains gravesites and grounds by sodding, seeding and levelling.

Loads and unloads vehicles of equipment and material.

Operates tools and equipment such as push and riding mowers, weed eaters, wacker compactor, skill and chainsaws, leaf blowers and rototiller.

Removes human remains for reinterment.

Performs minor maintenance to buildings and outdoor structures such as repairing and painting building, benches, fences and guardrails.

Removes and cleans snow from walkways and stairways.

Installs and maintains waterlines and irrigation systems at cemeteries.

Trains and directs part time and new staff on gardening procedures.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

**QUALIFICATIONS**

1. Previous gardening experience related to duties listed above normally acquired by a combination of education and relevant work experience.
2. Preference will be given to applicants with experience or education in Horticulture.
3. Previous experience, training, and ability to operate equipment and tools in a safe manner.
4. Ability to work with minimal supervision.
5. Ability to comprehend and communicate both written and verbally.
6. Must be able to follow written instructions in performing a variety of tasks.
7. Must be able to understand and follow detailed procedures and instructions.
8. Must be able to lift materials and tools.
9. Must possess a valid Class "G" Licence.
10. Class "DZ" licence is preferred.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**